

Faculty Senate Policy Committee
Meeting Agenda
Scholes Hall Roberts Room, January 29, 2014

Updates

1. C190 “Lecturer Annual and Promotion Reviews”—approved by the Faculty Senate with the provision that ad hoc procedures be deleted. Policy will be added to the Faculty Handbook. Some concerns pertaining to procedures were raised in Faculty Senate, so a small group will work on developing additional procedures to be added at a later date.

Action Items

1. Consent Agenda Topics
 - a. C09 “Respectful Campus Policy”—small group met to refine draft to ensure alignment with C07 “Faculty Disciplinary Policy.” Minor changes made to Sections 2, 4, and 5 of the Procedures Sections to make it clear that the appeals process of C09 only applies to the Investigative Findings. Appeals to disciplinary action taken, if any, would fall under Policy C07. pg. 1
 - b. A53 “Development and Approval of Faculty Policies”—Reassign Definitions Section to the portion of the Policy Statement that can be revised with Policy Committee and Operations Committee approval. pg. 10
 - c. A61.7 “Curricula Committee” Added procedures that were previously approved by the Faculty Senate. pg. 14
2. Agenda Topics
 - a. C140 “Extra Compensation” - pg. 19
 - b. C280 “Leave Without Pay” - pg. 24
 - c. A83 “Annual Reports” - pg. 28

Information Items

1. Faculty Handbook Update Process and Schedule
 - a. Process to Expedite Revisions
 1. Information Statements
 2. Policy Statements
 3. Deadlines
 - b. Rollout Schedule
 1. Review and Approval Cycles
 2. Assignment of Documents to Each Cycle
2. Research Policies (A61.15, A61.16, A88, A90, etc.)



C09: Respectful Campus

Approved By: Faculty Senate

Last Updated: **Draft 12/13/13**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the Provost *and Office of the HSC Chancellor*

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

POLICY RATIONALE

The University of New Mexico promotes a working, learning, and social environment where all members of the UNM community, including but not limited to the Board of Regents, administrators, faculty, staff, students, and volunteers work together in a mutually respectful, psychologically-healthy environment. UNM strives to foster an environment that reflects courtesy, civility, and respectful communication because such an environment promotes learning, research, and productivity through relationships. Because a respectful campus environment is a necessary condition for success in teaching and learning, in research and scholarship, in patient care and public service, and in all other aspects of the University's mission and values, the University is committed to providing a respectful campus, free of bullying in all of its forms.

POLICY STATEMENT

This Policy describes the values, cornerstones, and behaviors that delineate a respectful campus and applies to all members of the UNM community, including, but not limited to students, faculty, and staff.

1. Values

A respectful campus exhibits and promotes the following values:

- displaying personal integrity and professionalism;
- practicing fairness and understanding;
- exhibiting respect for individual rights and differences;
- demonstrating harmony in the working and educational environment;
- respecting diversity and difference;
- being accountable for one's actions;
- emphasizing communication and collaborative resolution of problems and conflicts;
- developing and maintaining confidentiality and trust; and
- achieving accountability at all levels.

2. Cornerstones of a Respectful Campus

The commitment to a respectful campus calls for promotion of an environment where the following are upheld:

- All individuals have important contributions to make toward the overall success of the university's mission.
- UNM's mission is best carried out in an atmosphere where individuals at all levels and in all units value each other and treat each other with respect.
- Individuals in positions of authority serve as role models in the promotion of a respectful campus. Promoting courtesy, civility, and respectful communication is consistent with the responsibility of leadership.
- Individuals at all levels are allowed to discuss issues of concern in an open and honest manner, without fear of reprisal or retaliation from individuals above or below them in the university's hierarchy. At the same time, the right to address issues of concern does not grant individuals license to make untrue allegations, unduly inflammatory statements or unduly personal attacks, or to harass others, to violate confidentiality requirements, or engage in other conduct that violates the law or University policy.

Bullying is unacceptable in all working, learning, and service interactions.

3. Destructive Actions

Actions that are destructive to a respectful campus will not be tolerated. These actions include, but are not limited to:

- Sexual harassment--refer to [UAP 3780](#) "Sexual Harassment Policy";
- Retaliation-- refer to [UAP 2200](#) "Whistleblower Protection and Reporting Suspected Misconduct and Retaliation Policy" ;
- Conduct which can affect adversely the University's educational function, disrupt community living on campus, or interfere with the right of others to the pursuit of their education or to conduct their University duties and responsibilities--refer to UNM *Faculty Handbook*, [Section C05](#), "Rights and Responsibilities at the University of New Mexico." "[Visitor Code of Conduct](#)," "[Student Code of Conduct](#)," and [UAP 2220](#) "Freedom of Expression and Dissent";
- Unethical conduct--refer to UNM *Faculty Handbook*, [Section B, Appendix V](#), "Harassment and Professional Ethics Policy"; and Bullying behavior which is defined in [Section 4](#). herein.

4. Definition of Bullying

Bullying can occur when one individual or a group of individuals exhibits bullying behavior toward one or more individuals. Bullying is defined by the University as repeated mistreatment of an individual(s) by verbal abuse, threatening, intimidating, humiliating conduct or sabotage that creates or promotes an adverse and counterproductive environment, so as to interfere with or undermine legitimate University learning, teaching, and/or operations. Bullying is not about occasional differences of opinion, conflicts and problems in workplace relationships as these may be part of working life. Bullying can adversely affect dignity, health, and productivity

and may be grounds for corrective disciplinary action, up to and including dismissal. The University Counseling, Assistance, and Referral Services (CARS) Department and the University Ombuds/Dispute Resolution Services for Faculty and Staff can provide guidance for determining whether behavior meets the definition of bullying. Examples of behaviors that meet the definition of bullying above include, but are not limited to:

4.1. Physical Bullying

Physical bullying is pushing, shoving, kicking, poking, and/or tripping; assault or threat of physical assault; damage to a person's work area or property; damage to or destruction of a person's work product.

4.2. Verbal Bullying

Verbal bullying is repeated slandering, ridiculing, or maligning of a person or persons, addressing abusive and offensive remarks to a person or persons in a sustained or repeated manner; or shouting at others in public and/or in private where such conduct is so severe or pervasive as to cause or create a hostile or offensive educational or working environment or unreasonably interfere with the person's work or school performance or participation.

4.3. Nonverbal Bullying

Nonverbal bullying can consist of directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.

4.4. Anonymous Bullying

Anonymous bullying can consist of withholding or disguising identity while treating a person in a malicious manner, sending insulting or threatening anonymous messages, placing objectionable objects among a person's belongings, leaving degrading written or pictorial material about a person where others can see.

4.5. Threatening Behavior Toward a Person's Job or Well-Being

Making threats, either explicit or implicit to the security of a person's job, position, or personal well-being can be bullying. It is not bullying behavior for a supervisor to note an employee's poor job performance and potential consequences within the framework of University policies and procedures, or for a professor or academic program director to advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected.

5. Reporting Destructive Actions

The destructive actions described in **Section 4.** herein should be reported in accordance with the applicable policies and procedures listed herein; however, extreme incidents may be reported directly to UNM Police in accordance with [**UAP 2210**](#) "Campus Violence." Bullying behavior should be reported as follows:

5.1 Students

An individual who believes a student has engaged in bullying behavior should report the behavior to the Dean of Students Office. Students in the School of Medicine who believe that a faculty member has engaged in bullying behavior towards them should follow the procedures in the UNM School of Medicine "Teacher Conduct and Learner Complaints." All other students who believe that a staff or faculty member has engaged in bullying behavior towards them may follow the procedures listed in Sections 5.2. and 5.3. below. Students may also report bullying behavior by:

- contacting the Dean of Students Office,
- calling the UNM Hotline 1-888-899-6092 (call may be anonymous, but doing so may limit the University's ability to conduct a full investigation), or
- contacting the University Internal Audit Department.

If the bullying of students is based on race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, gender identity, ancestry, medical condition, or spousal affiliation, it should be reported to the University Office of Equal Opportunity.

5.2 Staff

An individual who believes a staff member has engaged in bullying behavior may report the behavior using any of the options listed in [UAP 2000](#), Section 4 of "Whistleblower Protection and Reporting Suspected Misconduct and Retaliation." The individual should select the reporting method he or she is most comfortable with and is most appropriate to the situation. Although bullying behavior may not meet the definition of misconduct in Policy 2200, suspected bullying behavior will be reported and investigated in the same manner as misconduct.

5.3. Faculty

An individual who believes a faculty member has engaged in bullying behavior should follow the procedures listed in the Procedures Section below. These procedures were approved by the Faculty Senate and all subsequent changes must be approved in accordance with processes defined by the Faculty Senate.

6. Monitoring

An annual survey will be undertaken by the Faculty Senate Policy Committee in collaboration with the Staff Council and the Division of Human Resources to measure the effectiveness of the Respectful Campus Policy. The survey should provide ongoing monitoring of faculty and staff attitudes concerning the campus climate and culture. The survey results will be distributed to the Faculty Senate, Staff Council, President of the University, and executive vice presidents.

APPLICABILITY

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

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

DEFINITIONS

Bullying. Refer to Section 4. Above for detailed definition.

WHO SHOULD READ THIS POLICY

- Board of Regents
- Faculty
- Academic staff
- Academic deans and other executives, department chairs, directors, and managers

RELATED DOCUMENTS

University Administrative Policies and Procedures Manual:

[**Policy 2200**](#) “Whistleblower Protection and Reporting Suspected Misconduct and Retaliation”

[**Policy 2240**](#) “Respectful Campus”

Faculty Handbook:

[**Policy C07**](#) “*Faculty Disciplinary Policy*”

[**Policy C70**](#) “*Confidentiality of Faculty Records*”

CONTACTS

Direct any questions about this Policy to the Office of the Provost.

PROCEDURES

Below are the procedures for reporting and investigating complaints of faculty bullying

1. Initial Complaint

An initial written complaint pursuant to this Policy should be brought to the attention of the person who has direct supervisory responsibility over the individual(s) whose actions are in question (e.g., chairperson, supervisor, director, dean, Provost, Chancellor for Health Sciences). An initial complaint may also be made by using the procedures specified in [**UAP 2200**](#) “Whistle Blower Protection and Reporting Suspected Misconduct and Retaliation,” namely:

- Calling the UNM Hotline 1-888-899-6092. The call may be anonymous, but doing so may limit an employee's protection from retaliation and the University's ability to conduct a full investigation.
- Reporting the conduct – orally or in writing – to the Internal Audit Department.

A complainant should report suspected misconduct as soon as reasonably possible, preferably within 60 days from the time the complainant becomes aware of the suspected misconduct. The complaint should only include those events that occurred no earlier than one year before the date of the complaint. The complaint should include as much of the following as possible:

- clear specific allegations against the named person or persons;
- where possible, dates, times, locations, and witnesses to incidents;
- factual description of events with direct quotes where possible;
- indication of how each incident made the complainant feel;
- documentary evidence; and
- description of any action the complainant or others have already taken.

Regardless of the mechanism chosen for the initial complaint, a written complaint must be prepared and signed by the complainant or – if the complainant chooses to remain anonymous – by the preparer. All written complaints must be brought to the attention of the respondent's direct supervisor. A copy of the written complaint must be provided to the respondent, from whom a written response will be solicited within a specified time-frame. The written response from the respondent will be provided to the complainant.

2. Investigation

The responsible supervisor is charged with initiating the investigation within 10 UNM business days of receiving the written complaint. It is of paramount importance that the investigation should be conducted by an unbiased investigator. Prior to initiating the investigation, the responsible supervisor must confer with the Office of University Counsel (OUC) for guidance in interpreting this Policy and in formulating the specific steps to be followed in conducting an unbiased investigation and in preparing the final investigatory report. The OUC will inform the supervisor of the responsible supervisor that it has counseled the responsible supervisor on the specific matter. Following the advice of OUC, the supervisor who receives the complaint may appoint an independent investigator with no connection to either the complainant or the respondent; the investigator may in turn decide to appoint a three to five person ad hoc investigatory committee of independent, unbiased individuals whose UNM status is similar to that of the complainant and that of the respondent.

As soon as it has been determined who will conduct the investigation and how the investigation will be conducted, the investigator will notify the complainant, the respondent, and the supervisor of the respondent, that an investigation has been initiated. If either the complainant or the respondent wishes to request that a different investigator be appointed, a written request, including a detailed justification, must be provided to the supervisor of the respondent within five UNM business days. The supervisor will take the request into consideration and will either confirm the appointment of the original investigator or will appoint a different investigator. The parties will be notified of the supervisor's decision no later than five UNM business days after receipt of the request. If the investigator decides to appoint an ad hoc

committee to assist with the investigation, the respondent and the complainant will be notified in writing and given 10 UNM business days to submit a written objection to the membership of the ad hoc committee. The investigator will take the objections into consideration before finalizing the appointments. The membership of the investigatory committee must be finalized no later than 20 UNM business days after the respondent and complainant have been provided with the initial notification referenced above.

The investigation should normally include interviews with all parties to the complaint, as well as any others who the complainant or respondent believes will be able to provide material information relevant to the complaint, recognizing that an investigation will often exclude redundant or immaterial information or information that is not readily available. The investigation should normally be completed no later than 30 UNM business days after the initial complaint has been brought to the supervisor of the respondent, or after the membership of the ad hoc committee has been finalized, whichever is later. If the investigation cannot be completed within this time frame, a written notification of the delay, and the reasons for delay, should be provided to the complainant, the respondent, and the supervisor of the respondent. When the investigation has been completed, a confidential report of the investigation will be sent for appropriate action to the supervisor of the respondent, with a written copy provided to the respondent and the complainant, unless the complainant is anonymous.–The confidential report will include, at a minimum, the following information:

- Identity of investigator and others involved in conducting the investigation
- Allegations
- Investigative process, including the number of witnesses interviewed, but excluding the identities of the witnesses
- Summary of facts
- Final determination *of whether this Policy was violated*

The investigator may also choose to include recommendations in the report. Information *or recommendations* pertaining to *disciplinary corrective* action will not be included in any documents provided to the complainant.

*If corrective action is appropriate, it will be taken in accordance with **Policy C07 “Faculty Disciplinary Policy.”***
[Note: reference moved to Section 5]

The investigator will make reasonable efforts to maintain confidentiality. The identities of the respondent and the complainant should be treated with sensitivity. It is recommended, but not required, that the investigator ask everyone involved in the investigation, including witnesses, to sign confidentiality agreements.

The investigator is responsible for thoroughly documenting the investigation and creating an investigatory file. Except as noted in Section 7 below, this file will be maintained in the respondent’s personnel file in the respondent’s college or school. The file is confidential and shall be secured in accordance with **Policy C70 “Confidentiality of Faculty Records.”** The file should include the following:

- Initial complaint

- Evidence collected from all sources, including interviews
- If applicable, documentation associated with the selection of ad hoc committee members, including any objections made by the respondent
- If applicable, signed confidentiality agreements
- If applicable, ad hoc committee meeting minutes
- *Copy of investigation report*

3. Alternative Procedures

The procedures set forth in this policy document are not exclusive. Although complainants are encouraged to utilize the procedures set forth above, the complaint may also be taken to the Ombuds Dispute Resolution Services for Faculty and Staff, or to the Academic Freedom and Tenure Committee (AF&T), if the complainant is a faculty member and the complaint involves allegations of violations that are within the jurisdiction of the AF&T Committee. If the Ombuds Dispute Resolution office or the AF&T Committee is presented with the complaint, and if they decide that it is within their jurisdiction, they will follow the procedures stated in the Faculty Handbook Policies (**Policy C345** and **Section B**, respectively). If AF&T determines that it has jurisdiction and accepts the complaint, its proceedings would supplant the procedures set forth under this Policy.

4. 5. Appeals of Investigatory Findings

If the responsible supervisor does not resolve the issue to the satisfaction of the parties to the complaint or within the required time frame, the parties will have 10 UNM business days from the date on which they received written notification of the results of the investigation to appeal the decision to the next higher level person in the supervisory chain, who will review the record and determine whether the investigation was reasonably conducted and the findings supported by the evidence. The reviewing official will usually obtain the advice of OUC on how to conduct the review. The reviewing official may uphold, reverse, or modify the findings or may remand the matter for further investigation. A written copy of the reviewing official's decision, *concerning whether a violation of this policy occurred*, will be provided to the supervisor of the respondent and the initial investigator; a summary statement will be provided to the respondent and the complainant. If the reviewing official's determination is not satisfactory to the complainant or the respondent, a final appeal can be made to the Provost or Chancellor for Health Sciences, who in his or her discretion may review the record. Absent discretionary review by the Provost or Chancellor for Health Sciences, the decision of the reviewing official, *concerning whether a violation of this policy occurred*, shall be final. If the Provost or Chancellor for Health Sciences reviews the matter, his or her decision shall be final.

5. 4. Actions Following Investigation

If the final determination ~~of the supervisor~~ is that the respondent *has violated* ~~is guilty of one or more violations of~~ this Policy, UNM shall take appropriate action, which may include disciplinary sanctions up to and including dismissal from the University *in accordance with C07 "Faculty Disciplinary Policy."*

Whether or not the respondent is found to have violated this Policy, reasonable efforts will be undertaken to ensure that complainants who make allegations of bullying in good faith and others who cooperate in good faith with inquiries and investigations of such allegations are not retaliated against for initiating or participating in the investigation.

6. False Information

An employee who knowingly gives false information or knowingly makes a false report of alleged violation of this Policy or who knowingly provides false answers or information in response to an ongoing investigation will be subject to disciplinary action, up to and including dismissal, by the University.

7. False or Inaccurate Accusations

It is important to protect individuals from false, unsubstantiated, or inaccurate accusations. Therefore, when an allegation of violation of this Policy is not substantiated, the file containing all documents relating to the report, review, or investigation will be sealed and delivered to University Counsel's office. The file will be stored for six years after the date the file is sealed, after which time it may be destroyed.

HISTORY

June 16, 2011—Approved by President David Schmidly
March 22, 2011—Approved by Faculty Senate

DRAFT HISTORY

[December 13, 2013—Draft reflects recommendations of the subcommittee reviewing alignment of procedures with C07 “Faculty Disciplinary Policy”](#)

October 30, 2013—Draft revised to reflect recommendations from Office of University Counsel to align procedures with OEO procedures.

October 11, 2013—Draft revised to address Policy Committee changes. Awaiting suggested options from University Counsel pertaining to information provided to respondent and complainant and appeal provisions.

October 2, 2013—Draft of revised policy updated to include changes from John Trotter. Awaiting review by representative of Office of University Counsel.

September 4, 2013 --Draft of revised policy awaiting approval of Policy Committee and Faculty Senate.

COMMENTS TO: handbook@unm.edu	FACULTY HANDBOOK HOME	TABLE OF CONTENTS	TABLE OF POLICIES	UNM HOME
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A53: Development and Approval of Faculty Policies



Approved by: Faculty Senate

Effective Date: August 27, 2013

Last Updated: Draft 1/23/14

Responsible Faculty Committees: Policy, Research Policy, Academic Freedom & Tenure, and Operations

Office Responsible for Administration: Office of the University Secretary

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

POLICY RATIONALE

The *Faculty Handbook* provides University of New Mexico (UNM) faculty with a written record of faculty policies and procedures. Policies in the *Faculty Handbook* are unifying documents that describe academic principles, the reasoning behind the principles, and institutional procedures necessary for implementation. *Faculty Handbook* policies contain governing principles and procedures that mandate or constrain actions and apply to UNM faculty; therefore, the development of policies requires input from faculty members who have extensive knowledge on the subject matter and review by faculty members from a variety of academic disciplines at UNM.

POLICY STATEMENT

All UNM policies which pertain primarily to faculty and academic matters are placed in the *Faculty Handbook* and are subject to the review and approval requirements defined in this Policy Document. The scope of *Faculty Handbook* policies is established by the [Faculty Constitution](#) and the right to review and take action on these policies is granted to the faculty by UNM Board of [Regents Policy 5.1](#) "The Faculty's Role in the University's Academic Mission."

This policy describes the process used to develop or amend *Faculty Handbook* policies, solicit input, and obtain approval.

1. Proposing a New Policy or Changes to Existing Policy. Any faculty member wishing to propose a change to an existing *Faculty Handbook* policy or propose a new policy should send their request to the Office of the University Secretary, who will forward it to the Faculty Senate Policy Committee (FSPC, the Faculty Senate Research Policy Committee (FSRPC), or the Academic Freedom and Tenure Committee (AF&T) for consideration. The designated policy committee will review the request and work with the appropriate Faculty Senate committee(s) to determine the most effective course of action.

2. Approval. Proposed new faculty policy statements, in their entirety, and changes to the Policy Rationale, Policy Statement, *and* Applicability, ~~and-Definitions~~ sections of existing policies will be posted on the *Faculty Handbook* website for review by UNM faculty members. The Office of the University Secretary in consultation with the Chair of the FSPC, FSRPC, or AF&T will address any comments received from faculty and will forward the final proposed draft to the Faculty Senate for approval. Due to the nature of the policy or previous approval history, specific policies will also require approval by University faculty, the UNM Board of Regents, and/or the UNM President and/or Provost or the Chancellor for Health Sciences. Proposed changes to *definition*, procedural, and information portions of a policy document will be reviewed by the FSPC, FSRPC, or AF&T in consultation with the responsible Faculty Senate Committee(s) listed in the Policy Heading. After review and consultation, the proposed changes can be made with approval by both the FSPC, FSRPC, AF&T and the Faculty Senate Operations Committee.

3. Distribution and Notification of New or Amended Policy.

Upon approval, the new or amended policy will be placed on the *Faculty Handbook* website and announced to the campus. Deans and department chairs, or their designees, are responsible for:

- informing their faculty members of new policies or changes to existing policies; and
- updating all related departmental processes, procedures, and/or documents to reflect new or amended policies.

APPLICABILITY

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

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

DEFINITIONS

No specific definitions are required for this Policy Statement

WHO SHOULD READ THIS POLICY

- Board of Regents
- Faculty
- Academic staff
- Academic deans and other executives, department chairs, directors, and managers

RELATED DOCUMENTS

[UNM Regents' Policy Manual 5.1](#) “The Faculty’s Role in the University's Academic Mission”

Faculty Handbook: [Policy A50](#) “The Faculty’s Role in the University's Academic Mission”

Faculty Handbook: [Policy A51](#) “Faculty Constitution”

[University Administrative Policies](#)

[University Catalog](#)

[Pathfinder](#)

HSC Policy on Policies, which contains procedures specific to the HSC

CONTACTS

Direct any questions about this Policy to the [Office of the University Secretary](#).

PROCEDURES

Faculty Handbook policies are designed to ensure that policy level portions can only be changed with approval of the Faculty Senate, but also allow for a streamlined approval process for *definition*, procedural and information oriented sections of the policy to allow for timely updating to reflect new practices and/or information.

1. *Faculty Handbook* policies are composed of the following sections.

1.1 Heading. In addition to policy title and number, the heading of the policy identifies:

- The approving bodies (i.e. Faculty Senate, Provost/Chancellor for Health Sciences, President, Board of Regents, and/or University Faculty).
- Responsible Faculty Senate committee(s).
- Office responsible for administration of the Policy.

1.2 Policy Rationale. Describes the reason for the policy, its relationship to UNM’s academic values and/or mission, and any philosophical, stewardship, legal, regulatory, or other requirements the policy aims to meet.

1.3 Policy Statement. Includes the overall intention and direction of the policy and major mandated actions or constraints. It does not include procedures, which are placed in a separate section to allow for greater flexibility when updating is necessary.

1.4 Applicability. Identifies which individuals and/or University units are subject to the policy. Some policies may apply to the entire academic community, while others may apply only to Main Campus, the Health Sciences Center, and/or Branch Campuses.

1.5 Definitions. Defines terms that have specialized or particular meaning in the policy.

1.6 Who Should Read This Policy. Lists individuals who must understand the policy in order to make decisions and/or do their jobs.

1.7 Related Documents. Lists related UNM policy documents and other UNM and external documents that provide helpful, relevant information.

1.8 Contacts. Contains information to assist faculty members in complying with the policy.

1.9 Procedures. Includes procedures necessary for policy compliance and outlines how the policy's requirements will be met.

1.10 History. Lists dates of amendments and summary information on changes approved.

2. Approval process for Policy Level Portions of Faculty Policies. Changes to policy level portions of the policy (sections 1.2 –~~1.4~~ ~~+5~~, herein) require approval by the approving bodies listed in the policy heading. At a minimum this includes the Faculty Senate and depending on the impact of the policy, approval may also require action by the President or Provost/Chancellor for Health Sciences, Board of Regents, and/or University faculty.

3. Approval process for Definitions, Procedures, and Information Portions of Faculty Policies. Changes to definition, procedural and information portions of the policy (sections ~~+6~~ ~~1.5~~–1.10, herein) can be made with approval by both the Faculty Senate Policy Committee (FSPC), the Faculty Senate Research Policy Committee (FSRPC), or the Academic Freedom and Tenure Committee (AF&T) and the Faculty Senate Operations Committee in consultation with the responsible Faculty Senate Committee(s) listed in the policy heading.

HISTORY

August 27, 2013 – Approved by the Faculty Senate

A61.7: Curricula Committee

Approved By: Faculty Senate

Last Updated: **Draft 1/23/14**

Responsible Faculty Committee: Curricula

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 primary role of the Curricula Committee, in cooperation with the Senate Graduate Committee and the Undergraduate Committee, is responsible for maintaining and enhancing the quality of the curricula in the University of New Mexico (UNM), its branches, and its graduate centers.

POLICY STATEMENT

The Curricula Committee shall consist of fifteen faculty members from the main campus including the chairperson, and one from each of the branch campuses, appointed by the Faculty Senate; three from Arts and Sciences, [one from the humanities (including foreign languages), one from the social and behavioral sciences, one from the natural/physical sciences and math], and one each from Architecture and Planning, Dental Hygiene Programs, Education, Engineering, Fine Arts, University Libraries, Law, Management, Medicine, Nursing, Pharmacy, Public Administration, two students appointed by the Associated Students of UNM (ASUNM) and the Graduate and Professional Student Association (GPSA), respectively. Ex-officio members shall include the Registrar, the Collection Development Librarian, the Associate Provost for Academic Affairs, an Advising Manager from the Provost's Committee on Advising, and one representative from the Graduate and Professional Committee. The chairperson is elected by the Committee.

The functions of the Committee shall include, but not be limited to, all of the following.

1. Reviewing the recommendations of the Senate Graduate Committee concerning all proposals for major changes in programs (Form C), including new degrees, new programs, new majors and minors, name changes, and substantive changes in existing programs, and transmitting them to the Faculty Senate for final approval.
2. Reviewing and making recommendations on all proposals for minor course changes (Form A), new courses (Form B), minor changes in existing programs (Form C), originating from

students, departments, programs, divisions, schools, colleges of the University and its branches and graduate centers, and Faculty Senate committees.

3. Participating, together with members of the Senate Graduate and Professional Committee and Undergraduate Committee, in periodic reviews of instructional units and programs.
4. Hearing curricular disputes and recommending means for their resolution.
5. Initiating occasional reviews of curricular offerings and policies at UNM.
6. Recommending to the Faculty Senate both programs and the application of curricular policies.
7. Overseeing the approval and ongoing assessment of the Core Curriculum in consultation with the Faculty Senate.

APPLICABILITY

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

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

DEFINITIONS

No specific definitions are required for the Policy Statement.

WHO SHOULD READ THIS POLICY

- Academic chairs, directors, and deans
- Non-academic managers and directors
- Vice presidents and other executives

RELATED DOCUMENTS

“Plan for Assessment of Courses in the UG General Education Core Curriculum Template”
<http://www.unm.edu/~assess/SupportingFiles/Plan%20for%20Assessment%20of%20Courses-Template.doc>

CONTACTS

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

PROCEDURES

1. Procedures for Adding Courses to the Core Curriculum

1.1 Documentation Required

Departments wishing to add courses to the UNM Core Curriculum must submit a Form C for each proposed new course. The Form C should be accompanied by the following material:

- Identification of the area into which the course will fit (writing/speaking, math, science, social/behavioral sciences, humanities, non-English language, fine arts.)
- Rationale for adding the course to the core.
 - Justification for adding the course to the Core.
 - How will this course benefit UNM students?
 - Why does it belong in the UNM Core Curriculum?
 - Impact statement on the effect this addition may have upon other departments/courses currently in the Core.
 - Current and predicted enrollments for the next three years.
 - Demonstrated example of "Annual Report on Assessment."
- Budget/Faculty Load statement.
 - Budget impact statement.
 - Resources (faculty/facilities) that the department has for teaching the course.
 - Memo from Dean or College Curriculum Committee regarding financial support for five to ten years.
- Student learning outcomes and proposed techniques to assess those outcomes. [See UNM Outcomes Assessment template "Plan for Assessment of Courses in the UG General Education Core Curriculum Template."]
- Documentation of UNM and HED Core Competencies addressed. (Unless the courses are not applicable to HED standards, i.e. non-English language UNM Core).
- Complete syllabus and course schedule including time on topics and suggested text.

1.2 Approvals

- Approval by department's college curriculum committee/dean
- Review by the Faculty Senate Undergraduate Committee
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate
- HED's "New Mexico Common Core Curriculum Course Evaluation" form and New Mexico Common course number (NMCCN) if one exists
 - Provost's Office
- Provost's Office will inform Registrar's office of addition to the UNM Core

1.3 Timeline

- Departments must submit the Form C to Curriculum Workflow early in the fall semester.
- Faculty Senate Curriculum Committee must receive proposal by December 1 for the opportunity for inclusion in the upcoming course catalog.

2. Procedures for Deleting Courses from the Core Curriculum

2.1 Documentation Required

Departments wishing to delete courses to the UNM Core Curriculum must submit a Form C for each course to be deleted. The Form C should be accompanied by the following material:

- Identification of the area into which the course fits (Writing/Speaking, Math, Science, Social/Behavioral Sciences, Humanities, Non-English Language, Fine Arts.)
- Rationale for deleting the course from the core.
 - Justification for deleting the course from the Core.
 - Impact statement on the effect this deletion may have upon other departments/courses currently in the Core.
 - Enrollment history for the previous three years.
- Budget/Faculty Load statement.
 - Budget impact statement.
 - Memo from Dean or College Curriculum Committee regarding support for removing this course from the core.

2.2 Approval Procedures

- Approval by department's college curriculum committee/dean
- Review by the Faculty Senate Undergraduate Committee
- Approval by Faculty Senate Curricula Committee
- Office of the Provost
- Vote by Faculty Senate
- HED's "New Mexico Common Core Curriculum Course Evaluation" form and New Mexico Common course number (NMCCN) if one exists.
 - Provost's Office
- Provost's Office will inform Registrar's office of deletion from the UNM Core.

2.3 Timeline

- Departments must submit the Form C to Curriculum Workflow early in the fall semester.
- Faculty Senate Curriculum Committee must receive proposal by December 1 for the deletion in the upcoming course catalog.

HISTORY

Amended:

January 25, 2011—Approved by Faculty Senate

August 24, 2010—Approved by Faculty Senate

Effective:

Unknown

DRAFT HISTORY

September 27, 2013 --Draft of revised policy awaiting approval of Policy Committee and Faculty Senate.

Draft Revision—April 11, 2013 – Awaiting Policy Committee Review
Procedures Approved by Faculty Senate

COMMENTS TO:
handbook@unm.edu

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C140: Extra Compensation

Approved By: Faculty Senate

Last Updated: **Draft 1/24/14**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Provost and the Chancellor for Health Sciences

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

POLICY RATIONALE

The interests of the University may be well served by professional activities conducted by faculty members, within the University, outside of their normal ~~departmental~~ contractual duties. With approvals specified in this policy, faculty members performing such activities may receive extra compensation from the University. Such activities may not replace or diminish the ability of the faculty member to fulfill his/her normal contractual responsibilities. Prior approval of such activities for extra compensation will be contingent on determinations by ~~coordinator~~ supervisors deans or directors that the activities are in the best interests of the University.

POLICY STATEMENT

1. Full time regular faculty members may receive extra compensation from the University for additional work done in connection with University-related activities provided that:
 - a) The faculty member wishes to pursue the opportunity for extra compensation;
 - b) The special assignment must be approved in advance, in writing, by the chair of the faculty member's contract department (s) (or equivalent in non-departmentalized units), and the dean or director of the college or school that houses that department.
 - c) The work done for extra compensation does not in the opinion of the approving authorities:
 - i) Conflict in time with regular University duties and assignments;
 - ii) Constitute a "conflict of interest" situation for the faculty member;
 - iii) Come within the scope of the faculty member's regular responsibilities for which compensation is already being paid.
2. Extra compensation using funds from research grants or contracts must conform to ~~research~~ research policies federal and state research regulations, and UNM Research Office procedures and standards.

3. Special Teaching Components (STCs), a specific type of extra compensation, may be awarded for teaching done outside the faculty member's contract department(s). STCs must have advance written approval from the faculty member's contract department(s)' chair and dean or director, as well as the chair and dean or director and dean of the department for which the special teaching is being done. Approval by the Provost or the Chancellor for Health Sciences is also required.

4. The rate of extra compensation will be proposed by the chair of the requesting unit and should reflect the fair market value for activities associated with the assignment. The dean or director of the requesting unit shall set a compensation amount from a standardized payment scale for special assignments. These compensation amounts shall be consistently applied throughout the unit for similar work to ensure transparency and uphold principles of equity.

2. Extra compensation for teaching beyond the scope of the faculty member's regular teaching responsibilities shall be paid through a Special Teaching Component (STC) on the regular faculty contract. Requests for contracts that include STCs shall be made prior to engaging in the activity by way of a Contract Memorandum that has the approval of the faculty member's chair or director and dean, the administrator of the department for which the special teaching is being done, and the Provost/Executive Vice President for Academic Affairs or the Chancellor for Health Sciences.

3. Other kinds of special assignments shall be paid on an Extra Compensation Form. The rate of extra compensation will be proposed by the head of the requesting unit and should reflect fair market value for activities associated with the assignment.

5. Extra compensation for special assignments, including STCs, shall be paid via processes and standards established by the Faculty Contracts and Services Office or the HSC Faculty Contracts Office, which may be amended from time to time.

6. The total time spent earning extra compensation may not exceed the equivalent of one workday per seven-day week during the contract period. For faculty members with nine-month contracts this is the equivalent of 39 work days, and for faculty members with twelve-month contracts this is the equivalent of 52 work days per contract period. Deans and directors are responsible for ensuring these limits are not exceeded.

7. The work for extra compensation does not count against the workdays allowed for outside employment. See Policy C130 "Outside Employment and Conflicts of Commitment."

8. Deans and directors, in consultation with the Provost or the Chancellor for Health Sciences, are responsible for developing guidelines and procedures for compliance with this policy. The procedures should include at a minimum the following items, but may be more stringent for effective monitoring of the policy.

- Written guidelines and clear requirements for approval by the approving authority (Advance written approval is not required for periods of activity consisting of two days or less per semester)
- Written guidelines and clear requirements for STC approvals and payments
- Faculty reporting and compliance responsibilities
- Required signatory approvals

- Deans/directors monitoring and enforcement responsibilities
- Maintenance of records and supporting documentation

9. Every year the Provost and the Chancellor for Health Sciences will issue a publicly available report describing all faculty extra compensation paid during the previous fiscal year, including STCs.

Compliance

Intentional failure to comply with the provisions of this policy will be considered a violation of UNM policy and may lead to appropriate corrective action which can include censure, warning, disciplinary probation, or dismissal, as set forth in Policy C07 “Faculty Disciplinary Policy.”

APPLICABILITY

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

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

DEFINITIONS

Special Teaching Component: *Extra compensation for teaching outside the faculty member’s contract department(s), above and beyond the faculty member’s regular contractual teaching responsibilities. An STC may not be awarded for teaching done outside faculty member’s contract department(s) that is required as part of the base contract salary, for example, teaching required by the appointment contract in interdisciplinary programs or by virtue of joint appointments.*

Warning, censure, suspension without pay, and dismissal: *These terms are defined in Policy C07 “Faculty Disciplinary Policy.”*

WHO SHOULD READ THIS POLICY

- Board of Regents
- Professors and academic staff
- Academic deans and other executives, department chairs, directors, and managers
- Administrative staff responsible for academic appointments

RELATED DOCUMENTS

Faculty Handbook:

Policy C07 “Faculty Disciplinary Policy”

Policy C100 “Academic Load”

Policy C110 "Teaching Assignments"
Policy C120 "Summer Teaching"
Policy C130 "Outside Employment and Conflicts of Commitment,"
Policy C180 "Special Administrative Component"
UNM Board of Regents' Policy Manual:
Policy 5.6 "Extra Compensation Paid by the University,"
University Administrative Policies and Procedures Manual:
Policy 2615 "Non Standard Payment Processing,"

CONTACTS

Direct any questions about this Policy to the Provost or the Chancellor for Health Sciences.

PROCEDURES

1. Deans and directors should establish, have on file, and make available for public review, guidelines describing who may receive extra compensation, for what, for how long, how much may be paid, and how the unit ensures that extra compensation is not being awarded for work that should be part of the base salary workload.
2. Deans and directors will document in writing, prior to the work commencing, all extra compensation approvals and terms, and attach the documentation to the payment request form submitted for processing.
3. Before establishing a STC, deans and director should have on file in their offices, available for public review, and approved by the Provost or the Chancellor for Health Sciences, guidelines that describe how faculty members from other academic units or departments are selected for this work.
4. A request to establish a STC shall include an attachment that provides the name of the awardee and a brief description of his or her specific qualifications to teach the designated course, as well as the information/justification described below:
 - a. The specific work for which the STC is awarded, including duties and responsibilities of the faculty member must be set forth in the request for the award.
 - b. A compensation amount should be assigned to the STC award, and justified as appropriate to the effort to be expended (for example, size and level of class, impact on the unit's programs and overall mission of the University.)
 - c. The compensation amount should derive from a more general standardized payment scale, and be awarded consistently to ensure transparency and to uphold principles of equity.
 - d. The term of the STC award should be specified, including clear start and end dates.

5. Extra compensation, including STCs, will be paid separately from the base appointment contract salary in accordance with procedures established by the Faculty Contracts and Services Office or the HSC Faculty Contracts Office. At no time shall extra compensation be combined with or added to the base contract salary of the recipient faculty member.

6. If restricted funds from contracts or grants are used to pay extra compensation, additional UNM Research Office procedures must be followed and the restricted funds request form submitted. [NOTE: Include links to procedures and form]

7. Deans and directors are responsible for monitoring and enforcing policy and procedural compliance for all types of extra compensation. These responsibilities include maintenance of records and supporting documentation and guidelines related to the approvals of special assignments and payment of extra compensation, including STCs.

HISTORY

Amended:

October 14, 2008 – Approved by the UNM Board of Regents
Revised by the Faculty Senate in response to a request by the UNM Board of Regents

Amended:

October 14, 2003 – Approved by the UNM Board of Regents

Effective:

December, 13, 1973 – Approved by the UNM Board of Regents

DRAFT HISTORY

January 23, 2014—Draft revised to reflect further input from the Office of the Provost, HSC Vice Chancellor, and Interim Director of FCSO/OEO

November 4, 2013—Draft revised to reflect input from the Office of the Provost, HSC Vice Chancellor, and Interim Director of FCSO/OEO

September 7, 2013 --Draft of revised policy awaiting approval of Policy Committee and Faculty Senate.

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C280: Leave Without Pay

Approved By: Faculty Senate

Last Updated: **Draft 9/9/13**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the Provost and Office of the HSC Chancellor

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

POLICY RATIONALE

A University of New Mexico (UNM) faculty member may encounter a situation that is not covered by other faculty leave policies and may need to request leave without pay. This document describes which faculty members are eligible for leave without pay and the procedures for requesting and granting leave without pay.

POLICY STATEMENT

Any full-time member of the faculty on regular (i.e., not temporary) appointment as lecturer or above is eligible for leave of absence without pay (~~see following sections for leaves abroad and military leaves~~) after two years of service at **UNM**, ~~the University of New Mexico~~, subject to the following stipulations:

1. Leaves without pay will be granted only when in the opinion of appropriate **UNM** officials ~~at the University~~ such a leave will be of distinct benefit to this institution as well as to the individual concerned.
2. Leaves without pay will not normally be granted to persons wishing to accept a "regular" teaching or administrative position at another institution or agency, with the apparent option of continuing on a permanent basis at that institution or of returning to **UNM** ~~the University~~ on a continuing basis. Such an arrangement usually puts **UNM** ~~the institution~~ at a considerable disadvantage, since it would be required to keep the position here open on a temporary basis until the person on leave returns or decides not to return to **UNM** ~~the University~~.
3. Before the leave without pay is approved, the department chairperson and/or the dean concerned must have agreed that the assignments usually carried out by the person requesting the leave may and will be carried out satisfactorily by others—normally including one or more temporary employees from the outside— without any extra cost to **UNM** ~~the University~~.
4. It is to be understood that if a faculty member has not attained tenure, a leave of absence without pay will normally extend the probationary period.

5. Leave of absence without pay is not counted toward retirement or toward years of service when figuring seniority for promotion. While a faculty member is on leave without pay, *UNM the University* will not continue to pay its share toward retirement or Social Security benefits. ~~[[[If desired, however, the faculty member may *continue his or her insurance coverage while on leave without pay by paying his or her portion of the benefit premiums. make his/her contribution toward group insurance and thereby keep the policy in force.*]]]]~~

Recommended wording: The faculty member’s insurance coverage will continue while on leave without pay by default, with the faculty member being billed for the employee’s portion of monthly contributions by the UNM Bursar’s Office. UNM will continue its contribution to premiums. If the faculty member wishes to cancel a Benefit Plan while on LWOP, the cancellation must occur within thirty-one (31) calendar days from the date LWOP begins (refer to UAP Policies 3420 and 3600).

APPLICABILITY

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

DEFINITIONS

No specific definitions are required for this Policy

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
- Academic staff
- Academic deans and other executives, department chairs, directors, and managers

RELATED DOCUMENTS

Faculty Handbook

[Section B: Academic Freedom and Tenure](#), 2.3.2, 3.4.2, and 4.10.

[C200: Sabbatical Leave](#)

[C205: Annual Leave](#)

[C210: Sick Leave](#)

[C215: Parental Leave](#)

[C220: Holidays](#)

[C225: Professional Leave](#)

[C230: Military Leave of Absence](#)

[C235: Leave for Service Abroad](#)

[C240: Leave of Absence Incident to Political Activity](#)

[C245: Faculty Absence from Assigned Duties](#)

University Administrative Policies and Procedures Manual:

[Policy 3440](#) "Family and Medical Leave"

[Policy 3600](#) "Eligibility for Employee, Retiree, and Dependent Benefit Plans"

CONTACTS

Direct any questions about this Policy to the Office of the Provost or the Office of the Chancellor for HSC.

PROCEDURES

1. A leave without pay or any combination of a sabbatical leave and a leave without pay will not generally exceed one year in duration, although when the best interests of ~~UNM the University~~ would be so served and with the concurrence of the department chairperson, the dean, and ~~the Provost or the Chancellor for the Health Sciences Center~~ ~~Director of the Medical Center when faculty members in the Medical School are involved, and the Vice President for Academic Affairs~~, the President may approve a two-year absence. However, except in extremely rare cases, as recommended by the President, a faculty member shall not be absent from ~~UNM the University~~ for more than two of any five consecutive years, and it is not contemplated that even such a proportion of absence shall be the norm.

2. Requests for leaves of absence without pay or any combination of a leave without pay and a sabbatical leave, as described in item 1, should be submitted through the applicant's department chair person to the dean as early as possible, but no later than four months in advance of the date the proposed leave will begin. The dean forwards the request with his/her recommendation to the ~~Provost or the Chancellor for the Health Sciences Center~~ ~~Vice President for Academic Affairs~~ who in turn submits all pertinent material to the President with his/her recommendations. The President makes the final decision

3. A faculty member on approved leave of absence without pay ~~may~~ will continue Benefit Plans coverage by default, ~~paying the faculty member's portion of the monthly contributions, which and will be billed to for the faculty member's portion of the monthly contributions by the UNM Bursar's Office. Failure to pay the contribution for any of the Benefit Plans will result in the cancellation of the Benefit Plan coverage.—UNM will continue its contribution toward premiums. If an eligible faculty member wishes to cancel a Benefit Plan while on LWOP, the cancellation must occur within thirty-one (31) calendar days from the date LWOP begins. The faculty member should refer to UAP Policy 3600 for requirements continuation, cancellation, and reinstatement of Benefit Plans. Also UAP Policy 3420???~~

HISTORY

August 29, 1975—Approved by Regents
May 10, 1978—Approved by Faculty

May 18, 1975—Approved by Regents
April 8, 1975—Approved by Faculty
February 1, 1975—Approved by Regents

March 14, 1974—Approved by Regents
March 12, 1974—Approved by Faculty

DRAFT HISTORY

September 9, 2013 --Draft of revised policy awaiting discussion of the Policy Committee and Faculty Senate.

A83: Annual Reports

Approved By: Faculty Senate and Provost

Last Updated: **Draft 1/24/14**

Responsible Faculty Committee: Policy

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

Annual reports serve to document significant developments for the fiscal year, significant plans and recommendations for the near future, appointment and separation of faculty and staff, publications, outside professional activities, and outside sponsored research.

POLICY STATEMENT

Annual reports, covering the fiscal year July 1 through June 30, are prepared by the various departments and divisions of the University *in accordance with a notification* from the Office of the University Secretary. *This notification will provide vice presidents, deans, directors, and chairs with the deadlines and required procedures for preparation of the Annual Reports. These Annual Reports are compiled by the Office of the University Secretary into UNM's Annual Report which* becomes a part of the permanent records of the University, and reference to them is invited at any time. ~~A brief "Report of the President" is also prepared annually.~~

APPLICABILITY

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

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

DEFINITIONS

No specific definitions are required for the Policy Statement.

WHO SHOULD READ THIS POLICY

- Academic chairs, directors, and deans
- Non-academic managers and directors
- Vice presidents and other executives

RELATED DOCUMENTS

[Annual Report Instructions](#), Office of the University Secretary

CONTACTS

Direct any questions about this policy to your dean, vice president, or the UNM Office of the University Secretary.

PROCEDURES

Reports must be submitted in the format requested by the Office of the University Secretary (currently a PDF file) by the applicable deadlines indicated in the notification.

Academic departments submit their Annual Report to the appropriate dean. Deans will prepare and transmit a summary report, along with departmental reports.

Non-academic units submit their Annual Report to the appropriate vice president. Vice presidents will transmit their unit reports.

Content: Please keep your report *The Annual Report should be* brief and well organized. Do not submit *It should not include* superfluous materials such as brochures, calendars, class schedules or flyers. The following items should be covered:

- Significant developments for the *fiscal* academic year.
- Significant plans and recommendations for the near future. (budgetary details should not be included).
- Appointment and separation of faculty and staff. *during the academic year* (Please give specific effective dates).
- Publications of the division *unit* and publications of individual faculty and staff.
- Outside professional activities of *faculty and* staff.
- Outside sponsored research. (Please give name of sponsor, amount involved, purpose of grant, duration, etc.).

~~INSTRUCTIONS FOR SUBMISSION OF ANNUAL REPORT SUMMARY~~

- ~~• Deadline from academic departments to deans: 2nd week in September*~~
- ~~• Deadline for all reports to Secretary of University: 3rd week in November**~~
- ~~• Period to be covered: July 1 to June 30 of the previous year.~~
- ~~• Number of copies: Three double-sided copies.~~

- ~~All academic units submit to: Dean~~
~~All non-academic units submit to: Appropriate Vice President~~

~~*Does not apply to non-academic units~~

~~**Applies to deans and non-academic units~~

~~**DEANS AND VICE PRESIDENTS WILL KEEP ONE COPY OF THEIR UNIT'S ANNUAL REPORTS FOR THEIR FILES AND SUBMIT TWO COPIES TO: OFFICE OF THE SECRETARY, SCHOLES 103. FORM**~~

~~Must be on 8 1/2; x 11 white paper.~~

~~Use both sides of paper (single-sided copy will not be accepted).~~

~~Margins (top, bottom & sides) must be one inch on all pages including attachments.~~

~~Heading to include: name of division; the period covered; name & title of person submitting report.~~

~~Do not bind or fold report.~~

~~Do not page number in upper right hand corners. (This space is needed for numbering the entire bound volume.)~~

HISTORY

Amended:

January 25, 2011—Approved by Faculty Senate

August 24, 2010—Approved by Faculty Senate

Effective:

Unknown

DRAFT HISTORY

January 24, 2014—Draft of revised policy awaiting approval of Policy Committee and Faculty Senate.

Draft Revision—April 11, 2013 – Awaiting Policy Committee Review
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