

Faculty Senate Policy Committee
Meeting Agenda
January 23, 2012
3:30-5:00 p.m.

1. Approval of November 7, 2011 Meeting Notes
2. Endowed Chair Policy
3. Lecturer Policy Update
4. Parental Leave Meeting with President Update
5. Teaching Load
6. HSC Council Charge
7. Policy on Policies
8. Old Business/New Business

Faculty Senate Policy Committee
Meeting Notes
November 7, 2011

Members Present: Nikki Katalanos, Richard Holder (Chair), Tim Lowrey, Irene Vazquez,
Members Absent: Floyd Kezele (excused), Jackie Hood (excused), and Martha Muller (excused)
Guests Present: Tim Ross (Faculty Senate President) and Amy Neel (Faculty Senate President Elect)
Staff Present: Melanie Baise (University Counsel Office), Rick Holmes (Office of the University Secretary), and Vivian Valencia (University Secretary)

1. Approval of October 3, 2011 Meeting Notes

Meeting notes were approved with one correction.

2. Endowed Chair Policy

Chair Richard Holder stated that the draft Endowed Chair Policy was a good starting point for separating policies from procedures in the Faculty Handbook. In its present state, the policy is too verbose and too long. Like the Lecturer Policy, this policy should be shortened to resemble the Clinician Educator faculty title.

FS President Tim Ross requests the Policy Committee revise the policy. The Provost's Office has recently completed a study of Endowed Chairs. Dr. Holder will request a copy from Associate Provost Jane Slaughter. Nikki Katalanos will review the report from HSC issues and Richard Holder for Main Campus issues.

Rick Holmes will send the current version of the Endowed Chair Policy to Nikki and Richard.

3. Faculty Disciplinary Policy

The HSC expressed concern that the Policy does not mention anything regarding faculty due process. Melanie Baise stated that University Counsel Lee Pfeifer determined that the entire policy itself is an expression of faculty due process and adding it to the policy is unnecessary.

The Faculty Disciplinary Policy will be on the Board of Regents Academic Student Affairs and Research Committee agenda on December 7, 2011 for consideration.

4. Lecturer Policy

The Lecturer Policy should to be revised to resemble the Clinician Educator Policy in the Faculty Handbook. The core description will be pulled out for the actual policy and the remaining text moved to the procedures.

Lecturer Bob Busch is in the process of revising the policy. It was suggested that the policy be reviewed by University Counsel once it is revised and approved by Policy and AF&T.

5. Teaching Load (Policies C100 and C110)

There is nothing new since the last Policy Committee meeting in October 2011. There has been no feedback submitted on the proposal. The actual workload formula is kept in the Provost's Office and is not a FHB policy.

Policy C100 is easier to manage than C110. It must be iterated that teaching is more than just classroom time in front of students. Any changes should define teaching and revise the teaching pedagogy to include research and one-on-one teaching. Policy 100 should refer to Policy C110 for the teaching portion.

Changes to the nine or twelve credit hours are dangerous and problematic.

In any revisions to C00 and C110 the Policy Committee will retain judgment in determining the stakeholders and what steps to approval are taken.

Dr. Holder will prepare a draft for the December 5, 2011 Policy Committee meeting.

6. HSC Council Charge

Nikki Katalanos presented the draft HSC Council Charge. It was modeled after the original from the pilot. The HSC Council kept the charge simple. The HSC Council approved the charge to move forward to the Policy Committee and Faculty Senate.

University Secretary Vivian Valencia expressed concern over the 'to deliberate and act on behalf of the UNM Faculty Senate' text in the first line of the charge. She explains that the 'act on behalf' wording usurps the authority of the Faculty Senate and establishes the HSC Council as a separate Faculty Senate. There have already been issues regarding Main and North campus approvals and jurisdictions over curricula, graduate approval, and naming of facilities approvals. The Faculty Senate represents faculty on all campuses.

Nikki explained that it is not the intent to establish a separate senate. The HSC Council is intended to operate with the Faculty Senate. Nikki will take the issue back to the HSC Council.

7. Developing a Policy on Policies

Vivian notified the committee of a draft Policy on Policies she has completed. Dr. Holder will review and distribute the draft to the Policy committee before the next meeting.

8. Old Business/New Business

No new or old business was raised. The next meeting is December 5, 2011.

Adjournment

The meeting adjourned at 4:56 p.m.

Thoughts regarding development of a Faculty Handbook Policy regarding Endowed Chairs and Professorships (RWH, 12/12/11)

Background

Regents' Policy Manual 5.18

- President approves acceptance of an endowed chair gift
- Gift pledge from UNM Foundation to Regents via Academic Affairs Committee
- Regents approve establishment of the chair
- Regents approve the holder of the chair
- Provost ensures chair holders report activity annually.

Regents' Policy Manual 2.11

- Naming of endowed chairs & professorships must be approved by Board of Regents
- "Naming will be independent of all appointment, admission, and curriculum decisions which the University will continue to make in keeping with its established practices and academic mission."

I. Types of Chairs

- A. For professional lifetime
- B. For specified periods
- C. Part-time?
- D. Rotating
- E. Shared
- F. Visiting

II. Types of Professorships

- A. Regents' Professors
- B. Other? (note "Distinguished Professor" is a rank achieved by promotion)

III. Establishment of an Endowed Chair or Endowed Professorship (suggested points)

The President shall consult with the Provost/HSC Chancellor, the appropriate Dean(s), Chair(s), and disciplinary faculty before recommending to the Regents Academic Affairs Committee that UNM should accept an endowment (\$1.5M or more) to establish an endowed chair or endowed professorship

(Not all proposed gifts may be appropriate to accept, e.g. “The Klu Kluz Klan Chair in Ethnic Studies).

We should probably consider carefully accepting endowments in disciplines now well represented already at UNM unless we can commit to rapid advancement in the faculty of the discipline to supplement the new Chair or Professor.

(e.g. Creation of a new “Ben Franklin Chair in Widget Design” should be accompanied by an institutional commitment to recruit and hire 4-6 new Widget Design faculty at beginning & mid-career levels.)

IV. Selection of Occupant of Chair or Professorship: Cases

- The Occupant Comes with the Chair/Professorship
- The Chair/Professorship comes first and the occupant is to be selected
- A vacancy occurs in an established Chair/Professorship

IV. Periodic Evaluation of Chair/Professorship Occupants

V. Annual Reports to Regents

**The University of New Mexico
Board of Regents' Policy Manual**

2.11 Subject: NAMING UNIVERSITY FACILITIES, SPACES, ENDOWMENTS, AND PROGRAMS

Adopted: September 12, 1996

Amended: November 13, 2001

Amended: June 14, 2005

Applicability

This policy applies to the naming of facilities including buildings and structures, interior spaces, landscapes, roads, collections, programs, endowed chairs and professorships, schools and colleges on the various campuses of the University.

Policy

The University of New Mexico welcomes the opportunity to honor those who have rendered extraordinary service or support to UNM. Facilities, spaces, endowments or programs may be named for individuals or entities whose accomplishments or generosity advance the academic mission of the University, further the capacity of UNM to meet its teaching and scholarly objectives and to serve its community, and enhance the growth and reputation of UNM. A decision to construct or renovate a building, establish a chair or create a program is to be taken on the basis of established academic and other operational criteria and approved in keeping with the University's established practices and academic mission. Naming will be independent of all appointment, admission and curriculum decisions which the University will continue to make in keeping with its established practices and academic mission. To ensure the appropriateness of the honor, the University will follow the guidelines listed in this policy as it makes decisions on a case-by-case basis with regard to naming facilities, spaces, endowments or programs.

1. Criteria for Selection of Honorees

Naming a facility, space, endowment or program for an individual, organization or corporation is one of the highest honors that the University can bestow. This recognition is a lasting and powerful affirmation of the honoree's connection to the University's mission. As such, honorees shall have exemplary character, an unqualified reputation for honesty, personal integrity and the highest standards of personal and professional ethics.

1.1 Extraordinary University Service

Honorees who have been employed by the University shall have given extraordinary service to the institution in a teaching, research, service or administrative field with such exceptional distinction that their contributions are widely recognized by their peers, both at the University and elsewhere. The recognition afforded the honoree may also include private financial contributions related to the naming opportunity. Honorees may not be in active service at the University or hold elected office at the time of the naming, unless the circumstances are exceptional.

1.2 Private Financial Support

Individuals who have not been University employees, corporations and other organizations may be considered for naming recognition if they have made significant financial contributions to the University related to the naming opportunity. Decisions regarding such recognition are made on a case-by-case basis in accordance with the approval process contained in this policy and any other applicable University policies and shall also take into consideration the total cost of the project, the availability of other funds and the level of financial contribution. A bequest or legacy gift from a donor who is still alive will not normally be considered for a naming opportunity.

The following guidelines should also be taken into consideration in determining a significant level of

financial support in a given situation:

- New facilities--fifty percent (50%) of construction costs or three million dollars whichever is greater.
- Renovation of facilities--seventy-five percent (75%) of the cost of renovating a facility.
- Existing facilities without renovation--seventy-five percent (75%) of the fair market value of the facility.
- Portable items--donation of the collection or at least fifty percent (50%) of the value of the collection.
- Tribute markers--fifty percent (50%) of the cost or value of associated items (e.g. trees, gardens).
- Endowed chairs and professorships--full funding of the endowment.
- Programmatic Entities--determined on a case-by-case basis.

2. Request for Approval

Since naming facilities, spaces, endowments and programs has a long-term impact on the University, the approval process is designed to ensure such action is in the best interest of the University. All naming requests will be reviewed by the Committee on Naming Facilities, Spaces, Endowments, and Programs in accordance with the guidelines and procedures found in "Naming Facilities, Spaces, Endowments, and Programs" Policy 1020, UBP. The Committee will submit recommendations to the President or other official with approval authority. A plan for any naming opportunity that involves private financial support must be submitted in writing to the Committee and the appropriate approving official prior to submission of a request for approval of a specific name. In the best interest of the University and prospective honorees, information relating to any naming request or plan should remain confidential until appropriate approvals have been obtained.

2.1 Naming facilities and spaces that are part of the outside environment of the University must be approved by the Board of Regents.

2.2 Naming facilities and spaces that are part of the interior space of the University must be approved by the President. At the discretion of the President, the request may be forwarded to the Board of Regents for approval.

2.3 Naming facilities and spaces that are made up of portable items which are identifiable because of a specific focus or purpose (for example, collections of art and/or artifacts) must be approved by the Provost/Executive Vice President for Academic Affairs or the Executive Vice President for Health Sciences, depending on the location.

2.4 The display of tribute markers which include plaques, medallions or other markers in association with features such as trees, benches or small monuments must be approved by the Executive Vice President for Administration.

2.5 Naming of endowed chairs and professorships must be approved by the Board of Regents.

2.6 The naming of academic or non-academic programmatic entities (such as departments, schools, colleges, institutes and centers) must be approved by the Board of Regents.

The Board of Regents reserves the right to review for approval, on a case-by-case basis, any naming request not

specifically addressed above and not otherwise delegated by the Board of Regents to the President of the University.

3. Duration of Name

Naming of facilities, spaces, endowments and programs in honor of individuals is generally expected to last the lifetime of the facility, space, endowment or program. Naming of facilities, spaces, endowments and programs in honor of corporations or other organizations will have a set number of years attached to the naming which will be determined on a case-by-case basis and listed in the signed gift agreement. Naming associated with a particular facility, space, endowment or program will not preclude further naming within the facility, space, endowment or program.

4. Request Processing

Every reasonable effort will be made to ensure that a naming request will be acted upon within sixty (60) days of the initial submission of that request to the Committee.

5. Recording and Reporting

The University Secretary will be responsible for recording the official decisions on all naming requests and reporting those decisions to the appropriate UNM officials.

Implementation

The President will develop detailed policies and procedures to ensure that the naming of facilities, spaces, endowments and programs is consistent with this Regents' policy. The President shall appoint a Committee on Naming Facilities, Spaces, Endowments, and Programs to review naming plans and requests and to make recommendations for approval. This amended policy does not apply to any arrangements that are in existence at the date the amendment is adopted.

References

"Naming Facilities, Spaces, Endowments, and Programs" [UBPPM Policy 1020](#).

Comments should be sent to BRPM@UNM.edu

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The University of New Mexico
Albuquerque, New Mexico

5.18 Subject: ENDOWED FACULTY CHAIRS

Adopted: June 14, 2005

Applicability

This policy applies to the faculty of the University of New Mexico.

Policy

The quality of the faculty is one of the enduring hallmarks of a great institution. The University of New Mexico will have made great strides toward being a world-class institution when a large number of eminent scholars across many different areas of study are members of our faculty.

An endowed chair is an honor that can be bestowed on a scholar of distinction. This honor will allow an individual to conduct meaningful inquiry that will expand the frontiers of knowledge and instruct generations--as a result the reputation of the University will be enhanced. An endowed chair is a singular opportunity to recognize and sustain innovative intellectual work. The income derived from such an endowment can be used to provide salary support or to fund specific laboratory or other scholarly expenses.

The Role of the University of New Mexico Foundation

An endowed chair may be established by a gift or conferred pledge of \$1.5 million. When the University of New Mexico Foundation (UNM Foundation) becomes aware of a donor's wish to establish an endowed chair, the UNM Foundation will communicate the intent of the donor to the President of the University, the Provost and Executive Vice President for Academic Affairs and the Executive Vice President for Health Sciences. Upon approval by the President, the UNM Foundation will oversee the details of the gift pledge and will ensure that a fundamental agreement is drafted. A resolution proposal by the UNM Foundation will be forwarded to the Board of Regents Academic and Student Affairs Committee. Appropriate University offices will receive copies of fundamental agreements and resolutions. The Board of Regents Academic and Student Affairs Committee will, if approved, forward the resolution to the Board of Regents for action.

The Role of the Regents of the University of New Mexico

The Board of Regents, as the governing body of the University, will act to approve both the establishment of a chair and its holder. In both cases their action will be preceded by review and approval by the Board of Regents Academic and Student Affairs Committee. (These actions can occur simultaneously or at different times).

Once the candidate to hold the chair has been approved by the Board of Regents, the University will take steps to invest in that individual and the chair. This ceremonial occasion would bring together the donors responsible for creating the chair, other donors and friends of the University with friends and family of the chair holder, friends and board members of the University and if appropriate, invited guests who share scholarly interests with the chair holder to celebrate with members of the academic community. Venues for such an event may vary; possible examples include the Alumni Memorial Chapel, the Student Union Building or on some occasion the outdoors. The UNM Foundation will be responsible for planning and executing the event.

Role of the Provost and Executive Vice President for Academic Affairs

The Provost and Executive Vice President for Academic Affairs should ensure that chair holders provide a report of their activity during the course of an academic year. This ensures the academic integrity of the chair and also provides the donor with information on the positive outcomes of his or her gift.

Implementation

The University should seek to initiate this program for the academic year 2005-2006.

1. The UNM Foundation should not be in the position to dictate how funds are spent. There should, however, be some guidelines in place for how funds derived from an endowed chair are used.
2. At present, there are seventeen endowed chairs that conformed to guidelines approved and in place at the time of their creation. There is one chair that has been created at the \$1 million level however, it should be noted that going forward all chairs should be at the \$1.5 million level.
3. Thought and consideration must be given as to when to 'start this process' (would it be appropriate to honor all those currently in place at one event then to carry on one at a time from there on out).

References

Naming University Facilities, Spaces, Endowments, and Programs, [RPM 2.11](#); Receipt and Investment of Gifts to the University, [RPM 7.13](#).

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The University of New Mexico
Albuquerque, New Mexico

Policy C100 Draft Revision

The term “academic load” includes all the officially recognized University duties carried out by members of the professorial faculty at any given time. It is the sum of teaching (detailed in policy C110 as normally nine “load units”), scholarly work, and service, as described and defined in Section B 1.2.1-1.2.3 of this Faculty Handbook.

The normal scholarly work load is to be evaluated by department chairs annually on a scale of 0 (no scholarly work) to 18 (outstanding performance) according to disciplinary standards set by the faculty and approved by the cognizant Dean. A “normal” performance will be 9 load units.

The normal service load is also evaluated by department chairs annually, but on a scale of 0 (no service) to 10 (outstanding service) according to standards set by the faculty and approved by the cognizant Dean. A “normal” performance of service will be 5 load units.

The normal academic load as defined herein and in policy C110 will be 23 load units.

Charge of the Health Science Center Council

The purpose of the HSC Council is to enhance the role and visibility of the Health Sciences Center faculty in shared governance, and to deliberate and act on behalf of the UNM Faculty Senate in all matters relating to faculty governance and shared governance of the HSC, consistent with the UNM Faculty Constitution, Faculty Handbook, Faculty Senate Bylaws, and with the policies of the Board of Regents and the University. In matters pertaining to faculty governance and shared governance of the university as a whole, the HSC Council shall represent the faculty of the UNM HSC.

The HSC Council shall have the right of duty to consider and advise on behalf of HSC faculty over

- a) Institutional aims and strategic plans of the HSC;
- b) Organizational structure and creation of new departments and divisions;
- c) Major curricular changes and other matters that, in the opinion of the Chancellor for Health Sciences or of the Faculty, affect the HSC as a whole;
- d) Matters of general concern or welfare for HSC faculty.

The foregoing purposes do not supplant the rights and responsibilities of faculty within their respective academic units. Rather, the HSC Council shall serve as a forum and voice for the HSC faculty as a whole in representing the interests of HSC Faculty to the Board of Directors and Office of the Chancellor for Health Sciences as well as to the UNM Faculty Senate.

Membership shall consist of all duly elected senators of the Faculty Senate representing the HSC campus. Membership may be increased by a quorum vote of the Council to include non-senators.

A chair shall be elected every two years. Midway through the term of the chair, a chair-elect shall be elected to serve for one year as chair-elect, prior to taking office as chair. The retiring chair shall serve as past chair for at least the first year of the term of newly elected chair.

1100 A53
DEVELOPMENT AND APPROVAL OF ~~INSTITUTIONAL~~ FACULTY
HANDBOOK POLICY

Effective Date: June 5, 2009
Subject to Change Without Notice

Authorized by Regents Policy 3.1 "Responsibilities of the President" 5.1 "The Faculty's Roles in the University's Academic Mission"

Process Owner: ~~Director of University Policy and Administrative Planning~~ University Secretary

1. General

The *Faculty Handbook* provides the faculty of the University of New Mexico with a written record of faculty policies and procedures as they bear on the role of the faculty member. This *Handbook* is intended to help faculty members to acquire an overview of academic policies and resources.

The *Faculty Handbook* is a source of information to be used along with the University's *University Catalog*, *Pathfinder*, *University Business Policies and Procedures Manual*, and the *Regents' Policy Manual*. These Catalogs or Manuals contain further details of the University's policies and procedures, programs and activities of the University for faculty, staff and students. Policies and information already in those documents is generally not repeated in the *Faculty Handbook* but may be referenced in the appendix - "Additional Policies of Relevance". The *Regents' Policy Manual* shall be controlling in any matters in which there is an inconsistency between the *Faculty Handbook* and the *Regents' Policy Manual*.

Each item in the *Faculty Handbook* is assigned an individual number with an identifier beneath it indicating whether it is policy or information. It is important to note that those items designated as policy are only those policies under the purview of faculty. Some informational items may actually be university policy but are not under the purview of faculty so are provided as information for the purposes of this document. In such circumstances, the official university policy is referenced to the appropriate governing document.

It is not the purpose of the *Faculty Handbook* to serve as a manual of administrative or departmental procedures; several colleges, schools and departments have procedural directions of their own. No attempt has been made to include or reference such material in the *Handbook*.

The policies set forth in this *Handbook* are subject to revision at any time. The information contained in the *Faculty Handbook* will be updated as necessary. It is the responsibility of the user to determine that he/she is relying on the most current version of any particular information.

~~Institutional policies are designed to provide the University community with unifying statements that describe fundamental principles, the reasoning behind the principles, and institutional procedures necessary for implementation. Policies in the *University Business Policies and Procedures Manual* serve as a resource for faculty, staff, students, and other University constituencies. These policies contain governing principles that mandate or constrain actions and have institution-wide application. They help ensure compliance with applicable laws and regulations, enhance the University's mission, promote operational efficiencies, or reduce institutional risk. Policy statements include two important elements: institutional policy and any institutional procedures necessary for a comprehensive understanding of the intent and~~

~~application of the policy.~~ The development of effective policy statements requires both input from individuals who have extensive knowledge on the subject matter of a particular policy and input from individuals affected by the policy. ~~The University of New Mexico (UNM) Policy Office develops policy statements under the purview of the Executive Vice President for Administration/COO/CFO with the exception of f~~ Faculty policies ~~which~~ are developed by the Faculty ~~Senate~~ through the University Secretary's Office.

~~All policy statements in the *University Business Policies and Procedures Manual* are approved in advance, in writing by the University President prior to distribution. Subsequent changes to institutional policy must also be approved in advance, in writing by the President.~~ This policy describes the process used to develop or revise policy, solicit input, and obtain approval of ~~institutional~~ faculty policies and procedures.

2. Development of New Policy

Anyone wishing to propose a an institutional faculty policy statement should send their request to the ~~UNM Policy Office~~ The University Secretary's Office. When a specific policy is identified and deemed necessary by the Faculty Senate Policy Committee, President's Executive Cabinet, the ~~UNM Policy Office~~ the University Secretary's Office will work with the departments and/or individuals most closely involved with the subject matter of the policy and a small group of individuals representing areas impacted by the policy to develop a preliminary draft. The draft is then circulated to key areas for review. The areas selected differ depending on the nature of the policy; however, certain areas are usually included, such as the Faculty Senate Operations and appropriate Faculty Senate Standing Policy Committee(s), the Academic Freedom and Tenure Committee, the Committee on Governance ~~Staff Council Executive Committee, departmental chairs,~~ and Deans Council. Based on comments, the policy draft is refined and submitted to the Policy Committee ~~Executive Vice President for Administration/COO/CFO~~ for subsequent review.

3. Review of New Policy

The refined policy draft is submitted to the Policy Committee ~~President's Executive Cabinet~~ for review and endorsement. Recommendations are included in a final draft which is made available to the campus for review and comment via UNM's website. The comment period is normally thirty (30) days, but may be shorter if there is a compelling legal, administrative, or business need. The comment period is announced on the ~~UNM Policy Office~~ The University Secretary's Office website and in the UNM News Minute. The ~~UNM Policy Office~~ The University Secretary's Office, in conjunction with the core group involved in the development of the draft, will review the comments received and propose changes to the Policy Committee ~~Executive Vice President for Administration/COO/CFO and the President.~~ If significant changes are proposed, ~~Executive Cabinet~~ the Policy Committee will secure approval from the appropriate individual or committees ~~review the recommended changes~~ before a final version of the policy is sent to the Faculty and/or Board of Regent's President for approval.

3.1. Process Owner

The ~~UNM Policy Office~~The University Secretary's Office will assign a dean or director to serve as the process owner for the functions covered by the policy. The process owner is responsible for policy implementation and for notifying the ~~UNM Policy Office~~The University Secretary's Office of any proposed changes in practice that will require a policy change prior to implementing such a change. Because changes to ~~institutional~~faculty policy requires varying approvals by the ~~President~~Faculty, Administration, and/or Board of Regents, the process owner should provide enough notice to allow for adequate review by affected areas, comment periods, and approval. In addition, on a rolling three-year schedule, the Director of University Policy and Administrative Planning will ask process owners to review applicable policies and report any necessary changes.

4. Approval and Distribution of New Policy

All new policies in the Faculty Handbook must be approved by the highest level authority identified for the particular policy ~~*University Business Policies and Procedures Manual must be approved by the President in writing*~~ before distribution. Upon approval ~~by the President~~, the policy is placed on the Faculty Handbook website (handbook.unm.edu) ~~UNM Policy website (www.unm.edu/~ubppm)~~ and announced in the UNM News Minute and the all faculty list serve. University policy statements are published on the ~~UNM Policy Office~~The University Secretary's Office website to ensure wide access to policies, enable electronic searches, and allow for linkage to applicable policies, procedures, and related information.

4.1. Dean, Director, and Department Head Responsibilities

Deans, directors, and department heads, or their designees are responsible for:

- informing their employees of new policies or changes to existing policies; and
- ensuring that all related departmental processes, procedures, and/or documents are updated to reflect new or revised policies.

Departments are strongly discouraged from maintaining printed copies of the Faculty Handbook ~~*University Business Policies and Procedures Manual*~~, but instead should use the electronic version on the Faculty Handbook UNM Policy website. This will ensure that departments always refer to the most recent policy and will not run the risk that a printed copy is not up to date. However, if departments choose to maintain a printed copy of the handbook manual, they are fully responsible for keeping the handbook manual up-to-date by printing applicable pages from the Faculty Handbook~~UNM Policy website~~.

5. Development and Approval of Revisions to Existing Policies

Individuals wishing to propose a change to an existing policy should send their request to the ~~UNM Policy Office~~The University Secretary's Office. Proposed changes will be reviewed based on the development history of the policy and current University practice to determine what action is needed, and the ~~UNM Policy Office~~The University Secretary's Office will work with key areas to develop a revised draft. If either the University Secretary ~~Director of University Policy and Administrative Planning~~ or the policy process owner determines that the requested

change is significant, the proposed changes will be sent to the campus for a thirty (30)-day comment and review period. ~~All changes to policy must be approved by the President in writing.~~

6. Administration of Policy

The University Secretary ~~Director of University Policy and Administrative Planning~~ is responsible for administering this policy.