

**Faculty Senate Policy Committee**  
**Meeting Agenda, Scholes Hall Room 101, December 2, 2015, 3:30 pm –5:00 pm**

**Action Items**

**Consent Agenda Topics: None**

**Agenda Topics**

1. **“Visiting Faculty”** Richard Holder has indicated the need for a Policy that addresses the procedures and processes that apply to UNM faculty visiting other institutions, including payroll issues, such as ERB and health insurance deductions.

Key pre-meeting preparation: None

Desired outcome: Discussion on how to proceed.

2. **COG Taskforce recommendations:** The Committee needs to develop a process for reviewing the policies identified by the taskforce. The policies appear to fall into three categories of effort: 1. Reformat and add references, 2. Require minor policy updates, 3. Require significant review and revision. For categories 2 and 3 it would be useful to assign a committee member to a specific policy to facilitate the process. pg. 1

Key pre-meeting preparation: Please review revised drafts: A91, C225 and A60. A91 is a category 1 policy since it was just approved. C225 is a category 2 policy because it was last revised in 1978, and may need some updating) and A60 is a category 3 policy as it was last revised in 2004 and there have been significant committee structure changes.

Desired outcome: Approval of adding reference to A91, and appointment of committee leads for C225 and A60.

**Updates**

**A53** “Development and Approval of Faculty Policies” and **A53.1** “Policies Applicable to Faculty” being sent out for electronic approval vote of Faculty Senate.

**E40** “Research Misconduct” sent to Research Policy Committee for review.

**C07 “Faculty Disciplinary Policy”** Policy concerns and proposed peer hearing procedures have been forwarded to AF&T for review.

**Branch Campus Taskforce**—Leslie Oakes is Committee representative

**C09** “Respectful Campus Policy” Kymm Gauderman is Committee representative on the task force.

**C200** “Sabbatical Leave” forwarded to AF&T for review.

**Request for Extension** of review period send to Policy Office.

**E305 “Emeriti Policy”** Will be reviewed by AF&T for approval of procedures and criteria and brought back to the committee with policy recommendations.

# **A91: Creation, Review, Reorganization, and Termination of UNM Research Centers and Institutes**

Approved By: Faculty Senate

Approved: April 28, 2015 [Draft 11/25/15 to add RPM reference](#)

Responsible Faculty Committee: Research Policy Committee

Office Responsible for Administration: Vice President for Research and HSC Vice Chancellor for Research

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

---

## **POLICY RATIONALE**

---

Research centers and institutes play an inevitable, integral, and increasing role in modern research universities. These roles stem from two facts. First, cutting edge research in most academic disciplines is increasingly multidisciplinary, interdisciplinary, and trans-disciplinary in nature. Second, research centers and institutes encourage thematically focused but synergistic collaborations that go beyond those that occur in traditional academic departments. This enhances both the intellectual impact of the activities as well as extramural funding opportunities.

From time to time it is necessary for the University of New Mexico (UNM) to consider proposals for the creation of new research centers and institutes, or for major restructuring or termination of existing research centers and institutes. This Policy document provides policies and procedures for consideration of such actions regarding research centers and institutes.

---

## **POLICY STATEMENT**

---

The creation of a new research center or institute located on or off the UNM Albuquerque campus, or major changes to an existing research center or institute require approval of the Faculty Senate and the Provost or HSC Chancellor. Approval of the proposed action must be obtained prior to initiating operation of a new research center or institute, or making permanent major changes to an existing research center or institute. In no case is this to be construed as prohibiting an existing research center or institute from experimenting with temporary major changes prior to seeking approval of these on a continuing basis. However, it is expected that even in the case of experimental changes, stakeholders, such as affected faculty, staff, and students will be informed in advance and their input considered by the appropriate dean, director, or other administrator proposing the changes, prior to initiation.

All proposals to create, re-organize, or terminate a research center or institute shall follow the policies and procedures described herein, and any applicable standards or guidelines established by the Faculty Senate Research Policy Committee in consultation with representatives of the Provost or the HSC Chancellor and relevant research center or institute heads.

---

## APPLICABILITY

---

All UNM units, including the Health Sciences Center (HSC) and Branch Campuses.

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

---

## DEFINITIONS

---

**Major actions.** A merger of two or more research centers or institutes, a division or dissolution of a research center or institute, or a change in the basic mission of a research center or institute.

---

## WHO SHOULD READ THIS POLICY

---

- Directors of research centers and institutes.
- Academic deans or other executives, department chairs, directors, and managers responsible for research centers and institutes.
- Administrative staff responsible for research centers and institutes.
- Faculty interested in creating a new center or institute

---

## RELATED DOCUMENTS

---

*Faculty Handbook:*

[Policy A61.16](#) "Research Policy Committee"

[Policy A88](#) "Creation, Review, Reorganization, and Termination of UNM Academic Units"

[Policy E60](#) "Sponsored Research"

[Standard A91#1](#) "Creation, Review, Reorganization, and Termination of Non-HSC Research Centers and Institutes"

*UNM Board of Regents' Policy Manual:*

[Policy 5.1](#) "[The Faculty's Role in the University's Academic Mission](#)"

[Policy 5.9](#) "Sponsored Research"

*University Administrative Policies and Procedures Manual:*

[Policy 2425](#) "Recovery of Facilities and Administration Costs"

---

## CONTACTS

---

---

## PROCEDURES

---

Research centers and institutes have three conceptual phases in their life cycle: the proposal phase, the operational phase, and the termination/reinvention phase.

**Proposal Phase.** The life cycle of a research center or institute begins with the proposal phase, during which faculty, staff, and administrators must work together to build a strong case for UNM to invest in a research center or institute. UNM administration should be provided evidence of the intellectual value of the research center or institute beyond that which can be achieved within the departmental or college structure. The proposal shall clearly identify the scope of the research center or institute; in particular which academic units will be contributing resources, including faculty time, staff, facilities and funds. The proposal should have funding plans for the short (e.g., one to five years) and the long (e.g., decades) terms.

**Operational Phase.** Once established, all resources for a research center or institute shall be defined, including building space, equipment, staff, faculty appointments, and effort shares. The director is appointed by the administrator appropriate to the research center or institute, and the conditions of the appointment and the term of service, including options for renewal, shall be clearly stated in the appointment letter. Directors shall be evaluated annually by a representative group of individuals. Guidance for the review is drawn from the proposal for the research center or institute and must include criteria for evaluation of the research center or institute vitality, achievement of goals, resource allocations, and budgets.

**Termination/Reinvention Phase.** The annual review processes from the Operational Phase shall reveal when a research center or institute is experiencing difficulty in managing resources or achieving its expressed goals. Although the director and other applicable administrators shall be expected to take action to support and revive the research center or institute, they are also responsible for terminating or “sunsetting” the research center or institute, as well as redirecting the resources to other areas of UNM when necessary. The reinvention and redirection of research center or institute activities shall be completed via a process similar to that for creating a new research center or institute.

The website maintained by the Office of the Vice President for Research (OVPR) or the Office of the HSC Vice Chancellor for Research shall contain an annually updated list of all research centers and institutes governed by the Provost and HSC Chancellor and a summary of the most recent review for each research center or institute.

**Division Specific Standards.** Standards for the organization and review of research centers and institutes may vary within major components at UNM. To accommodate these differences each component should develop a standards document specific to the component. This document will provide standards and guidelines to ensure compliance with this Policy. [\*\*Standard A91#1\*\*](#)

provides standards and guidelines applicable to non-HSC research centers and institutes. A standards document will be developed to provide standards and guidelines applicable to HSC research centers and institutes. In the event that a research center or institute has substantial involvement in both the HSC and non-HSC divisions of UNM, the director will work with the Provost and HSC Chancellor to determine which standard is applicable or if another standard needs to be developed.

---

## HISTORY

---

April 28, 2015—Approved by the Faculty Senate.

|   |                                       |                                   |                                   |                          |
|---|---------------------------------------|-----------------------------------|-----------------------------------|--------------------------|
| <a href="mailto:handbook@unm.edu">COMMENTS TO:<br/>handbook@unm.edu</a> | <a href="#">FACULTY HANDBOOK HOME</a> | <a href="#">TABLE OF CONTENTS</a> | <a href="#">TABLE OF POLICIES</a> | <a href="#">UNM HOME</a> |
|---|---------------------------------------|-----------------------------------|-----------------------------------|--------------------------|

## C225: Professional Leave

Approved By: Faculty Senate and Board of Regents

Effective Date: **Draft 11/25/15**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the Provost

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

### POLICY RATIONALE

The University recognizes the importance of faculty attending professional meetings and fulfilling other professional obligations.

### POLICY STATEMENT

It is also recognized that a faculty member's absence for attendance at professional meetings or to fulfill other professional obligations may be considered by the department chairperson or director of an academic division or dean in colleges without departments to be of sufficient importance to justify absence from assigned duties. In any such instance, the request must be made well in advance and must have the approval of the department chairperson or director of an academic division or dean in colleges without departments. It is the faculty member's obligation to make suitable arrangements for covering the absence. In order to assure compliance with Laws of 1971, ch. 228 (introduced as House Bill 327), it is the responsibility of each department chairperson to be prepared to report on any faculty absence from regularly assigned classes, scheduled examinations, posted office hours, or other assigned duties or commitments.

### APPLICABILITY

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

### DEFINITIONS

No specific definitions are required for the Policy Statement.

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

---

## WHO SHOULD READ THIS POLICY

---

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

---

## RELATED DOCUMENTS

---

[UNM Regents' Policy Manual, Policy 7.7 "Travel"](#)  
[University Administrative Policy 4030 "Travel and Reimbursement and Per Diem"](#)

---

## CONTACTS

---

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

---

## PROCEDURES

---

[Reimbursement of travel expenses associated with professional leave must be approved in advance by the Department Chair and in accordance with UNM travel policies \(see related documents section above\).](#)

---

## DRAFT HISTORY

---

November 22, 2015—Revised draft in new format with recommended references added.

---

## HISTORY

---

August 29, 1978—Approved by the Board of Regents  
May 10, 1978—Approved by Faculty  
May 18, 1975 May 18, 1975—Approved by Board of Regents  
April 8, 1975—Approved by Faculty  
February 1, 1975—Approved by the Board of Regents  
March 14, 1974—Approved by the Board of Regents  
March 12, 1974—Approved by Faculty

COMMENTS TO:  
[handbook@unm.edu](mailto:handbook@unm.edu)

[FACULTY HANDBOOK HOME](#)

[TABLE OF CONTENTS](#)

[TABLE OF POLICIES](#)

[UNM HOME](#)

## A60: Faculty Senate Bylaws

Approved By: Faculty Senate

Effective Date: **Draft 11/25/15**

Responsible Faculty Committee: [Operations Committee](#)

Office Responsible for Administration: [Office of the University Secretary](#)

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

### POLICY RATIONALE

The authority and duties of the Faculty Senate derive from the Faculty Constitution ([A51](#)), Section 6.

### POLICY STATEMENT

#### I. Senate Structure

##### A. Officers

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

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

2. The Operations Committee will also include the immediate past President of the Senate, whether or not he or she is a member of the Senate. The Operations Committee will always include seven faculty members, so that if the President and President-Elect are the same person, (i.e., when the President-Elect runs for a second term and is elected, or if the Past President and President are the same person, (i.e., during the second term of a two-year term as President), then five members of the Operations Committee shall be elected.

##### 3. Duties of Officers

- (a) The President shall have the following duties:
  - (1) Serve as chairperson of the Senate and the Operations Committee.
  - (2) Represent the Faculty before the Regents, Administration and other groups by attending requisite functions and committee meetings.
  - (3) Appoint ad-hoc committees as necessary to conduct Senate business.
- (b) The President-elect shall have the following duties:



- (1) Serve on the Operations Committee
- (2) Perform the duties of the President in the absence of the President.
- (3) Assist the President in representing the faculty before the Administration, the Regents, and other groups.
- (4) Oversee Faculty Senate committee appointments.

#### 4. Election of Officers and Operations Committee Members

- (a) The election of the President and Operations Committee members shall be conducted annually at a special meeting of the incoming Senate held at the close of the spring term of the preceding academic year. Alternatively, at the discretion of the President, this election may be conducted electronically.
- (b) The election shall be chaired by the outgoing President of the Senate.
- (c) The new officers and Operations Committee members shall take office on July 1 of the year of their election.
- (d) Nominations and self-nominations for President, President-Elect, and Operations Committee may be made by incoming senators at a regular Senate meeting or electronically to the University Secretary's office, which will verify the senator's willingness to serve.
- (e) Among the five voting members of the Operations Committee, at least four colleges must be represented.
- (f) If the President or President-Elect does not complete his or her term of office, the Operations Committee will arrange for the Senate to elect a replacement at the earliest opportunity.
- (g) If a member of the Operations Committee does not complete his or her term of office, the Operations Committee will either find a replacement from the un-elected candidates from the most recent Operations Committee election (taking the unelected candidate with the most votes from an eligible college) or, if this is not possible, arrange for a new election of a replacement by the Senate.

#### **B. Senate Operations Committee**

##### 1. Membership

- (a) The President, President-elect, Past President and four voting members of the Senate elected by the Senate.
- (b) The President of the Senate shall serve as chairperson of the Senate Operations Committee.

(c) The immediate past president of the Senate, whether or not he/she is a member of the Senate, shall be an ex-officio voting member of the Operations Committee.

## 2. Duties

(a) Perform basic administrative functions to facilitate the work of the Senate and Senate Committees.

(b) Establish priorities and set agenda for Senate meeting

(c) Transmit to the Senate with recommendations as to adoption of all reports, recommendations and proposals received from Senate Committees. In performing this function, the Operations Committee shall not change committee recommendations or proposals without the approval of the originating committee. It may refer a recommendation back to the committee for further study or it may present its own recommendations to the Senate together with those of the originating committee.

(d) Coordinate the activities of all Senate Committees.

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

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

(g) Coordinate the work of Senate committees and the administration by forwarding relevant committee reports and recommendations to the appropriate group or individual for additional consideration and comment.

(h) Function as a committee on committees. (Recommend to the Senate the appointment of committee members and chairpersons.)

(i) Assist the President and President-Elect in representing the faculty before the administration and Regents, on an as needed basis.

## C. Other Senate Committees and Representation

(See Section III for membership and duties)

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

(a) Admissions and Registration Committee

(b) Athletic Council

(c) Bachelor of University Studies Faculty Advisory Committee

(d) Budget Committee

(e) Computer Use Committee

(f) Curricula Committee

- (g) Faculty Ethics and Advisory Committee
- (h) Faculty and Staff Benefits Committee
- (i) Graduate Committee (members appointed by Colleges/Schools)
- (j) Governmental Relations Committee
- (k) Intellectual Property Committee
- (l) Library Committee
- (m) Research Allocations Committee
- (n) Research Policy Committee
- (o) Scholarship Committee
- (p) Teaching Enhancement Committee
- (q) Undergraduate Committee
- (r) University Honors Council
- (s) University Press Committee

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

- (a) Campus Development Advisory Committee

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

- (a) International Affairs Committee
- (b) Student Union Board
- (c) Student Conduct
- (d) Student Publications Board

## **II. Senate Operating Policies**

### **A. Committees**

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

2. All members of the University voting faculty are eligible for appointment to standing faculty committees or as faculty representatives on administrative and student committees. Appointments shall be determined by the Senate upon recommendation of the Operations Committee.

3. During the Spring Semester of each year, all faculty shall be asked to rank the various committees according to their preference for membership on those committees. The Operations Committee shall recommend appointments to committees based as feasible upon the stated preferences of faculty members.

4. Senators are encouraged to serve on a University Committee, and will be given priority consideration in appointments to committees.
5. Initial committee appointments will normally be effective on July 1 of the year of the appointment. Replacement appointments will be effective when approved by the Senate.
6. When it is desirable, in the judgment of the Operations Committee and the current Committee chair, if there is one, for a committee appointment to begin as soon as possible, the Operations Committee may make such an appointment on a provisional basis, pending approval by the Senate at its next meeting.
7. Administrative officers (vice presidents and college deans) shall not serve as Senate appointed committee members.

#### **B. Absenteeism**

1. Given the importance of insuring active participation of all Senators and representation of all parts of the university, if a Senator misses two Senate meetings in a given semester, the President shall consult with the Senator concerning attendance and may, after consultation with the Operations Committee, declare the seat vacant.
2. If a Committee member of any Faculty Senate Committee misses two meetings in a given semester, the Chair of the Committee should consult with that person and may recommend to the Operations Committee that the seat be declared vacant and the person replaced.

#### **C. Procedure**

1. Each speaker is limited to five minutes each time when speaking to an issue.
2. The Senate shall normally meet the fourth Tuesday of every month at 3:00 p.m. Additional meetings may be scheduled by the Operations Committee as needed.
3. The President of the Faculty Senate shall have the right to vote as a member of the body on each motion before the Senate.
4. A quorum shall consist of 40 percent of the Senate membership.
5. Faculty Senate meetings shall be conducted in accordance with the Roberts Rules of Order.

### **III. Committee Membership and Duties**

- A. The duties and composition of committees presently listed in the *Faculty Handbook* will remain as stated.
- B. For committees not presently listed in the *Faculty Handbook*, the composition will be determined by the Operations Committee.

---

## APPLICABILITY

---

All UNM academic faculty.

---

## DEFINITIONS

---

No specific definitions are required for the Policy Statement.

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

---

## WHO SHOULD READ THIS POLICY

---

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

---

## RELATED DOCUMENTS

---

UNM Regents' Policy Manual, **Policy 1.7** "Advisors to the Board of Regents"

---

## CONTACTS

---

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

---

## PROCEDURES

---

There are no procedures at this time.

---

## DRAFT HISTORY

---

**November 25, 2015—Revised draft in new format with references added.**

---

## HISTORY

---

April 27, 2004—Amended  
October 28, 2003—Amended  
August 27, 2002—Amended  
March 27, 2001—Amended  
April 28, 1998—Amended  
November 1993—April 1990 amendment was rescinded  
May 11, 1993—Amended  
April 1990—Amended  
May 9, 1989—Amended

March 31, 1981—Approved

|   |                                       |                                   |                                   |                          |
|---|---------------------------------------|-----------------------------------|-----------------------------------|--------------------------|
| <a href="mailto:handbook@unm.edu">COMMENTS TO:<br/>handbook@unm.edu</a> | <a href="#">FACULTY HANDBOOK HOME</a> | <a href="#">TABLE OF CONTENTS</a> | <a href="#">TABLE OF POLICIES</a> | <a href="#">UNM HOME</a> |
|---|---------------------------------------|-----------------------------------|-----------------------------------|--------------------------|