

## A53.1 Policies Applicable to Faculty

Approved By: Faculty Senate

Last Updated: **Draft 9/14/15**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the University Secretary

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

### POLICY RATIONALE

The *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.

### POLICY STATEMENT

Faculty policies are governed by UNM Board of Regents' Policies. The [Board of Regents' Policy Manual](#) shall be controlling in any matters in which there is an inconsistency between the *Faculty Handbook* and the *Board of Regents' Policy Manual*. All UNM policies which pertain primarily to faculty and academic matters are placed in the *Faculty Handbook*. 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."

The *Faculty Handbook* shall be controlling in any faculty and academic matters in which there is an inconsistency between the *Faculty Handbook* and the [University Administrative Policies and Procedures Manual](#), the [University Catalog](#), or the [Pathfinder](#). It is not the purpose of the *Faculty Handbook* to serve as a manual of school/college and departmental policies or procedures; however, the *Faculty Handbook* shall be controlling in all matters in which there is inconsistency. Although, policies applicable to faculty are primarily published in the *Faculty Handbook*, some policies published in the *University Administrative Policies and Procedures Manual* also apply to faculty and these policies are described and listed in the Procedures Section of this document.

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## APPLICABILITY

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

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## DEFINITIONS

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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 Committees.

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## WHO SHOULD READ THIS POLICY

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- Faculty
  - Academic staff
  - Academic deans and other executives, department chairs, directors, and managers
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## RELATED DOCUMENTS

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[Board of Regents' Policy Manual](#)  
[University Administrative Policies and Procedures Manual](#)

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## CONTACTS

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

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## PROCEDURES

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<b>Topic</b>	<b>Board of Regents' Policies (RPM)</b>	<b>Faculty Handbook Policies (FH)</b>	<b>University Administrative Policies (UAP)</b>
Academic Adjustments for Students with Disabilities			UAP <a href="#"><u>2310</u></a>
Academic Dishonesty	RPM <a href="#"><u>4.8</u></a>	FH <a href="#"><u>D10</u></a> ; <a href="#"><u>D100</u></a> ; <a href="#"><u>D175</u></a>	
Academic Freedom and Tenure	RPM <a href="#"><u>1.5</u></a> ; <a href="#"><u>2.1</u></a> ; <a href="#"><u>2.3</u></a> ; <a href="#"><u>5.2</u></a> ; <a href="#"><u>5.16</u></a> ; <a href="#"><u>6.5</u></a>	FH <a href="#"><u>A51</u></a> ; <a href="#"><u>Section B1-B6</u></a> ; <a href="#"><u>C09</u></a> ; <a href="#"><u>C150</u></a>	UAP <a href="#"><u>2060</u></a> ; <a href="#"><u>2220</u></a>
Academic Mission	RPM <a href="#"><u>5.1</u></a>	FH <a href="#"><u>A20</u></a> ; <a href="#"><u>A50</u></a> ; <a href="#"><u>A51</u></a> ; <a href="#"><u>A88</u></a> ; <a href="#"><u>A91</u></a>	UAP <a href="#"><u>1000</u></a>
Acceptable Computer Use			UAP <a href="#"><u>2500</u></a>
Access to Sensitive and Protected Information			UAP <a href="#"><u>2520</u></a>
Accommodation for Employees with Disabilities			UAP <a href="#"><u>3110</u></a>
Accommodation for Students with Disabilities,			UAP <a href="#"><u>2310</u></a>

Academic Adjustments			
Accountability for University Information and Transactions			UAP <a href="#">2000</a>
Advisors to Board of Regents	RPM <a href="#">1.7</a>	FH <a href="#">A60</a>	
Alcohol Use and Possession on UNM Property	RPM <a href="#">2.6</a>	FH <a href="#">C05</a>	UAP <a href="#">2140</a>
Allocation and Assignment of Space		FH <a href="#">A70.4</a> ; <a href="#">A89</a>	UAP <a href="#">5200</a>
Allowable and Unallowable Expenditures			UAP <a href="#">4000</a>
Alternative Retirement Program			UAP <a href="#">3625</a>
Animal Control on University Property			UAP <a href="#">2290</a>
Animal Use in Education and Research	RPM <a href="#">5.15</a>	FH <a href="#">E100</a>	
Animals, Service			UAP <a href="#">2295</a>
Annual Leave	RPM <a href="#">5.4</a>	FH <a href="#">C50</a> ; <a href="#">C205</a>	
Appeals	RPM <a href="#">1.5</a>	FH <a href="#">Section B</a> ; <a href="#">D175</a> , <a href="#">D176</a>	
Archives and Records--UNM	RPM <a href="#">2.9</a>	FH <a href="#">C05</a> ; <a href="#">C07</a>	
Award Payments			UAP <a href="#">2615</a>
Awards and Recognition, Special	RPM <a href="#">1.6</a>	FH <a href="#">A61.12</a>	
Benefits	RPM <a href="#">6.3</a>		UAP <a href="#">3600</a> ; <a href="#">3625</a> ; <a href="#">3630</a> ; <a href="#">3635</a> ; <a href="#">3640</a> ; <a href="#">3650</a> ; <a href="#">3700</a>
Bicycles and Other Non-Motorized Vehicles			UAP <a href="#">2260</a>
Campus Violence			UAP <a href="#">2210</a>
CARS			UAP <a href="#">3750</a>
Casualty and Liability Insurance and Claims			UAP <a href="#">6150</a>
Classified Research	RPM <a href="#">5.11</a>	FH <a href="#">E10</a>	
Clinical Practice Payments			UAP <a href="#">2615</a>
Code of Conduct (Employee)	RPM <a href="#">6.4</a>		UAP <a href="#">3715</a> ; <a href="#">3720</a>
Code of Conduct (Student)	RPM <a href="#">4.2</a> ; <a href="#">4.3</a>	FH <a href="#">C175</a>	
Collections and Museums			UAP <a href="#">6410</a>
Commercialization of Intellectual Property	RPM <a href="#">2.15</a> ; <a href="#">5.8</a>	FH <a href="#">E70</a>	
Compliance, HSC Institutional	RPM <a href="#">3.7</a>		
Computer Security Controls and Access to Sensitive and Protected Information			UAP <a href="#">2520</a>
Computer Use, Acceptable			UAP <a href="#">2500</a>
Confidentiality of Faculty Records	RPM <a href="#">2.17</a> ; <a href="#">5.7</a> ; <a href="#">6.8</a>	FH <a href="#">C70</a>	UAP <a href="#">2300</a> ; <a href="#">3710</a>
Conflict of Interest	RPM <a href="#">6.4</a>	FH <a href="#">C130</a>	UAP <a href="#">3720</a>
Conflict of Interest Waiver for Technology Transfer	RPM <a href="#">5.17</a>	FH <a href="#">E80</a>	UAP <a href="#">3720</a>
Conflicts of Interest in Research	RPM <a href="#">5.10</a>	FH <a href="#">E110</a>	UAP <a href="#">3720</a>
Consensual Relationships and Conflicts of Interest	RPM <a href="#">2.5</a>	FH <a href="#">C05</a> , <a href="#">C07</a>	UAP <a href="#">2215</a>
Constitution (Faculty)	RPM <a href="#">5.1</a>	FH <a href="#">A51</a>	
Counseling, Assistance, and Referral Service			UAP <a href="#">3750</a>
Creation and Reorganization of Academic Units	RPM <a href="#">5.1</a>	FH <a href="#">A88</a>	
Creation and Reorganization of Research Centers and Institutes	RPM <a href="#">5.1</a>	FH <a href="#">A91</a>	
Deductions from Payroll			UAP <a href="#">2635</a>
Dependent Care Spending Account			UAP <a href="#">3650</a>
Dependent Education Benefits	RPM <a href="#">6.11</a>		UAP <a href="#">3700</a>
Dental Insurance Benefits	RPM <a href="#">7.14</a>		UAP <a href="#">3600</a>
Disabilities			UAP <a href="#">2310</a> ; <a href="#">3110</a>
Dishonest or Fraudulent Activities			UAP <a href="#">7205</a>
Dishonesty in Academic Matters	RPM <a href="#">4.8</a>	FH <a href="#">D100</a>	
Distribution of Paychecks			UAP <a href="#">2620</a>
Diversity and Campus Climate	RPM <a href="#">2.4</a>	FH <a href="#">C05</a> , <a href="#">C09</a> ;	

		<a href="#">C50</a>	
Domestic Abuse Leave	<a href="#">RPM 5.4</a>		<a href="#">UAP 3445</a>
Domestic Partners			<a href="#">UAP 3790</a>
Drug Free Environment	<a href="#">RPM 2.6</a>	<a href="#">FH C05, C07</a>	
Education Abroad Health and Safety			<a href="#">UAP 2710; 6110</a>
Education Benefits	<a href="#">RPM 6.11</a>		<a href="#">UAP 3700</a>
Education Retirement Plan, New Mexico			<a href="#">UAP 3625</a>
Educational Records, Student	<a href="#">RPM 4.4</a>	FH Information Section	
Email, Student			<a href="#">UAP 2540</a>
Emergency Control			<a href="#">UAP 6130</a>
Emeriti Status	<a href="#">RPM 6.3</a>	<a href="#">FH C305</a>	
Employee Impairment at Work		<a href="#">FH C07</a>	<a href="#">UAP 3270</a>
Employment of UNM Graduates	<a href="#">RPM 5.3</a>	<a href="#">FH C20</a>	
Endowed Faculty Chairs	<a href="#">RPM 5.18</a>	<a href="#">FH C170</a>	
Endowed Faculty Payments			<a href="#">UAP 2615</a>
Equal Opportunity and Affirmative Action	<a href="#">RPM 5.2</a>		<a href="#">UAP 2720</a>
Extra compensation	<a href="#">RPM 5.6</a>	<a href="#">FH C140</a>	<a href="#">UAP 2615</a>
Faculty's Role in the University's Academic Mission	<a href="#">RPM 5.1</a>	<a href="#">FH A88; A89; A91</a>	
Family and Medical Leave	<a href="#">RPM 5.4</a>		<a href="#">UAP 3440</a>
Flexible Spending Accounts			<a href="#">UAP 3650</a>
Foreign Nationals			<a href="#">UAP 2180</a>
Fraudulent or Dishonest Activities			<a href="#">UAP 7205</a>
Free Expression and Advocacy	<a href="#">RPM 2.1</a>	<a href="#">FH Section B; C150, C240</a>	<a href="#">UAP 2060; 2220</a>
Garnishments			<a href="#">UAP 2670</a>
Graphic Identification Standards			<a href="#">UAP 1010</a>
Gratuities			<a href="#">UAP 3715</a>
Grievances-- Student	<a href="#">RPM 4.2; 4.3</a>	<a href="#">FH D175; D176</a>	
Honorarium Payments			<a href="#">UAP 2170</a>
Honorary Degrees	<a href="#">RPM 1.6</a>	<a href="#">FH A61.12</a>	
HSC Institutional Compliance	<a href="#">RPM 3.7</a>		
HSC Performance Payments			<a href="#">UAP 2615</a>
Human Beings as Subjects of Research	<a href="#">RPM 5.14</a>	<a href="#">FH E90</a>	
ID Cards (UNM Lobo Card)			<a href="#">UAP 1050</a>
Impairment at Work		<a href="#">FH C07</a>	<a href="#">UAP 3270</a>
Inclement Weather	<a href="#">RPM 5.4</a>		<a href="#">UAP 3435</a>
Information and Transactions, Systems			<a href="#">UAP 2000; 2500;</a>
Information Security			<a href="#">UAP 2000; 2030; 2500; 2550</a>
Inspection of Public Records	<a href="#">RPM 2.17; 4.4; 5.7; 6.8</a>	<a href="#">FH C70</a>	<a href="#">UAP 2030; 2300; 3710</a>
Insurance, Employee Benefits	<a href="#">RPM 7.14</a>		<a href="#">UAP 3600</a>
Insurance Loss Claims			<a href="#">UAP 6150</a>
Intellectual Property	<a href="#">RPM 2.15; 5.8</a>	<a href="#">FH E70</a>	
Jury Duty	<a href="#">RPM 5.4</a>	<a href="#">FH C255</a>	<a href="#">UAP 3415</a>
Keys			<a href="#">UAP 5010</a>
Law Enforcement on Campus (UNM Police)	<a href="#">RPM 8.2</a>		
Leaves of Absence	<a href="#">RPM 5.4</a>	<a href="#">FH C50; C200 – C280</a>	<a href="#">UAP 3415; 3425; 3435; 3440; 3445</a>
Leave with Pay	<a href="#">RPM 5.4</a>		<a href="#">UAP 3415</a>
Leave Without Pay	<a href="#">RPM 5.4</a>	<a href="#">FH C280</a>	
Life Insurance Benefits	<a href="#">RPM 7.14</a>		<a href="#">UAP 3600</a>
Mailing Services			<a href="#">UAP 6340</a>

Media Response		<a href="#">FH C150</a>	<a href="#">UAP 3740</a>
Medical Insurance Benefits	<a href="#">RPM 7.14</a>		<a href="#">UAP 3600</a>
Medical Reimbursement Account			<a href="#">UAP 3650</a>
Military Leave and Related Service Leave	<a href="#">RPM 5.4</a>	<a href="#">FH C230</a>	<a href="#">UAP 3425</a>
Misconduct --Research	<a href="#">RPM 5.13</a>	<a href="#">FH E40</a>	
Museums and Collections			<a href="#">UAP 6410</a>
New Mexico Education Retirement Plan			<a href="#">UAP 3625</a>
Non-Motorized Vehicles			<a href="#">UAP 2260</a>
Non-Standard Payment Processing			<a href="#">UAP 2615</a>
Webpages, Official University			<a href="#">UAP 2570</a>
Outside Employment	<a href="#">RPM 5.5</a>	<a href="#">FH C130</a>	
Overseas Research	<a href="#">RPM 5.12</a>	<a href="#">FH E20; E40; E60; E70</a>	
Parental Leave	<a href="#">RPM 5.4</a>	<a href="#">FH C215</a>	
Parking and Vehicles on Campus	<a href="#">RPM 8.3</a>		<a href="#">UAP 2260</a>
Paycheck Distribution			<a href="#">UAP 2620</a>
Payroll Deductions			<a href="#">UAP 2635</a>
Payroll Overpayments and Collection			<a href="#">UAP 2680</a>
Per Diem and Travel Reimbursement	<a href="#">RPM 7.7</a>	<a href="#">FH C225</a>	<a href="#">UAP 4030</a>
Personal Information Disclosure	<a href="#">RPM 2.17; 4.4; 5.7; 6.8</a>	<a href="#">FH C70</a>	<a href="#">UAP 2300; 3710</a>
Photo Identification Cards (UNM Lobo Card)			<a href="#">UAP 1050</a>
Police, UNM Law Enforcement on Campus	<a href="#">RPM 8.2</a>		
Political Activity	<a href="#">RPM 6.5</a>	<a href="#">FH Section B; C150; C240</a>	<a href="#">UAP 2060; 2220; 3740</a>
Possession of Alcohol on University Property	<a href="#">RPM 2.6</a>	<a href="#">FH C05</a>	<a href="#">UAP 2140</a>
Post Tenure Review	<a href="#">RPM 5.16</a>	<a href="#">FH Section B4</a>	
Postal Services			<a href="#">UAP 6340</a>
Prizes - Payments			<a href="#">UAP 2615</a>
Professional Development and Training			<a href="#">UAP 3290</a>
Professional Leave	<a href="#">RPM 5.4</a>	<a href="#">FH C225</a>	
Protected and Sensitive Information			<a href="#">UAP 2520</a>
Public Information and/or Access to University Records	<a href="#">RPM 2.17; 4.4; 5.7; 6.8</a>	<a href="#">FH C70</a>	<a href="#">UAP 2300; 3710</a>
Reasonable Accommodation for Employees with Disabilities			<a href="#">UAP 3110</a>
Recognition and Awards, Special	<a href="#">RPM 1.6</a>	<a href="#">FH A61.12</a>	
Recycling			<a href="#">UAP 2100; 6350</a>
Reporting Suspected Misconduct and Retaliation, Whistleblower Protection			<a href="#">UAP 2200</a>
Research -- Classified	<a href="#">RPM 5.11</a>	<a href="#">FH E10</a>	
Research, Conflicts of Interest in	<a href="#">RPM 5.10</a>	<a href="#">FH E110</a>	<a href="#">UAP 3720</a>
Research Misconduct	<a href="#">RPM 5.13</a>	<a href="#">FH E40</a>	
Research -- Overseas	<a href="#">RPM 5.12</a>	<a href="#">FH E20</a>	
Research -- Sponsored	<a href="#">RPM 5.9</a>	<a href="#">FH E60</a>	<a href="#">UAP 2425; 2430; 2470; 2480</a>
Research Subjects	<a href="#">RPM 5.14; 5.15</a>	<a href="#">FH E90; E100</a>	
Respectful Campus		<a href="#">FH C09</a>	<a href="#">UAP 2240</a>
Responsibility and Accountability for University Information and Transactions			<a href="#">UAP 2000</a>
Retirement			<a href="#">UAP 3600; 3625; 3640; 3700</a>
Retirement, Supplemental Savings Plans			<a href="#">UAP 3640</a>
Rights and Responsibilities	<a href="#">RPM 2.4, 2.5, 2.6, 2.7, 2.9</a>	<a href="#">FH C05</a>	<a href="#">UAP 1010, 2140, 2215, 2730, 3290,</a>

			<a href="#">5010, 6110; 6150</a>
Risk Management	<a href="#">RPM 7.14</a>		<a href="#">UAP 6100</a>
Sabbatical Leave	<a href="#">RPM 5.4</a>	<a href="#">FH C200</a>	
Safety and Risk Services		<a href="#">FH C05</a>	<a href="#">UAP 6110; 3290</a>
Science and Technology Corporation at UNM	<a href="#">RPM 2.15; 5.8</a>	<a href="#">FH E70</a>	
Security, Information			<a href="#">UAP 2550</a>
Sensitive and Protected Information			<a href="#">UAP 2520</a>
Service Abroad	<a href="#">RPM 5.4</a>	<a href="#">FH C235</a>	
Service Animals			<a href="#">UAP 2295</a>
Service Awards			<a href="#">UAP 3745</a>
Sexual Harassment	<a href="#">RPM 2.5</a>	<a href="#">FH C05, C07</a>	<a href="#">UAP 2210; 2730; 3290</a>
Sick Leave	<a href="#">RPM 5.4</a>	<a href="#">FH C210</a>	
Skateboards			<a href="#">UAP 2260</a>
Smoking on University Property			<a href="#">UAP 2250</a>
Social Security Numbers, Protection of			<a href="#">UAP 2030</a>
Solicitation			<a href="#">UAP 3730</a>
Space Allocation and Assignment		<a href="#">FH A70.4; A89</a>	<a href="#">UAP 5200</a>
Special Recognition and Awards	<a href="#">RPM 1.6</a>	<a href="#">FH A61.12</a>	
Sponsored Research	<a href="#">RPM 5.9</a>	<a href="#">FH E60</a>	<a href="#">UAP 2425; 2430; 2470; 2480</a>
Student Code of Conduct	<a href="#">RPM 4.2</a>	<a href="#">FH D175</a>	
Student Email			<a href="#">UAP 2540</a>
Student Grievances	<a href="#">RPM 4.2; 4.3</a>	<a href="#">FH D175; D176</a>	
Student Identification Numbers			<a href="#">UAP 2030</a>
Student Publications	<a href="#">RPM 4.5</a>		
Student Records	<a href="#">RPM 4.4</a>	<a href="#">FH D195</a>	
Students with Disabilities, Academic Adjustments			<a href="#">UAP 2310</a>
Study Abroad, Health and Safety			<a href="#">UAP 2710; 6110</a>
Supplemental Retirement Savings Plans			<a href="#">UAP 3640</a>
Suspected Employee Impairment at Work		<a href="#">FH C07</a>	<a href="#">UAP 3270</a>
Sustainability			<a href="#">UAP 2100; 6350</a>
Taking University Property off Campus			<a href="#">UAP 7730</a>
Tax Reporting- Payroll			<a href="#">UAP 2635</a>
Technology Transfer-- Conflict of Interest Waiver	<a href="#">RPM 5.17</a>	<a href="#">FH E80</a>	<a href="#">UAP 3720</a>
Tenure	<a href="#">RPM 5.16</a>	<a href="#">FH Section B</a>	
Terminating Employment Pay			<a href="#">UAP 2650</a>
Tobacco-Free Campus			<a href="#">UAP 2250</a>
Training--Mandatory		<a href="#">FH C05</a>	<a href="#">UAP 3290</a>
Travel Reimbursement and Per Diem	<a href="#">RPM 7.7</a>	<a href="#">FH C225</a>	<a href="#">UAP 4030</a>
Tuition Remission			<a href="#">UAP 3700</a>
Unallowable and Allowable Expenditures			<a href="#">UAP 4000</a>
Unemployment Compensation			<a href="#">UAP 3635</a>
University Archives and Records	<a href="#">RPM 2.9</a>	<a href="#">FH C05; C07</a>	
University External Graphic Identification Standards			<a href="#">UAP 1010</a>
UNM's Name and Symbols-- Use of	<a href="#">RPM 2.7</a>	<a href="#">FH C05</a>	<a href="#">UAP 1010</a>
Use and Possession of Alcohol on University Property	<a href="#">RPM 2.6</a>	<a href="#">FH C05</a>	<a href="#">UAP 2140</a>
Use of University Vehicles			<a href="#">UAP 7780</a>
Vehicles on Campus and Parking	<a href="#">RPM 8.3</a>		<a href="#">UAP 2260</a>
Violence on Campus			<a href="#">UAP 2210</a>
W-2s			<a href="#">UAP 2635</a>

Wage Withholdings			UAP <a href="#">2670</a>
Weapons on University Property			UAP <a href="#">2210</a>
Webpages, Official University			UAP <a href="#">2570</a>
Whistleblower Protection and Reporting Suspected Misconduct and Retaliation			UAP <a href="#">2200</a>
Workers' Compensation			UAP <a href="#">3630</a>

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## HISTORY

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## DRAFT HISTORY

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*July 11, 2015 – Draft proposed policy developed by COG Taskforce*