



**University of New Mexico
Taos**

Faculty Handbook

November 2006

*Faculty Senate
University of New Mexico--Taos*

UNM-Taos Faculty Handbook Table of Contents

Chapter 1: The University of New Mexico Overview

Chapter 2: UNM-Taos

Chapter 3: External and Internal Governance/Organizational Structure

Chapter 4: Federal and State Policies at UNM-Taos

Chapter 5: Policies, Procedures, and Processes

Chapter 6: Student-Related Policies and Procedures

Chapter 7: Campus Ecology: Grounds, Facilities, and Services

Chapter 8: Teaching at UNM-Taos

Chapter 9: Section F: UNM Faculty Handbook

Chapter 1: The University of New Mexico Overview

The University of New Mexico

For a comprehensive overview of the University of New Mexico system, see its web site at www.unm.edu.

UNM Mission and Values Statement

The University will engage students, faculty, and staff in its comprehensive educational, research, and service programs. UNM will provide students with the values, habits of mind, knowledge, and skills that they need to be enlightened citizens. The values UNM wishes to promote as an institution of higher education include: academic freedom, diversity within academic communities, creativity and initiative, excellence, integrity and professionalism, and student success. (Condensed, *UNM Faculty Handbook*)

The Faculty's Role in the University's Mission

As stated in the *UNM Faculty Constitution*, the faculty* shall have the right of review and action in regard to the following:

- Formulation of institutional aims;
- Creation of new departments, academies, and programs;
- Major changes to the curriculum;
- Requirements for admission, graduation, honors, and scholastic performance;
- Approval of candidates for degree;
- Policies of appointment, dismissal, and promotion in academic rank;
- Research and development;

General faculty welfare.

Actions taken by the faculty shall be subject to the authority of the Branch Executive Director, the Office of the Provost, and the Board of Regents in matters involving finance, personnel, and general policy. (For elucidation of specific procedures and policies, see "The Faculty's Role in the University's Academic Mission," *Regents' Policy Manual*.)

**In this handbook, "faculty," "faculty members," and "instructors" are used interchangeably for all people who teach full- or part-time at UNM-Taos. The term "instructor" does not refer to a professional rank. This handbook does not use the terms "lecturers" or "professors" unless addressing issues of rank. The word "adjunct" refers to instructors.*

Accreditation

UNM has been fully accredited by the North Central Association of Colleges and Secondary Schools since 1922. The university is currently recognized by an extensive list of accrediting organizations in many fields.

Role and Function of UNM Branch Colleges

Branch colleges respond specifically to the unique needs and multicultural background of the citizens in their respective communities by offering community education programs; career education, including certificate and associate programs; and transfer programs that prepare students for upper-division entry into colleges and universities. Branch colleges use resources in the community and, therefore, also function as integral parts of their communities. The branch colleges of the University of New Mexico are considered fully

integrated component colleges. They are committed to serving the needs of their respective communities and offering a variety of academic, career, and community service programs. The branch colleges promote the quality and integrity of all academic curricula, and the main campus offers its resources, whenever appropriate and practical, to the fulfillment of the missions of the branches.

Statutory Provisions and Funding of Branch Colleges

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 Commission on Higher Education, 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 UNM Board of Regents, and the Commission on Higher Education before being submitted to the Legislature.

UNM Faculty Handbook/University of New Mexico Website

The UNM website allows access to general information, as well as specific policies and procedures. It is located at <http://unm.edu>

The American Association of University Professors

The New Mexico Chapter of the AAUP promotes faculty interests and national AAUP policies in areas of academic freedom and tenure, due process, shared governance, and compensation. For further information, contact an AAUP representative or visit its website at www.aaup.org.

Chapter 2: UNM-Taos

History of UNM-Taos

At the request of the Taos Municipal School Board and the Taos Community, the University of New Mexico became the parent institution for the Taos Education Center on July 1, 1993. Operation of the Taos Education Center was governed by New Mexico state statutes, including House Bill 532; Senate Bill 82-Chapter 42, Article 21-14A Off-Campus Instruction Act (March 5, 1982); New Mexico Commission on Higher Education Rule 230; and a joint powers operating agreement among the Board of Regents of the University of New Mexico, the Commission on Higher Education, and the Taos Education Center Off-Campus Board. The Center operated a two-year post-secondary academic and vocational program until July 1, 2003, when the Taos Education Center became an official branch college of the University of New Mexico.

Facilities and Programs

In terms of student enrollment and the number of contracted faculty, UNM-Taos has changed significantly since July of 1993. On average, more than 100 faculty members instruct about 1,200 students per semester. In addition, the facilities have increased to over 20,000 square feet of leased space, and Phase I of a permanent campus (the Klauer campus), which includes classrooms and office space on an eighty-acre tract of donated land, has been completed. The programs offered include eight Associate of Arts degrees, four Associate of Applied Science degrees, one Associate of Science degree, and nineteen certificates. Through Extended University, UNM-Taos provides a Bachelor of Arts degree in University Studies and Masters of Arts degrees in Public Education and Educational Leadership. Dual enrollment programs in honors and vocational classes have been established with the support of the local secondary schools.

UNM-Taos Mission Statement

The University of New Mexico-Taos subscribes to comprehensive community education with the goal of providing programs and services of superior quality to meet the post-secondary educational needs and interests of the community. The college encourages lifelong learning and thus maintains an admissions policy that allows for open entry by all local citizens, believing that all who can benefit from its services should be able to do so. Specifically, the goals that have been identified to fulfill this mission 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 of Arts and Associate of Applied Science degrees;
- to provide a wide range of vocational and technical programs culminating in certificates and degrees for students who seek career-related employment in business, industry, and government;
- 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, technical, and vocational 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.

UNM-Taos Spirit Statement and Core Values

At UNM-Taos (which includes all members of the UNM-Taos community) we strive to be passionate about our work, our collaborative working relationships, and our service to students and to the communities of northern New Mexico. We believe that our diversity is our strength and that collaborative, empowering environments and processes will bring out the many gifts within our faculty, staff and students. We believe that every student is precious and that we must start with each student where he or she is and partner with that student to help him or her reach his or her educational goals. We strive to foster a sense of belonging and community and see each individual as a learning leader. We thrive on challenge, creativity and diversity and cultivate the important activities of respect, deep listening, hospitality, sustainability, flexibility, balance, reflection, humility, passion and authenticity in our work. We encourage the inclusion of body, mind, spirit and heart in our learning community. We enjoy being involved in the lives of our students, and we hold relationships as sacred. The core values of our institution include enhancing sustainability, fostering spirituality and compassion, nurturing creativity, igniting learning, embodying integrity, engaging community, celebrating diversity, honoring tradition, and respecting and empowering each other.

Program Offerings at UNM-Taos

The University of New Mexico-Taos offers educational programs through its Department of Instruction. Some of the offerings may include:

- Academic transfer programs for credit to provide the first two years of high-quality university education. UNM-Taos is authorized to offer any freshman or sophomore course that appears in the UNM main campus catalog as long as an appropriate instructor and facilities can be obtained. In addition, UNM-Taos may design courses that respond to the needs of its students. Most of these courses carry full UNM residence credit as though they were taken on the main campus in Albuquerque. Thus students enrolled in academic transfer courses may complete most or all of the first two years of their UNM courses at UNM-Taos before continuing their studies at UNM main campus or other institutions.
- Associate of Arts degrees in: Early Childhood Multicultural Education, Southwest Studies, Liberal Arts, Human Services, Pre-Business, Communications and Journalism, Behavioral Sciences, and Criminal Justice. These programs are considered to be transfer programs since all or most of the courses required for them transfer to UNM or to other four-year colleges and universities.
- Certificates in: Applied Arts and Crafts, Business, Computers, Carpentry, Construction Technology, Early Childhood Multicultural Education, Human Services, Publishing Technology, Southwest Art, Woodworking, Administrative Assistant, Internet Technology, Multimedia, Digital Graphic Design, Holistic Health and Healing Arts, Peace Studies, Culinary Arts, Hospitality.

- Occupational and technical programs through Associate of Applied Science degrees in General Studies, Construction Technology, EMT, and Dental Hygiene.
- An Associate of Applied Science degree in General Studies to provide students with the opportunity to develop programs of study not available through other UNM-Taos programs. The courses selected may reflect either specialized or broad patterns of educational experience.
- Introductory Studies courses are offered in academic strategies, math, writing, and reading. These courses are offered through the General Studies Program, which is designed to serve students by helping to strengthen their academic competencies and ensure their successful transition into college-level programs.
- Specialized learning opportunities may be available throughout the year.

Faculty Directory

The Department of Instruction is responsible for updating the faculty directory each semester. Faculty members should update their phone numbers and addresses at the beginning of each semester. Instructors can choose not to have their home phone numbers listed in the directory. Students can contact their instructors by leaving a message with the Department of Instruction or in a faculty member's mailbox. UNM e-mail and telephone are additional ways to contact students.

“Little Red”

This little red manual contains procedural information, forms, templates, and current descriptions of UNM-Taos processes involving faculty and staff. It is created and updated by the Instructional Staff every year. To obtain the latest copy, contact the Department of Instruction.

UNM-Taos Website

The UNM-Taos website is <http://taos.unm.edu>. The site is frequently updated and provides current information on all services, programs, and activities. It also provides connections to community organizations and publications, including a community calendar of events.

Faculty Listservs

Listserv software programs are available for use by faculty and allow users to create and maintain e-mail lists on their corporate network or on the Internet. Newsletters, moderated and unmoderated discussion groups, and direct marketing campaigns are all supported by listserv software.

Faculty Benefits

UNM-Taos faculty members are the recipients of a wide range of benefits, which are briefly described below. For full information regarding benefits, contact the UNM HR Administrator.

- A UNM-Taos faculty member may enroll tuition-free in any lower division course up to four credit hours offered at UNM-Taos during the semester or the session he or she is teaching. This benefit may be transferred to the lecturer's spouse, domestic partner, or dependent child.
- UNM faculty members are covered by Workmen's Compensation Insurance in the event of a job-related injury.
- UNM faculty who teach .25 FTE (full-time equivalencies) or greater contribute to the Educational Retirement Fund of New Mexico and Social Security.

- LOBO cards for identification purposes are available during the fall or spring semesters. Faculty only need to get a LOBO card once, and it will remain active as long as they are teaching courses.
- University Press publications are available at reduced rates at the Journalism Building on the main campus.
- All UNM faculty are entitled to a free UNM e-mail account.
- The D. H. Lawrence Ranch north of Taos has rustic cabins available for a small fee. For reservations call (505) 277-2421.
- The Speech and Hearing Center at UNM main campus gives discounts for hearing tests, speech analysis, and speech therapy.
- The Dental Program at UNM main campus provides dental X-rays, cleaning, and fluoride treatment at special rates.

Chapter 3: External and Internal Governance and Organizational Structure

External Governing Bodies

Additional information on the governance and organization of the University of New Mexico and its branch colleges is available from the UNM Faculty Handbook (online at www.unm.edu.)

The Board of Regents

The laws of New Mexico provide for a Board of Regents which is responsible for the governance of the University of New Mexico. The Board's power to govern the University includes fiduciary responsibility for the assets and programs of the University, establishment of goals and policies to guide the University, and oversight of the functioning of the University. The Board is comprised of seven members who are appointed by the Governor of New Mexico, with the consent of the Senate, for staggered terms of six years, except for the student regent who is appointed for a two-year term. The Governor and the Secretary of Education are designated as ex-officio, nonvoting members, and the Presidents of the main campus Faculty Senate, Staff Council, Associated Students of UNM, Graduate and Professional Student Association, Alumni Association, and UNM Foundation are nonvoting advisors.

Chief Academic and Administrative Officers

The President of the University is appointed by the Regents and is directly responsible to them. As chief executive officer of the institution, the President directs the administration in carrying out University policy, and he or she has the authority to assign and reassign administrative duties. The six major divisions of the University are headed, respectively, by the Provost/Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Business and Finance, the Vice President for Institutional Advancement, the Vice President for Research, and the Vice President for the Health

Sciences. Staff officers reporting directly to the President are the Director of the Office of Equal Opportunity, the Director of Internal Audit, the University Counsel, the Executive Affairs Officer, the Special Assistant to the President for Diversity Initiatives, and the Assistant to the President.

Main Campus Academic Departments/Programs

Most courses offered at UNM-Taos must first be approved by the appropriate department chair or program manager at main campus. Most degree-program course offerings are contingent upon main campus review and approval.

UNM Main Campus Faculty Senate

The UNM main campus Faculty Senate acts for the entire faculty in coordinating faculty governance at the University of New Mexico. The Senate exercises the faculty's responsibilities for education, care of students, their contributions to the academic excellence of the University, and to an environment in which all members of the campus community are free to learn and communicate. The policies and procedures by which this is governed, the Faculty Constitution and Faculty Assembly by-laws, as well as personnel policies regulating sabbatical leaves, promotion, and tenure, are found in the UNM Albuquerque *Faculty Handbook*. The faculty at each branch college elects a member to represent that branch on the UNM Faculty Senate. In addition, branch faculty may be elected to serve on the following Faculty Senate standing committees:

- Admissions and Records Committee
- Library Committee
- Education Committee
- Curriculum Committee
- Teaching Enhancement Committee
- Undergraduate Committee
- Computer Use on Campus Committee

UNM-Taos Advisory Board

The UNM-Taos Off-Campus Advisory Board serves as an advisory body to the Education Center and to the UNM Board of Regents. Although it gives preliminary approval to the budget and can call for elections, policies and procedures regarding the administration and educational programs and services at UNM-Taos are set by UNM.

Internal Governing Bodies

This section does not include administrative positions, which are elucidated in a subsequent section.

Senior Administrative Team

The Senior Administrative Team is made up of the Executive Director, the Dean of Instruction, and representatives from the following areas: Instruction, Business, and Student Affairs. This team regularly reviews a variety of university issues, including policy design and implementation, strategic planning, community outreach, and curricular offerings.

Leadership Council

The Leadership Council is made up of the Executive Director and members of his or her Cabinet, the Dean of Instruction, the Director of Student Affairs, the Faculty Senate President, the Staff Council President, and staff leaders and managers. The council meets

to update all members on University projects and initiatives and discuss current events and future directions.

Faculty Assembly

All faculty comprise the Faculty Assembly. The Faculty Assembly meets twice a year at Faculty Orientation to voice ideas and concerns and to vote on faculty-related matters.

Faculty Senate

UNM-Taos Faculty Senate encourages faculty involvement in governance. Election to the Senate is possible for all current instructors appointed by UNM-Taos to teach credit-bearing courses and instructors similarly appointed in the previous year. In addition, faculty members may attend Senate meetings and participate in Senate standing or ad hoc committees.

Faculty Senate's Recognition, Promotion, Rank and Tenure Committee

The RPRT committee is a subcommittee of the Faculty Senate and is made up of five faculty members from different academies. Although the Chair should be a sitting member of the faculty, the committee members may be made up of non-Senate members. The RPRT committee serves several functions:

- Reviewing and recommending processes/procedures recognizing and, in the case of core faculty members, promoting instructors whose contributions to the university are significant;
- Reviewing and recommending processes/procedures for the fulfillment of tenure requirements for tenure-track instructors;
- Reviewing faculty-based appeals (and grievances) to administrative decisions and making recommendations based on those appeals;
- Safeguarding and promoting the principles of academic freedom as described herein.

Staff Council

The UNM-Taos Staff Council is made up of elected staff members to serve as representatives to the administration on staff-related issues. It is the branch equivalent of the 60-member UNM Staff Council, which represents staff employees as a voice in the governance of the university.

Student Government

The UNM-Taos Student Government encourages student participation in university affairs, advocates on behalf of students, mediates disputes and seeks to ensure the rights of all students at UNM-Taos.

UNM-Taos Committees and Task Forces

Faculty members are strongly encouraged to volunteer to serve on committees and task forces. Ad hoc and search committees also need the help of faculty and can be volunteered for as a service to the institution. Adjunct instructors can volunteer to serve by seeing their Program Coordinator, Academy Head, or the Dean of Instruction. Faculty members are also encouraged to serve on the Center for Faculty Development and attend meetings of the Faculty Senate.

Central Administration: Executive Director of UNM-Taos

The Executive Director of UNM-Taos is appointed by the UNM Provost and reports to that office. Responsibilities of the Executive Director include:

- Providing leadership, direction, and planning for the College;
- Representing the College at local, state, and national levels;
- Working with the Advisory Board;
- Serving as the chief liaison between the College and UNM in establishing educational and administrative policies, procedures, and guidelines;
- Working with the State Legislature and the Commission on Higher Education;
- Maintaining and managing effective financial, physical, and human resources to support the College's mission and goals;
- Chairing the Senior Administrative Team and facilitating Leadership Council meetings.

Business Operations

The Office of Business Operations provides support services for University personnel, including computer and technology, custodial and maintenance, motor pool, security, financial reimbursement, and the bookstore. It is managed by the Associate Director for Business Operations.

Human Resources

The Human Resource Department at UNM-Taos provides advice, service and assistance to staff and faculty with respect to policies, regulations, and procedures regarding equal opportunity/affirmative action; employment, recruitment and hiring options; compensation, labor relations, performance management and disciplinary procedures; and employee benefits, and training.

Physical Plant

The Office of Physical Plant is responsible for the operation and maintenance of all University facilities, including buildings, grounds, landscaping, vehicles, utilities, and custodial services.

Business/Cashier's Office

The Business and Cashier's office processes all financial transactions, including reimbursement, financial aid disbursement, and tuition payments.

Computer Services

The LAN Administrator is responsible for the oversight and proper functioning of the computer networks serving UNM-Taos.

Bookstore

The bookstore orders and stocks textbooks and other class material required by instructors. Instructors give textbook order forms to their Academy Heads, who then pass them along to the Bookstore Manager.

Student Affairs

The Executive Director serves as consultant on matters such as policy interpretation and supervision, to the Director for Student Affairs. Student Affairs oversees the areas of financial aid, registrar services, student case management, admissions, and records management, academic and career advising, first-year programs, student outreach, and other student activities (e.g. educational programming, graduation and student government).

Registrar/Admissions/Financial Aid

This office oversees the admission and registration of students to the University and the awarding of financial aid scholarships. In addition, it coordinates payment plans, student records, transcript requests, and FERPA (Federal Education Rights of Privacy Act) training.

Student Academic Advising

UNM-Taos employs full-time academic advisors who are responsible for informing students of their academic status and course requirements.

Institutional Research and Development

This team acts as a clearinghouse for data about UNM-Taos. Many requests for information about UNM, both external (e.g., the legislature, the public, outside agencies) and internal (e.g., the Executive Director, student affairs personnel) are handled by IRD. In addition to analyzing data and developing infrastructure processes, the IRD engages in special studies (e.g., learning outcomes) and surveys.

UNM-Taos Community-Based Programs

UNM-Taos oversees a number of academic programs that provide support for students, staff, and the greater community. Customized Training is offered to community businesses for specialized employee training as defined by the individual business.

Extended University

All upper-division courses at UNM-Taos are offered through Extended University, UNM's distance education program. Extended University allows for the delivery of instruction in traditional classroom environments, as well as through a variety of technologies, including televised programming via satellite, ITFS, or video conference applications. Courses offered through correspondence and online through the Internet broaden the choices for students beyond the limitations of a physical location or set schedule. Courses are offered in many subject areas and disciplines, including Engineering, Education, Nursing, and Public Administration. Additionally, a host of courses, many of which meet BUS (Bachelor of University Studies) requirements are offered from the College of Arts and Sciences, some of which include English, Psychology, Anthropology, Chemistry, Economics, and Mathematics.

The Family Resource Center

The Family Resource Center is an Early Childhood Training and Technical Assistance Program funded by the New Mexico Children, Youth and Families Department. It offers free training, early care/resource referral, advocacy and support to individuals and groups who have children or work with children. It serves Taos, northern Rio Arriba and the Moreno Valley of Colfax counties. More information is available at the UNM-Taos website.

The Department of Instruction

This department is overseen by the Dean of Instruction and is operated by the Instructional Staff. The Dean chairs the Academic Council, which includes the chairs of each academic division, or Academy Heads. Faculty who coordinate the curricula and programs are called Program Coordinators. The entire lower-division curriculum falls under the purview of this department, as do the Library/Learning Resource Center and affiliated instructional programs.

Dean of Instruction

The Dean of Instruction is responsible for all educational programs, faculty, academic and support services. Duties include:

- providing oversight of the campus library, Center for Academic Studies and Achievement, and Adult Basic Education;
- serving as principal investigator for instructional grants;
- coordinating class schedules and campus catalog;
- approving course and faculty assignments submitted by academy heads;
- approving the instructional budget;
- developing faculty orientation;
- developing annual goals and objectives for the Department of Instruction;
- overseeing the hiring and evaluation of faculty;
- chairing the Academic Council and serving on the Senior Executive Team and the Leadership Council;
- ensuring the smooth operation of the day-to-day instructional operations;
- overseeing academic processes for accreditation;
- participating in promotional/recruitment/retention activities;
- interacting with UNM departments and state/community entities as related to instructional matters;
- serving as "second in command" to the Executive Director during his or her absence.

Instructional Staff

Many of the departmental operations are conducted by the Instructional Administrative Assistant. The Administrative Assistant serves as liaison to Human Resources on behalf of faculty, assists the Faculty Director, oversees the Instructional Listserv, collects and distributes ICES (course evaluation) forms, handles faculty contracts, and provides Instruction- and University-based information to faculty. The Curriculum Coordinator handles course approvals, serves as liaison to main campus on curricular issues, and oversees the development and approval of degree and certificate programs. The Registrar schedules classes, assigns classrooms, and publishes the Class Schedule.

Academy Heads

(See also "The Academy Structure," next section.)

The academy heads are appointed for one academic year. They are appointed by the Executive Director or Dean of Instruction and serve at the pleasure of the Dean of Instruction. The academy heads have two primary responsibilities:

- to work with campus colleagues to put the college's academic and vocational resources to best use;
- to provide leadership in identifying, prioritizing, and carrying out the tasks of the academy.

In addition, the academy heads perform specific duties and team with other officials of the University to help ensure that UNM-Taos remains a quality institution. The following summarizes the specific responsibilities of academy heads:

- providing oversight of degree/certificate programs within academies;

- maintaining generic syllabi;
- providing outcomes assessment/evaluations within academies;
- reviewing schedules in the short and long-terms;
- providing qualifications assessment for invited or core faculty applicants;
- providing evaluation information based on classroom observations of faculty as well as teaming with the Dean of Instruction to evaluate and supervise instructional program coordinators;
- overseeing supplies, equipment, and other needs of the academy;
- coordinating items and services shared outside the division;
- advising students on matters of academy-related conflicts or concerns;
- attending institutional meetings, leading in major campus projects per year, and participating in campus/community events;
- serving on both standing and ad hoc committees.

Academic/Vocational Program Coordinators

Each academy includes various disciplines. Some of these disciplines, curricula are organized into “programs” and coordinated by either a faculty member or academy head. There are two types of academic/vocational programs: *degree/certificate programs* and *discipline programs* The following summarizes the responsibilities of Program Coordinators in each of these areas:

- liaising with all program faculty in monthly meetings, etc.;
- collecting and evaluating syllabi;
- revising and developing curriculum;
- evaluating and selecting text books;
- providing preliminary qualifications assessment of invited and core faculty;
- attending professional development activities;
- participating in peer faculty evaluation procedures;
- resolving faculty/staff/student and other immediate personnel issues;
- advising students in program-related issues;
- mediating student-teacher conflict;
- attending meetings and serving on a major campus projects;
- serving on committees and task forces.

Library/Learning Resource Center

The Library is located at the Taos Education Center (or “TEC,” on Civic Plaza Drive) and is staffed by information specialists and paraprofessional assistants. Books may be borrowed for two weeks and renewed for an additional two weeks barring no holds. Audiovisual materials may be borrowed for one week and renewed by request for a second week. Although newspapers and reference materials do not circulate, magazines may be checked out for three days. Up to five items may be borrowed at one time. Materials acquired through interlibrary loan may be checked out for two weeks. Faculty with a Lobo card may also use the Zimmerman and UNM- Albuquerque libraries. In addition, faculty may obtain a Library Passport Certificate from the UNM-Taos library staff for use at all other New Mexican college and university libraries. The Learning Resource Center, adjacent to the UNM-Taos library, includes ten IBM computers with access to the Internet, WebCT sites, and several academic databases. Several Microsoft word processing,

spreadsheet, and publishing programs are available on these computers. Instruction in information literacy and technology and other library/information services is conducted by the professional library staff per request of the instructor. Students are encouraged to have one or two topics in hand to facilitate the research process.

Concurrent Enrollment

This program enrolls qualified juniors and seniors at area secondary schools in college-credited academic courses. These post-secondary courses, offered at the schools and taken in tandem with the secondary-level curriculum, may transfer to most colleges and universities in fulfillment of core curriculum requirements.

UNM- Taos/Taos High Concurrent

A number of UNM-Taos instructors teach college-credited technical courses for students of all grades in Taos High School. These courses, offered at THS and taken concurrently with the secondary-level curriculum, may transfer to most vocational-technical institutions in fulfillment of general curricular requirements.

The Academy Structure

Because of UNM-Taos' small size, academic disciplines and programs are grouped into divisions that operate like departments. At UNM-Taos these divisions or "academies", are:

Professions and Liberal Arts

American, Southwest, and Culture Studies, Anthropology, Communications and Journalism, English, History, Political Science, Economics, Philosophy, Native Studies, Religion, Women Studies, Languages, Student Success, and Geography.

Science s

Biology, Chemistry, EMT (Emergency Medical Technician), Earth and Planetary Sciences, Environmental Sciences, Health Sciences, Mathematics, Physics.

Trades and Industry

Construction Technology, Carpentry, Culinary Arts, Heavy Equipment Operations, CDL (Commercial Drivers License), Physical Education, Wilderness Education, Woodworking, Hospitality.

Holistic Health and Human Services

Human Services, Psychology, Healing Arts, ECME (Early Childhood Multicultural Education), Criminal Justice, Paralegal Studies, Peace Studies, Sociology, Behavioral Sciences.

Fine Arts

Applied Arts and Crafts, Art Studio, Art History, Media Arts, Performing Arts, Southwest Arts.

Business and Computer Technology

Pre-Business, Administrative Assistance, Business and Computers, Internet Technologies, Digital Graphic Design, Multimedia Technologies, Small Business Management.

Chapter 4: Federal and State Policies at UNM-Taos

Affirmative Action

The University of New Mexico-Taos commits itself to a program of affirmative action to increase access by, and participation of, traditionally underrepresented groups in the University's education programs and work force. It is the policy of the University in the case where a vacant position falls within a job group that is determined to have underutilization, that the hiring officials give preference for selection to a finalist who is a member of the underrepresented group, provided his/her qualifications and past performance are substantially equal to other finalists.

Anti-Harassment

It is the policy of the institution to prevent and eliminate forms of unlawful harassment in employment and educational settings. The University prohibits harassment of employees by supervisors or co-workers and harassment of students on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, medical condition, or other protected status. The University makes special efforts to eliminate both overt and subtle forms of sexual harassment.

Equal Education Policy

The University of New Mexico is committed to providing equal educational opportunity and forbids unlawful discrimination of any protected class. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment.

Equal Employment Opportunity

University policy, state and federal law regulations forbid unlawful discrimination in recruiting, hiring, training, promoting, and all other terms and conditions of employment. All personnel policies, such as compensation, benefits, transfers, layoffs, terminations, returns from layoff, University-sponsored training, education, tuition assistance, social, and recreation programs will be administered to afford an equal employment opportunity to all individuals.

Reasonable Accommodation

The University makes reasonable accommodation to all qualified students, employees, applicants or program users. Qualified individuals should contact the Office of Equal Opportunity or the Office of Disabled Student Services for information regarding accommodations. The University of New Mexico is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA).

Immigration Reform and Control Act of 1986

In order to comply with the Immigration Reform and Control Act of 1986, UNM-Taos faculty members are required to verify employment eligibility by completing an I-9 Form. Completion of this form is coordinated through the UNM Taos Human Resources (HR) department.

Family Educational Rights and Privacy Act (FERPA)

Faculty are required by federal law to preserve and protect student confidentiality. FERPA prohibits the public exposure of a student's ID number or Social Security number (if different) in the public posting of grades, or the open availability of course-related or personal information to other students or outside individuals (including parents, without a student's permission). Each faculty member should complete FERPA training.

Worker's Compensation

All faculty members at UNM-Taos are covered by Worker's Compensation. On-the-job accidents, including those that do not require immediate medical attention, must be reported to the Associate Director of Business Operations as soon as possible.

Retirement Fund

All faculty members of New Mexico public schools or universities who teach four or more credits per semester or session contribute to the New Mexico Educational Retirement Fund. Faculty members who teach three or fewer credit hours per semester may elect to contribute to the Educational Retirement Fund. If you wish to contribute on a noncompulsory basis, contact the UNM-Taos HR department to complete the proper forms.

Copyright Infringement

Faculty must familiarize themselves with and abide by the special copyright infringement regulations and conventions that apply in academic settings. Faculty should be familiar with copyright guidelines. More information can be obtained from the Department of Instruction.

Chapter 5: Policies, Procedures, and Processes

General University Policies

General Safety

Faculty members are responsible for practicing, and requiring their students to practice, safety procedures appropriate to their particular class. Faculty must not conduct UNM-Taos activities or allow any student to conduct activities that violate recognized safety procedures or compromise the welfare of students. Faculty must immediately report any suspected safety hazards in facilities or equipment to the Physical Plant Manager. Every faculty member teaching in a laboratory environment is required to read the UNM-Taos Safety Manual, the UNM main campus Hazardous Materials Guidelines and the UNM-Taos Chemical Hygiene Plan, and to sign and return a Safety Agreement to the Business Manager before his or her

initial class meeting. Copies of these manuals will be loaned to laboratory instructors and are available from the Library.

Snow Days

Cancellation of University operations will be announced on the local radio or recorded on the campus information and snow line at 737-6222. Students, faculty, and staff are not expected to take unnecessary risks with their personal safety due to inclement weather. Faculty who cannot meet their regular schedule should notify their Academy Head and work with the Office of Instruction to notify all students as early as possible. Class cancellation notices will be posted on classroom doors. Arrangements to make up any canceled session should be made at the next regularly scheduled meeting.

Observed Holidays

Observed holidays and school breaks will be identified and listed in the Fall and Spring Schedule of Classes.

Eating and Drinking in the Classroom

Except for educational purposes, food and beverages are prohibited in the UNM-Taos classrooms, laboratories, and facilities. Food may be consumed in the UNM-Taos Student Lounge(s). If food and beverages are allowed, the Instructor is responsible for clean up.

Restricted Activities

Individuals are prohibited from using roller skates, roller blades, or other wheeled vehicles (except those necessary to assist individuals with physical impairments) and/or motorized vehicles in pedestrian areas of the campus. All motorized and wheeled vehicles should be parked in designated areas of the parking lots. Anyone violating this policy is subject to disciplinary and/or legal action. Vehicles parked in unauthorized areas may be towed at the owner's expense.

Presence of Animals

Except for educational purposes, individuals are prohibited from bringing animals onto campus or into campus buildings (except for those animals necessary to assist with special needs). Anyone violating this policy is subject to disciplinary and/or legal action. Use of an animal for class purposes should be arranged through the Office of Instruction.

Smoking on University Property

Smoking tobacco products is prohibited in the University buildings, facilities, vehicles, and during organized indoor and outdoor events on University property. This policy also applies to other legal smoking preparations such as clove cigarettes. The Physical Plant Department will provide "No Smoking" signs for facilities as required. Ashtrays will not be provided in any enclosed University building or facility. Smoking is permitted outdoors on University property only in designated areas. "Smoking Permitted" signs are posted and ashtrays are provided in these areas.

Policy on Illegal Drugs and Alcohol

This Policy on Illegal Drugs and Alcohol is adopted pursuant to federal laws and because of UNM's commitment to an environment for the pursuit of its educational mission free of illegal drugs and the illegal use of alcohol. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff, and students; impairs work and academic performance; jeopardizes the safety and well-being of other employees, students and members of the general public; and conflicts with the responsibility of the University of New Mexico to foster a healthy atmosphere for the pursuit of education, research, and service. This policy covers all property owned, used, leased or controlled by the University of New Mexico, or any other site where official University business is being conducted.

"Controlled substances: means those substances in 812, and implementing regulations, 21 CFR 1308.11-1301.15." Controlled substances include, but are not limited to, marijuana, cocaine (including "crack"), amphetamines, heroin, PCP, hallucinogens, and certain prescription drugs. Illegal uses of alcohol include, but are not limited to, serving, buying or drinking alcohol by a minor; assisting a minor or an intoxicated person to get alcohol; selling alcohol without a license and driving while under the influence. The policy is not intended to supersede or negate any existing policies on substance abuse, student or employee discipline, or any additional requirements imposed on the University of New Mexico or its students, faculty, or staff by federal or state law. Alcohol is allowed for educational purposes.

Weapons/Firearms

Except for educational purposes, weapons, guns, and firearms will not be allowed on campus except in locked vehicles in the parking lot. Failure to abide by this rule will result in disciplinary action.

Emergencies

All faculty members are expected to react in a professional manner in case of an emergency or accident. A faculty member who witnesses or is involved in an emergency or accident while on the UNM-Taos campus or while engaged in a UNM-Taos activity on or off campus must fill out an Incident Report and submit it to the Physical Plant Manager. Personal injury or property damage resulting from such an incident must be reported in writing. In case of a medical emergency or one requiring physical restraint, call 911.

School Computer Policy

The University of New Mexico provides computing services to University faculty, staff, students, retirees, and specified outside clients of the University. These services may be used only for furthering the education, research, and public service mission of the University and may not be used for commercial purposes or profit-making. UNM-Taos follows the same policies as UNM main campus regarding the personal use of computing services.

The use of University computing services is a privilege. Users who have been granted this privilege must use the services in an appropriate, ethical, and lawful manner. Unauthorized access is prohibited and may be monitored and reported to the proper authorities. For the purposes of this policy, computing services include all University information and systems using hardware, software, and network services including computer resources entrusted to the University by other organizations. The University reserves the right to sanction a user if it is determined, after an investigation by the appropriate office, that the user violated federal or state law or University policy by misusing University computing services. In addition to other standards listed in this policy, examples of misuse include, but are not limited to:

- attempting to defeat or circumvent any security measures, controls, accounts, or record-keeping systems;
- using systems for unauthorized access;
- intentionally altering, misappropriating, dismantling, disfiguring, disabling, or destroying any computing information and/or services;
- using computing services for workplace violence;
- using computing services for unlawful purposes including fraudulent, threatening, defamatory, harassing, or obscene communications;
- invading the privacy rights of anyone;

- disclosing or using nonpublic information for unauthorized purposes;
- disclosing student records in violation of FERPA;
- accessing medical information about a patient, employee, or student without having a legitimate and authorized University purpose;
- disclosing or transmitting any identifiable medical information except as permitted by University policy and applicable state and federal law and regulations; or
- violating copyright laws.

General Faculty-Related Policies

Faculty Collegiality

In order to foster a spirit of collegiality, faculty members are encouraged to communicate with administrative staff and other faculty on a regular basis. Program and academy meetings, Faculty Orientation, Teaching Effectiveness Institute, and faculty development activities are designed to encourage interaction among members of the UNM-Taos community.

Ranks and Titles

Each faculty member in the UNM-Taos system has a technical title dependent upon employment status. Full-time faculty are retained from semester to semester by an informal rehiring procedure or have signed a nine-month renewable contract. Adjunct faculty are hired on a semester by semester basis. Lecturer ranks are subdivided into three levels: Lecturer I, Lecturer II, and Lecturer III. Tenure track faculty are Assistant Professors and tenured faculty may be Assistant, Assistant Associate or Full Professors.

Tenure track approval will be made by the Dean of Instruction and the Executive Director. The tenure track approval process follows main campus processes with an emphasis on teaching accomplishments and performance.

Academic Freedom

UNM-Taos subscribes to the policy safeguarding academic freedom as stated in Section B of the *UNM Faculty Handbook*. Salient polices of academic freedom include:

- A teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a man or woman of learning and an educational officer, he/she should be mindful that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.
- At the University of New Mexico, the teacher recognizes that he/she is responsible for the maintenance of appropriate standards of scholarship and teaching performance, aimed at the goal of training the students to think for themselves. While the students

- have a right to know the teacher's point of view on relevant controversial subjects, the teacher has an obligation to set forth fairly and clearly the divergent opinions of other scholars, so that the students may reach rational and independent conclusions.
- The efficient operation of any institution requires cooperation among its personnel. The teacher agrees, therefore, to abide by all regulations of the University, consistent with this policy, and to perform to the best of his/her ability such reasonable duties as are assigned to him/her by authorized University officials.
 - The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties.

Access to Faculty Personnel Files

The Department of Instruction maintains a file for each instructor who teaches full or part-time at UNM-Taos or in its affiliated instructional programs. All faculty members may review the contents of their file at any time. Each file contains that instructor's curriculum vitae, copies of syllabi, course approvals, pay contracts, textbook order forms, payroll information, student evaluation results, departmental and program evaluations, and all recorded information pertinent to that instructor's affiliation with the institution.

UNM-Taos follows UNM-Albuquerque's policy on disciplinary actions and their effect on the employee's personnel files.

Confidentiality of Faculty Records

The following information regarding faculty members is considered confidential and will not be released to the public for any reason:

- records relating to illness, injury, disability, inability to perform a job task, and sick leave;
- letters of reference, whether obtained by a promise of confidentiality or not;
- letters, memoranda, or other items containing an expression of opinion concerning the faculty member and his/her performance, however obtained;
- proposed salary, employment, or rank determinations which have not been made final;
- any item deemed confidential by law.

Records or information may be made available only to University employees who have an official role in the evaluation of a faculty member for purposes of employment, rank, status, salary, or other such decisions, and to staff members who require access in order to perform required duties. Faculty members have the right to review their file and to challenge inaccuracies or rebut statements.

Curricular Policies

Course Proposal Submission

Faculty who wish to propose a new lower division course or a course not currently offered should submit an outline or sample course syllabus to the appropriate academy. If the course exists in the UNM-Albuquerque catalog, the course description should include the catalog description. The Academy Head should be sure that the suggested textbook in the proposal are acceptable to the department or program that offers the course at main campus. Instructors are strongly encouraged to recruit students for their class(es) and should discuss recruiting methods with their Academy Heads or Program Coordinator. Course offerings are contingent upon program requirements, the availability of funds, and approval by the appropriate Academy Head and the Dean of Instruction. Suggestions on curriculum changes and new academic programs are welcomed by the appropriate Academy Head, Curriculum Committee and Dean of Instruction.

Course Approval, Scheduling, and Cancellation

Selected course offerings are approved by the Dean of Instruction in collaboration with the Academy Heads and Program Coordinators. Course offerings are based on degree preparation and/or completion options to those enrolled in programs, clearly identified educational needs in the geographical area, and the objective of offering a range of curricula choices. All course offerings are subject to institutional constraints and enrollment restrictions. Not all classes are offered every semester.

The decision to cancel a course is made by a committee that includes the Branch Registrar, the Curriculum Committee, and the Academic Advisors. It is the policy of UNM-Taos that a minimum enrollment of 11 students is required to guarantee that a course offering becomes a class (concurrent and contract training courses have varied enrollment requirements). Depending on available resources, some exceptions are made based on the following criteria (from highest to lowest priority):

1. Academic core classes (transferable) and program core courses (Associate and Certificate) needed for degree completion.
2. Introductory Studies (IS) and other remedial courses.
3. Course history – consideration of start-up and long term status.
4. Optimal access – maximum choices of day and time.
5. Classes required fulfilling regular faculty contracts.
6. Electives – both academic and vocational.
7. Non-program (stand-alone) courses.

Equivalency of Course Offerings

UNM-Taos faculty who teach courses that have main campus counterparts will be advised of and should conform to the degree of equivalency required for the course taught. The degree of syllabus, text, and content equivalency required varies from course to course and from department to department. The Program Coordinator or Academy Head will advise faculty of the equivalency requirements for a particular course.

Textbooks

Faculty members who are teaching different sections of the same course are encouraged to adopt a single primary text (or texts) in consultation with their Program Coordinator or Academy Head. In some specific program courses, instructors may be required to use an already adopted text. Program Coordinators or Academy Heads will advise faculty members on text selection and may choose a course text for instructors hired after book-order deadlines. Returning faculty members will submit textbook order forms to either their Academy Head or the Dean of Instruction by the announced deadline.

Appointment and Retention of Faculty

Note: Section F of the UNM-Faculty Handbook mandates that each branch college develop a detailed statement of standards and procedures in the appointment and re-appointment of all faculty. The UNM-Taos statement is to be created by the Taos Faculty Senate and approved by the Taos Faculty Assembly, the Administration, the Office of the Provost, and the UNM-Albuquerque Faculty Senate. It should include (1) an Introduction quoting the section on appointments and retention in branch colleges from the UNM Faculty Handbook, (2) Appointment Standards and Procedures, (3) Retention Standards and Procedures. Any policies and procedures not mentioned here specifically shall be governed by the policies of the UNM main campus faculty handbook.

Overview

UNM-Taos is committed to providing the best possible undergraduate instruction. Each semester adjunct members of the faculty are selected from a highly qualified pool of potential instructors. To create instructional continuity, UNM-Taos, in compliance with OEO guidelines, will make an effort to rehire effective instructors. However, UNM-Taos is under no explicit or implied obligation to select instructors based on previous or current employment. In consultation with the appropriate Program Coordinator, Dean of Instruction, and Academy Heads, the appointment process consists of three steps: 1) application with course proposal and interview, 2) selection and tentative course assignment, and 3) enrollment response and confirmation of course assignment. Instructors who accept faculty appointments explicitly agree to abide by the conditions of their contracts and to follow the policies and procedures detailed in this handbook.

Professional Credentials of Faculty

In order to retain its North Central Association accreditation, UNM must require faculty members to have appropriate academic or professional credentials. A prospective instructor's vita will be forwarded to the appropriate UNM academic department for qualifying credential evaluation.

Selection and Hiring of Adjunct Faculty Members

The Academy Head, in collaboration with Program Coordinators and the Dean of Instruction, is responsible for selecting and hiring adjunct faculty members each semester. Faculty positions are advertised annually or as needed. New appointments and re-appointments are made with attention to a variety of constraints, including budget, enrollment, teaching evaluations, OEO guidelines, programming needs and approval by the appropriate department at the main campus.

Following confirmation that a course will be taught (usually based on enrollment information gathered the week before the semester begins), each adjunct faculty member will sign a contract at the Office of the Instructional Administrative Assistant. Upon hiring, all adjunct faculty members will receive an Employee Payroll Packet containing the following: W-4 forms, retirement forms, employee demographic form, a professional profile, NM-ERB, I-9, and an Auto-Deposit form. All of these forms should be completed and given to the Instructional Administrative Assistant so that a payroll account may be set up.

Selection and Hiring of Full-Time Faculty Members

Full-time faculty positions are advertised nationally; a search committee will evaluate the application materials of the applicants, forwarding the files of top candidates to the Dean of Instruction. These top candidates are then invited for an interview and are asked to offer a lecture. The decision to make an offer is made by the hiring officer, usually the Dean of Instruction, in consultation with search committee members, the Executive Director, and the University community at large who are invited to attend the candidate's lecture. Upon hiring, faculty members will receive the employee payroll packet described above.

Rehiring/Dismissal of Full-Time Faculty Members

Full-time lecturers are rehired from year to year based on performance evaluations, sufficient funding, and other considerations deemed important to the Dean of Instruction. Written notification of a full-time lecturer not continuing to serve in that capacity will be given according to the following minimum periods of notice: (1) not later than March 31 of the first academic year of service, or (2) not later than December 15 of the second and subsequent years of service (*UNM Faculty Handbook*, Section 5, Part C). The instructor in

question has the opportunity to contest the decision in writing to the appropriate Academy Head and to the Dean of Instruction. The final decision after reviewing all facts will be made by the Dean of Instruction.

Faculty Review and Evaluation Procedures

Purpose and Standards of Review

The purpose of the review is to enable the Department of Instruction to consider ongoing employment of faculty and to inform faculty members of the performance areas considered to be of importance. In the case of full-time faculty, the performance review is also used to decide whether or not to continue that faculty member's appointment. The review entails evaluation of the faculty member's achievements in the four categories detailed below according to the standards specified by the faculty member's program, academy, and the Department of Instruction. The review requires identification of the specific areas of strength and concern demonstrated by the faculty member and the evidence supporting conclusions to that effect. The aim of the required identification of areas of strength and concern is to give the faculty member a clear picture of the performance levels by which he or she is to be judged and offer the opportunity to address areas of concern prior to subsequent reviews. A faculty member who performs well should be rewarded, and one who performs inadequately should seek to improve.

Review of Faculty Members

One of the most important responsibilities of Program Coordinators and Academy Heads is their participation in procedures for the annual review of colleagues. The review process encompasses all faculty positions including full-time, part-time, and adjunct faculty members. It is expected that when a faculty member's academic performance and qualifications are reviewed, the process will be conducted objectively and the faculty member being reviewed will be guaranteed due process as set forth in this policy. The review is conducted by the Academy Head, in consultation with the Program Coordinator.

In preparation for the annual review, each full-time faculty member shall assemble a file/portfolio including:

- statement by the faculty member of professional goals and progress toward achieving them;
- updated curriculum vita;
- classroom materials in portfolio form including sample syllabi, videos, assignments, and other materials reflection teaching performance;
- teaching evaluations by students;
- peer evaluations by colleagues;
- self evaluations;
- supervisory evaluations.

All full-time lecturer and tenure track faculty members will be reviewed annually according to their 1) teaching; 2) service to university, community, and discipline; 3) professional development; and 4) personal characteristics (see "Performance Criteria" below). Each reviewer will summarize each component and the written review provided to the faculty member. If earlier reviews have identified specific deficiencies, special attention should be paid to the progress made toward remedying them. The reviewers shall discuss each annual review report with the faculty member before the end of that semester. The faculty member shall acknowledge receipt of the report and may provide a written

response. This report and any response shall be forwarded to the Dean of Instruction and filed with the Department of Instruction. Academy Heads, Program Coordinators and the Dean of Instruction may consult any person or call upon their own personal knowledge of the instructor in formulating any recommendations or decisions resulting from the review.

There are six types of review of continuing faculty: (1) the annual review of probationary faculty, (2) the mid-probationary review, (3) tenure review, (4) the reviews for advancement in rank (promotion), (5) the annual review of tenured faculty (i.e., post-tenure review), and (6) the annual review of continuing non-tenure track faculty (i.e., lecturers, instructors, etc.). In addition, UNM-Taos provides for the evaluation of adjunct (semester-to-semester) faculty in their first two semesters of teaching and once every two years thereafter. Mid-probationary, tenure and promotion reviews, in contrast to annual reviews, necessarily involve evaluation at three levels: Department of Instruction/Dean, Branch Executive Director, and the University (i.e., Office of the Provost/Executive Vice President for Academic Affairs).

Branch college policies and procedures for formal review shall include the following provisions (cross-references are to the cognate passages in the UNM *Faculty Handbook*):

- annual review of probationary faculty (B.4.2);
- general sequence and procedures for mid-probationary, tenure, and promotion reviews (B.4.3);
- general policies relating to faculty reviews (B.4.4);
- preparation of the dossier for mid-probationary, tenure, and promotion reviews (B.4.5);
- specific provisions for mid-probationary review (B.4.6);
- specific provisions for tenure review (B.4.7);
- specific provisions for advancement in rank: promotions (B.4.8);
- post-tenure review (B.4.9);
- annual review of continuing non-tenure-track faculty (B.4.10).

Continuing non-tenure-track faculty appointments at the branch colleges will normally be at the ranks of Lecturer and Technical Instructor. According to the UNM *Faculty Handbook*, Section B.3.1, “the presumption with continuing non-tenure-track appointments is that they will be continued if the faculty member is not duly notified to the contrary.” Section B.4.10 states that “continuing non-tenure-track faculty...shall be reviewed annually following procedures adopted by each department.” At UNM-Taos these reviews may be carried out at the Academy Head level and/or by the Dean of Instruction. The procedures for reviewing continuing non-tenure-track faculty are described in the UNM-Taos *Faculty Handbook*.

Because the mission and structure of UNM-Taos differs from those of the main campus, policies and procedures governing faculty reviews shall include some provisions that do not appear in the UNM *Faculty Handbook*. These provisions shall include, but need not be limited to, the following:

- review of vocational-technical faculty;
- the role of the candidate’s immediate supervisor (e.g., Program Coordinator, Academy Head, Dean of Instruction) in the evaluation process;
- the composition of the branch college faculty review committee and its role in the evaluation process;
- review of faculty holding appointments in two or more units.

Tenure and Promotion of Faculty

Note: Section F of the UNM-Faculty Handbook mandates that each branch college develop a detailed statement of its policies on tenure and promotion. The UNM-Taos statement is to be created by the UNM-Taos Faculty Senate and approved by the UNM-Taos Dean of Instruction, Senior Administration, Faculty Assembly, the Office of the Provost, and the UNM main campus Faculty Senate. The following contents are in line with the requirements of Section F of the UNM Faculty Handbook and specifically pertain to the UNM-Taos branch campus.

Introduction

The University of New Mexico-Taos is committed to the purposes of the tenure system (B4.7.1 UNM *Faculty Handbook*) and to a long-range policy for the creation of faculty appointments that carry tenure. It is incumbent upon the UNM-Taos Faculty Senate to periodically review and revise its standards and procedures for tenure and promotion described below. This statement, and any subsequent revision thereof, shall be created, reviewed at regular intervals, and, if necessary, revised and/or updated by the college's Academic Freedom and Tenure Committee in consultation with the administration of the branch, the Office of the Provost/Executive Vice President for Academic Affairs, and the UNM-Albuquerque Academic Freedom and Tenure Committee. The statement and any subsequent revision thereof shall become effective immediately after approval by the branch college tenured/tenure-track faculty (or, if none exist, by an appropriate Faculty Assembly or Senate committee) and approval by the UNM main campus Faculty Senate and the Board of Regents and shall supersede all previous actions or statements of policy relative to faculty tenure and promotion, except that the mid-probationary standards established shall apply only to faculty hired after the effective date of the statement, and that the procedures and standards for handling complaints and appeals set forth in the policies and procedures section of each branch college statement shall apply only to complaints filed after the effective date of the statement.

This statement shall be included in the *Faculty Handbook* of the branch college or endorsed by the *Faculty Handbook* and published separately. The statement shall be posted on the branch college website, and paper copies of it shall be provided without charge to all applicants for faculty employment and to anyone else who requests them.

The purpose of having tenured faculty at UNM-Taos is to provide academic integrity and stability. The Taos branch affirms the University of New Mexico's commitment to the purposes of the tenure system, as stated in Section B.4.7.1 of the UNM *Faculty Handbook* quoted here in its entirety:

4.7.1 Purposes of the Tenure System

The academic freedom of teachers and scholars is the means by which society is protected from hindrances to the search for knowledge and from limits on the dissemination of knowledge. The system of tenure for faculty members is the preeminent means of fostering and protecting academic freedom of the faculty. The tenure system consists of rules and procedures that establish an essentially self-regulated body of scholars, researchers, and creative artists enjoying the continuity of existence and economic security within which academic freedom is both fostered and protected. The protection of academic freedom shall be extended to all members of the faculty during their terms of appointment. The tenured faculty of a university serves the institution by providing continuity to the university and to its mission of instruction, scholarly work, and service. The awarding of tenure carries both benefits and responsibilities to the individual so recognized. As the 1940

Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors (AAUP) notes, "freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society." It is the responsibility of faculty members, supported by the tenure system, to use the opportunities thus provided for the advancement of the purposes of the University and of the community it serves. These purposes include teaching, scholarly work, and service.

The purpose of the promotion of faculty members acknowledges contributions to their field and encourages continuing development of scholarly work. This in turn reflects well on the academic integrity and professional contributions of the branch.

Standards for Tenure and/or Promotion

A candidate eligible for tenure at UNM-Taos will normally serve a probationary period of three years followed by a midterm review and then another probationary period of three years before tenure can be granted. Contracts will be issued on an annual basis. This probationary period may be shortened at the request of the faculty member; i.e. he or she may be reviewed for tenure in less than six years. Academic qualifications will be evaluated based on a combination of educational training, teaching experience, and (in the case of technical faculty) technical work. Types of appointment at the branches may include lecturer appointments, probationary appointments, and appointments with tenure.

Because of the different and changing nature of instructional requirements at the branches, however, some faculty will be appointed on a year-to-year or semester-to-semester basis as part-time, full-time, or adjunct lecturers or instructors, with no presumption of tenure. For more detailed statements on the types and conditions of faculty appointment, see Section F50, "Ranks and Titles," and Section F60, Appointment and Retention," in Section F of the UNM *Faculty Handbook*.

UNM-Taos will utilize the four qualifications (teaching; professional development including scholarship, research, or other creative work; service; and personal characteristics) for tenure and promotion used on the main campus (see the UNM *Faculty Handbook*, section B.1.2). Since the branch campus functions similarly to a community college, however, the emphasis for performance criteria will be excellence in teaching. Consideration will also be given for administrative duties as appropriate to a branch campus. The main campus handbook describes these criteria as follows:

B.1.2 Categories for Faculty Performance Evaluations

(a) The categories in which faculty performance will be evaluated are the following: (1) teaching, (2) scholarly work, (3) service, (4) personal characteristics. The University's general expectations in each of these categories are set forth below.

(b) In order to earn either tenure or promotion or both, faculty are required to be effective in all four areas. Excellence in either teaching or scholarly work constitutes the chief basis for tenure and promotion. Service and personal characteristics are important but normally round out and complement the faculty member's strengths in teaching and scholarly work. The criteria for faculty at the branch campuses are defined in the statement on "Academic Freedom, Tenure, Appointment, and Grievance Procedures" for branch colleges in the *Faculty Handbook, Section F-90*.

(c) In those cases in which specific assignments limit the faculty member's involvement in some major area of faculty responsibility, a written understanding to this effect shall be made by the department, approved by the dean and the

Provost/VPHS and filed in the office of the Provost/VPHS at the time the assignment is made. (If the faculty member holds a probationary appointment, see Sec. 3.2.4.)

The University recognizes, however, that conditions of employment at the branches, such as heavy teaching loads, curricular development responsibilities, student advisement duties, budget limitations, travel requirements, and lack of research facilities may require that somewhat different standards for the achievement of tenure and/or promotion be applied, especially in the area of research and publications. Other forms of professional development may therefore be weighted more heavily at the branch campus.

Performance Criteria

The primary criteria for the achievement of tenure and/or promotion at the branch colleges shall therefore be prioritized as: 1) teaching excellence, 2) service, 3) professional development, and 4) personal characteristics. (Time in rank is also a valid, though a secondary, consideration.)

1) Teaching Excellence:

The University acknowledges that due to the variety of subject matters and student populations, along with other considerations, teaching occurs in various settings via diverse forms of instruction, such as lecturing, small group seminars, problem-based learning, online instruction, practicum placement, and supervision. The term “teaching” as used here includes, but is not restricted to, regularly scheduled undergraduate instruction, and the advising, direction and supervision of individual students. At UNM-Taos, effective teaching is a primary qualification for continued employment, promotion or recognition, and in specific cases potential tenure. The educational experience provides a student with an increased knowledge base, an opportunity to develop thinking and reasoning skills, and an appreciation for learning. An effective teacher is best characterized as an individual who successfully promotes these goals. Although individual teachers bring different talents in pursuit of these goals, an effective teacher, at a minimum, should:

- demonstrate effective communication skills;
- show evidence of strong preparation;
- present material that reflects the current state of knowledge in the field;
- demonstrate effective classroom management skills;
- organize individual topics into a meaningful sequence;
- demonstrate an ability to interact with students in an encouraging and stimulating manner;
- demonstrate a commitment to the discipline;
- demonstrate cultural sensitivity;
- employ developmentally appropriate methods;
- address different learning styles appropriately;
- demonstrate current pedagogically appropriate methods, including the use of technology in teaching.

Evidence to be evaluated for teaching includes:

- administrative reviews;
- peer reviews (may include UNM-Taos colleagues, other UNM faculty, and/or others (professional and academic) who are qualified to assess the faculty member’s strengths and challenges);
- self-reviews;

- student evaluations (ICES forms and others);
- teaching portfolios (includes teaching materials such as course syllabi, sample tests, classroom handouts, samples of written and/or creative work related to teaching, PowerPoint presentations, course-related websites, videos, photographs, etc.);
- measurable outcomes, such as number of courses taught, number of students completing courses, descriptions of courses taught and developed;
- other information reflecting teaching excellence, such as curriculum and program development, will also be considered.

2) Service:

Three kinds of service should be attended to: service to the university, service to the discipline, and service to the greater community.

- University service includes both the extraordinary and the routine service necessary for the regular operation of departments and colleges and the University as a whole, including, for example, advising students or mentoring new colleagues, attending meetings and contributing to program processes. Faculty members have a responsibility to contribute to the functioning of the University through timely participation on committees and other advisory groups.
- Discipline-based service includes work within academies and programs, and participation in professional organizations of the discipline and in the community in the faculty member's professional capacity. Beyond the University, professional service includes service to professional organizations and other groups that engage in or support educational and/or research activities.
- Community service consists of activities that arise from a faculty member's role in community activities, events, and organizations. These activities normally involve the sharing and application of faculty expertise to issues and needs of the civic community in which the University is located. Service to the local, national, and international communities beyond the University is also reviewed in this category.

Service will be evaluated based on:

- the quality and quantity of a faculty member's involvement in campus committee work (leadership positions, such as Committee Chair, will be considered);
- out-of-class student activities (such as recruitment, retention activities and the sponsorship of extracurricular programs);
- community involvement (such as presentations before and membership in community organizations);
- other branch service, such as administrative duties.

3) Professional Development:

Professional development shall include, but not be limited to, research, scholarship, creative work, and publications. Professional development may also be demonstrated by the completion of appropriate new qualifications (e.g., degrees, licenses, and other certifications of training) and by an ongoing record of professional activities (e.g., continuing education, the acquisition of new skills, the maintenance and/or upgrading of licensure, participation in professional organizations, attendance and presentations at conferences, successful grant-writing and/or implementation of grants, development and implementation of innovative techniques and programs for a wide range of students). It is expected that faculty members be conversant with their disciplines. Such expertise is demonstrated by one's professional activities both locally (University, community) and regionally (state, national).

Full-time (non-tenure track, tenure track and tenured) faculty members should document their participation in professional development activities at the end of each semester and forward such information to the Dean of Instruction for review and inclusion in the instructor's file.

Professional development will be evaluated based on the quality and quantity of a faculty member's involvement in at least two of the following areas:

- continuing education, such as:
 - ◆ the completion of an advanced degree in one's field (or a related field);
 - ◆ the completion of course work in one's field (or a related field) or in college teaching methodology;
 - ◆ the demonstrable or measurable acquisition of new skills and knowledge outside the formal educational structure;
 - ◆ attendance at and participation in relevant educational workshops and conferences;
- active membership and participation in professional, local, regional, and national organization(s);
- scholarly and creative contributions, such as:
 - ◆ pedagogical research or research in one's teaching field(s);
 - ◆ pedagogical publications or publications in one's teaching field(s);
 - ◆ pedagogical presentations or presentations in one's teaching field(s) before scholarly conferences;
 - ◆ artistic creations (if the faculty member teaches an Applied or Fine Arts subject);
- professional honors in such areas as teaching excellence, scholarly excellence, or community service;
- other information reflecting professional development may also be considered.

4) Personal Characteristics:

This category relates to the traits that influence an individual's effectiveness as a teacher, colleague, scholar, researcher, creative artist, or leader in a professional area. Of primary concern are intellectual breadth, emotional stability, and maturity. There must also be demonstrated collegiality and interactive skills so that an individual can work harmoniously with others while maintaining independence of thought and action. The collegiality of a faculty member may be assessed by the effect his or her interactions have on his or her colleagues' professional productivity. Attention shall also be given to an individual's stature and ethical behavior, for they are fundamental to a faculty member's impact on the University.

Information used in the objective appraisal of personal traits may be acquired from:

- peer evaluations;
- letters of recommendation;
- written evaluations prepared by colleagues for promotions or for other departmental reviews;
- evaluations or testimonials that illustrate characteristics balancing such qualities as patience and clarity, encouragement and integrity, etc., qualities that are of particular importance for UNM-Taos due to its multicultural, first-generation college student population;

- evaluations or testimonials that illustrate empathy and the recognition of the needs of adult learners.
-
- Personal Characteristics are reflected by a candidate's good professional relations with fellow faculty members, administration and staff personnel, and students, as stated in the UNM *Faculty Handbook*:
- Clues to traits of characteristics may be found in the file of a candidate when letters of recommendation are solicited by the peer review committee from other professionals in his or her field.
- For promotion, confidential reports from colleagues and others acquainted with a candidate will constitute the primary source of information regarding personal characteristics. Such reports must obviously be treated with great circumspection. The candidate may review his or her file subject to the confidentiality of records policy in effect at UNM main campus at the time.

Qualifications and Procedures for Tenure Consideration

For academic faculty, the minimum required academic credential for placement on the tenure track is the master's degree in the field (or related field) of one's primary teaching area(s).

For technical faculty, the minimum required academic credential for placement on the tenure track is the bachelor's degree in the field (or a related field) of one's primary teaching area(s) plus at least three years of post-secondary teaching experience. Work experience in the technical field (or a related technical field) can be used in lieu of the bachelor's degree, with five years of such experience required to satisfy the degree requirement. Two years of work experience in the faculty's technical field (or a related technical field) can be used in lieu of one year of the required two-to-five years of post-secondary teaching experience.

As on the main campus, the standard academic ranks for term, probationary, and tenured appointments are Assistant Professor, Associate Professor, and Professor. However, due to differing professional requirements in the vocational-technical areas, branches may also use the following series of ranks for these areas: Technical Instructor I, Technical Instructor II, Technical Instructor III, and Technical Instructor IV. Faculty in this sequence of ranks shall be evaluated for tenure and promotion by the same procedures (see paragraph below) applied to those in the traditional ranks.

An invitation to a faculty member to enter the tenure track will be issued by the Dean of Instruction with the approval of the Executive Director of the branch. If a faculty member does not receive tenure he or she will be given an additional one-year contract and he or she may not teach anywhere within the UNM system after that. A faculty member may leave the tenure track but he or she may not return to tenure track once he or she has stepped off. A tenure track faculty member may also put the tenure track process on hold, but this must be negotiated with the appropriate administrators (i.e. Academy Head) and the Dean of Instruction. UNM-Taos tenured faculty are eligible for sabbaticals according to the terms outlined for main campus faculty and in consideration of financial constraints at the branch. A sabbatical must be negotiated with the appropriate administrators (i.e. Academy Head) and the Dean of Instruction.

Tenure and promotion recommendations made by the Dean of Instruction in conjunction with the recommendations of a tenure committee of three to five selected faculty members

will be given primary consideration in this procedure. The Branch Executive Director then forwards written recommendations to the Provost/Executive Vice President for Academic Affairs, who makes the decision on tenure and promotion. Ultimate decisions in matters of appointments and promotion in rank are made on the authority of the Board of Regents.

The faculty member being considered for mid-probationary and/or final tenure review will submit a dossier to the Dean of Instruction before mid-term of the Fall semester prior to the Spring semester review.

The format of the dossier will include elements of a teaching portfolio, plus additional items to demonstrate performance in the other three areas of academic evaluation: professional development, service, and character. The title page of the dossier should include:

Name of faculty member
Department/Institution
Date

The Table of Contents for mid-probationary or tenure dossier should include:

1. Teaching Responsibilities
2. Administrative Responsibilities
3. Teaching Philosophy
4. Teaching Objectives, Strategies, Methodologies
5. Student Evaluations
6. Classroom Observations from Peers
7. Evaluations from Administrators
8. Representative and Detailed Course Syllabi
9. Samples of Course Handouts, PowerPoint, Websites, etc.
10. Samples of Student Work
11. Videos, CD's or Photographs of Teaching
12. Teaching Recognition and Rewards
13. Teaching Goals
14. Current Curriculum Vitae
- 15.**Examples of Scholarship and Professional Development (articles, conference presentations, research, conferences attended, new skills acquired, etc.)
- 16.**Letters of Recommendation (from teaching colleagues, students, community members, administrators and others)

The Role of the Executive Director

In making recommendations concerning tenure and/or promotion for a faculty member at a branch college, the Branch Executive Director shall act in accordance with Section B of the UNM *Faculty Handbook* ("Policy on Academic Freedom and Tenure") and with the standards and procedures set forth in the branch college statement on tenure and promotion. The Branch Executive Director's recommendation, accompanied by a full, written evaluation report, including a summary of the evaluations of all faculty members consulted, shall then be made directly to the Associate Provost for Academic Affairs. The Associate Provost shall then make a recommendation to the Provost/Executive Vice-President for Academic Affairs, who shall make the final decision.

Appeals of Decisions Affecting Tenure/Promotion

If the Branch Executive Director makes a negative recommendation concerning tenure or promotion, or in the case of promotion makes no recommendation, an aggrieved faculty member has the right of appeal to the Executive Director, to a peer-review grievance

committee (if the branch college grievance procedure has established one to consider such appeals), to the Associate Provost, and to the Provost/Executive Vice-President for Academic Affairs. If these appeals are denied and the faculty member thinks that academic freedom or due process has been violated, or that the unfavorable decision was based on improper consideration, appeal then should be directed to the UNM main campus Academic Freedom and Tenure Committee, according to the procedure for adjudication prescribed in Section B.6 of the UNM *Faculty Handbook* (“Policy on Academic Freedom and Tenure”).

The Non-Interchangeability of Tenured and Tenure-track Appointments

Appointments with tenure and probationary appointments leading toward tenure at a branch college are limited to that branch only. While transfers of faculty among branches or between branches and the main campus may be desirable in some cases, tenured and tenure-track appointments are not meant to be interchangeable.

Grievance Committee

The faculty of each branch college shall establish a grievance committee to hear grievances connected with issues of academic freedom. The full-time, part-time, and adjunct faculty shall determine the size and composition of this committee. Grievances of any faculty, full-time, part-time, or adjunct, must first be presented to this committee, which shall conduct an inquiry and make a recommendation to the Branch Executive Director. If this recommendation is not satisfactory to the faculty member or if the Branch Director does not accept and implement it, the faculty member may then appeal to the Associate Provost for Academic Affairs and the Provost-Vice President for Academic Affairs. If still not satisfied at these levels, the faculty member then may request a hearing with the main campus Academic Freedom and Tenure Committee, as prescribed in Section 6 of the Policy on Academic Freedom and Tenure.

Procedure for Updating the UNM-Taos Policy on Tenure/Promotion

This statement, and any subsequent revision thereof, which shall be reviewed every two years, shall be created, and, if necessary, revised and/or updated by the college’s Academic Freedom and Tenure Committee in consultation with the administration of the branch, the Office of the Provost/Executive Vice President for Academic Affairs, and the UNM Academic Freedom and Tenure Committee. The statement and any subsequent revision thereof shall become effective immediately after approval by the branch college tenured/tenure-track faculty (or, if none exist, by an appropriate Faculty Assembly or Senate committee) and approval by UNM main campus Faculty Senate and the Regents and shall supersede all previous actions or statements of policy relative to faculty tenure and promotion, except that the mid-probationary standards established shall apply only to faculty hired after the effective date of the statement, and that the procedures and standards for handling complaints and appeals set forth in the policies and procedures section of each branch college statement shall apply only to complaints filed after the effective date of the statement.

Chapter 6: Student-Related Policies and Procedures

Students enrolled full or part time in any UNM program are subject to policies described in the Pathfinder Student Handbook (www.unm.edu/~sac/policies.html). All UNM-Taos instructors are encouraged to familiarize themselves with the Student Conduct Code and all other student-related policies.

(I) Classroom Policies

Student Contact Hours

In order to meet the required number of contact hours for each class as specified in the official course description, UNM-Taos faculty are required to conduct classes at the places, times, and dates specified in the schedule of classes. This policy is in keeping with UNM main campus policies governing student contact hours. Faculty are specifically cautioned *not to move, reschedule, dismiss, or terminate class meetings without* the express approval of their Academy Head or Dean of Instruction. Normally a faculty member must meet with his or her class one academic hour (50 minutes) per week for each hour of credit assigned to the class. For example, a faculty member whose class carries three hours credit will be expected to meet with his or her students for three academic hours of instruction per week, each week, for the entire semester.

Class Meeting Times and Places

It is expected that classes will be taught at the times and in the places listed on the UNM-Taos printed schedule of classes each semester. Any permanent changes must be requested in writing and approved by the Dean of Instruction before they are made. Should changes in meeting times and places become necessary, an instructor must make sure that such changes are convenient for all registered students, unanimously agreed to without pressure, by all registered students in the class (rather than simply those present on the day the changes are discussed) and approved by the appropriate Academy Head and Dean of Instruction before they are instituted.

Unauthorized Persons and Children on Campus

Only the instructor, approved invited guests, and enrolled students are allowed in classrooms. Parents must not bring their children into university classrooms or leave them unattended while at campus activities or while conducting business. Adhering to this rule will prevent UNM-Taos from being held responsible for injury, illness, or expenses incurred as a result of parents bringing dependents into the university environment.

Guest Speakers

Instructors are encouraged to invite guest speakers to appear in their classes. Honorariums for such guests are not available unless special student fees have been assigned for the course at registration. All arrangements for honoraria must be made before the date the guest speaks in class. However, gas mileage may be reimbursable, when approved by the Dean of Instruction, especially if the speaker is traveling from outside Taos County.

Managing Disruptive Student Behavior

University faculty may be faced with disruptive student behavior which affects their ability to maintain an effective learning environment. Disruptive student behavior may include physical confrontation with another person, verbal abuse of another person, or interrupting the educational process by making remarks out of turn or dominating class discussion. The procedure to follow when encountering a disruptive student is: meet privately with the student to identify and discuss the behavior; inform the student that specific classroom behaviors need to be discontinued or changed; give a timeline for when the changes need to be made; and outline the consequences of failure to make these changes. The instructor is advised to document the student's conduct in writing and send it to the Department of Student Affairs with copies sent to the Academy Head and the Program Coordinator.

(II) Course-Related Policies

Faculty Office Hours

Full-time faculty and Academy Heads are expected to hold regular office hours and be available to assist with advising of students and mentoring. Office hours and locations should appear on syllabi, be posted on their office doors, and recorded on the voicemail greetings. Faculty should submit office hours to both their Academy Head and the Department of Instruction. Adjunct faculty members are encouraged to come half an hour early or stay half an hour after each class in order to meet with individual students. Online office hours are possible for instructors who create a WebCT course website with a Chat Room component.

Attendance Policies and Instructor Drops

Instructors may drop students from their classes for reasons of excessive absences —“excessive” which is defined as three or more. For courses that meet once per week, a single absence is equivalent to a week's worth of absences. The attendance policy, and the consequences of excessive absences, should be clearly described on the course syllabus.

Some suggestions:

- expect registered students to attend all meetings of their classes unless excused for very special reasons;
- consider deducting a specified number of points from the final grade for absences;
- do not grant extensions of vacations;
- keep precise records of class attendance;
- report any student who has excessive absences to using the Early Alert forms available near the Faculty mailboxes;
- assign students who are absent without approval from the final examination or other closing exercises of their classes a grade of F for the examination or exercise.

Early Alert

To help in the retention and academic persistence of their students, instructors should contact and/or report students with poor attendance or difficulties meeting basic course requirements. Early Alert Forms may be sent to the Student Affairs office, who will in turn

contact that student's academic advisor and/or appropriate University personnel for intervention or support. Reports on what has been done to assist these students will be sent back to their instructors.

Faculty Attendance and Emergency Dismissal of Classes

It is expected that instructors will meet their students at every assigned class time for the entire class period. However, should emergencies, such as an illness, an accident, or a family crisis, prevent attendance, instructors should contact the Department of Instruction so that the students can be notified of the canceled class. Instructors are encouraged to obtain contact information for their students with their permission. Non-emergency absences are permissible only with the Dean of Instruction's approval at least one week prior to the non-emergency absence. Faculty Absence Report forms are available in the Dean of Instruction's office. Occasional emergencies, ranging from inclement weather (listen to radio stations) to bomb scares, may force the college administration to dismiss classes for some or all of a teaching day. Individual instructors must not dismiss classes in such emergencies without prior approval from the administration. These canceled classes will not usually have to be made up unless their total numbers become excessive.

General Examinations

Student proficiency in the course content should be encouraged by means of frequent and appropriate examinations, essays, or other written assignments. Students should take in-class examinations at the scheduled examination time. In order for a student to assess his or her grade standing at any time during the semester, instructors are encouraged to provide ongoing assessment of progress and performance.

Make-Up Examinations

Consideration of individual requests for make-up examinations are at the discretion of the individual instructor. Make-up examinations should only be allowed if exceptional and unavoidable circumstances preclude a student from attending the regular session. Reasons such as personal travel or lack of preparation are not acceptable justifications for make-up examinations. For security reasons, make-up exams should be given after the originally-scheduled test. Any faculty concerns regarding particular cases may be discussed with your Division Head. Instructors are responsible for making arrangements for administering the make-up exam.

Final Examinations

Instructors may give a final examination or final project appropriate to the course content. If an instructor wishes to return final exams to students, the students should provide the instructor with stamped and self-addressed envelopes. Final course grades will be posted by Student Services. In no case may a student's grade be associated with his or her name in any posting procedure.

Fractionated Grading: Grades and Grade Point Average

The grades awarded in all courses are indicative of the quality of work done. Grade points are:

A+	4.33
A	4.00 (<i>"Passing with Distinction"</i>)
A-	3.67
B+	3.33
B	3.00 (<i>"Passing Honorably"</i>)
B-	2.67
C+	2.33
C	2.00 ("Passing")
C-	1.67

D+	1.33
D	1.00 (“ <i>Barely Passing</i> ”)
D-	0.67
F	0.00 (“ <i>Not Passing</i> ”)

Other Grades

UNM-Taos follows UNM-Albuquerque’s definitions and policies on assigning other grades as follows:

CR- Credit: Gives credit for the course but is not computed in the scholarship index. At the graduate level, CR is used to report completion of master's thesis or doctoral dissertation. CR credit is the equivalent of at least a grade of C but is not computed in scholarship index.

NC- No Credit: Not computed in scholarship index. At the graduate level, NC is used to report unsatisfactory completion of master's thesis or doctoral dissertation.

PR- Progress (Selected courses only): This grade indicates that a student has made progress but has not met achievement requirements of the course and is not able to advance to the next level course. No honor points are earned, and the credit is not computed in the GPA, nor is it counted toward graduation. Students may earn progress grade only once; they must then earn a letter grade: A, B, C, D or F.

I (Incomplete): The grade of I is given only when circumstances beyond the student's control have prevented completion of the work of a course with official dates of a session. (see Resolving Incomplete Grade on page 44.)

Audit: An Audit is recorded for completion of enrollment in an audited course. No credit is earned for audit grade option.

WP- Withdraw Passing: All approved course withdrawals after sixth week of classes (after the third week during the summer session) are subject to the grade of WP, if the student was passing the course at the time of completion of the official paperwork.

WF- Withdraw Failing: All approved course withdrawals after the sixth week of classes (after the third week during summer session) are subject to the grade of WF, if the student was failing the course at the time of completion of the official paperwork to withdraw. The grade of WF will be calculated as a failing grade in student's grade point average.

Academic Standing of Students

A student's academic standing is defined in terms of a grade point average obtained by dividing the total number of grade points earned at UNM-Taos by the total number of hours attempted. Hours given a grade of WP, CR, NC, or I are not included in the computation. With respect to scholarships, the standing of all students (including those who withdraw from the University during the session) is checked at the end of each semester and summer session. All students who are deficient in scholarship are placed on probation or are suspended.

Dean's List

Students who are enrolled in a UNM-Taos associate degree program for eight credit hours or more and who earn a grade point average of 3.5 or higher for the semester will be recognized for their academic achievement by being named to the Dean's List.

Honor Society

The Honor Society is a group of students at UNM Taos who wish to pursue high expectations and elevate their education by excellence in academics as well as leadership. The group is comprised of students who excel academically, volunteer and demonstrate a

social commitment to the community. The Honor Society strives to reward and encourage personal growth and development, placing a high value on students who possess a sense of civic responsibility and dedication to scholastic success.

(III) Course-Related Procedures

Course Withdrawal Procedures

A student has the right to withdraw from a course during the first six weeks of the semester or the first three weeks of the summer session without academic penalty, except that a grade of F assigned by an instructor on the basis of student dishonesty will appear on the student transcript. Students may withdraw from a course after the “drop deadline” until the end of the twelfth week of the semester. Students choosing to withdraw from all of their classes must do so through I-TEL-UNM. Instructors will be notified by the Records and Registration Office (by e-mail) and by the UNM-Taos Registrar’s Office (by form) and asked to provide an official withdrawal grade (WP or WF) after the sixth week. To help in student retention and persistence, students should be encouraged to consult with their instructor before withdrawing from a class. To encourage this, instructors may include a statement on their syllabi informing students that a WP will be given to those who withdraw after consulting with the instructor and a WF will be given to those who do not. Ultimately, it is the instructor’s decision whether to give a student a WP or WF. It should be noted that a WF will be computed as a failing grade in the student’s grade point average.

Incomplete Grades

According to academic policy, no "I" can be outstanding for a student who is graduating from the University of New Mexico. The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the course work within the official dates of a session.

- Students should not enroll in or reregister (for credit) in a course for which an incomplete has been received in order to resolve the incomplete.
- If an instructor requires the student to repeat the class in order to resolve the incomplete, the student must register for the course on an audit basis.
- An incomplete grade must be resolved within a year from the time it was assigned. Incomplete grades not resolved within the time frames stated in this policy will be converted automatically to F (failure).

Therefore, students resolving incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office) by the graduation date. Students are responsible for informing instructors that they are graduating and that the resolved grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester.

Resolving Incomplete Grades

Students are responsible for making arrangements with the instructor for resolving an incomplete grade. Students must complete work prescribed by the instructor in sufficient time for the resolved grade to be reported to the Records and Registration Office by the appropriate deadlines described above. The instructor of record will report the final grade for the course in which the incomplete was assigned to the Records and Registration Office.

Grade Options : Credit/No-Credit and Course Audits

To receive a CR (credit), the student must earn at least a grade of a C. Students who do not

satisfactorily complete a course under CR/NC grading will receive NC (no credit). A course may be changed from a traditional grade to CR/NC that will be allowed toward a baccalaureate degree and 12 credit hours graded CR/NC will be allowed toward an associate degree. No courses in the core areas of degree programs may be taken for CR/NC. (The 12-hour limit also applies to the associate degree in Liberal Arts.) Hours earned for courses in which grading is specifically approved for CR/NC are not included in the 24-hour maximum allowed toward degree requirements under the CR/NC grade option.

In addition, a student may register in a course for audit, provided permission of the instructor is obtained and space is available. An auditor who fails to attend class may be dropped at the instructor's request. The fee for audited courses is the same as for credit courses. Audit enrollment receives no credit and is not included in the student's total course load for purposes of enrollment certification. Instructor permission will be required before registering in a course for audit through the first two weeks of classes. No permission from the instructor is required to change to audit status during the third and fourth week of classes. No changes in audit status may be made after the fourth week of classes (second week during summer session). Courses taken for audit may be repeated for credit.

Change of Grade

The instructor of a course is responsible for reporting grades. Once a grade is reported to the Records and Registration Office, it may be changed by submitting a grade change form to the Records and Registration Office. Only the instructor who issued the original grade (instructor of record) may submit a change. The change of grade must be approved by the Academy Head or Department of Instruction, if submitted 30 days after the end of the semester. UNM-Taos follows UNM-Albuquerque's policy regarding changing grades.

Probation and Suspension Policy

Probationary status serves as a warning to students that they are no longer in good academic standing and that they may be suspended. Undergraduate students who have 30 or fewer attempted hours must have a cumulative grade point average (GPA) of at least 1.70 to be in good standing. Thereafter, a cumulative GPA of at least 2.0 is required to remain in good standing. Students are placed on probation at the end of any semester (or summer session) in which their cumulative GPA falls below these minimum requirements. Two consecutive semesters of probationary status will result in academic suspension. Students not meeting the minimum academic requirements will be placed on academic probation for one semester. Students on academic probation will be sent a letter informing them of their probationary status. Academic probation is not a penalty, but rather an empathic warning that the quality of the student's work must improve if he or she is to attain the GPA necessary to graduate from UNM-Taos. Students on academic probation will be required to sign a contract indicating that they will successfully complete the semester in which they are enrolled, meet with an academic advisor and participate in the CASA tutoring program. Failure to complete the contract will result in academic suspension. Students suspended for the first time will not be allowed to enroll for one semester. Student suspended for a second time will not be allowed to enroll for two consecutive semesters. Students suspended for a third time may not enroll for a period of five academic years. UNM-Taos prefers not to look on academic suspension as a penalty for failure, but as an opportunity to deal with the pressures of life and school which may have contributed to the low grades, which in turn, resulted in the period of suspension.

NOTE:

1. Summer sessions are counted with the following Fall semester for purposes of this

policy, e.g., a student suspended at the end of a Spring semester may not attend either the following Summer session or Fall semester.

2. Students absent from the University for a year or more, for suspension and/or any other reason, must reapply for admission to the University.
3. Students who are accepted for readmission after academic suspension will be readmitted on academic probation in the accepting college.
4. UNM-Taos may specify the number of hours for which a student may enroll following a suspension. UNM-Taos may also require students to drop hours or courses that seem beyond their abilities.
5. Attendance at another institution during suspension must be indicated on the student's application for readmission and an official transcript must be sent to the Office of Admissions as part of the reapplication.

(IV) Students' Rights and Responsibilities

Student Educational Records

Official academic records are maintained by the Department of Instruction. These records pertain to students' academic standing and progress, including admission applications, high school/college transcripts, test scores, financial aid documents, and other official information. Students may obtain access to specific documents within their files by written request. In addition, students' files are available for review, under very special circumstances, by internal or external bodies for purposes of scholarships, financial aid, legal subpoena, etc. Each instructor should be familiar with FERPA as discussed herein. UNM-Taos follows UNM-Albuquerque's policies regarding access to student information.

Academic Rights and Responsibilities of Students

The University of New Mexico has established policies regarding students' educational records, academic integrity, grievances, classroom conduct, and identification. Complete texts of these policies may be found in the Student Handbook available at the UNM-Taos Student Affairs Office.

Student Grievance Procedure

UNM-Taos uses as a guideline the current UNM Student Standards and Grievance Procedures, which provide procedures for the resolution of disputes between students and faculty or staff of the University as well as procedures for handling student disciplinary matters. The following categories of disputes or disciplinary matters are provided for, and detailed information regarding the procedures to be followed is listed in the Student Handbook available at UNM-Taos. Any questions about these procedures should be directed to the Director for Student Affairs. The categories included are:

- academic disputes
- dishonesty in academic matters
- disciplinary matters
- academic record disputes

Chapter 7: Campus Ecology: Grounds, Facilities, and Services

Facilities Hours of Operation and Locations

University administration hours are 8 am to 5 pm Monday through Friday. The University of New Mexico-Taos has four main locations:

- The Camino Real building at 115 Civic Plaza Drive houses the following: Central Administration, the Business Office, the Bookstore, Student Affairs, the Library, Graduate and Upper Division offices, and ITV (instructional television) classrooms.
- El Pueblo Hall located at 114 Civic Plaza Drive houses the Department of Instruction and the offices of some academy heads. With future plans to centralize all functions at the Klauer Campus, some academy heads and administrative personnel are now located at Klauer.
- Klauer Campus (NM State Road 570) is a multi-use facility that encompasses computer and general science labs, the woodworking shop, the photography darkroom, several art studios, and general classrooms. The Physical Plant Department (PPD) and some faculty offices are also located at the Klauer Campus.
- The UNM-Taos Medical Center facility at 1398 Weimer Road is home to CASA (the Center for Academic Success and Achievement), several classrooms, the ABE/GED/ESL program offices, and the office of the Academy of Science Academy Head.

In addition, several classes are held at Taos High School. UNM-Taos is also responsible for the Family Resource Center located at 1335 Gusdorf Road, Suite Q.

Correspondence

All departments of the University receive mail through a central post office. Please address any correspondence to a specific department or individual as follows: *Name, Department, UNM-Taos, 115 Civic Plaza Drive, Taos, NM 87571.*

Campus Safety

Campus Monitor personnel patrol and provide assistance with problems, such as dead car batteries, locked vehicles, and flat tires. They will escort students, faculty, and staff to parking areas. Day Monitor (7 am-5 pm Monday-Friday): 737-6270, Night Monitor (5 pm-10 pm Monday-Thursday): 741-1076. The Campus Monitor's central office is located at Klauer Campus in the Physical Plant Department office.

Emergency Services

In case of an emergency, dial 911 from any campus telephone. Campus security is provided and can be reached by contacting a Campus Monitor.

To Report an Incident

UNM-Taos Monitor Staff should be notified immediately whenever a crime is discovered, suspected, or witnessed on campus property. If the incident requires police or emergency medical intervention, call 911. The Campus Monitor's central office is located at Klauer Campus in the Physical Plant office.

Maintenance

UNM-Taos custodial staff is responsible for cleaning and maintaining UNM-Taos offices, classrooms, and grounds. Please call the Physical Plant Department at 737-6271 to report unsafe conditions on campus.

Audio- Visual Equipment

Overhead projectors, televisions and VCRs, and cassette players are available and may be requested for instructional purposes by filling out an AV Request Form posted at the Office of Instruction or on the door of the AV room in the classroom building at the Klauer Campus. Equipment will be delivered to classrooms by the Physical Plant staff.

Bookstore/Obtaining Texts/Examination Copies

The bookstore is located at the Taos Education Center, 115 Civic Plaza Drive. Bookstore hours are generally Monday through Friday 9-11:45 am and 1:15-4 pm; hours may be added during the first week of the semester. Textbooks orders should be submitted to academy heads during the scheduling process for the coming semester. All Desk or Examination Copy requests for textbooks must be submitted directly to the publisher by the instructor. Request forms are available from the Instructional Administrative Assistant. Instructors' copies of texts may not be obtained through the bookstore.

Office and Classroom Supplies

Chalk, erasers, grade books, white board markers, and other supplies are available from the staff in the Department of Instruction. University-related correspondence may be given to the Department of Instruction for postage and mailing. Files, folders, paper clips, pens and pencils, whiteboard markers and erasures, and other essential supplies are available from the Instructional Administrative Assistant.

Computer Availability

Computers are available in the Learning Resource Center at the UNM-Taos Library and the Classroom Building at Klauer Campus. Computers and printers are available solely for faculty use in the Faculty Room at the Klauer Art Building and the Faculty Lounge (Picuris Room) in El Pueblo Hall.

Computer Support

The UNM CIRT (Computers & Information Research & Technology) Support Center is available to help students, staff, and faculty at UNM use the different computing systems on campus. For further information about CIRT services, call 505-277-4848.

Mailboxes

Mailboxes for faculty are located in the Picuris Room at TEC and, if you teach only at Klauer, in the faculty room in the Klauer Art Building. Because it is very important for faculty members to receive notice of important information and deadlines, instructors are requested to please check their boxes regularly.

Parking/Disabled Parking

Parking and access for the disabled are located at the north side of the Camino Real building at 115 Civic Plaza Drive. Klauer Campus, and Taos High School are accessible to disabled persons. Additional parking facilities are available in town at the Town of Taos Hall, one block from Civic Plaza Drive.

Photocopying

All faculty members will receive a code for copy machine use in the Klauer Faculty Room. A university photocopying service is available in the room adjacent the book store. While the staff there will make every effort to complete copying in a reasonable amount of time, during the first and last two weeks of each semester faculty are requested to allow 24 hours for copying.

UNM Resources for Substance Abuse Problems

Any faculty or staff member concerned about his or her own or a colleague's alcohol or drug use can contact the Counseling Assistance and Referral Services (CARS) program at UNM main campus. The intent of CARS is not to intrude into the private lives of University employees, but rather to provide services for those who choose to request help with their problems. Contact with CARS is confidential within the limits of applicable law and ethical guidelines. Some hotlines (all within the 505 area code):

- Counseling Assistance and Referral Service: 277-6868
- Alcohol & Substance Abuse Prevention: 277-5532
- Suicide Crisis Emergency Telephone: 265-7557
- UNM Mental Health Center: 843-2800
- Crisis Unit: 843-2800
- Center for Alcoholism, Substance Abuse & Addictions: 768-0100
- Taos Colfax Mental Health Services: 758-1125
- Community Against Violence: 758-9888.

UNM-Taos Services for the Disabled

Services for people with disabilities include readers for the visually impaired and learning disabled, cassette tape recorders and tapes for recording lectures, manual interpreters for the hearing and orally challenged, NCR duplicating note pads, and copying of classroom materials. Aids are also available for people needing assistance gaining entrance to a building for classes because of confinement to a wheelchair. While these services are primarily for students, faculty and staff members with disabilities are encouraged to seek support as well. Student Services can provide additional information (737-6200).

Chapter 8: Teaching at UNM-Taos

Academic Conduct

The classroom instructor is responsible for all classroom conduct, behavior, and discipline; any action that would disrupt or obstruct an academic activity is prohibited. Classroom activities should be positive learning experiences. Students and instructors are expected to display adult behavior, that is, behave in a courteous and civil manner. It is further expected that in an adult and University community all persons will conduct themselves in a manner befitting the serious pursuit of higher education.

Academic Honesty and Integrity

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found to be responsible for academic dishonesty or who otherwise fails to meet the standards. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to: cheating or copying, committing plagiarism (claiming credit for the words or works of another person), fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work previously used without informing the instructor, tampering with or hindering the academic work of other students, and misrepresenting academic or professional qualifications within or outside the university. Instructors should include on their syllabus a statement describing academic dishonesty and report all instances of it to the Dean of Instruction.

Instructional Support

The Center for Faculty Development

The Center for Faculty Development is responsible for improving pedagogy at UNM-Taos. The Center oversees professional development activities for faculty that will improve instruction and assessment of student improvement and program outcomes.

Teaching Effectiveness Institute

Once each semester, all faculty and staff participate in a formal professional development program. The Teaching Effectiveness Institute is the result of collaboration between members of the faculty, staff, and student-related bodies at UNM-Taos. They offer a variety of professional development sessions on issues relevant to teaching and learning.

Center for Academic Success and Achievement (CASA)

Tutorial Services are available for students.

UNM NetID

To access class lists, instructor drops, and submit grades—as well as to set up a UNM e-mail account or WebCT course website—instructors need to obtain a UNM NetID. This may easily be done at www.unm.edu/cirt/email. Questions or concerns may be addressed by contacting Computer Information Resources and Technology (CIRT) at 277-8140.

Grant Writing Resources

The Office of the Vice Provost for Research publishes a *Guide for Principal Investigators* for assistance in writing, processing, and submitting proposals, and in administering contract and grant awards. An electronic version of this is available at

<http://research.unm.edu>. In addition, the Office for Research Services provides a variety of consulting and support services to assist individuals' grant strategies, in dealing with funding agencies, and submitting proposals. For more information, see www.unm.edu/~ors.

WebCT

WebCT is course management software used to create, organize, manage, and house Web-based learning environments. WebCT course websites can include a wide range of communication, instructional, and administrative tools, such as bulletin board, chat, quiz, student progress tracking, and grading tools. The WebCT site is: <http://webct.unm.edu/home/about/index.html>.

Classroom Structure and Dynamics

While each instructor has a unique style of teaching that best suits his or her own subject matter, instructors are encouraged to follow these procedures:

- provide each student with a complete syllabus with a clear statement of your grading policy;
- use the syllabus template provided by the Department of Instruction;
- focus on subject matter appropriate to the class and to the course;
- prepare thoroughly;
- provide feedback to students on their performance by evaluating and returning assignments promptly and holding student conferences when necessary;
- supplement communications with written documentation as needed.

Suggestions for Effective Class Management

Faculty may find these suggestions for effective class management helpful and are encouraged to share new ideas for inclusion in the list of suggestions.

- arrive ahead of the students;
- learn the students' names early in the semester/session;
- keep class lists current throughout the semester (see the Registrar for class lists updates);
- keep an accurate attendance record;
- transmit announcements found in mailbox;
- make students aware of critical deadlines;
- ensure that the course content has continuity;
- take advantage of notes to stay on track but avoid reading a lecture;
- provide time for questions and use the discussion process whenever relevant.

Student Assessment

Conducting, Incorporating, and Documenting Research

Students might be asked to become "experts" on a specific area of the discipline. One does this by familiarizing oneself with what others—researchers, other experts—have to say about this area. Students should be encouraged to collect and incorporate evidence of their research in at least one written assignment to indicate their own expertise on the subject matter. All UNM-Taos students learn, in both English 101 and 102, how to access and use academic databases, how to evaluate and collect research, how to quote, paraphrase, summarize, and how to incorporate their findings in written essays. In addition, all students who have had English 101 have bought Diana Hacker's *Rules for Writers*, which covers all aspects of effective college-level writing, including researching and documenting sources

according to MLA or APA styles. Instructors who wish to give credit to student research and writing are encouraged to recommend this text on their syllabus.

Tests and Testing

Evaluating and assessing students' progress is traditionally accomplished with examinations. *Essay examinations* are appropriate at all levels of a learning hierarchy; the essay questions should be clearly written without any ambiguity and reflect the content and objectives of the course prior to the examination. *Multiple choice* examinations are probably the most important tests used today and require considerable skill in creating. Some suggestions: (1) provide four possible responses to minimize the guess factor; (2) do not include impossible responses; (3) do not use "none of the above" or "all of the above"; (4) do not use qualifiers such as "always" or "usually." *True/False* tests, while most popular in pre-university classrooms, also require a significant degree of preparation: (1) avoid ambiguous words; (2) avoid direct quotes; (3) avoid specific descriptors or adjectives.

Grading

In this era of accountability, instructors are often called upon to justify grades with documentation. Therefore, the establishment of firm criteria for assessment is necessary. All the conditions upon which a student's grade is based (including attendance, participation, etc.) should be carefully recorded. No grade should reflect an instructor's personal opinion of a student's work but, rather, the degree to which that student has fulfilled the criteria of the assignment. Hence, each assignment description should be very clearly worded and the instructor should make sure it is understood by everyone in the class. In addition:

- Choose a grading policy based on a recognized system of evaluation in the discipline. The significance of grades awarded in UNM courses and of fractionated grading is explained in detail in the Instructional Information section in this handbook.
- Evaluate student performance with consistency, making a conscious effort to avoid the uneven grading that can result from such situations as your own tiredness, haste, or sympathy for a student who has worked diligently but has not performed well.
- Evaluate, return, and discuss student assignments promptly.

BRANCH COLLEGES

CONTENTS

Section/Policy #

- F10 - Role and Function of UNM Branch Colleges [*information*]
- F20 - Statutory Provisions and Funding [*information*]
- F30 - UNM Gallup Branch College Mission Statement [*information*]
- F31 - UNM Los Alamos Branch College Mission Statement [*information*]
- F32 - UNM Taos Branch College Mission Statement [*information*]
- F33 - UNM Valencia Branch College Mission Statement [*information*]
- F40 - Articulation: Degree Approval, Transfer of Course Credit, and Faculty Approval [*policy*]
- F50 - Faculty Handbook [*policy*]
- F60 - Appointment and Retention [*policy*]
- F70 - Tenure and Promotion [*policy*]
- F80 - Representation on Faculty Senate and Its Committees [*policy*]
- F90 - Teaching Load [*policy*]

F10

Information

ROLE AND FUNCTION OF UNM BRANCH COLLEGES

The University has established branch 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 colleges respond specifically to the unique needs and multicultural background of the citizens in their respective communities by offering community education programs; career education (including certificate and associate degree programs); and transfer programs that prepare students for upper division entry into colleges and universities. Branch colleges utilize resources in the community and therefore also function as an integral part of the community. The branch campuses of the University of New Mexico 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 colleges commit themselves to protect the quality and integrity of all academic curricula, and the main campus commits its resources, whenever appropriate and practical, to the fulfillment of the varied missions of the branches.

F20

Information

STATUTORY PROVISIONS AND FUNDING

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, (b) organized career curricula of not more than two years' duration designed to prepare individuals for employment in recognized occupations, or (c) both of the above. The New Mexico Higher Education Department is responsible for supporting two-year postsecondary 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: (1) calling elections for local property taxes for annual operating levies and capital outlay general obligation bonds; (2) approving operating budgets; and (3) 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.

F30

Information

UNM-GALLUP BRANCH COLLEGE MISSION STATEMENT

Mission statement: UNM-Gallup develops lifelong learners in a context that is responsive to the cultures of this region.

Vision statement: UNM-Gallup will be recognized as the premier post-secondary institution in this region.

Core Values: Excellence in education is fundamental to the core values of UNM-Gallup. UNM-Gallup values each individual, the strength of the community, and the power of working together in a climate of shared responsibility.

What takes place in the classroom is the first priority. Administration, staff and faculty working together create the learning environment.

To accomplish our mission and vision in the next five years, UNM-Gallup will pursue the following strategic directions.

- 1) Continue to develop mechanisms essential to a learner-centered institution.
- 2) Offer programs that remain responsive to community needs.
- 3) Optimize resources and infrastructure to serve UNM-Gallup programs and student needs.
- 4) Expand more fully supportive and equitable working conditions and relationships among the campus and local communities.

F31

Information

UNM-LOS ALAMOS BRANCH COLLEGE MISSION STATEMENT

The mission of the University of New Mexico-Los Alamos is to provide high-quality instructional programs and support services to the residents of the communities it serves. To fulfill its mission, UNM-Los Alamos has established the following goals:

1. To offer diversified, high-quality educational programs:
 - Academic Courses, Degrees, and Transfer Curricula
 - Technical and Occupational Programs
 - Developmental and Basic Skills Programs
 - Community Education
 - Adult Basic Education
 - Specialized Training
 - Extended Web, ITV, and Off-Site Instruction
2. To provide high-quality support services that promote student access and success
3. To maintain a highly qualified and diversified faculty and staff
4. To serve as a community resource
5. To seek and establish cooperative partnerships

6. To ensure access to state-of-the-art technologies

F32

Information

UNM-TAOS BRANCH COLLEGE MISSION STATEMENT

The University of New Mexico-Taos 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 post-secondary educational needs, immediate and future, of all citizens of the community. The college encourages lifelong learning and thus maintains an admissions policy that allows for open entry by all segments of the community, believing that all who can benefit from its services should be able to do so.

Specifically, the goals that have been identified to fulfill this mission are:

1. To provide a high-quality learning environment for all students;
2. To provide a wide range of academic programs culminating in the awarding of Associate of Arts and Associate of Applied Science degrees;
3. To provide a wide range of vocational and technical programs culminating in Certificates and Degrees for students who seek career-related employment in business, industry, and government;
4. 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 universities;
5. To provide a diversified program of academic, technical, and vocational courses to allow for the achievement of individual educational goals involving professional or technical skills development, professional rectification and/or personal interest;
6. To provide non-credit continuing adult education services to the community in the areas of business/professional training, personal development, cultural enrichment, and recreational activities;

7. 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
8. To provide a broad program of student support services to include academic advisement, counseling, testing, financial aid, career planning, and human development opportunities readily accessible to all students.

F33

Information

UNM-VALENCIA BRANCH COLLEGE MISSION STATEMENT

Vision statement: The University of New Mexico-Valencia Campus will rise to national prominence as a leader among two-year colleges by enhancing its status as a community-based center for education, culture, and technology and by becoming a national model for innovative teaching and learning.

Mission statement: The mission of UNM-Valencia is to provide community residents with lifelong educational opportunities in order to better prepare them to actively participate in the world as productive, responsible, and creative individuals.

The Valencia Campus is an open-access, student-centered institution which offers a variety of associate degrees, certificate and credential programs. Our courses provide basic skills, transfer credits, technical career training, and noncredit adult and community education.

Core values:

- We are student-centered.
- We value quality instruction and services.
- We are responsive to change.
- We embrace diversity.
- We believe in empowering the individual.
- We are committed to accessibility.

F40

Policy

ARTICULATION: DEGREE APPROVAL, TRANSFER OF COURSE CREDIT, AND FACULTY APPROVAL

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

A. Degree Approval

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

B. Transfer of Course Credit

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

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

though they were earned on the main campus if they have been designed by the branches in cooperation with the appropriate main campus department or program and college; approved for credit by the appropriate department or program and college and by the UNM Curricula Committee; and approved for their instructor, content, and level of performance by the appropriate main campus department or program.

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

C. Faculty Approval

1. *Approval standards for transferable courses.* Branch college courses carrying pre-designated transferability shall be offered by approved faculty. Tenured/tenure track faculty, by virtue of the standards required for their appointment, are automatically approved to teach transferable courses in their fields of credentialed expertise. Non-tenured/tenure track faculty, and tenured/tenure track faculty teaching outside their fields of credentialed expertise, must be approved to teach transferable courses before or as early as possible during the first semester in which they offer those courses. To be approved to teach transferable courses, faculty members shall meet written standards appropriate to the courses they are to offer.
2. *Formulation of standards.* The faculty approval standards for each transferable course shall be formulated in writing and adopted jointly by the appropriate branch college and main campus administrators. Normally these will be the administrators immediately responsible for supervising course offerings in a particular field: e.g., the chairs (or directors or co-coordinators or heads) of the departments or programs in the relevant discipline. Once formulated, the standards for each course shall be transmitted to, and reviewed by, the Office of the Provost/Executive Vice President for Academic Affairs. The standards shall be kept on file by the Office of the Provost and by the branch college and main campus administrators who formulated them. They shall be transferred to, and applied in a consistent manner by, subsequent administrators, and they shall be revised only by joint written agreement of the appropriate administrators holding office at the time. All revisions shall be promptly transmitted to, and reviewed by, the Office of the Provost/Executive Vice President for Academic Affairs. Approval standards for each transferable course should be submitted to the Office of the Provost no later than June 1, 2006. After that date, and until such time as standards for the course are submitted, the main campus

department shall be presumed to approve all instructors employed by the branch to teach the course. The implementation of faculty approval standards for each transferable course, as described in paragraphs 3-5 below, shall not begin until the standards for that course have been formulated, adopted, and reviewed as stipulated in this paragraph.

3. *Implementation of standards.* The determination that a prospective instructor meets the faculty approval standards for a transferable course shall initially be made by the appropriate administrator (department chair, program director, coordinator, or head) at the branch college. Approval of the instructor shall then be reviewed and confirmed or denied by the college's Dean of Instruction. If the Dean confirms the approval, the branch college may hire the instructor prior to receiving main campus approval. The approval shall then be forwarded to the Branch Executive Director for recommendation to the appropriate main campus department chair or program director; it shall be submitted no later than the third week of the semester. The approval shall be accompanied by copies of the faculty member's vita and syllabus for the course in question. The main campus administrator shall confirm or deny the approval before or as early as possible during the first semester in which the faculty member offers the course. This decision shall be promptly communicated in writing to the appropriate branch campus administrator, the Dean of Instruction, and, if the approval is denied, the Office of the Provost/Executive Vice President for Academic Affairs.

4. *Denial of approval.* If faculty approval is denied, the main campus administrator shall communicate the reasons for this decision in writing to the appropriate branch college administrator, the Dean of Instruction, and the Office of the Provost/Vice President for Academic Affairs. This communication shall refer specifically to the written faculty approval standards for the course in question but may include other considerations as well. Courses already in progress shall not be cancelled solely because faculty approval is denied or delayed. If approval is denied, the branch college administrator shall work with the main campus administrator to identify and employ an eligible substitute instructor. If no eligible substitute can be obtained, the faculty member who began the course shall finish it under the supervision of the branch college administrator; but the same faculty member shall not be employed again to teach the same course, or any other course that has comparable approval standards, unless s/he has received branch college and main campus approval to do so before the course begins.

5. *Exemptions from standards.* Faculty members may teach transferable courses without meeting established approval standards only if the appropriate branch college administrator submits, and the Dean of Instruction supports, a request for an individual exemption from the standards. The request shall be accompanied by a detailed explanation of the reasons for the request and by the proposed faculty member's vita and syllabus for the course in question. The request shall be submitted to the appropriate main campus administrator no later than two weeks before the semester begins. If the request is not approved by the appropriate main campus administrator before the course begins, the course shall not be offered by the proposed instructor.

6. *Non-transferable courses.* Branch college courses not carrying predesignated transferability shall be offered by faculty who meet the appointment standards

set forth in the college's statement on appointment and retention (see section F60 below), and who are recommended for appointment by the appropriate branch college administrator (department chair, program director, coordinator, or head), the Dean of Instruction, and the Branch Executive Director. In making recommendations concerning all faculty appointments, administrators shall act in accordance with the standards and procedures set forth in the branch college statement on appointment and retention and in section F60 below. All faculty appointments are subject to review by the Provost/Executive Vice President for Academic Affairs.

F50

Policy

FACULTY HANDBOOK

Purpose: Each branch shall create or thoroughly review and revise a *Faculty Handbook* that describes its own mission, policies, procedures, programs, and organizational structure. These may vary from the provisions of the UNM *Faculty Handbook* but shall not contradict the descriptions of educational mission and administrative responsibility or the principles of academic freedom, due process, and shared governance stated therein.

The branch handbook shall be created or thoroughly reviewed and revised by the Faculty Assembly or Senate with invited input from all faculty and approved by the Faculty Assembly/Senate and the administration of the branch, and approved also by the Faculty Senate and the Office of the Provost/Executive Vice-President for Academic Affairs on the main campus. However, the section on "Tenure and Promotion" shall be approved separately by the branch college faculty and the Regents (see Section F70 below). Pre-existing handbooks shall remain in force until revised versions of them are approved.

Each handbook shall subsequently be revised and/or updated at regular intervals by a process described in the handbook itself. All revisions, including the revisions of pre-existing handbooks prescribed above, shall give due consideration to the antecedent policies, procedures, practices, and precedents of the branch college. New policies and procedures introduced by handbook revisions shall not be retroactive.

Availability: A full version of the current *Faculty Handbook* shall be posted on the website of each branch college. Its availability shall be made known to students, employees, and members of the local community. A paper copy of the *Handbook* shall be provided to every newly hired, first-time faculty member at the signing of his/her contract. Paper copies should also be provided without charge to anyone else who requests them.

Faculty Constitution: The *Faculty Handbook* of each branch shall include its Faculty Constitution. The Constitution shall describe the structure, responsibilities, and procedures of faculty governance at the branch. The Constitution shall define the membership and responsibilities of a Faculty Assembly or Senate; the titles, duties, and election of Assembly/Senate officers; the titles, duties, and selection of standing faculty committees, including an Executive or Operations Committee; the policies and procedures that govern Assembly/Senate meetings; the processes of amending the Faculty Constitution and creating by-laws; and the procedure for adopting the Constitution. If a branch college already has a faculty-approved Constitution that meets these criteria, that Constitution shall be incorporated into the *Faculty Handbook* and exempted from the process by which the rest of the *Handbook* is approved.

Academic Freedom: The *Faculty Handbook* of each branch shall include a statement on academic freedom. The statement shall declare that the general principles of the University's "Policy on Academic Freedom and Tenure" apply to all part-time, full-time, and tenured/tenure-track faculty members at the branch college (see Section B1.1 of the UNM *Faculty Handbook*).

Contingent Faculty: The *Faculty Handbook* of each branch shall acknowledge the important role of part-time, non-tenure track or "contingent" faculty in fulfilling the mission of the branch. These faculty members should be valued and respected as indispensable citizens of the academic community. Policies and procedures set forth in the *Handbook* should therefore address issues of special concern to contingent faculty, such as academic freedom, equitable compensation, consistent application of written personnel policies and procedures, professional support and development, recognition and career paths, and opportunities to participate in governance bodies.

Ranks and Titles: The *Faculty Handbook* of each branch shall include a description of all ranks and titles used at the branch for part-time, full-time, and tenured/tenure track faculty appointments (see "Ranks and Titles" below).

Appointment and Retention of Faculty: The *Faculty Handbook* of each branch shall include a statement on the appointment and re-appointment of all faculty. The statement shall affirm UNM's commitment to appropriate qualifications of candidates, equal employment opportunity, affirmative action, and the continuity and retention of successful faculty. In addition, each branch shall develop and periodically revise and/or update a more detailed statement on standards and procedures in faculty hiring and re-appointment (see Section F60, "Appointment and Retention" below).

Tenure and Promotion: The *Faculty Handbook* of each branch shall include a statement on tenure and promotion. The statement shall affirm UNM's commitment to the purposes of the tenure system (see section B 4.7.1 of the UNM *Faculty Handbook*) and describe the college's long-range policy for the creation of faculty appointments that carry tenure. In addition, each branch shall develop and periodically revise and/or update a more detailed statement of its standards and procedures for tenure and promotion (see Section F70, "Tenure and Promotion" below).

Dispute Resolution or Grievance Policy: The *Faculty Handbook* of each branch shall include a detailed description of its dispute-resolution or grievance policy. This policy shall outline the formal process to be followed in case of disputes between branch-college faculty members or between faculty members and other university employees. The policy shall acknowledge and be consonant with the “Dispute Resolution Policy” for non-faculty employees in the *University Business Policies and Procedures Manual* (Section 3220). If the policy establishes college-level peer-review committees, they shall be selected according to a procedure set forth in the Faculty Constitution. The policy shall include explicit guarantees for all parties of due process, peer review, and appeal. The process shall incorporate the dispute-resolution bodies on the UNM main campus to which branch-college faculty are guaranteed access by the UNM *Faculty Handbook* and other UNM policies. These bodies currently include the Office of Equal Opportunity, the Committee on Academic Freedom and Tenure, the Faculty Ethics and Advisory Committee, the Intellectual Property Committee, the Research Policy Committee, and the Faculty Dispute Resolution program.

Other Policies: The *Faculty Handbook* of each branch shall include or refer to other important policies, procedures, forms, and information items that affect faculty employment. The *Handbook* shall also include an appendix or addendum of supporting documents and forms. Through its Assembly or Senate, the faculty of the branch shall participate in the development and approval of these policies and procedures. They may include but need not be limited to the following:

Institutional Mission and Structure

- the mission (vision, value) statement of the branch
- a brief history of the branch
- a listing of all current degree and non-degree programs
- an annual calendar
- an organization chart, including all instructional components for which the institution has any administrative responsibility (e.g., off-campus sites, contractual programs, charter schools, extended-learning programs)
- a full description of governance structure (e.g., The NM Commission on Higher Education, the UNM Regents, the UNM Administration, the branch-college Advisory Committee, the Executive Director, the Faculty Assembly or Senate, college-wide committees)
- the duties, responsibilities, selection, and evaluation of administrative officers (e.g., the Executive Director, all Deans or Associate Directors, Division or Academy Heads, Program or Area or Curriculum Co-coordinators, Department Chairs)

Faculty Responsibilities

- the duties and professional credentials of the faculty
- career paths for, and recognition of, re-appointed non-tenure track faculty
- faculty performance evaluation
- course loads and service obligations
- mentoring colleagues
- student contact hours, including office hours

Faculty Support and Compensation

- salary scale (including extra compensation and summer teaching) and payroll policy
- faculty benefits (e.g., insurance, retirement, medical and dental services, medical leave, tuition waivers, recreational facilities, discounts)
- logistical support (e.g., orientation, audio-visual equipment, telephone access, computer equipment and network access, technology training, office space, library privileges, ID cards, textbook ordering, supplies, parking and carpools, mail, copying, keys, security)
- sabbatical leave policy
- course release policy
- encouragement of and funding for professional development and travel
- mentoring by experienced colleagues
- course-related expenses
- faculty directory
- samples of standard forms (e.g., application forms for faculty positions, performance and tenure/promotion review forms, professional development application forms).

Personnel Policies

- affirmative action policy
- Equal Employment Opportunity (EEO) policy
- Equal Educational Opportunity policy
- Immigration Reform and Control Act policy
- copyright and intellectual property policy
- harassment policy
- confidentiality of faculty records
- faculty absences and emergency closures
- multi-department/program appointments

Teaching Policies

- academic standards
- policies and procedures for establishing minimum and maximum course enrollments and determining course cancellations
- publicizing classes
- class management and good practices, including model syllabi
- team teaching
- teaching awards

- student-related policies and procedures (e.g., attendance, academic honesty, drop/add/withdraw policies, student retention, examinations, grading, confidentiality of student records, academic counseling, student awards, student grievances, student disciplinary procedures, classroom environment, accommodation of students with disabilities and religious obligations)
- student outcomes assessment
- equivalency or articulation of course offerings

Faculty Handbook

- procedures for revising and/or updating the *Faculty Handbook*

RANKS AND TITLES

This section shall specify all ranks and titles used at the branch in the employment of part-time, full-time, and tenured/tenure-track faculty. These ranks and titles shall correspond as far as possible to the standard ranks of Instructor, Lecturer I-III, Assistant Professor, Associate Professor, and Professor on the main campus (see section B.2 of the UNM *Faculty Handbook*). However, due to differing professional requirements in the vocational-technical areas, branches may also use the following series of ranks for these areas: Technical Instructor I, Technical Instructor II, Technical Instructor III, and Technical Instructor IV. (Technical Instructor I corresponds roughly with the academic rank of Instructor; Technical Instructor II, with the rank of Assistant Professor; Technical Instructor III, with the rank of Associate Professor; and Technical Instructor IV, with the rank of Professor.) Faculty in this sequence of ranks may be evaluated for tenure and/or promotion by standards and procedures stated in the branch-college policy on “Tenure and Promotion.” Other faculty ranks, titles, or categories used at the branch (e.g., “core” and “invited”) shall be defined in terms of the ranks and titles listed in the UNM *Faculty Handbook*. Ranks or titles that employ terms in senses different from those employed in the UNM *Faculty Handbook* (e.g., “adjunct”) should be defined unambiguously.

The description of each faculty rank and title shall include the following information:

- term or duration of appointment (e.g., one semester, two semesters, three years)
- possibility of retention (e.g., terminal or non-renewable, renewable under certain conditions, continuing non-tenure-track, probationary or tenure-track, tenured)
- FTE fraction (e.g., part-time or less than .50 FTE, full-time or 1.0 FTE, some other fraction)
- connection to curriculum (e.g., academic only, vocational-technical only, either academic or vocational-technical)

If different combinations of these factors are possible for appointments at the same rank, the description of that rank should include the full range of options. The policies governing appointments in two or more units and appointments with administrative duties or other

special assignments should also be stated in this section (see sections B.3.2.3-4 in the UNM *Faculty Handbook*).

Policy

APPOINTMENT AND RETENTION

Each branch college shall develop a detailed statement of standards and procedures in the appointment and re-appointment of all faculty. This statement shall be created by the Faculty Assembly or Senate and approved by the Faculty Assembly/Senate and the administration of the branch, and approved also by the UNM Faculty Senate and the Office of the Provost/Executive Vice-President for Academic Affairs. The statement shall be included in the *Faculty Handbook* or endorsed by the *Faculty Handbook* and published separately. The statement shall be posted on the branch college website, and paper copies of it shall be provided without charge to all applicants for faculty employment and to anyone else who requests them.

Introduction: The statement shall begin by quoting the section on appointment and retention in the branch college *Faculty Handbook*. This introduction shall be followed by more detailed descriptions of standards and procedures in hiring and re-appointment.

Appointment Standards: This section shall specify the minimum qualifications (credentials and prior experience) for faculty appointments at all ranks in all categories of courses offered at the branch. It should also describe the circumstances in which exceptions to these qualifications (if any) may be made. The statement may include desirable qualifications as well; these may be either general (e.g., successful community-college teaching experience in a given field) or course-specific (e.g., proficiency in English and Spanish for a course in bilingual education).

Appointment Procedures: This section shall describe the university and branch-college procedures followed in faculty appointments. University procedures are set forth chiefly by the UNM Office of Equal Opportunity (OEO) and must be followed by all branches and the main campus. They include:

- guidelines for advertising vacant positions (content and timing)
- targeted recruitment
- application requirements
- the scope of the search
- the role of the Department Chair or other hiring official
- the role and composition of the search committee
- the role of OEO Search Co-coordinator
- documentation and record-keeping
- exceptions to OEO requirements

Written descriptions of branch-college hiring procedures and practices shall also be provided. These procedures and practices may include:

- identifying the stages of the appointment process for non-tenure track faculty

- differences in hiring procedures and approvals among categories of courses (e.g., academic, vocational-technical, community-college) and between courses that have pre-designated transferability and courses that do not
- the designation of the hiring official
- the composition and procedures of search committees
- the role in the selection process of faculty in the hiring department or program
- guidelines for consideration of internal candidates
- the criteria governing enrollment minimums and course cancellations
- administrative support for faculty searches

Faculty members with multi-department or multi-program appointments shall have their job expectations delineated in a signed memo of understanding between them and all of the departments or programs by which they are employed. This agreement shall be under the oversight of the primary chair or program head but shall be signed by all participating chairs or program heads as well as by the faculty member. The agreement shall set forth the understanding of each department or program with regard to the faculty member's teaching load; administrative and service duties; standards and procedures for performance evaluations and tenure/promotion reviews; required attendance at faculty meetings; and other shared obligations.

Retention Standards and Procedures: This section shall affirm UNM's commitment to faculty continuity and retention, along with UNM's commitment to equal opportunity, affirmative action, and the policies necessary to implement those goals. Faculty continuity strengthens the branch college by providing a core of experienced professionals whose knowledge of the institution and the community enables them to serve students and citizens more effectively. Equal opportunity strengthens the branch college by providing a diverse faculty whose backgrounds and viewpoints complement those of the student body and the people of the community. Continuity and retention entail the re-appointment of successful faculty from semester to semester, the development of longer-term contracts, and the growth of tenured/tenure-track faculty at each branch. Equal opportunity and affirmative action entail targeted recruiting, developing a pool of qualified potential instructors with equal employment opportunities, and giving clear, advance notice to temporary and part-time faculty that their appointments, even if renewed year after year, do not confer tenure or permanent employee status upon them.

This section shall also describe the process by which current and former faculty members may apply for future teaching positions, and the process and criteria by which their prior performance at the branch is evaluated. The section shall require denials of re-appointment to be accompanied by a written explanation of the reasons for denial. The format of this explanation shall be jointly designed by the branch college administration and the Faculty Executive or Operations Committee.

The standards and procedures governing the review and retention of tenure-track/tenured faculty and continuing non-tenure-track faculty, shall be described in a separate statement, as stipulated in Section F70 below.

The Role of the Branch Executive Director: In making recommendations to the main campus concerning faculty appointments, the Branch Executive Director shall act in accordance with the standards and procedures set forth in the branch college statement on appointment and retention. The Executive Director shall recommend faculty for employment to teach courses carrying pre-designated transferability in accordance with the policy on "Faculty Approval" set forth in Section F40 above. Faculty for courses not

having pre-designated transferability shall be recommended for employment without the approval of main-campus academic administrators but subject to review by the Provost/Executive Vice President for Academic Affairs.

Revision of Statement: The branch-college statement on “Appointment and Retention” shall be revised and/or updated at regular intervals by the Faculty Assembly or Senate. All revisions shall be approved by the branch-college administration, by the UNM Faculty Senate or a committee acting on its behalf, and by the Office of the Provost/Executive Vice-President for Academic Affairs.

F70

Policy

TENURE AND PROMOTION

Each branch college shall develop a detailed statement of its policies on tenure and promotion. This statement, and any subsequent revision thereof, shall be created, reviewed at regular intervals, and, if necessary, revised and/or updated by the college’s Academic Freedom and Tenure Committee or, if no such committee exists, by a faculty tenure/promotion committee designated by the Faculty Assembly or Senate of the branch in consultation with the administration of the branch, the Office of the Provost/Executive Vice President for Academic Affairs, and the UNM Academic Freedom and Tenure Committee. The statement and any subsequent revision thereof shall become effective immediately after approval by the branch college tenured/tenure-track faculty (or, if none exist, by an appropriate Faculty Assembly or Senate committee) and approval by the

Regents and shall supersede all previous actions or statements of policy relative to faculty tenure and promotion, except that the mid-probationary standards established shall apply only to faculty hired after the effective date of the statement, and that the procedures and standards for handling complaints and appeals set forth in the policies and procedures section of each branch college statement shall apply only to complaints filed after the effective date of the statement.

The statement shall be included in the *Faculty Handbook* of the branch college or endorsed by the *Faculty Handbook* and published separately. The statement shall be posted on the branch college website, and paper copies of it shall be provided without charge to all applicants for faculty employment and to anyone else who requests them.

A. *Introduction*: The statement shall begin by quoting and affirming UNM's commitment to the purposes of the tenure system, as stated in Section B.4.7.1 of the UNM *Faculty Handbook*. This introduction shall be followed by a more detailed description of the standards and procedures for the achievement of tenure and/or promotion and the conduct of faculty reviews.

B. *Types of appointment*: As at the main campus, types of appointment at the branches may include three-year term appointments, probationary appointments, and appointments with tenure. Because of the different and changing nature of instructional requirements at the branches, however, some faculty will be appointed on a year-to-year or semester-to-semester basis as part-time or full-time lecturers or instructors, with no presumption of tenure. For more detailed statements on the types and conditions of faculty appointment, see Section F50, "Ranks and Titles," and Section F60, "Appointment and Retention," above.

C. *Standards for tenure and/or promotion*: The four bases (teaching; scholarship, research, or other creative work; service; and personal characteristics) for tenure and promotion used on the main campus (see the UNM *Faculty Handbook*, section B.1.2) shall apply also at the branch colleges. The University recognizes, however, that conditions of employment at the branches, such as heavy teaching loads, curricular development responsibilities, student advisement duties, budget limitations, travel requirements, and lack of research facilities may require that somewhat different standards for the achievement of tenure and/or promotion be applied, especially in the area of research and publications. For the same reasons, the achievement of tenure may be separated from the achievement of promotion more often at the branch colleges than on the main campus.

The primary criteria for the achievement of tenure and/or promotion at the branch colleges shall be teaching excellence, service, professional development, and personal characteristics. Time in rank is also a valid, though a secondary, consideration. In its statement on tenure and promotion, each branch college shall describe the importance of these criteria, the standards of achievement required in each of the four areas for the awarding of tenure and/or promotion at the branch, and the measures used to assess that achievement. The description shall cover the principal sequences of faculty ranks: from Instructor to Professor, from Technical Instructor I to Technical Instructor IV, and from Lecturer I to Lecturer III.

Because the criterion of "professional development" is not defined in the UNM *Faculty Handbook*, a few guidelines may be useful. Professional development shall include but not be limited to research/creative work and publications. Professional development may also be demonstrated by the completion of appropriate new qualifications (e.g., degrees, licenses, and other certifications of training) and by an ongoing record of professional activities (e.g., continuing education, the acquisition of new skills, participation in

professional organizations, attendance and presentations at conferences, successful grant-writing and/or implementation of grants, development and implementation of innovative techniques and programs for disadvantaged or under-prepared students). Written standards for professional development meriting tenure and/or promotion shall be devised by the branch college's Academic Freedom and Tenure Committee (or, if no such committee exists, a faculty tenure/promotion committee designated by the Faculty Assembly or Senate of the branch) in consultation with the faculty of each academic and technical/vocational unit, with the college administration, and with the Office of the Provost/Executive Vice President for Academic Affairs.

D. Procedures for the review of continuing faculty: In its policy on tenure and promotion, each branch college *Faculty Handbook* shall describe the college's procedures for evaluating continuing faculty, both candidates for tenure and/or promotion and continuing non-tenured/tenure track faculty. The college's procedures shall closely follow those spelled out in Section B.4 ("Faculty Reviews") of the UNM *Faculty Handbook*. Departures from the procedures specified in Section B.4 may be made to reflect the particular institutional conditions and practices of the branch college, but such departures shall not alter or contradict the basic principles of academic freedom, tenure, and due process stated in the UNM *Faculty Handbook*.

One of the most important responsibilities of tenured faculty and department chairs/program directors is their participation in the procedures for formal review of colleagues. It is a fundamental principle that, when a faculty member's academic/professional performance and qualifications are reviewed, the process is to be conducted objectively by their peers and the faculty are guaranteed due process as set forth in Section B of the UNM *Faculty Handbook*. There are six types of review of continuing faculty: (1) the annual review of probationary faculty, (2) the mid-probationary review, (3) tenure review, (4) the reviews for advancement in rank (promotion), (5) the annual review of tenured faculty (i.e., post-tenure review), and (6) the annual review of continuing non-tenure track faculty (i.e., lecturers, instructors, etc.). Mid-probationary, tenure and promotion reviews, in contrast to annual reviews, necessarily involve evaluation at three levels: department/academic unit, college/school, and the University (i.e., Office of the Provost/Executive Vice President for Academic Affairs).

Tenure and promotion recommendations made by the department/unit, through the department chair or equivalent unit administrator, will be given primary consideration in this procedure. These recommendations are reviewed by the Dean of Instruction and the Branch Executive Director and forwarded with their recommendations to the Provost/Executive Vice President for Academic Affairs, who makes the decision on tenure and promotion. Ultimate decisions in matters of appointments and promotion in rank are made on the authority of the Board of Regents.

Branch college policies and procedures for formal review shall include the following provisions. Cross-references are to the cognate passages in the UNM *Faculty Handbook*.

- annual review of probationary faculty (B.4.2)
- general sequence and procedures for mid-probationary, tenure, and promotion reviews (B.4.3)
- general policies relating to faculty reviews (B.4.4)
- preparation of the dossier for mid-probationary, tenure, and promotion reviews (B.4.5)
- specific provisions for mid-probationary review (B.4.6)

- specific provisions for tenure review (B.4.7)
- specific provisions for advancement in rank: promotions (B.4.8)
- post-tenure review (B.4.9)
- annual review of continuing non-tenure track faculty (B.4.10)

Continuing non-tenure-track faculty appointments at the branch colleges will normally be at the ranks of Lecturer and Technical Instructor. According to the UNM *Faculty Handbook*, Sections B.3.1, “the presumption with continuing non-tenure-track appointments is that they will be continued if the faculty member is not duly notified to the contrary.” Section B.4.10 states that “continuing non-tenure-track faculty...shall be reviewed annually following procedures adopted by each department.” At the branch colleges, these reviews may be carried out either by departments or, if the administrative structure does not include departments, by other appropriate instructional units. The procedures for reviewing continuing non-tenure-track faculty at each branch shall be described in its own *Faculty Handbook*.

Because the mission and structure of the branch colleges differ from those of the main campus, policies and procedures governing faculty reviews shall include some provisions that do not appear in the UNM *Faculty Handbook*. These provisions shall include, but need not be limited to, the following:

- review of vocational-technical faculty
- the role of the candidate’s immediate supervisor (e.g., Department Chair, Division Head, Dean of Instruction) in the evaluation process
- the composition of the branch college faculty review committee and its role in the evaluation process
- review of faculty holding appointments in two or more units

E. The Role of the Branch Executive Director: In making recommendations concerning tenure and/or promotion for a faculty member at a branch college, the Branch Executive Director shall act in accordance with Section B of the UNM *Faculty Handbook* (“Policy on Academic Freedom and Tenure”) and with the standards and procedures set forth in the branch college statement on tenure and promotion. The Branch Executive Director’s recommendation, accompanied by a full, written evaluation report, including a summary of the evaluations of all faculty members consulted, shall then be made directly to the Associate Provost for Academic Affairs. A recommendation shall then be made by the Associate Provost to the Provost/Executive Vice-President for Academic Affairs, who shall make the final decision.

F. Appeals: If the Branch Executive Director makes a negative recommendation concerning tenure or promotion, or in the case of promotion makes no recommendation, an aggrieved faculty member has the right of appeal to the Executive Director, to a peer-review committee (if the branch college grievance procedure has established one to consider such appeals), to the Associate Provost, and to the Provost/Executive Vice-President for Academic Affairs. If this appeal is denied and the faculty member thinks that academic freedom or due process has been violated or that the unfavorable decision was based on inappropriate consideration, appeal then should be directed to the UNM Academic Freedom and Tenure Committee, according to the procedure for adjudication prescribed in Section B.6 of the UNM *Faculty Handbook* (“Policy on Academic Freedom and Tenure”).

G. Non-interchangeability of tenured/tenure-track appointments: Appointments with tenure and probationary appointments leading toward tenure at a branch college are limited to that branch only. While transfers of faculty among branches or between branches and the main campus may be desirable in some cases, tenured and tenure-track appointments are not meant to be interchangeable.

F80

Policy

REPRESENTATION ON FACULTY SENATE AND ITS COMMITTEES

Branch representation in the Faculty Senate and on Faculty Senate Standing Committees shall be in accordance with the procedures established by the Faculty Senate and its component committees. The Faculty Constitution (A51, Article I, Section 6.b.i above) states that “there shall be one senator for each thirty full-time faculty members or major fraction thereof from each school, college, and/or the General Libraries or branch with a full-time academic faculty, elected by the members of that faculty. 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. No school, college, and/or the General Libraries or branch with a full-time faculty shall have less than one senator.”

F90

Policy

TEACHING LOAD

For the purposes of faculty FTE computation, the branches shall give due consideration to the New Mexico Higher Education Department definition of a faculty FTE as determined for funding purposes. At the present time, a normal full-time load consists of fifteen credit hours or the equivalent per semester.