

**Faculty Senate Policy Committee
Meeting Agenda**

March 5, 2012

3:30-5:00 p.m.

1. Approval of January 23, 2012 Meeting Notes
2. Faculty Workload
3. Endowed Chair Policy
4. HSC Council Charge
5. Policy on Policies
6. Old Business/New Business

C100
Policy

ACADEMIC LOAD

The term "academic load" describes, the sum total of all officially recognized University duties carried out by an individual member of the faculty at any given time. Teaching in regularly scheduled classes is basic, of course, but overall load may also include research or creative work, sponsored research, committee assignments, student advisement, direction of theses and dissertations, and administrative or supervisory duties. The normal teaching load each semester is nine adjusted credit hours and the normal academic load, as defined by the formula available in the Office of the Provost/Vice President for Academic Affairs, is twelve units per semester. (See also "Teaching Assignments" [C110](#), *Faculty Handbook*.)

Policy C100 Draft Revision

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

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

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

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

Notes:

1. This draft revision establishes “scholarly work” to be equally important as teaching, in accord with current (unwritten) practices in evaluating tenure dossiers (the 40:40:20 rule).
2. This draft revision establishes “service” to be about half as important as either teaching or scholarly work. Again, this is in accord with current practices in evaluating tenure dossiers.
3. An advantage of this draft revision is that most faculty members can be in compliance but not all have to arrive at the 23 load units in the same way.
4. This draft revision leads to a required revision of the Provost’s 1975 “Formula for Computing Faculty Loads” that would include deletion of mention of “scholarly work” and “service” in that document (which would then just address teaching as set forth in Faculty Handbook policy C110)

Proposed Policy:

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Appointment of Endowed Chairs and Professorships

(a draft by T. Ross 8/8/11; revisions by Operations Committee of Faculty Senate February 21, 2012, with substantial input from Richard Holder, member of the Faculty Senate Policy Committee and former Deputy Provost; developed to be consistent with existing policies in the UNM Faculty Handbook and UNM Regents Policy Manual 2.11 and 5.18)

I. Purpose and Guidelines

The strength of a great university resides in its faculty. The identification, recruitment, and support of that faculty are therefore a major priority for the institution. The endowment of a faculty Chair is one way to respond to that priority. Endowed Chairs and Professorships can be used to attract new faculty members of national and international eminence, or to retain and reward prestigious individuals who are already on the faculty at UNM. These positions are among the highest and most prestigious appointments at any institution. Moreover, they increase the visibility of the University and aid in attracting additional high-quality faculty, superior students, and external resources for research, creative activity, instruction, and service. In general, endowed chair and professor positions are the highest endowment honor, awarded to those faculty recognized nationally and internationally as among the very top figures in their area. Such faculty are expected to be leaders both in their national field and in their program within the College or School, using their support to advance both accordingly.

Endowed Chairs bring with them several benefits. First, professors honored by appointments to an Endowed Chair position are accorded prestige and recognition within the University and in the wider academic community. Second, donors or their estates gain the satisfaction of knowing that their names will be linked in perpetuity to a commitment to academic excellence through the achievement of the occupants of the Chair. Third, the University will be able to secure and sustain high-quality faculty even when facing significant competition from other academic institutions for those faculty. In establishing endowed chairs, consultation with faculty, including committees of the Department, College and Faculty Senate, along with recommendations of the Chair, Dean and Provost are necessary and will further build the foundation for the long-term success of the endowed Chair. The individual faculty member who occupies an endowed Chair must be chosen carefully, based upon recognition of the individual's academic achievement and leadership in a chosen field (or, for junior scholars, promise of outstanding achievement and leadership). Identifying and recruiting occupants to an endowed Chair is a collective responsibility of the University faculty and administration. Therefore, the recruitment and hiring of an occupant of an endowed Chair will be conducted by a hiring committee composed of a combination of faculty plus individuals appointed by the Provost or Provost's designee (typically a Dean or Dean's designee). While a donor may suggest potential candidates, the University retains the responsibility and authority to name the occupant. In appointing a chairholder, consultation with faculty in the field of appointment, including committees of the relevant Department, program, or College, along with endorsement by the Dean and Provost are necessary and will further build the foundation for the long-term success and University integration of the holder of the Chair.

Criteria for appointments to endowed chairs must reflect the highest ideals of academic excellence and

scholarly or creative achievement. Procedures for recruitment must be consistent with the University's Affirmative Action Plan, stipulations of the endowment, and other administrative procedures established in the UNM Regents Policy Manual Section 5.18 and 2.11^f. Involvement of the faculty and others, as appropriate, is essential in the review and recommendation of candidates for appointment to endowed chairs and professorships.

Occupants of endowed Chairs may be visiting or permanent. In either case, the individual is subject to the normal faculty review procedures established by the University. Thus, consideration for tenure, promotion, post-tenure review and merit funds must follow appropriate Faculty Senate policies and procedures which address faculty responsibilities. Additionally, while occupants of endowed Chairs may be tenured as faculty there is no automatic permanence associated with occupying a Chair and thus all holders are subject to a five-year cumulative review of accomplishments to determine the appropriateness of continuing to occupy the Chair. Length of appointment for all Chair holders will be determined at the time of initial appointment and evaluation criteria and scheduling will be stated in the appointment letter.

Normally, appointments to the position of Chair will be five years (but see Section IV below). Endowed chairs or professorships, in some departments or schools, may be used for temporary, visiting, or rotating appointments. These appointments are generally for periods of less than one year and involve no continuing commitment by the University. Procedures described in this policy do not apply to these appointments, but are applicable to appointments that exceed one year and may include tenure or some other long-term commitment by the University.

II. Creation and Naming of New Endowed Chairs

New endowed chairs can be created via a gift of \$1.5 million or more (full funding may range up to and beyond \$2.5 million). Creation of a new endowed chair shall occur:

- a. Via recommendation by the President of the University of New Mexico, after appropriate consultation with the Provost/HSC Chancellor and, via the Provost/Chancellor, with the proposed home Department and College/School, and with the support of the Faculty Senate.
- b. Upon final approval by the Board of Regents, following recommendation by the Academic, Student Affairs, and Research Committee of the Board of Regents (BoR ASAR Committee).
- c. Via a gift pledge from the UNM Foundation to the Board of Regents via the BoR ASAR Committee
- d. Normally, the person or entity funding an endowed chair will make the gift to the UNM Foundation, which will work with the donor(s) and the University to propose language to govern the gift pledge.

If a donor so requests, an endowed chair may be named in honor of an appropriate individual or entity. All naming must be approved by the Board of Regents, per Regent Policy Manual 2.11. Naming of an endowed chair or professorship will be independent of all appointment, admission, and curriculum decisions, which the University will continue to make in keeping with its established practices and academic mission.

Before accepting an endowment gift or naming a chairholder, the Regents, President, and Provost/HSC Chancellor will carefully consider the appropriateness of the proposed endowment, name of the endowed chair, and chairholder. Not all proposed gifts or names may be appropriate to accept.

In creating a new endowed chair or naming a new chairholder, the University should consider whether it can successfully support the relevant programmatic area (e.g. research funding, support for other scholarly activities or creative work, and/or hiring of additional faculty in this area).

Comment [VC1]: I believe even \$1.M might be an appropriate, more easily reachable lower bound; e.g. this is what a SUNY school recently offered for a chair I am familiar with. There is typically a 5% profitability threshold, amounting to a \$50k annual draw ceiling for a \$1M endowment (provided the investment does produce at least that much). In another case of an endowed chair with a \$2M endowment and \$100k annual draw I was told that there was insufficient (<5%) return over the past two years and, consequently, no payout.

III. General Criteria for Appointments

The following general criteria will be used for appointment to endowed chairs:

- 1 An outstanding record of productive research, publication, creative activity, and/or scholarly achievement appropriate to the discipline and fields of specialization; or, for junior appointments, the clear promise of such achievement
- 2 Evidence of a continuing record of exemplary academic and professional citizenship appropriate to the discipline or profession and to the candidate's stage of career
- 3 Evidence of professional achievement at the national or international level which will enhance the stature of the University's faculty; or evidence of promise to enhance the University faculty's stature through continuing achievement

IV. Specific Process for Selection

While the Executive Vice President for Academic Affairs and Provost makes all recommendations for appointments to endowed chairs, such recommendations to the President and the Board will be made only after considering (1) the evaluations and advice of the faculty of a department (or section) and College or School, and/or (2) the advice of a search committee, as described below. Ultimate authority over creation of endowed chairs and appointment of occupants of those chairs lies with the Board of Regents per Regents Policy Manual 5.18. The legitimacy and prestige of endowed chairs will be protected through adequate search procedures for the appointment of occupants.

Appointments to endowed chairs may occur when a new chair is created, or when an existing chair becomes vacant. In either case, a thorough search must be conducted:

External Search

- 1 When a new endowed chair is established or when a vacancy occurs, the Dean or Dean's designee shall meet with the faculty of the academic unit (typically, an academic department; in the case of endowed chairs affiliated with museums, non-departmental interdisciplinary programs, or similar academic units, a committee of involved faculty and appropriate others will be constituted) before deciding on the nature of the search and the size and composition of a search committee. Faculty members from the academic unit will be appointed by the Dean and will constitute a majority of the search committee. Other members of the search committee will be appointed by the Dean in consultation with the Executive Vice President for Academic Affairs and Provost. Giving due regard to advice and concerns expressed by the faculty, the Dean will designate a faculty member appointed from the academic unit to chair the search committee.
- 2 The search committee, working in cooperation with the Dean, the Office of Academic Affairs, and with appropriate participation from constituent groups, shall announce and advertise the position in a manner appropriate to the nature of the search and coordinate the review and evaluation of candidates for the position. Throughout the search process, the committee shall solicit, encourage, and provide for the participation of the faculty and of other constituent groups. Faculty should have ample opportunity to review the credentials of qualified candidates provided that the search committee may protect the identity of candidates who request confidentiality during the initial screening process. On the basis of faculty evaluations and its own judgment, the search committee will reduce the list of candidates to those deemed best qualified for the position. The hiring officer (usually the Dean or designee), in consultation with the search committee, will select those to be interviewed from this reduced list. Interviews should be scheduled to allow for discussions with the Executive Vice President for Academic Affairs and Provost, Deans, chairpersons, search committee members, faculty, and, where appropriate to the nature of the search, students, alumni, and others.
- 3 Following these interviews and other information gathering procedures appropriate to the nature of the search, every reasonable effort should be made to obtain the views of the faculty in the academic unit and appropriately interested constituent groups. In cases where the appointment includes the award of tenure, action by the tenured faculty in accordance with normal procedures in the academic unit is necessary before the Dean makes a recommendation to the Executive Vice President for Academic Affairs and Provost.
- 4 It shall be the responsibility of the search committee to submit to the Dean both a summary of

evaluations and advice received from the faculty on each person interviewed and the search committee's own advice. Subsequently, the Dean makes a recommendation to the Executive Vice President for Academic Affairs and Provost. In the event the search committee and Dean do not find a successful candidate for presentation to the Executive Vice President for Academic Affairs and Provost, the search process shall continue. If it should become necessary to reopen the search, the Dean and the search committee may confer to establish further direction; if it appears desirable, a new search committee may be formed.

Internal Search

In some cases, income from the corpus of an endowed chair may not be sufficient to justify a national or international search to fill a new or vacant position. In other cases, a School may desire to fill a new or vacant position internally (that is, without an external search). In these cases, the Dean of the school must consult with the Provost (or Provost's designee) and Dean's Council for approval. If approved, in both instances an internal search (within the Department or School) will be organized and overseen by the Dean. For an internal search the following procedures shall be followed:

1 The Dean will meet with faculty in the academic unit to determine the size and composition of the search committee. Faculty members from the academic unit will be appointed by the Dean and will constitute a majority of the search committee. Other members may be appointed to the committee by the Dean in consultation with the Senior Vice President for Academic Affairs and Provost. The Dean may choose to chair the committee or may designate a faculty member appointed from the academic unit to chair the search committee. The responsibilities of the search committee and the procedures for recommendation of the candidate are the same as those for recruitment and recommendation of an external endowed chair outlined above.

2 Unless the specific features of an individual case warrant a different approach and it is authorized by the provost, when nominating a faculty member to an endowed chair, the person submitting a nomination should forward the nomination packet to a search committee from within the school.

3 The nominator should submit the following materials to the committee for review. A nomination letter; a curriculum vitae; three to five letters of peer review from distinguished scholars in universities other than the University of New Mexico.

V. Terms of Appointment to Endowed Chairs

1 For a limited number of endowed chairs already existing as of 2012, the appointment period of the chair is unspecified in accordance with the agreements that established these chairs.

2 Beginning July 2012, any new appointment or reappointment to an endowed chair will be for a specific term not to exceed five (5) years except where the terms of the endowment include a specific term.

3 In some circumstances, it may be in the University's interest to appoint an occupant of an endowed chair on a part-time, rotating, shared, or visiting basis. Such appointments can be made at the recommendation of the relevant Dean and Provost, with the approval of the Board of Regents; in all such cases the terms of appointment must be made clear in writing and accepted by the University and the proposed chairholder(s).

4 Typically, endowed chairs are filled with tenured or tenure-track faculty; when a term of appointment is not renewed, the University shall otherwise provide funding for the continuing service of the former endowed chairholder in a tenured or tenure-track position (in the latter case, pending the tenure decision).

5 Appointment to an endowed chair may include appointment as a Regents Professor, Distinguished Professor, or other honorary title, but any such appointment will occur only through the normal criteria and procedures governing the specific appointment.

VI. Periodic Review Procedures

Faculty members holding endowed chair positions are subject to the normal faculty review procedures established by the University. In general, this includes reviews related to tenure, promotion, and merit salary increases. In addition, occupants of these positions are subject to cumulative reviews that focus on multi-year accomplishments as they relate to the responsibilities and expectations associated with the endowed chairs

themselves. Possible renewals in appointments to these positions depend upon the completion of such multi-year assessments.

1. Chair holders will be reviewed every five (5) years or during the final year of a term appointment.
2. Responsibility for conducting all reviews rests with the appropriate Dean, in collaboration with the Senior Vice President for Academic Affairs and Provost. Chair holders will be notified of upcoming reviews and given sufficient time to compile a dossier of relevant materials.
3. The Dean and Senior Vice President for Academic Affairs and Provost may employ various means to review chair holders. These may include, but are not limited to, the following:
 - a. Evaluation of the candidate's dossier
 - b. Evaluation by an internal ad hoc committee
 - c. Evaluation by external referees
4. Upon receipt of notification of the review, the chair holder will assemble a dossier that includes, at a minimum:
 - a. Current curriculum vitae (listing publications, presentations, awards, honors, performances and/or exhibitions)
 - b. A personal statement of past, present, and future research, scholarly or artistic work, and teaching
 - c. Copies of major publications and/or a portfolio of finished work or art

(continued below)

Although accomplishments during the chair holder's entire career may be noted, special emphasis should be given to those achievements that have occurred during the period under review.

5. At the conclusion of the review, the Senior Vice President for Academic Affairs and Provost will make one of the following recommendations:

- a. Reappointment to another term of five (5) years, or
- b. Reappointment to a shorter term, or
- c. Termination of the appointment.

VII. Responsibilities of an Endowed Chair

The holder of an endowed chair is responsible for:

- 1 Fulfilling the conditions of the gift and any specific duties identified at the time of appointment.
- 2 Continuing to show evidence of excellence in scholarship, research, or artistic production.
- 3 Submitting an annual report of activities to his/her Dean and responding, as necessary, to requests for information from the UNM Foundation to allow for appropriate stewardship of the donor(s) of the chair.
- 4 Actively participating in the individual's home department (or section) and School.

VIII. Responsibilities of the Dean

The Dean of the relevant College or School will:

- 1 Recommend to the Senior Vice President for Academic Affairs and Provost, at the time of the initial appointment, the specific salary, duties, and conditions to which the holder of the endowed chair must adhere. The base salary of a faculty member who occupies a Chair is ultimately the financial responsibility of the University, the funding of which is established by the institution. The income generated from the endowment may be used over time to supplement the institutional portion of the base salary, or provide assigned time or summer support for the occupant of the Chair. Further, and among others, the income may be used to fully or partially support clerical, administrative or research personnel, students, provide travel funds, or pay other costs to further the academic mission of the occupant in the context of the goals of the department, college, school, or other unit of the University.
- 2 Upon appointment and/or reappointment, complete the necessary paperwork to the UNM Foundation and the Faculty Contracts office.
- 3 Assume main responsibility for conducting periodic reviews as outlined above.

The dean forwards his or her recommendation to the provost, along with the original report of the chair-holder committee and all supporting documents. The provost will submit his or her recommendations for chaired professorships to the Board of Regents for its approval.

VIII. Responsibilities of the Provost/HSC Chancellor

The Provost or HSC Chancellor, as appropriate for each specific endowed chair, shall assure that the chairholder reports annually on his/her scholarly and creative activities. This information shall, upon request, be reported to the Board of Regents and to the UNM Foundation for the purposes of oversight and keeping donors informed of the impact of their gift.

IX: Exceptions

Exceptions to this policy must be approved by the Faculty Senate.

Charge of the Health Science Center Council

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

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

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

The foregoing purposes do not supplant the rights and responsibilities of faculty within their respective academic units, nor replace the authority of the Faculty Senate. Rather, the HSC Council shall serve as a forum and voice for the HSC faculty as a whole in representing the interests of HSC Faculty to the Board of Directors and Office of the Chancellor for Health Sciences as well as to the UNM Faculty Senate.

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

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

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

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

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

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

1. General

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

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

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

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

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

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

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

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

2. Development of New Policy

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

3. Review of New Policy

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

3.1. Process Owner

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

4. Approval and Distribution of New Policy

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

4.1. Dean, Director, and Department Head Responsibilities

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

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

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

5. Development and Approval of Revisions to Existing Policies

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

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

6. Administration of Policy

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