

Faculty Senate Policy Committee
Meeting Agenda
January 9, 2013

1. HSC Policy on Policies
2. Lecturer Promotion Review
3. Academic Leave for Lecturers
4. Old Business/New Business
5. Adjourn



UNM HSC POLICY ON POLICIES

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Title: HSC POLICY ON POLICIES		
Doc Type: Policy/Procedure	Policy #:	Effective Date:
Owner(s): UNM HSC Policy Manager	Version #:	Applies To: All Health Sciences Center Components

PURPOSE

1. This document establishes the framework for the development, approval, dissemination, and management of UNM Health Sciences Center (“HSC”) policy, procedure, policy/procedure, and guideline documents (“PPG documents”).

APPLICABILITY

1. This document applies to:
 - a. all HSC-level PPG documents for all components of the HSC;
 - b. All HSC-component level documents only with respect to the requirement that they be easily accessible from the HSC Policy Website.

POLICY STATEMENT

- 1) Each HSC PPG document shall be developed, approved, reviewed, and maintained in accordance with this document.
- 2) The general order of precedence for PPG documents is: *UNM Board of Regents' Policy Manual* > *UNM Faculty Handbook* and *UNM University Business Policies and Procedures Manual* > *UNM HSC PPG documents* > *HSC component PPG documents* > *individual component program, unit, or clinic PPG documents*.
 - a) In the event of conflict or contradiction between levels of PPG documents, the higher document has precedence over the subordinate document.
 - b) Occasional exceptions to the above order of precedence may occur for statutory reasons for University Research Park and Economic Development Act components (currently, UNM Sandoval Regional Medical Center, Inc. and the UNM Medical Group, Inc.).
 - c) HSC component PPG documents, individual component program, unit, or clinic PPG documents are not "HSC PPG documents" and therefore are not governed by the implementation procedures set forth in this Policy.
 - d) Nevertheless, all HSC-component PPG documents are required to be easily accessible from the HSC Policy Website. This requirement applies to the School of Medicine, the College of Nursing, the College of Pharmacy, and the Health System.
- 3) Unless otherwise specified within the PPG document, each HSC PPG document shall be subject to review, revision and re-approval no less than every three (3) years.
- 4) HSC PPG documents shall be kept to the minimum necessary. It is anticipated that the majority of PPG documents shall be developed and maintained by HSC components.

PROCEDURES

1. The UNM Chancellor for Health Sciences (“Chancellor”) shall be the signatory Official Approver for all HSC policies, after review and recommendation from [to be specified], and the Office of University Counsel. The Chancellor may designate signatory official approvers for HSC procedures

- and guidelines.
2. The HSC shall designate an HSC Policy Office, directed by an HSC Policy Manager.
 - 2.1. The HSC Policy Office shall be responsible for directing the development, approval, review, and maintenance of HSC PPG documents.
 - 2.2. The HSC Policy Office shall develop and maintain templates for HSC PPG documents.
 - 2.3. The HSC Policy Office shall maintain an HSC Policy website posting all approved HSC-PPG documents and templates. The URL for that website is [url].
 - 2.3.1. The posted PPG documents shall be in a relatively non-editable format (e.g., PDF).
 - 2.3.2. The posted templates shall be in an editable document format (e.g., MS Word).
 - 2.4. The HSC Policy Website will be organized according to rational and easily understood rules, and will contain links to all HSC-Component policy websites.
 - 2.5. The HSC Policy Office shall conduct periodic audits of HSC PPG documents to verify compliance with this document.
 - 2.6. The HSC Policy Office shall monitor HSC PPG documents for approaching date of review and re-approval, and shall notify the document owner six (6) months before that date.
 - 2.7. The HSC Policy Office shall assist PPG document owners in the development, review, revision and maintenance of PPG documents.
 - 2.8. The HSC Policy Office will determine and manage the approval and re-approval processes required for each PPG document, including comment periods where appropriate. In carrying out this function, the HSC Policy Office will coordinate with the Office of University Secretary, the UNM Policy Office, and the HSC Faculty Council.
 3. HSC PPG documents that are approved or re-approved after the approval of this document shall be in a standard format specified by templates appended to this document, maintained by the HSC Policy Office, and posted on the HSC Policy website.
 - 3.1. The policy/procedure document format is preferred over separate policy and procedure documents. In general, separate documents shall be used only when (a) a policy requires more than one procedure document, or (b) a single procedure implements multiple policies, or (c) a combined policy/procedure document would be of excessive length or complexity.
 - 3.2. Document templates shall be appended to this document. Major changes to the templates shall require the review and re-approval of this document. Minor changes may be made by the HSC Policy Office without such approval.
 - 3.3. The formatting of a template may not be changed by the document's owner/author without the approval of the HSC Policy Manager. Such approval shall be infrequent and of demonstrated necessity.
 4. Each HSC PPG document shall have an Owner.
 - 4.1. The owner is the author of the document and the primary contact person for the document.
 - 4.2. The owner is responsible for the document's review, revision, and maintenance.
 - 4.3. The owner is always specified by an institutional position; thus, the owner at any point in time is the individual holding that specified position.
 - 4.4. The owner of an HSC PPG document shall consult with the HSC Policy Office prior to submission of a draft PPG document for comment or approval.

- 4.5. The owner shall be responsible for implementation of appropriate education, training, and dissemination beyond the document's posting on the HSC Policy website.
5. HSC PPG documents shall be developed and approved by the following process:
 - 5.1. The development of an HSC PPG document shall be assigned to a designated Owner by the Chancellor.
 - 5.2. The Owner, working in consultation with the HSC Policy Office, shall draft the document, utilizing appropriate content experts and consultants as appropriate.
 - 5.3. The Owner shall submit a draft of the document to the HSC Policy Office for review to verify formatting, legibility, and references. The Owner shall submit the draft document to relevant HSC Components as well as to HSC Administrative Officers (e.g., Finance and Administration, Human Resources, Information Technology,) for review and comment as required or as appropriate. Prior to adoption of an HSC Policy, a legal review must be conducted by the Office of University Counsel. The HSC Policy Office may, at its discretion, submit the draft document to additional persons or programs for review and comment.
 - 5.4. Once the above reviews have occurred and appropriate comment periods and requirements observed, the Owner shall submit the draft document to the Official Approver for final review, revision, approval, and signature.
 - 5.5. The signed document will be returned to the HSC Policy Office. The Office shall post the document on the HSC Policy website, and shall file the original document.
 - 5.6. The same process shall be followed for interval or periodic review, revision, and re-approval of HSC PPG documents.

DEFINITIONS

- 1) Policy: A policy is a rule governing procedures for organizational activity. A policy is a concise statement, broad in scope and/or having high impact on the organization. A policy usually governs fundamental institutional activities, but a high-risk situation or condition may also warrant a policy. Policies are not flexible.
- 2) Procedure: A procedure is an implementation of policy. A procedure explains the responsibilities and steps involved in implementation of a policy. A procedure is relatively inflexible and almost always references policy. A policy may have more than one procedure to implement it.
- 3) Policy/Procedure: A policy/procedure is a document that contains both a policy statement and the procedures for implementation of that policy.
- 4) Guideline: A guideline provides suggested actions or parameters for activities and situations where a more inflexible policy or procedure document would not be inappropriate. A guideline is relatively flexible, summarizing suggested or preferred actions or parameters rather than mandating them. A guideline often represents the cumulative wisdom of the organization in a particular area.
- 5) Owner: The owner of a PPG document is the author of the document, and the primary contact person for the document. The owner is responsible for the document's review, revision, and maintenance. The owner is always specified by an institutional position; thus, the owner at any point in time is the individual holding that specified position.
- 6) Origination Date: The origination date of a PPG document is the date of the document's first approval. Thus, the origination date does not change with subsequent revisions of the document.

- 7) Effective Date: The effective date of a PPG document is the date of the document's most recent approval. Thus, the effective date will change with each subsequent revision and/or re-approval of the document.
- 8) Component: A component is one of the major divisions, units, or subsidiary corporations of the UNM Health Sciences Center. At the time of this document's writing, the HSC Components are:
 - a) The UNM Health System
 - b) The UNM School of Medicine
 - c) The UNM College of Nursing
 - d) The UNM College of Pharmacy
- 9) Official Approver: The Chancellor shall be the signatory Official Approver for all HSC policies. The Chancellor may designate signatory official approvers for HSC procedures and guidelines.

REFERENCES

- 1) *Regents Policy 3.4, § 3.3*
- 2) *Statement of Charter for the UNM Health System*

RESPONSIBILITY

- 1. All HSC leadership personnel are responsible for assuring that this document is enacted.
- 2. All HSC personnel are responsible for following this document.
- 3. Other specific responsibilities are assigned in the Procedure section of this document.

RESOURCES & TRAINING

SUMMARY OF CHANGES

- 1. This is the original version of this policy.

REVISION HISTORY

KEYWORDS

policy procedure guideline

ATTACHMENTS

- 1. *UNM Health Sciences Center Policy Document Template*

DOCUMENT APPROVALS

Owner
 Others
 Consultant(s)
 Legal

Recommendation for approval

Recommendation for Approval

Official Approver Paul Roth, MD; UNM Chancellor for Health Sciences

Signature of Approver [signature]



Procedures for Lecturer Promotion Reviews

PROCEDURES AND GUIDELINES

The following procedures pertain to reviews of lecturers in accordance with [Section B: Academic Freedom and Tenure](#), 2.3.2, 3.4.2, and 4.10.

In addition to the Section B: 4.10 requirements for annual reviews of lecturers, the following procedures will be used when evaluating lecturers on probation and those eligible for promotion.

A. Year One Review of Lecturers on Provisional Appointment

(1) Year one of a lecturer's appointment serves as a probationary period for the lecturer and the department. A newly hired lecturer will have the title of Lecturer on Provisional Appointment. At the end of one semester, the Lecturer will be responsible for submitting an evaluation package to the Department Chair. The contents of this package will be determined by each department and may include but is not limited to materials such as an updated CV, in-class evaluations by other faculty members, student teaching evaluations, and a personal statement discussing the Lecturer's teaching philosophy and/or plans for professional development.

(2) These materials will be given to the Department Chair and copied to the Dean of the College no later than February 1. The packet will be evaluated by the Department Chair, as advised by other departmental faculty members via that department's normal process of representative consultation. If the lecturer receives a positive rating, the probationary period will end, and the individual will have a formal title of Lecturer. The Lecturer will be eligible for renewable one-year contracts. The Department Chair will communicate the decision regarding the lecturer's status in writing to the lecturer no later than March 31. A copy of this communication will be included in the lecturer's file and will be copied to the Dean of the College.

(3) Negative Evaluation: It is possible for any number of reasons that a Lecturer on Provisional Appointment may receive a negative evaluation. In this case, the lecturer will meet with the Departmental Chair to discuss specific areas where improvement is needed. A document summarizing this discussion will be drawn up, with copies given to the lecturer and placed in

the lecturer's file. At this point the Department Chair may choose not to renew the lecturer's contract, or may choose to allow the lecturer a second probationary year. If the decision is made to offer a second year of probation, the lecturer will then have one year (two regular semesters) upon which to improve. This second year of probation will not count toward years required for eligibility for further promotions. At the end of this time, the lecturer will prepare materials as described in section A(1) above in accordance with the timelines listed in section A(2) above, to be presented to the Chair. If it is determined by the Chair that significant improvement has been made, this second probationary period will end and the individual will have a formal title of Lecturer. If the lecturer does not demonstrate improvement during this second probationary period, his or her employment with the department will be terminated. Obviously, there may be external factors that affect a lecturer's performance, and whether or not exceptions should be made to this policy will be determined by the Department Chair.

The Department Chair's decision is final and the appeal process described in Section F of this document is not available to Lecturers on Provisional Appointments.

B. Year Three Review of Continuing Lecturers

1. During the fall semester of a Lecturer's third year of service (two years as Lecturer and one year as Lecturer on Provisional Appointment), the Lecturer will be approximately half way to the earliest point at which he or she might seek promotion. Consequently, to assess the Lecturer's progress at this time, he or she will provide the Department Chair with an evaluation package, the contents of which will be determined by each individual department.
2. This evaluation package will be given to the Department Chair and copied to the Dean of the College within the same time frame as described in section A(2) above. This packet will be evaluated by the Department Chair, and the Lecturer will receive a positive or negative rating. The Chair will communicate this decision in writing to the Lecturer, and the Chair and the Lecturer will meet to discuss this evaluation. If the Lecturer receives a positive rating he or she can expect to retain the title of Lecturer, with the assurance that expectations are being met, and that the prospects for promotion are favorable. The Lecturer will continue to be eligible for renewable one-year contracts.
3. Negative Evaluation: If the Lecturer receives a negative rating, the Chair will provide the Lecturer a written description of the areas in which the Lecturer must improve to continue as a member of the faculty. Both the Lecturer and the Chair must sign this document, which will be copied to the Dean of the College. The Lecturer may then be issued a one-year contract, with the understanding that if concerns are not adequately addressed, this contract may be a **terminal** contract. Alternatively, the Chair may choose not to renew the one-year contract at this time. A lecturer may appeal a negative evaluation using the process described in Section F of this document.

Comment [DoR1]: Terminated vs terminal

C. Promotion Review of Continuing Lecturers Beginning in Year Five

1. At the end of the Lecturer's fifth year of service (four years as Lecturer and one year as Lecturer on Provisional Appointment), he or she will be eligible to apply for promotion. Beginning in year five, a Lecturer interested in seeking promotion will generate a promotion package in accordance with the time frame discussed in section A(2) above, the contents of which will be determined by each department. Materials appropriate for such a package might include, but are not limited to an updated CV, teaching evaluations, letters of support from other faculty, reports from teaching observations by peers, professional recertification (if appropriate), other evidence of professional development, and a personal statement. Some departments might wish to require lecturers to provide a professional portfolio. A template for the contents of this package is provided as an appendix to this document.

2. Each department within the University will develop a policy dictating how this promotional package) is to be evaluated. This may include input from tenure-track faculty, other lecturers, a promotion committee within the department, and the Department Chair. In all cases, however, a final recommendation for either approval or denial of promotion will be produced in writing by the Department Chair and this recommendation will be forwarded to the Dean of the College. The Dean's decision regarding promotion will be forwarded both to the Department Chair and the Lecturer in writing, within the same time frame as described in section A(2) above. If the promotion is approved, the Lecturer may expect the following.

- Promotion to Senior Lecturer,
- A salary increase that is standard for lecturers across the University, and
- A renewable two-year contract.

Years of service at other institutions of higher learning may be used to meet the years needed to apply for promotion, at the discretion of the Department Chair.

3. Negative promotion decision: In the event of a negative promotion decision the lecturer will retain his or her Lecturer title and benefits. A document summarizing this decision will be drawn up and copies will be given to the lecturer, placed in his or her file, and copied to the Dean of the College. After a two-year period, the lecturer may reapply for promotion.

During this two-year waiting period, the lecturer will retain his or her Lecturer title and benefits, and remain eligible for renewable two-year contracts. Should, however, the lecturer be denied promotion because of poor performance, a serious dereliction of duty or infraction of University policy, the lecturer's contract, at the discretion of the Chair, will not be renewed once it has expired. It is furthermore understood, that if such problems arise at any time, irrespective of whether or not a lecturer is applying for promotion, the Chair may choose not to renew a lecturer's contract. A lecturer may appeal a negative evaluation using the process described in Section F of this document.

D. Promotion Review of Continuing Senior Lecturers Beginning in Year 11

1. Upon the completion of a minimum of 11 years of service at the University, including six years as a Senior Lecturer, a Senior Lecturer will be qualified to apply for promotion to Principal Lecturer. Beginning in year 11, a Senior Lecturer seeking promotion is responsible for providing a promotion package in accordance with the time frame discussed in section A(2) above. The structure and content of the 11th year promotion package will be at the discretion of the individual departments. A template for the contents of this package is provided as an appendix to this document.

2. As described above, each department will have a policy in place, dictating how this promotion package is to be evaluated. Likewise, as described above, the Department Chair's recommendation will be forwarded to the appropriate Dean, who will communicate his or her decision regarding promotion in writing to the Department Chair and the Senior Lecturer. The time frame for these communications will be the same as for the previous promotion to Senior Lecturer. If the promotion is approved, the Senior Lecturer may expect the following:

- The title of Principal Lecturer,
- A renewable three-year contract,
- A salary increase that is standard for lecturers across the University, and
- The opportunity to apply for a one-semester professional development teaching release with pay to pursue other academic and/or professional opportunity activities. A Principle Lecturer will subsequently be eligible to apply for such releases every six years.

Years of service at other institutions of higher learning may be used to meet the years needed to apply for promotion, at the discretion of the Department Chair.

3. Negative promotion decision: In the event of a negative promotion decision the lecturer will retain his or her Senior Lecturer title and benefits. A document summarizing this decision will be drawn up and copies will be given to the lecturer, placed in his or her file, and copied to the Dean of the College. After a two-year period, the lecturer may reapply for promotion. During this two-year waiting period, the lecturer will retain his or her Senior Lecturer title and benefits, and remain eligible for renewable two-year contracts. Should, however, the lecturer be denied promotion because of poor performance, a serious dereliction of duty or infraction of University policy, the lecturer's contract, at the discretion of the Chair, will not be renewed once it has expired. It is furthermore understood, that if such problems arise at any time, irrespective of whether or not a lecturer is applying for promotion, the Chair may choose not to renew a lecturer's contract. The lecturer may appeal a negative evaluation using the process described in Section F of this document.

E. Transition Process Used for Current Lecturers—Expires beginning Fall Semester 2013 :

The following implementation procedures are designed as a one-time transition and apply only to lecturers employed by UNM on the date this Procedures Document is approved and decisions made prior to the beginning of the Fall Semester 2013. For all new hires, the promotion path will start at Section A with the "Lecturers on Provisional Appointment" status.

The University currently employs lecturers who have been with their departments for varying years of service. Lecturers who have taught at institutions of higher education other than UNM may use these years of service (at the discretion of their Department Chair) to qualify for ad hoc advancement.

All existing lecturers should initially be given the "Lecturer" title. For those lecturers who have served in their departments for five years or more, a one-time ad hoc decision for promotion to "Senior Lecturer" status can be made by the Department Chair or Departmental Tenure and Promotion Committee based solely upon that individual's current employment file. If approved, the benefits detailed in "Year five" above will be applied to that lecturer. Likewise, if a lecturer has been employed by their department for 11 years or more, a one-time ad hoc decision for promotion to "Principal Lecturer" status can be made by the Department Chair or Departmental Tenure and Promotion Committee based solely upon that individual's current employment file. If approved, the benefits detailed in "Year five" or "Year Eleven" promotion sections above will be applied to that lecturer.

Part-Time Lecturers:

The policy is deemed to apply to those lecturers hired at less than 1.0 FTE by calculating years of service with the following formula: FT service equivalent = Calendar Years of Service x FTE. For example s a 0.5 FTE lecturer would be eligible to apply for promotion to Senior Lecturer after 10 years of service (time equivalent to five 1.0 FTE years of service).

Negative promotion decision: A lecturer may appeal a negative promotion decision using the process described in Section F of this document.

F. Appeals Process

As with tenure-track faculty it is imperative that if a lecturer's evaluation is negative, the lecturer has a defined path for appeal. Upon being informed of a negative evaluation, the lecturer may respond in writing within ten days to the Provost. Copies of this appeal will be sent to the Department Chair and the Dean of the College. The decision of the Provost will be conveyed to the lecturer, the Department Chair, and the Dean within four weeks. If the Provost decides not to overturn the Dean's decision, the lecturer may make a final appeal to the University Academic Freedom and Tenure (AFT) Committee. Such an appeal must be made within ten days after receiving communication from the Provost. The decision of the AFT Committee is final.

Appendix - Template for Promotional Portfolio materials.

The following is based on submittals provided to the University Teaching Enhancement Committee for consideration of Lecturer and Adjunct Teacher of the Year Awards. This process has been in place for over 20 years and seems to provide a basis for fair evaluation of teaching across all the Schools and Colleges in the University.

Candidates for promotion should provide the information described below for review by the Department.

A. Personal statement of teaching philosophy and method (*no more than four single spaced pages*).

The engagingly written and reflective statement should include, but is not restricted to, your approaches to these questions:

- How do people learn?
- How do I facilitate that learning?
- What goals do I have for my students?
- Why do I teach the way that I do?
- What do I do to implement these ideas about teaching and learning in the classroom? (i.e., mention some instructional strategies you use)
- Are these strategies working? Do my students meet the goals? (i.e., How is student's learning measured and assessed?)
- How do I know my strategies are working? (i.e., feedback, evaluation of teaching)
- How do I create a learning environment that is inclusive of student diversity in learning styles, gender, ethnicity, cultural heritage, and socioeconomic standing?
- What are my future goals for growth as a teacher?

B. Supporting documents (*no more than 10 pages*):

These documents provide examples or evidence of teaching that match with the key points of the personal statement. These materials should document your teaching philosophy and method; examples include:

- Course outline and objectives that are provided to students.
- Examples of assessment tools as evidence of assessing student learning.
- Sample handouts or exams that document your teaching method and evaluation of student progress.

C. Letters of support from students (including alumni).

Please include at least three or no more than 10 such letters. Please understand that students currently enrolled in your classes may feel uncomfortable being approached to provide letters. Encourage your student referees to include how their learning was exceptional in your course(s) compared to other courses they have completed.

D. Letters of support from faculty colleagues, chairs, deans, etc.

Please include no less than 3 or more than 5 such letters. The committee also encourages you to think of those colleagues who know about your teaching first hand, perhaps because you have co-taught a course or because they have reviewed or observed your teaching in the classroom. If you have a faculty colleague who advises many students, then they may have a sound second-hand knowledge of the impact of your teaching based on comments from advisees.

E. Teaching Evaluation Summaries

Please provide summaries of teaching evaluations by students for the last four teaching semesters. For ICES data, provide *only* the front-page of the summary report. If you use a different evaluation form than ICES or IDEA, please provide only summary data (not responses to every item) with any appropriate explanation that will aid evaluation of the data.

F. Service, Research, and Other Scholarly Activities

As each lecturer is expected to participate beyond the classroom, Please provide summaries of service activities, research, and/or other scholarly activities that complement your teaching and provide benefit to the university.

For Service, these may include:

- Participation in Program and Departmental Committees
- Participation in additional committees and/ or other service to the department (ex: Welcome Back Days)
- Participation in University Task Forces and/or projects such as assessment of minors courses
- Participation in the larger community (ex: science fair judge, mentoring students, tutoring students)
- Reviewing textbooks, review articles, journal articles
- Participation in programs that improve teaching
- Non University Community Outreach
- Serve as consultant for a professional organization, school, community group or business
- Serve as board or advisory group member for a professional organization or business

For Research, these may include:

- Publications
- Obtaining Grants
- Presentation of research or creative work at regional, national or international meetings or exhibitions
- Supervision of Graduate Students and/or Undergraduate Students conducting research
- Other

For Scholarly Activities, these may include:

- Publication of textbooks or other scholarly/professional texts
- Publication of lab manuals
- Preparation and/or presentation of creative works
- Present at a regional, national, or international meeting
- Referee a journal article
- Write a review for a professional publication
- Other

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The University of New Mexico Faculty Handbook

C250 Policy

ACADEMIC LEAVE FOR LECTURERS *(Draft 12/4/12)*

1. The principle of academic leave for lecturers has been approved by the University of New Mexico (UNM) faculty and the Board of Regents as a basic policy. The main purpose of academic leave is to encourage professional growth and increased competence among lecturers by subsidizing significant research, creative work, or some other program of study that is judged to be of equivalent value. This Policy applies to all academic UNM units, including the Health Sciences Center (HSC) and Branch Campuses.

2. Any Principal Lecturer is eligible to apply for Academic leave, which is an opportunity for a professional development teaching release with pay to pursue other academic and/or professional opportunity activities. A Principle Lecturer is eligible to apply for such releases every six years (of full-time service*). Lecturers who qualify have the right to apply for academic leave; however, academic leave is not granted automatically upon the expiration of the necessary period of service. Rather, the lecturer shall present, as part of the application, evidence of recent sound teaching or other activities that materially support UNM's academic mission. Also, this program shall give reasonable promise of accomplishing the major purpose of the leave, cited in in item (1) above. Academic leave will not be granted to subsidize graduate work or work on advanced degrees.

2(a). For lecturers whose faculty appointments are not in the HSC, academic leave may be approved for up to one semester at full salary.

2(b). For lecturers whose faculty appointments are in the HSC, academic leave may be approved for up to six months at full salary.

3. Academic leaves will be approved only with the clear understanding that the lecturer will at the completion of the academic leave return to the UNM for a period of service at least as long as the duration of the leave.

4. As a general rule, the regular faculty members of the department concerned will be expected to absorb the teaching load of the individual on leave, and the departmental chairperson (or the dean in non-departmentalized colleges) shall present with each recommendation for academic leave a statement of the planning in this regard. A department may, for example, decide to alternate courses or to cancel certain offerings. Further, it is expected that the department shall prepare its program over a period of years so that essential courses need not be neglected because of the temporary absence of a member of the faculty.

5. To avoid adverse effects on the educational objectives of individual departments, the administration finds it necessary to place a practicable limit on the number of academic leaves granted in any one department for any one semester. Other conditions having been fulfilled, it is general practice that requests for leave be considered on the basis of length of service.

6. Approval of Application: Primary responsibility for determining the merit of a proposed program from the point of view of the validity of the program and the probable value of the program to the faculty member and to UNM lies in the department and should be accomplished by a departmental committee. The departmental chairperson shall forward to the dean the departmental evaluation together with the

chair's recommendation and a statement as to how the teaching obligations of the department will be achieved in the event the proposal is approved. The dean with the advice of a college-wide faculty committee, shall then evaluate the proposal both on its merits and on its effect on the operation of the college.

6(a) For non-HSC faculty, the dean shall then send the departmental and college recommendations to the Provost/Executive Vice President for Academic Affairs so that the original and one copy of the proposal together with all recommendations shall reach that office by February 1 for a leave commencing in Semester I of that year and by October 1 for a leave commencing in Semester II of the following year. The Office of the Provost shall verify that the applicant is eligible for the proposed leave and that all provisions of this Policy have been properly followed. The Provost/Executive Vice President for Academic Affairs shall forward all materials to the President with an evaluation of the proposed leave from a University-wide point of view. The President makes the final decision.

6(b) In the HSC, the dean shall send the departmental and college recommendations to the Vice Chancellor for Academic Affairs (VCAA) so that the original and one copy of the proposal together with all recommendations shall reach that office at least two months prior to the proposed start of the leave. The VCAA shall verify that the applicant is eligible for the proposed leave and that all provisions of this Policy have been properly followed, and forward all materials to the Chancellor for Health Sciences, who shall forward them to the President with an evaluation of the proposed leave from a University-wide point of view. The President makes the final decision.

7. Appeal: If at any stage of the approval process, the applicant believes that his or her proposal has not been considered properly according to the provisions of this Policy, that matters of academic freedom are involved, that improper considerations have entered into a negative decision, or that other demonstrable conditions prevented a fair and impartial evaluation, he or she may appeal to the Committee on Academic Freedom and Tenure for a review of the matter. If the applicant succeeds in making a prima facie case in the opinion of the Committee at one of its meetings, a five-member panel shall be designated to conduct a formal hearing on the matter on the basis of the grounds enumerated above and following the provisions of Section 6.2 of the Policy on Academic Freedom and Tenure. The panel shall deliver its findings together with its recommendation to the Provost/Executive Vice President for Academic Affairs or the Chancellor for Health Sciences for forwarding to the President.

8. See item 2 under Policy C280 "Leave Without Pay" for combination of academic leave and leave without pay.

9. Those lecturers who receive all or part of their salaries directly from agencies outside of UNM will be granted academic leave with salary guaranteed only to the extent of UNM funding of the previous year; full funding is possible only when funds are available within the UNM budget.

10. Lecturers on 12-month contracts may not accrue annual leave while on academic leave.

11. Time toward each new academic leave begins immediately after return to full-time service* regardless of the semester of return.

12. Academic leave is counted toward retirement. While a person is on academic leave, UNM will continue to pay its share toward retirement, group insurance, and social security benefits.

13. Upon returning to UNM, every lecturer granted an academic leave shall submit promptly to the Provost/Executive Vice President for Academic Affairs or the Chancellor for Health Sciences, with copies to department chairperson and dean, a full report of the research, creative work, publications, or other results of the period of leave. The report submitted shall be placed in the lecturer's personnel file.

* Full-time Service: Service time equivalent to that of a faculty member employed on a contract designated as 1.0 full-time equivalent (FTE). For example, a faculty member whose contract is designated 0.5 FTE would have to multiply his or her service by a factor of two or reduce the leave time taken by one-half to meet the full-time service requirements listed in this policy.

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