

**Faculty Senate Policy Committee DRAFT**

**Meeting Agenda, Scholes Hall Room 101, February 7, 2018, 11:00 am – 3:00 pm**

**Updates**

- 1. F70 “Articulation, Degree Approval, Transfers of Course Credit, and Approval of Credentialing Standards” and F80 “Representation on Faculty Senate and Its Committees”** went to FS Operations for approval to go out for campus comment.
- 2. Committee membership and vacancies**

**Agenda Topics**

**Consent Agenda Topics: None**

**Action Items**

- 1. E110 “Conflicts of Interest in Research”** pg. 1
- 2. A63.5 “Information Technology Use Committee”** pg.20
- 3. C07 “Faculty Discipline Policy”** pg. 25
- 4. C05 “State of Emergency”** pg. 42
- 5. A60 “Faculty Senate Bylaws” and related Council and Committee Charges A60 through A67** pg. 47
- 6. Work Status Report** pg. 119

# **E110: Conflict of Interest in Research**

## *Policy*

*Adopted by the Regents April 11, 2000; revised by the Faculty Senate April 22, 2003; approved by the President May 12, 2003*

## **I. INTRODUCTION**

The purpose of this policy is to protect the integrity, trust and respect of UNM, its academic community and its research activities. The policy is intended to enable compliance with applicable laws and other regulatory requirements and to protect investigators who may be exposed to conflict of interest situations. It is designed to inform investigators of their disclosure responsibilities, provide an efficient method for making disclosures, and facilitate effective identification and management of conflicts of interest.

Members of the University of New Mexico community are engaged in many contractual, consulting and advisory relationships with other universities, government agencies and private sector entities. UNM encourages these relationships for their contributions to research, education, technological advancement and professional development. UNM members must be cautious, however, to prevent unresolved conflicts of interest in these relationships that might undermine the credibility of their work or damage their reputation. Additionally, full-time faculty members and researchers must be mindful of their obligation to devote their primary professional efforts and allegiance to UNM. Other activities should not interfere or significantly conflict with this responsibility.

Conflicts of interest may occur when an investigator's research responsibilities compete with his or her private interests, such as financial interests, raising questions of objectivity and improper gain. Conflicts of interest are inevitable in modern research universities and do not imply any impropriety on the part of the investigator. A conflict of interest may exist despite the highest standards of conduct and candor. Most conflicts can be successfully resolved without impeding research activities.

Disclosing the required information at the earliest possible time will afford the best protection of an investigator's interests. Disclosure early in the UNM research is a key factor in protecting an investigator's reputation and career from potentially embarrassing or harmful allegations of inappropriate behavior. Investigators are encouraged to disclose any situation that could conceivably be viewed as a conflict of interest or a reportable financial interest, and to favor more rather than less disclosure. The Conflicts of Interest Committee will assess whether an actual or potential conflict exists and work with the investigator to determine how it should be

resolved or managed.

Individuals who are uncertain about the policy's application to their situation should contact the Office of Research Services (ORS) for assistance.

## **II. APPLICABILITY**

### **A. Overall Policy**

This policy applies to all investigators, including non-UNM investigators. The policy covers actual and potential conflicts of interest associated with participation in UNM research, which includes:

1. Research funded by or through UNM (including outside sponsored funding).
2. Research conducted at UNM, regardless of funding.
3. Nonsponsored research conducted off campus by UNM employees.

### **B. Disclosure Requirements**

The conflict of interest disclosure requirements apply to all investigators who work on:

1. Sponsored UNM research.
2. Nonsponsored UNM research that is:
  - a) Human subject research;
  - b) Animal subject research; or
  - c) Research funded by a formal award from internal UNM sources based on submission of a proposal.

## **III. DEFINITIONS**

### **A. Conflict of Interest**

1. Conflict of interest means a situation associated with an investigator's participation in UNM research where it reasonably appears, on an actual or potential basis, that:

- a) The investigator's significant financial interest could directly and significantly affect the design, conduct or reporting of UNM research activities; or
- b) The investigator's situation could directly and significantly compromise his or her professional commitments or allegiance to UNM.

2. Examples of the types of situations that may come within this definition include:

- a) Holding a direct or indirect interest in an outside entity that conducts business in an area closely related to the UNM research or serving as a director, officer, partner, trustee, manager or employee in such an entity.
- b) Undertaking or steering UNM research to serve the research or other. needs of an

outside entity, without approval of UNM or the research sponsor.

c) Directing potential research efforts away from UNM and toward the investigator's outside entity, or an outside entity in which the investigator has a financial interest.

d) Transmitting to an outside entity without the sponsor's consent, or otherwise using for personal gain, sponsored work products, results, materials, records or information that are not generally made available. This does not necessarily preclude contracts between faculty start-ups and either UNM or the Science & Technology Corporation @ UNM, although these contracts may give rise to conflict of interest situations.

e) Using privileged information acquired in connection with the investigator's sponsored UNM research activities for personal gain or for unauthorized purposes. Privileged information includes medical, personnel or security records of individuals, anticipated material requirements or price actions, possible new sites for government operations, and knowledge of forthcoming programs or selection of contractors or subcontractors in advance of official announcements.

f) Negotiating or influencing the negotiation of contracts related to the investigator's sponsored UNM research between UNM and outside entities with which the investigator has consulting, equity or fiduciary relationships.

g) Accepting gratuities or special favors from entities with which UNM does or may conduct business in connection with sponsored UNM research, or extending gratuities or special favors to employees of the sponsor, under circumstances that reasonably might be interpreted as an attempt to influence the recipients in the conduct of their duties.

**B. Investigator** means the principal investigator, the co-principal investigator and any other person (including faculty, staff and students) who is responsible for the design, conduct or reporting of UNM research. Any individual responsible for a task that could have a significant effect on the research design, conduct or reporting is considered to be an investigator, even if the individual does not have sole or primary responsibility for the task or the research.

**C. Non-UNM Investigator** means any person who is:

1. Responsible for the design, conduct or reporting of UNM research; and
2. Employed by an entity other than UNM, working pursuant to a sub-award with another entity, working as an independent contractor or collaborator, or otherwise not employed by UNM.

**D. Significant Financial Interest**

1. Significant financial interest means anything of monetary value belonging to the investigator and his or her spouse or domestic partner and dependent children, including but not limited to:

- a) Salary, royalties or other payments for services, such as consulting fees or honoraria, unless they are expected to total \$10,000 or less over the next 12 months when aggregated for the investigator and his or her spouse and dependent children.
- b) Equity interests, such as stocks, stock options or other ownership interests, unless they

amount to \$10,000 or less in value and represent a 5% or less ownership interest in a single entity when aggregated for the investigator and his or her spouse and dependent children.

c) Intellectual property rights, such as patents and copyrights, and royalties from these rights.

2. Significant financial interest does not include the following:

a) Salary, royalties or other remuneration from UNM (including payments or other technology commercialization proceeds through the Science & Technology Corporation @ UNM).

b) Income from seminars, lectures or teaching engagements sponsored by public or nonprofit entities.

c) Income from service on advisory committees or review panels for public or nonprofit entities.

d) Interests in widely held investment funds if:

(1) The investigator does not exercise control over or have the ability to exercise control over the fund's financial interests; and

(2) Either

(a) The fund is publicly traded or available, or

(b) Its assets are widely diversified; for example, if the fund holds no more than 5% of its portfolio value in the securities of anyone issuer, other than the federal government, and no more than 20% of its portfolio value in any particular economic or geographic sector.

(e) Interests in blind trusts if the investigator has no knowledge of the trust assets.

**E. UNM research** means a systematic investigation designed to develop or contribute to generalizable knowledge, including basic and applied investigations and product development, that is:

1. Funded by or through UNM (including outside sponsored funding);

2. Conducted at UNM, regardless of funding; or

3. Nonsponsored and conducted off campus by UNM employees.

#### **IV. CONFLICTS OF INTEREST COMMITTEE**

##### **A. Purpose**

1. The purpose of the Conflicts of Interest Committee is to protect the integrity of investigators, UNM, and UNM research by identifying and resolving conflicts of interest when they exist. The Committee carries out this charge in a manner that is intended to foster, not hinder, research relationships.

2. In addition to reviewing conflict of interest disclosures, the Committee may offer advice on

general questions concerning conflicts of interest.

## **B. Composition**

1. There will be one or more Conflicts of Interest Committees formed at the Provost's discretion. The membership of each committee will comprise six faculty members, two people not primarily employed by UNM, and two UNM officials with administrative responsibility for contracts. Notwithstanding the formation of two or more committees, these conflict of interest committees will be referred to collectively as "the Conflict of Interest Committee" in all other sections of this Policy.

Half of the members selected by the Provost in each category will be based on recommendation from the Vice President for Health Sciences, and half will be based on recommendation from the Vice Provost for Research.

2. Each Committee member will serve a three-year, renewable term. The terms will be staggered to allow for continuity and rotation of members. Upon adoption of this policy, the members of the Conflicts of Interest Committees established under UNM's Policy and Procedures on Conflicts of Interest in Sponsored Research (1992) will continue to serve their appointed terms as members of this Committee.

Terms shall begin July 1 and will end on June 30, three years later. If more than one committee has been formed, the Provost will periodically switch some members among the committees in order to promote integration of viewpoint between the committees. The Provost may rearrange membership in this manner annually, at the time of formation of a new committee, or at other times as necessary to promote the goals of this paragraph. In the event of a vacancy, the replacement committee member will be appointed by the same method and from the same category as the departing member, and shall serve for the remaining duration of the departing member's term.

## **C. Decision Making**

A quorum of six members is required for the Committee to perform its functions. Each member has one vote and decisions are to be made by majority vote. The Committee may develop guidelines for reviewing and assessing disclosures. When more than one committee has been formed, any such guidelines must be approved by all committee members.

## **D. Disqualification of Committee Members**

1. Under certain circumstances, Committee members may be disqualified from reviewing a disclosure. The standard for disqualification is a reasonable belief that a member may be unable to make a decision based solely on the evidence. Examples of situations that would warrant disqualification include:

- a) The member is directly involved in the disclosure under review.
- b) The member has a prior relationship with the investigator that would interfere with the member's objectivity.
- c) The member's objectivity or ability to serve reasonably appears to be adversely affected by the circumstances.

## **E. Removal of Committee members**

1. A member will be removed only for good cause and only by the Provost upon recommendation of a majority of a quorum of the committee on which the member sat. Good cause will include:

- a) Change in eligibility status.
- b) Insufficient attendance at committee meetings.

2. Committee members may self-recuse at any stage in the review process.

3. An investigator may request recusal of a member at any stage in the review process. The Committee will deliberate and decide on this request in the absence of the member whose disqualification is sought.

4. If the Committee is unable to form a quorum upon recusal of a member, the Committee will randomly select a former member to serve on the Committee on an interim basis for the remainder of the disclosure review and assessment.

## **V. DISCLOSURE REQUIREMENTS**

### **A. General**

The disclosure requirements of this policy apply to all UNM investigators working on:

- 1. Any sponsored UNM research.
- 2. Any nonsponsored UNM research that is:
  - a) Human subject research;
  - b) Animal subject research; or
  - c) Research funded by an award from internal UNM sources based on submission of a proposal.

### **B. Sponsored Research Proposals: UNM Investigators**

1. At the time a sponsored research proposal is submitted to ORS or the Health Sciences Center Pre-Award Administration Office (HSC-PAA), all UNM individuals who will serve as investigators on the proposed research must concurrently submit a completed conflict of interest form that discloses the following, among other things:

- a) Any significant financial interest that would reasonably appear to be affected by the research.
- b) Any significant financial interest in an entity whose financial interests would reasonably appear to be affected by the research.
- c) Any other situation that could call into question the investigator's professional commitments in undertaking the research or the investigator's primary allegiance to UNM.

2. The principal investigator, and any co-principal investigator, are responsible for identifying the research investigators, informing them of the requirements of this policy, and providing a list of their names to ORS or HSC-PAA. ORS or HSC- P AA should receive completed disclosure forms from each investigator prior to the proposal's submission to the funding source.

3. The same procedures apply for proposals submitted to ORS or HSC-PAA for renewal funding. Any new investigators must provide a completed conflict of interest form, and continuing investigators who provided a conflict of interest form with the original proposal must confirm or revise their form at the time of submission.

### **C. Sponsored Research Proposals: Non-UNM Investigators**

For non-UNM investigators who will work on sponsored UNM research, the following conditions must be satisfied when the proposal is submitted to ORS or HSC-PAA:

1. If the research will involve a sub-award with an entity that employs the non- UNM investigator, that entity must provide adequate assurances to UNM that its system for compliance with federal conflict of interest requirements will address the proposed research. If the entity is unable to provide these assurances in a timely fashion, the non-UNM investigator must follow the disclosure requirements and procedures specified for UNM investigators.
2. All other non-UNM investigators must follow the disclosure requirements and procedures specified for UNM investigators.

### **D. Nonsponsored Research**

1. Each UNM investigator whose UNM research involves human subject research, animal subject research or research funded by a formal award from internal UNM sources based on submission of a proposal must submit a completed conflict of interest disclosure form to ORS or HSC-PAA. The disclosure form must be submitted to ORS or HSC-PAA before the nonsponsored proposal is submitted to the human or animal subject research review committee or the Research Allocation Committee.
2. Investigators working on other types of non sponsored UNM research are encouraged to voluntarily submit disclosure forms to ORS or HSC-PAA, as appropriate.
3. UNM employees working on nonsponsored research at other institutions are encouraged for their self-protection to follow the conflicts of interest procedures of their host institution.

## **E. Ongoing Disclosure Responsibility**

1. Disclosure requirements apply for the duration of the UNM research. Investigators must disclose any of the following, among other things, that occur during the sponsored UNM research:

- a) A new significant financial interest that would reasonably appear to be affected by the research.
- b) A new significant financial interest in an entity whose financial interests would reasonably appear to be affected by the research.
- c) A new situation that could call into question the investigator's professional commitments in undertaking the research or the investigator's primary allegiance to UNM.
- d) A significant change to a previously reported disclosure.

2. Investigators must submit updated disclosure forms to ORS or HSC-PAA within 30 days after the disclosable situation arises.

3. All newly-added investigators on UNM research must submit a completed conflict of interest disclosure form to ORS or HSC-PAA within 30 days after beginning work on the research. The principal investigator, and any co-principal investigator, are responsible for informing newly-added investigators of this requirement and ensuring that they submit disclosure forms. Newly-added investigators are subject to the ongoing disclosure requirements of this section.

## **F. Confidentiality of Disclosures**

All individuals involved in handling a disclosure should exercise care at all times to protect the confidentiality of the disclosed information and the privacy of the investigator, to the extent permitted by law.

## **VI. REVIEW AND MANAGEMENT OF CONFLICT OF INTEREST DISCLOSURES**

### **A. Initial Screening**

1. ORS or HSC-PAA is responsible for initial screening of conflict of interest disclosure forms. ORS or HSC-PAA will refer all disclosure forms that indicate a possible conflict of interest to the Conflicts of Interest Committee, unless otherwise specified in any screening guidelines provided by the Committee. In addition, if the research involves human or animal subjects, or research funded by a formal award from internal UNM sources based on submission of a proposal, ORS or HSC-PAA will send copies of disclosure forms that indicate a possible conflict of interest to the human or animal subject research review committee or the Research Allocation Committee, as appropriate.

2. If the referred disclosure form was submitted by an investigator other than the principal investigator, ORS or HSC-PAA will notify the principal investigator of the general nature of the referral without divulging the particulars of the disclosed information.

## **B. Determination of Conflicts of Interest**

1. The Conflicts of Interest Committee will regularly review and assess conflict of interest disclosure forms referred by ORS or HSC-PAA. If the Committee determines after initial review of a disclosure that no conflict of interest exists, it will conclude its assessment. If the Committee is unable to make this determination, it will invite the investigator who submitted the disclosure to meet with the Committee and explain the circumstances of the UNM research and the possible conflict of interest. The Committee will determine whether a conflict of interest exists, and if so, work with the investigator to determine how it might be managed or resolved to best protect the investigator, the institution and the research results.

2. On occasion, circumstances may require the Provost or designee to make an expedited decision to accept funding for UNM research before the Conflicts of Interest Committee has had an opportunity to review a disclosure related to the research. In that event, the Committee subsequently will review and assess the disclosure according to its regular process. No research expenditures will be made pending Committee review.

## **C. Role of Principal Investigator**

1. When the investigator whose disclosure is reviewed by the Conflicts of Interest Committee is not the principal investigator for the UNM research, the privacy of the investigator must be balanced with the principal investigator's need for sufficient information to manage the research responsibly. Accordingly, if the Committee believes upon initial review of the disclosure that a conflict of interest may exist, the Committee will ask the investigator for consent to reveal the disclosure to the principal investigator and to invite the principal investigator to meet with the Committee and participate in discussion of the research circumstances.

2. If the investigator consents to the principal investigator's participation, the Committee will proceed accordingly. If the investigator refuses consent, the Committee will keep the disclosure details confidential and proceed in its assessment of the disclosure with the investigator's participation. Despite the refusal, the Committee may confer generally with the principal investigator about the research and the investigator's role in it, revealing no more than the overall nature of the possible conflict.

3. If the Committee finds that an investigator who did not consent to the principal investigator's participation in the review process has a conflict of interest, the Committee will try to manage the conflict in a manner that does not involve the principal investigator. The principal investigator should be involved in the conflict management plan only if the plan would affect the conduct of the research. Without the involvement of the principal investigator, the Committee cannot remedy the conflict by recommending modification of the research protocol or oversight of the research. Consequently, refusal to involve the principal investigator may prevent the effective

management of a conflict. If the investigator and the Committee cannot agree on a resolution that would not affect the research, the investigator must either consent to involvement of the principal investigator in managing the conflict or withdraw from the research.

#### **D. Management of Conflicts of Interest**

1. If the Conflicts of Interest Committee determines that an investigator has a conflict of interest in UNM research, it will decide how the conflict should be managed so the research may proceed if at all possible. The Committee may impose conditions or restrictions to control, reduce or eliminate the possibility that the conflict will affect the objectivity of the research. The Committee may designate other UNM officials to assist in this process. Examples of conflict of interest management options include:

- a) Public disclosure of the conflict.
- b) Monitoring of the research by independent reviewers.
- c) Modification of the research plan.
- d) Divestiture of the investigator's conflicting financial interests or placement in a blind trust.
- e) Escrow of an equity interest until certain triggering conditions are met.
- f) Prohibition on the investigator's involvement in contract negotiations for the research.
- g) Severance of the investigator's relationships that create the conflict.
- h) Disqualification of the investigator from participation in part of the research.

2. All conflicts of interest must be managed to the satisfaction of the Committee for the UNM research to proceed and for funding, if any, to be accepted. This applies to all UNM research that is subject to the disclosure requirements of this policy, regardless of whether the research is funded. No conflicts may be waived. If a conflict of interest cannot be managed, the investigator must withdraw from the research and UNM may need to decline acceptance of the award or terminate the sponsored agreement.

#### **E. Notification of Committee Decisions**

1. If the Conflicts of Interest Committee determines that an investigator's disclosure does not constitute a conflict of interest, the Committee will provide written notification of its decision and rationale to the investigator, the principal investigator if different from the investigator, the Chair of the investigator's department, and the Director of the Center, if appropriate.

2. If the Committee finds that a conflict of interest does exist, the Committee will notify the same individuals, with the addition of the appropriate Dean, of the existence of the conflict and the management plan.

3. The Committee will provide copies of all of its decisions to the Provost and to either the Associate Provost for Research or the Vice President for Health Sciences.

#### **F. Appeals**

An investigator may appeal a Committee decision to the Provost or designee, who will meet with the investigator and the Committee (or its representative) prior to making a final decision on the appeal. No research expenditures will be made pending appeal.

## **VII. REPORTING AND RECORDS REQUIREMENTS**

### **A. Reports to Research Sponsors**

The Conflicts of Interest Committee, ORS and HSC-PAA will work to ensure that UNM complies with the research sponsor's requirements for reporting conflicts of interest. As of the date of enactment of this policy, for example, UNM must inform the Public Health Service, prior to the expenditure of research funds, of the existence of any actual conflicts of interest in the funded research and provide assurances of their management in accordance with federal requirements. UNM also must report and handle subsequently arising conflicts in PHS-funded research within 60 days after their identification. UNM is required to report to the National Science Foundation only conflicts of interests that have not been managed prior to expenditure of award funds, and keep the agency informed if a conflict cannot be managed successfully.

### **B. Records Retention**

ORS will keep records of all conflict of interest disclosures and all actions taken with respect to those disclosures for at least three years after the later of these events:

1. Termination or completion (the date the final expenditures report is submitted) of the UNM research;
2. Resolution of any government action involving the records; or
3. As otherwise provided by law.

## **VIII. POLICY ENFORCEMENT**

### **A. Types of Noncompliance**

Noncompliance with this policy can occur through the following actions:

1. Failure to disclose required information.
2. Failure to follow a conflict of interest management plan.

### **B. Enforcement Responsibility**

The Provost or designee is responsible for enforcing this policy, including investigating and sanctioning noncompliance. The Conflicts of Interest Committee is responsible for reviewing and managing conflicts of interest referred to it during an enforcement process. The Provost or designee may consult with the Committee during this process.

### **C. Reporting Noncompliance**

1. Anyone who suspects that an investigator has not complied with this policy may bring the matter to the attention of the principal investigator, if different from the investigator. If this is not feasible or does not resolve the matter, individuals should report their concerns to the Provost or designee. The Committee may likewise report its own concerns about an investigator's noncompliance.

2. UNM encourages good faith reporting of conflict of interest concerns. UNM prohibits retaliation against a person who reports under this policy in good faith. Retaliation for good faith reporting may result in disciplinary action up to and including dismissal. Similarly, UNM does not tolerate bad faith reporting. Reporting an individual in bad faith may result in disciplinary action up to and including dismissal.

#### **D. Investigation**

1. The Provost or designee will investigate allegations of policy noncompliance. The procedures in UNM's Research Fraud Policy may be used for guidance, although investigations under this policy may be handled less formally than specified in the Research Fraud Policy.

2. Any information that arises from the investigation that is disclosable under Section V will be referred to the Conflicts of Interest Committee for review and management.

#### **E. Sanctions**

The Provost or designee may employ a range of options and sanctions in handling investigator noncompliance, including disciplinary and legal action and refusing or rescinding acceptance of an award.

#### **F. Notification of Research Sponsors**

If an investigator's noncompliance with this policy may have biased the design, conduct or reporting of the UNM research, UNM will promptly notify the funding agency. Research sponsors may impose additional restrictions, including suspension of funding. For example, if clinical research funded by the Public Health Service on the safety or efficacy of a drug, medical device or treatment was designed, conducted or reported by an investigator with an undisclosed or unmanaged conflict of interest, the investigator will be required to disclose the conflict in each public presentation of the research results.

### **IX. APPLICABILITY OF FEDERAL RULES**

If a federal agency issues rules governing conflicts of interest in sponsored UNM research, those rules will govern where applicable. Proposals submitted for funding to the Public Health Service and the National Science Foundation are subject to specific legal requirements concerning financial conflicts of interest. This policy is intended to comply with those requirements. Any changes in the federal requirements will supersede the relevant provisions of this policy.

Every investigator is responsible for being familiar with and following the provisions of governing

laws and rules related to conflicts of interest.

**X. EFFECTIVE DATE**

This policy will become effective three months after approval by the UNM Board of Regents.

## Candyce Torres

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**From:** Kimberly Bell <KiBell@salud.unm.edu>  
**Sent:** Thursday, May 25, 2017 7:40 PM  
**To:** Carol Stephens  
**Cc:** Martha L Muller; Kenedi Hubbard; Candyce Torres; Kimberly Gauderman  
**Subject:** RE: Legal Question RE Proposed Change to E110 "Conflicts of Interest In Research"

All – my apologies! I always forget that my “special character” to insert the “section” symbol is the command for “send” in an email! Let’s try again:

I think you may be referring to NM’s Governmental Conduct Act; specifically NMSA Section 10-16-3(C), which states as a “principle,”

Full disclosure of real or *potential conflicts* of interest shall be a guiding principle for determining appropriate conduct. At all times, reasonable efforts shall be made to avoid undue influence and abuse of office in public service.

This language does appear to be stronger than the federal language in that it intends to guard against potential conflicts; that is, the conflicts that haven’t happened yet. It may be problematic to have a policy that is not triggered until income is received, but also keep in mind that this is a “principle” of the Governmental Conduct Act. Unfortunately, the Act itself does not anticipate the types of conflicts that can arise in research very well, so the more direct provisions of the Act don’t specifically address the concern that E110 is trying to negotiate. Two specifically prohibited provisions that come closest to addressing E110’s concerns are found in NMSA Section 10-16-4(B) and (C) as follows:

B. A public officer or employee shall be disqualified from engaging in any official act directly affecting the public officer's or employee's financial interest, except a public officer or employee shall not be disqualified from engaging in an official act if the financial benefit of the financial interest to the public officer or employee is proportionately less than the benefit to the general public.

C. No public officer during the term for which elected and no public employee during the period of employment shall acquire a financial interest when the public officer or employee believes or should have reason to believe that the new financial interest will be directly affected by the officer's or employee's official act.

Subparagraph B gives some leeway for permitting an public employee’s benefit is “proportionately less” than the public’s (and how one would measure this is not an easy thing to know), while subparagraph (C) prohibits a public employee from acquiring a financial interest in public work if the employee “believes or should have reason to believe” that his or her financial interest will be directly affected by his or her “official act.” Again, there are several variables here that create a challenge for scrutinizing research and financial interest questions.

I hope this is a helpful start – I would be glad to discuss further or do additional research.

Thanks,  
Kim

**Kimberly Bell**

Senior Deputy University Counsel  
Office of University Counsel  
1 University of New Mexico  
MSC05 3440  
Albuquerque, NM 87131-0001  
Phone: (505) 277-3443 / Fax:(505)277-4154  
Mobile: (505)934-1029  
Email: [KiBell@salud.unm.edu](mailto:KiBell@salud.unm.edu)

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**From:** Kimberly Bell  
**Sent:** Thursday, May 25, 2017 7:25 PM  
**To:** Carol Stephens <[stephens@unm.edu](mailto:stephens@unm.edu)>  
**Cc:** Martha L Muller <[MLMuller@salud.unm.edu](mailto:MLMuller@salud.unm.edu)>; Kenedi Hubbard <[kthubbard@unm.edu](mailto:kthubbard@unm.edu)>; Candyce Torres <[ctorres@unm.edu](mailto:ctorres@unm.edu)>; Kimberly Gauderman <[kgaud@unm.edu](mailto:kgaud@unm.edu)>  
**Subject:** RE: Legal Question RE Proposed Change to E110 "Conflicts of Interest In Research"

Hi Carol,

My apologies for the delayed response. I think you may be referring to NM's Governmental Conduct Act; specifically NMSA

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**From:** Carol Stephens [<mailto:stephens@unm.edu>]  
**Sent:** Thursday, May 25, 2017 2:12 PM  
**To:** Kimberly Bell <[KiBell@salud.unm.edu](mailto:KiBell@salud.unm.edu)>  
**Cc:** Martha L Muller <[MLMuller@salud.unm.edu](mailto:MLMuller@salud.unm.edu)>; Kenedi Hubbard <[kthubbard@unm.edu](mailto:kthubbard@unm.edu)>; Candyce Torres <[ctorres@unm.edu](mailto:ctorres@unm.edu)>; Kimberly Gauderman <[kgaud@unm.edu](mailto:kgaud@unm.edu)>  
**Subject:** Re: Legal Question RE Proposed Change to E110 "Conflicts of Interest In Research"

Hi Kim,

I just wanted to follow up on the email below pertaining to E110 Conflicts of Interest in Research. I've recopied my email below to save you sorting through all the threads. Thanks-- Carol

5/2/17 email

Kymm and Martha wanted me ask you for legal feedback pertaining to a proposed change to E110, which will be on the June Policy Committee agenda.

Attached is a .pdf file sent by Dr. Coffee Brown requesting one change based on federal regulations on "significant financial interest." The attached document contains considerable supporting federal documentation, but my question pertains to state law.

Does the state statute on Conflict of Interest differ from the federal? I seem to recall the NM language talks about "full disclosure of real or potential conflicts of interest," so I wanted to run it by you.

Below is the summary of the issue from Dr Brown's memo:

"UNM Faculty Handbook Policy E110: Conflict of Interest in Research is more conservative than the PHS regulations require in regard to intellectual property rights. The faculty handbook provides that a significant financial interest includes intellectual property rights, such as patents and copyrights, and royalties from these rights. Conversely, the PHS regulations at 42 CFR 50.603 provide that a significant financial interest means intellectual property rights and interests (e.g., patents and copyrights), **upon receipt of income related to such rights and interests** (emphasis added.)"

The change requested is to Part III, Section D, Significant Financial Interest, Subpart C: to add the qualification language shown in red at the end. "Intellectual property rights, such as patents and copyrights, and royalties from these rights **upon receipt of income related to such rights.** "

Carol Stephens  
[stephens@unm.edu](mailto:stephens@unm.edu)  
505-220-4877

"May your choices reflect your hopes, not your fears" -- Nelson Mandela

“

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**From:** Kimberly Gauderman  
**Sent:** Wednesday, May 3, 2017 9:03:38 AM  
**To:** Kimberly Bell; Carol Stephens  
**Cc:** Martha L Muller; Kenedi Hubbard; Candyce Torres; Kimberly Gauderman  
**Subject:** Re: Legal Question RE Proposed Change to E110 "Conflicts of Interest In Research"

Thank you Kimberly, the dragon slayer!  
Cheers,  
Kymm

Dr. Kimberly Gauderman  
Associate Professor  
Undergraduate Adviser  
Co-Chair, Faculty Senate Policy Committee  
Trained Advocate, UNM Dreamer Project

2079 Mesa Vista Hall  
University of New Mexico  
Department of History  
MSC068760  
1 University of New Mexico  
Albuquerque, NM 87131-0001  
505-277-2451

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**From:** Kimberly Bell <[KiBell@salud.unm.edu](mailto:KiBell@salud.unm.edu)>  
**Sent:** Wednesday, May 3, 2017 8:53 AM

**To:** Carol Stephens  
**Cc:** Kimberly Gauderman; Martha L Muller; Kenedi Hubbard; Candyce Torres  
**Subject:** RE: Legal Question RE Proposed Change to E110 "Conflicts of Interest In Research"

Hi all,

Just confirming that I got this and will look into it – I have a few dragons to slay today, but will get to it ASAP!

Thanks,  
Kim

**Kimberly Bell**  
Senior Deputy University Counsel  
Office of University Counsel  
1 University of New Mexico  
MSC05 3440  
Albuquerque, NM 87131-0001  
Phone: (505) 277-3443  
Fax:(505)277-4154  
Mobile: (505)934-1029  
Email: [KiBell@salud.unm.edu](mailto:KiBell@salud.unm.edu)

This message should be considered confidential and protected by the attorney-client privilege or as attorney work product to the extent permitted by law. If you have received this message in error, please notify me at (505)277-3443 and delete the message from your system.



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**From:** Carol Stephens [<mailto:stephens@unm.edu>]  
**Sent:** Tuesday, May 02, 2017 5:02 PM  
**To:** Kimberly Bell <[KiBell@salud.unm.edu](mailto:KiBell@salud.unm.edu)>  
**Cc:** Kimberly Gauderman <[kgaud@unm.edu](mailto:kgaud@unm.edu)>; Martha L Muller <[MLMuller@salud.unm.edu](mailto:MLMuller@salud.unm.edu)>; Kenedi Hubbard <[kthubbard@unm.edu](mailto:kthubbard@unm.edu)>; Candyce Torres <[ctorres@unm.edu](mailto:ctorres@unm.edu)>  
**Subject:** Legal Question RE Proposed Change to E110 "Conflicts of Interest In Research"

Hi Kim,

Kymm and Martha wanted me ask you for legal feedback pertaining to a proposed change to E110, which will be on the June Policy Committee agenda.

Attached is a .pdf file sent by Dr. Coffee Brown requesting one change based on federal regulations on "significant financial interest." The attached document contains considerable supporting federal documentation, but my question pertains to state law.

Does the state statute on Conflict of Interest differ from the federal? I seem to recall the NM language talks about "full disclosure of real or potential conflicts of interest," so I wanted to run it by you.

Below is the summary of the issue from Dr Brown's memo:

"UNM Faculty Handbook Policy E110: Conflict of Interest in Research is more conservative than the PHS regulations require in regard to intellectual property rights. The faculty handbook provides that a significant financial interest includes intellectual property rights, such as patents and copyrights, and royalties from these rights. Conversely, the PHS regulations at 42 CFR 50.603 provide that a significant financial interest means intellectual property rights and interests (e.g., patents and copyrights), **upon receipt of income related of such rights and interests** (emphasis added.)"

The change requested is to Part III, Section D, Significant Financial Interest, Subpart C: to add the qualification language shown in red at the end. "Intellectual property rights, such as patents and copyrights, and royalties from these rights **upon receipt of income related to such rights.** "

Thanks-- Carol  
Carol Stephens  
[stephens@unm.edu](mailto:stephens@unm.edu)  
505-220-4877

"May your choices reflect your hopes, not your fears" -- Nelson Mandela

“

## Memorandum

Date: October 9, 2017

To: Dr. Richard Larson, Executive Vice Chancellor for the Health Sciences Center

From: Dr. Kimberly Gauderman, Co-Chair, Faculty Senate Policy Committee  
Dr. Martha Muller, Co-Chair, Faculty Senate Policy Committee

Re: Proposed Changes to UNM Policy E110 “Conflicts of Interest in Research”

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Dr. Coffee Brown requested a change to E110 in response to a recommendation from FTI Consulting. FTI indicated that the current policy is more conservative than the PHS regulations. Based on FTI’s recommendation, Dr. Brown proposed adding a qualifying phrase (highlighted in red below) to the definition of Significant Financial Interest (which would be subject to disclosure)

**Significant Financial Interest** means anything of monetary value belonging to the investigator and his or her spouse or domestic partner and dependent children, including but not limited to:

- a) Salary, royalties or other payments for services, such as consulting fees or honoraria, unless they are expected to total \$10,000 or less over the next 12 months when aggregated for the investigator and his or her spouse and dependent children.
- b) Equity interests, such as stocks, stock options or other ownership interests, unless they amount to \$10,000 or less in value and represent a 5% or less ownership interest in a single entity when aggregated for the investigator and his or her spouse and dependent children.
- c) Intellectual property rights, such as patents and copyrights, and royalties from these rights upon receipt of income related to such rights and interests.

The Policy Committee asked Kimberly Bell from the Office of University Counsel to review the proposed change to ensure it would be in compliance with the New Mexico Governmental Conduct Act. She determined that New Mexico law is stronger than the federal language in that it intends to guard against potential conflicts. NM law states, “full disclosure of real or **potential** conflicts of interest shall be a guiding principle for determining appropriate conduct.” Attached is a copy of Kimberly Bell’s full response.

In light of this information the Policy Committee does not feel the proposed change should be made. If you feel the change should be made, the Policy Committee would be happy to discuss it with you at our next meeting.

Attachment: Legal Response from Kimberly Bell, Office of University Counsel

## A63.5 ~~61.6~~: Information Technology Use Committee

Approved By: Faculty Senate

Last Updated: November 22, 2011 *Draft 1/18/18*

Responsible Faculty Committee: Information Technology Use 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 Information Technology (IT) Use Committee is the voice of the faculty in the co-governance of IT matters. The IT Committee is one of five (5) committees that comprise the Faculty Senate Business Council, which provides faculty oversight of the business aspects of the University of New Mexico (UNM) including budget, government relations, campus planning, capital projects, etc.

### POLICY STATEMENT

The Information Technology Use Committee, in cooperation with UNM IT and other core technology providers, is advisory to the office of the Provost/Vice President for Academic Affairs on all matters relating to technology access. The IT Use Committee represents and reports to the Faculty Senate through regular procedures and submits a yearly report to the Senate. In cooperation with UNM IT and other core technology providers, the IT Use Committee acts in collaboration with the IT Academic Technologies Advisory Board and the IT Research Technologies Advisory Board to provide review of and recommendations regarding administration, purchasing, use, and implementation of IT systems and applications. Through communication with the academic, research, and administrative units, the IT Use Committee represents the needs and concerns, particularly of the academic and research communities, for computing resources and information technology needs. The Chair of the IT Use Committee is a voting member of the IT Academic Technologies Advisory Board and the IT Research Technologies Advisory Board. The Committee's purview includes, but is not limited to, soliciting faculty feedback, assessment and articulation of faculty needs; advocacy of innovative and effective instructional and research and patient care technologies; active participation in IT strategic planning; advice on IT budgets; recommendations for priorities; and liaison with academic, research, and as well as administrative computer users for main campus. Where beneficial to the combined missions of the Main, HSC, Law, and branch community colleges, review and recommendations relating to cross-campus initiatives will be conducted in accordance with existing University Administrative Policy 2560, "Information Technology (IT) Governance."

Membership: Sixteen (16) voting faculty which will include one (1) faculty member from a Branch Community College; fourteen (14) faculty members from Main, HSC, and Law campuses representing at least three (3) schools and colleges none of whom are from the same department; and one (1) faculty member from the Faculty Senate Research Policy Committee. Voting membership will also include four (4) student representatives which will include two (2) students from ASUNM and two (2) students from GPSA. The UNM Chief Information Officer (CIO), Senior Vice Provost for Academic Affairs, and the Vice Chancellor for Academic Affairs will serve as ex-officio, non-voting members. If unable to attend a Committee meeting, an ex-officio member may send a designee subject to approval by the Committee.

The terms of office shall be for two (2) years, set up on a staggered basis so that the terms of at least six (6) members will expire each year. Members can be appointed for a second two-year term. A Chair is elected by the Committee and normally will serve a renewable two-year term. In addition to the Committee members, subcommittee membership will be augmented with other faculty, administrators, staff, and students as required for specific subcommittee tasks.

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## APPLICABILITY

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All [Main](#) UNM units. ~~including the Health Sciences Center and Branch Campuses.~~

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## DEFINITIONS

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No specific definitions are required for the Policy Statement.

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

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## WHO SHOULD READ THIS POLICY

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

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## RELATED DOCUMENTS

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[Faculty Handbook:](#)

[Policy A51 "Faculty Constitution"](#)

[Policy A53 "Development and Approval of Faculty Policies"](#)

[Policy A60 "Faculty Senate Bylaws"](#)

[Policy A60.1 "Faculty Senate Councils and Committees" NOTE: draft awaiting approval](#)

[Policy A63 "Business Council" NOTE: draft awaiting approval](#)

[University Administrative Policy and Procedures Manual](#)

[2500: Acceptable Computer Use](#)

[2510: Computer Use Guidelines](#)

[2520: Computer Security Controls and Access to Sensitive and Protected Information](#)

[2530: Remote Electronic Input to the Financial Accounting Systems](#)

[2540: Student Email](#)

[2550: Information Security](#)

[2560: Information Technology \(IT\) Governance](#)

[2570: Official University Webpages](#)

[2580: Data Governance](#)

[2590: Access to Administrative Computer Systems](#)

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## CONTACTS

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

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## PROCEDURES

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[The IT Use Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Business Council for consideration by the Faculty Senate.](#)

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## HISTORY

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March 22, 2011 – Approved by Faculty Senate

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## DRAFT HISTORY

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[January 20, 2018 – Revised to address latest request to exempt HSC from the Policy and align with new Faculty Senate structure](#)

[November 14, 2017 – Revised draft to address HSC concerns.](#)

April 3, 2017 – Revised draft to include IT Committee's recommended changes.

COMMENTS TO: <a href="mailto:handbook@unm.edu">handbook@unm.edu</a>	<a href="#">FACULTY HANDBOOK HOME</a>	<a href="#">TABLE OF CONTENTS</a>	<a href="#">TABLE OF POLICIES</a>	<a href="#">UNM HOME</a>
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## A61.6: Information Technology Use Committee

### **Proposed Policy Rationale and Statement**

#### **Rationale:**

The Information Technology Use Committee is the voice of the faculty in the co-governance of IT matters.

#### **Policy Statement:**

The Committee represents and reports to the Faculty Senate through regular procedures and submits a yearly report to the Senate. In cooperation with the University of New Mexico (UNM) IT and other core technology providers, the Committee acts in collaboration with the IT Academic Technologies Advisory Board and the IT Research Technologies Advisory Board to provide review of and recommendations regarding administration, purchasing, use, and implementation of IT systems and applications. Through communication with the academic, research and administrative units, it represents the needs and concerns, particularly of the academic and research communities, for computing resources and information technology needs. The chair of the Information Technology Use Committee is a voting member of the Academic Technologies Advisory Board and the Research Technologies Advisory Board. The Committee's purview includes, but is not limited to, soliciting faculty feedback, assessment and articulation of faculty needs, advocacy of innovative and effective instructional and research technologies, active participation in IT strategic planning, advice on IT budgets, recommendation for priorities and liaison with academic, research, and administrative computer users for main campus. Where beneficial to the combined missions of the Main, HSC, Law, and branch campuses, review and recommendations relating to cross-campus initiatives will be conducted in accordance with existing University Administrative Policy 2560, **Information Technology (IT) Governance**.

**Membership:** Sixteen (16) voting faculty which will include one (1) faculty member from a Branch Community College; fourteen (14) faculty members from Main, HSC, and Law campuses representing at least three (3) schools and colleges none of whom are from the same department; and one (1) faculty member from the Faculty Senate Research Policy Committee. Four (4) student representatives including two (2) from ASUNM and two (2) from GPSA. The UNM Chief Information Officer (CIO), Senior Vice Provost for Academic Affairs, and the Vice Chancellor for Academic Affairs will serve as ex-officio, non-voting members. If unable to attend a Committee meeting, an ex-officio member may send a designee subject to approval by the Committee.

The terms of office shall be for two (2) years, set up on a staggered basis so that the terms of at least six (6) members will expire each year. Members can be appointed for a second two-year term. A Chair is elected by the Committee and normally will serve a renewable two-year term. In addition to the Committee members, subcommittee membership will be augmented with other faculty, administrators, staff, and students as required for specific subcommittee tasks.

Regarding the additional changes to Faculty Handbook Policy A61.6 as proposed by the Policy Committee, the IT Use Committee requests that the majority of additions specific to HSC and HSC IT be stricken and the proposed revision of policy A61.6 be updated as attached.

The committee appreciates the input and effort of the Policy and Operations Committees in this regard. Our response is based on concerns raised within the IT Use Committee and by our colleagues in the HSC, namely:

- The revision as proposed by the Policy Committee is not consistent with standard practice among institutions with health science centers. Further, it is not consistent with the findings and recommendations regarding UNM IT practices and governance as provided by outside consultants (KSA and TIG).
- Co-governance of IT across UNM campuses is already provided for by University Administrative Policy 2560, *Information Technologies Guidance*. The addition of specific language to A61.6 is redundant, and may in some cases contradict existing UAP 2560.
- The addition of "patient care" considerably broadens the scope of the committee's charge. Patient care at the UNM HSC is intractably integrated with the research IT and EHR.
- While added specificity about committee composition is needed to bring the IT Use Committee charge in line with other Faculty Senate committee policies, detailing the composition as proposed seems too specific. We note that branch campus and HSC IT interests are represented via other policies and governance structures including the Academic Technology Advisory Board and Research Technology Advisory Board. That said, we welcome and encourage members representing branch, HSC, and Law campuses and propose to modify the membership portion of the policy to be similar to that provided for the Scholarship Committee (A61.17) or the Campus Development Advisory Committee (A61.5).

On behalf of the IT Use Committee, I thank the Policy Committee for the opportunity to respond to the additional proposed changes to policy A61.6. We welcome the opportunity to discuss these or other concerns with the Policy Committee and look forward to further refining this policy recommendation.

## C07: Faculty Misconduct and Progressive Discipline Policy

Approved By: Faculty Senate and Academic Freedom and Tenure Committee and Board of Regents

Effective: Draft February 1, 2018

Responsible Faculty Committees: Policy Committee and AF&T Committee

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

**Legend:** Proposed changes throughout the policy are highlighted as follows: Underscored text in red = new; Strike through text = delete; and Unmarked text = no change.

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate and Academic Freedom and Tenure Committee. and the Board of Regents.

### POLICY RATIONALE

The University of New Mexico (UNM) is committed to the principles of academic freedom, which rely on the intellectual and professional integrity of faculty members mindful of their rights and responsibilities. Essential to sustaining an environment that supports academic freedom is the requirement for an impartial investigation of alleged faculty misconduct, due process, and when necessary, disciplinary action<sup>1</sup>. It is the responsibility of decision-makers when reviewing alleged faculty misconduct to ensure that the decision making process is not influenced by a violation of academic freedom, improper consideration, or procedural violations per Faculty Handbook Section B.6.2.1.

While the University of New Mexico (UNM) encourages a supportive problem-solving approach to workplace problems, but UNM it also recognizes that misconduct may require disciplinary action. When the need for disciplinary action is identified, UNM normally uses progressive discipline to address possible misconduct. Progressive discipline is intended to be corrective, not punitive in nature, and is designed to provide faculty with notice of deficiencies and an opportunity to take corrective action. improve. However, some misconduct violations of policies and procedures, or continued negative behavior may be of such a serious nature that suspension without pay or dismissal discharge pursuant to Faculty Handbook policies may be appropriate.

### POLICY STATEMENT

Any member of the UNM faculty, including any member serving as an academic administrator, accused of misconduct will be subject to this Policy. If after an inquiry or investigation the faculty member is found to have engaged in misconduct, or who violates a published UNM policy the faculty member may be subject to a warning, censure, disciplinary probation, suspension without pay, or dismissal in accordance with this Policy. Teaching, research, and graduate assistants in their faculty capacity are considered faculty members for purposes of this Policy.

Any individual(s) bringing an allegation of faculty misconduct ~~to the chair's attention~~ is protected by, and subject to, the UNM's policy on reporting misconduct (UAP **Policy 2200**, "Whistleblower Protection and Reporting Suspected Misconduct and Retaliation").

Care must be exercised at all times to ensure confidentiality to the extent possible and to protect the privacy of persons involved in a misconduct inquiry or investigation. The privacy of those who report misconduct in good faith will also be protected to the extent possible. Files involved in an inquiry or investigation shall be kept secure, and applicable state and federal law shall be followed regarding confidentiality of personnel records. Refer to **Policy C70** "Confidentiality of Faculty Records." If at any step in this Policy it is determined ~~if the final determination is~~ that no misconduct occurred, efforts shall be undertaken to the extent possible and appropriate to fully protect, restore, or maintain the reputation of the faculty member. The faculty member's personnel files should document such action.

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## APPLICABILITY

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All UNM academic faculty and administrators who are also faculty, including the Health Sciences Center and Branch Community Colleges. ~~Campuses~~

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy and Operations Committees and the Academic Freedom and Tenure Committee.

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## DEFINITIONS

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**Chair.** References to the department chair in this Policy also include the program director or associate or vice dean in a non-departmentalized school or college. If allegations are made against a department chair or other administrator, the next higher academic authority shall perform the functions assigned in this Policy to the chair and the provisions shall be modified as appropriate.

**Faculty member.** For the purposes of the Policy, the term faculty member refers to the faculty member whose conduct or actions are in question.

**Faculty Misconduct Review Committee (FMRC)** is a standing committee appointed by the Academic Freedom and Tenure Committee charged with conducting faculty peer hearings specifically for proposed disciplinary actions of either: 1) suspension without pay of any faculty member or 2) dismissal of any faculty member without tenure. AF&T retains authority to conduct all other hearings within its jurisdiction to include violations of academic freedom, improper consideration, or procedural violations per Faculty Handbook Section B.6.2.1.

**Misconduct** means conduct or actions that are a substantive violation of laws, regulations, UNM policies, or ethical or professional standards. Examples of misconduct may include, but are not limited to:

- Act(s) of retaliation
- Bullying or threats of violence
- Creating a hostile education or work environment
- Criminal activity such as assault, battery, fraud, theft, or embezzlement

- Discrimination, including sexual harassment
- Failure to disclose conflicts of interest
- Falsification of information
- Illegal use of drugs or alcohol
- Inappropriate disclosure of confidential information
- Misappropriation of UNM funds, property, or resources
- Possession of/or distribution of obscene or pornographic material unrelated to UNM's academic or research mission
- Research misconduct
- Violation of standards of integrity in the conduct of scholarly and scientific research and communication

**Progressive Discipline** is designed to provide an opportunity for a faculty member to improve by imposing more moderate discipline to the first offense than to subsequent offenses, unless the misconduct is of such a serious nature that a higher level of immediate discipline is required such as suspension without pay or dismissal.

**Warning** means an oral reprimand. ~~or expression of disapproval.~~

**Censure** means a written reprimand, ~~or expression of disapproval~~ which shall should include an explanation of the nature of the misconduct, ~~and the~~ specific action(s) to be taken by the faculty member and/or chair to correct the problem, ~~including mentoring, if appropriate,~~ and a statement that further disciplinary action, up to and including dismissal, could occur should the problem persist.

**Disciplinary probation** involves specific disciplinary action taken for a designated period of time designed to assist the faculty member in correcting misconduct. Examples of disciplinary actions that may be part of the disciplinary probation include, but are not limited to:

- Class monitoring
- Denial of salary increase
- Department reassignment or reassignment of duties
- Fines or restitution
- Mandatory counseling
- Modified teaching assignments<sup>ii</sup>

**Suspension without pay** means disciplinary suspension without regular salary for a stated period of time.

**Dismissal** means discharge or termination of employment initiated by UNM. (see *Faculty Handbook* sections B.5.3, B.6.4.3, and B.5.4).

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## WHO SHOULD READ THIS POLICY

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

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## RELATED DOCUMENTS

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*Faculty Handbook:*

[Policy A52.3](#) “Faculty Misconduct Review Committee” NEW POLICY PROPOSED

[Policy A53.1](#) “Policies Applicable to Faculty”

[Section B](#)

[Policy C09](#) “Respectful Campus”

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

[Policy E40](#) “Research Misconduct”

[Policy E110](#) “Conflicts of Interest in Research”

[Information Section](#) “Ombuds Dispute Resolution Services for Faculty”

*University Administrative Policies and Procedures Manual:*

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

[Policy 2210](#) “Campus Violence.”

[Policy 2220](#) “Freedom of Expression and Dissent”

[Policy 2240](#) “Respectful Campus”

[Policy 2720](#) “Equal Opportunity, Non-Discrimination, and Affirmative Action”

[Policy 2730](#) “Sexual Harassment”

*Pathfinder:*

[“Visitor Code of Conduct”](#)

[“Student Code of Conduct”](#)

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## CONTACTS

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[Direct any questions about this Policy to the Office of the Provost or the Office of the Chancellor for Health Sciences.](#)

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## PROCEDURES

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~~The procedures specified in this Policy provide for the consideration and determination of proposed disciplinary actions against faculty members short of dismissal. Consideration and determination of disciplinary actions that may result in a proposed dismissal of a tenured faculty member, or dismissal of an untenured faculty member prior to expiration of his or her contract term, are governed by sections B.5.3, B.6.4.3, or B.5.4, respectively, of the Faculty Handbook and are not covered by these procedures. However, cases in which faculty dismissal has been considered pursuant to sections B.5.3, B.6.4.3, or B.5.4, and a lesser sanction is ultimately proposed instead by the administration, shall be handled under this policy, without duplicating steps that have already taken place. In particular, if the chair and dean conclude that suspension without pay is appropriate in a case in which dismissal was considered but rejected, the faculty member is entitled to request a peer hearing as provided below in sections 10 and 11.~~

[Any report of alleged misconduct shall be treated in a confidential manner and brought to the attention of the department chair responsible for the faculty member whose actions are in question.](#)

### [1. Preliminary Assessment](#)

[If the allegations are within the scope of another specific UNM Policy as discussed in Section 2 herein, the chair shall forward such allegations to the appropriate person or department for handling pursuant to the applicable policy and provide notice to the faculty member. For all](#)

other allegations, the chair will meet with the faculty member to explain the nature of the alleged violation, and will complete a preliminary assessment within five (5) working days. The purpose of the preliminary assessment is to determine whether the allegation is sufficiently credible and specific. In conducting the preliminary assessment, the chair does not necessarily need not to interview individuals or gather data beyond any that may have been submitted with the allegation. After completing the preliminary assessment the chair will determine the appropriate action as set forth below.

### **1.1. Conciliation**

Conciliation is voluntary and may be undertaken if both parties agree. The department chair or the faculty member may initiate conciliation proceedings at any time prior to a disciplinary decision by the chair. ~~by contacting~~ The Ombuds/Dispute Resolution Services for Faculty Office ~~program~~ can provide assistance (see as provided in the Information Section of the Faculty Handbook). ~~Section C345 with notice to the other parties.~~

### **1.2. Allegation(s) Not Sufficiently Credible and Specific**

If the chair determines the allegations are not sufficiently credible and specific, the chair will inform the faculty member of the determination and document the determination in the faculty member's personnel file. If necessary, the chair will take action to protect, restore, or maintain the reputation of the faculty member.

### **1.3. Allegation(s) Pertain to Performance Issues and Not Misconduct**

If the chair determines the allegations are credible and specific but pertain to performance issues and not misconduct, the chair should address the issue promptly and directly with the faculty member.

### **1.4. Section B Concerns**

If the chair determines the allegations fall under Section B of the Faculty Handbook, the chair should consult with the Chair of the Academic Freedom and Tenure Committee (AF&T).

### **1.5. Alleged Misconduct is NOT within the Scope of Another Specific UNM Policy**

If the chair determines the allegations are credible and specific and the alleged misconduct does not fall within the scope of another specific UNM policy as discussed in Section 2 herein, the chair will meet with the faculty member to discuss the alleged misconduct within five (5) working days after completion of the preliminary assessment. At the meeting, the chair will provide a written report to the faculty member that describes the specific alleged misconduct, including a summary of any documentation.

- If the faculty member acknowledges the misconduct, the chair and the faculty member will discuss possible disciplinary action. If the disciplinary action involves a warning, censure, or disciplinary probation, the procedures in Section 4 herein shall be followed; or if the discipline involves suspension without pay or dismissal the procedures in Section 5 herein shall be followed.

- If the faculty member does not agree that misconduct occurred, the chair shall initiate an investigation in accordance with Section 3 herein to determine if the allegations meet the definition of misconduct and are credible. The chair will begin the investigation within five (5) working days after meeting with the faculty member.

## 2. Misconduct Subject to Investigation Procedures in Another Specific UNM Policy

In the case of allegations against a faculty member that appear to be If the alleged misconduct is within the scope of another specific UNM policy that has its own procedures for investigation and resolution (including but not limited to allegations of research misconduct, discrimination, or sexual harassment), the chair ~~or dean~~ shall forward such allegations to the appropriate person or department for handling pursuant to the applicable policy. These policies include, but are not limited to, allegations of research misconduct (FH E40), violation of respectful campus (FH C09), unethical behavior (FH A61.8), discrimination (UAP 2720), or sexual harassment (UAP 2730).

If an investigation conducted in accordance with another specific UNM policy finds no misconduct, the chair will inform the faculty member of the determination and document the determination in the faculty member's personnel file(s) in accordance with Faculty Handbook Policy C70 "Confidentiality of Faculty Records." If necessary, the chair will take action to protect, restore, or maintain the reputation of the faculty member.

In all cases other than those set forth in paragraphs 3 and 4 above, if a member of the faculty is alleged to have violated a policy of the University, If an investigation conducted in accordance with another specific UNM policy results in a determination that misconduct has occurred, the ~~department~~ chair shall meet with the faculty member to provide the written report of the investigation. Within five (5) working days after meeting with the faculty member, the chair shall make a decision on what level of disciplinary action, if any, will result. If the disciplinary action involves a warning, censure, or disciplinary probation, the procedures in Section 4 herein shall be followed; or if the disciplinary action involves suspension without pay or dismissal the procedures in Section 5 herein shall be followed.

## 3. Investigation of Misconduct NOT Subject to Investigation Procedures in Another Specific UNM Policy

The purpose of the investigation is to explore the allegations in detail, examine the evidence in depth, and determine specifically whether the faculty member engaged in misconduct. The investigation should be conducted in a confidential manner to the extent possible and be completed within fifteen (15) working days. At a minimum the investigation should include a meeting with the faculty member. The faculty member may be accompanied by one (1) person in meeting with the chair. The faculty member ~~and the chair~~ shall notify the chair ~~each other~~ at least two (2) working days prior to the scheduled meeting who, if anyone, will be accompanying them at the meeting. Before, during or after the meeting, the chair may ask the faculty member to respond in writing to the allegations ~~notice~~ and present any relevant written material within a reasonable time specified by the chair. ~~Likewise~~ The faculty member shall be free to submit any materials the faculty member believes to be relevant ~~reasonably desired on his/her own volition~~ no later than five (5) working days after meeting with the chair unless the chair grants additional time in writing. The chair should also meet with other individuals who might have information regarding aspects of the allegations.

The chair should issue a written report Within five (5) working days after completion of the investigation, the chair shall meet with the faculty member and provide a written report that will include a summary of the evidence reviewed and discussions with the faculty member and any other all individuals interviewed. after the meeting summarizing the discussion with the faculty member. A signed copy of the report shall be placed in the faculty member's personnel file. and sent to the faculty member. The matter may be concluded at this point by the mutual consent of all parties.

### **3.1. Determination of Disciplinary Action**

Within five (5) working days after meeting with the faculty member, the chair shall make a decision on what level of disciplinary action, if any, will result. If the disciplinary action involves a warning, censure, or disciplinary probation, the procedures in Section 4 herein shall be followed; or if the disciplinary action involves suspension without pay or dismissal the procedures in Section 5 herein shall be followed.

In all cases other than those set forth in above, if a member of the faculty is alleged to have violated a UNM policy, the department chair shall provide the faculty member a written notice explaining the nature and specific content of the alleged violation, together with a copy of this Policy, and shall discuss the alleged violation with the faculty member. The written notice shall be given to the faculty member within ninety (90) days of the chair learning of the apparent violation of policy.

If a mutually agreeable resolution (with or without conciliation) is not achieved, the department chair shall make a decision in the matter and communicate it to the faculty member in writing within ten (10) working days after meeting with the faculty member or the termination of conciliation efforts if they are unsuccessful, whichever is later. The faculty member shall have ten (10) working days from receipt of the written decision to submit a written request for review by the appropriate dean, who will issue a written decision concerning whether the chair's decision is upheld, modified or reversed. Prior to making a decision, the dean shall meet with the department chair and the faculty member, and their representatives if desired, together or separately, and shall receive and consider any documents the parties wish to submit. Documents shall be submitted within five (5) working days of the faculty member's request for review. If formal conciliation has not been attempted previously, the dean may refer the matter to Ombuds/Dispute Resolution Services for Faculty. The dean will communicate his/her decision to the parties in writing within ten (10) working days after meeting with the faculty member or the termination of conciliation efforts if they are unsuccessful, whichever is later.

## **4. Warning, Censure, Disciplinary Probation Proposed**

If a mutually agreeable resolution (with or without conciliation) is not achieved, the department chair shall make a decision in the matter and communicate it to the faculty member in writing within ten (10) working days after meeting with the faculty member or the termination of conciliation efforts if they are unsuccessful, whichever is later. If the chair, after meeting with the faculty member and considering all materials submitted pursuant to **Sections 1 through 3 of this Policy**, proposes a warning, censure, or disciplinary probation, the chair shall meet with the dean within five (5) working days of the meeting with the faculty member to review the matter to determine if the proposed discipline is justified and consistent with discipline within the college. If formal conciliation has not been attempted previously, the dean may suggest such action. refer the matter to Ombuds/Dispute Resolution Services for Faculty. Conciliation is voluntary and may be undertaken if both parties agree. If the proposed discipline is supported by the dean, the chair may proceed with the discipline by providing the faculty member with a written discipline notice. of the proposed action.

### **4.1. Appeals**

If the faculty member does not agree with the results of the investigation and/or the disciplinary action, he/she the faculty member may appeal a warning, censure, or disciplinary probation in

accordance with the following sections; however, the disciplinary action will not be delayed pending appeal.

#### **4.1.1. Appeal to Provost or Chancellor**

~~If the faculty member does not agree with the disciplinary action, he/she~~ The faculty member may submit a written request for review by the Provost or Chancellor within ten (10) ~~five (5)~~ working days of receipt of the written discipline notice from the chair. The Provost/Chancellor will decide the matter ~~on the record~~ based on the investigation written report as discussed in sections 2 and 3 herein, unless the Provost/Chancellor ~~he/she~~ determines that it would be helpful to meet with the parties, together or separately. Within ten (10) working days after receipt of the request for review from the faculty member, ~~complete record or after meeting with the parties, whichever is later~~, the Provost/Chancellor shall uphold, modify, or reverse the disciplinary decision by written notice to the parties; or if the Provost/Chancellor determines the investigation was not complete, the Provost/Chancellor may remand the matter back to the chair for further action. ~~The Provost/Chancellor may seek an advisory investigation and opinion from the Faculty Ethics Committee.~~

##### **4.1.1.1 Academic Freedom and Tenure Committee**

The Academic Freedom and Tenure Committee (AF&T) has the authority to review an appeal request brought by a faculty member who ~~may bring a complaint before the UNM Academic Freedom and Tenure Committee (AF&T) if he/she believes the matter or its handling is within the jurisdiction of AF&T~~ per Section B.6.2.1. AF&T will determine whether the matter is within its jurisdiction and, if so, shall handle the matter under the Policy on Academic Freedom and Tenure. Normally, ~~review by the AF&T Committee will not review~~ an appeal request ~~the complaint until after a written decision is issued~~ should be sought after the determination by the Provost/Chancellor. ~~If the faculty member pursues the matter before the AF&T Committee, AF&T shall accept the facts as determined by the Faculty Peer Hearing Panel, if a hearing one was held.~~

#### **4.1.2. Appeal to the President**

If the faculty member does not agree with the decision of the Provost/Chancellor, the faculty member may request a review by the President. The President has discretion to determine whether the appeal will be considered. The request shall be made in writing, and must include the alleged facts, what happened in the proceedings to date, and the reasons justifying extraordinary review. Such requests must be filed in the President's Office within ten (10) working days of the date of the written decision from the Provost/Chancellor.

#### **4.1.3. Appeal to the Board of Regents**

In accordance with Regent Policy 1.5 "Appeals to the Board of Regents," a faculty member affected by a decision of the administration may appeal the decision to the Board of Regents after all other avenues of appeal has been exhausted. The Board has discretion to determine whether the appeal will be considered. A request from the faculty member for a review by the Board of Regents shall be made in writing, and must include the alleged facts, what happened in the proceedings to date, and the reasons justifying extraordinary review. Such requests must be filed in the President's Office within ten (10) working days of the date of the written decision from the President.

## **5. Suspension Without Pay or Dismissal Proposed**

If the chair, after meeting with the faculty member and considering all materials submitted pursuant to **Sections 1 through 3 of this Policy**, proposes to suspend the faculty member without pay **or dismiss the faculty member**, the chair shall meet with the dean to review the matter **to determine if the suspension without pay or dismissal is justified and consistent with discipline within the college. The dean shall meet with the faculty member to discuss the matter and the proposed discipline within five (5) working days after meeting with the chair.** If the proposal **to suspend the faculty member without pay or dismiss the faculty member** is supported by the dean after meeting with the chair and the faculty member, **the dean shall consult with the Provost or Chancellor within five (5) working days after meeting with the faculty member. The Provost or Chancellor will review the case on the record and issue a decision within five (5) working days after consulting with the dean. If the Provost or Chancellor supports the suspension without pay or dismissal of the faculty member,** the faculty member is **entitled** to a faculty peer hearing.

**If a lesser disciplinary action is imposed in place of the proposed suspension without pay or dismissal, the faculty member may request a discretionary review by the President or the Board of Regents in accordance with sections 4.1.2 and 4.1.3 herein.**

### **5.1. Academic Freedom and Tenure Committee**

**The Academic Freedom and Tenure Committee (AF&T) has the authority to review an appeal request brought by** a faculty member who ~~may bring a complaint before the UNM Academic Freedom and Tenure Committee (AF&T) if he/she believes the matter or its handling is within the jurisdiction of AF&T~~ **per Section B 6.2.1.** AF&T will determine whether the matter is within its jurisdiction and, if so, shall handle the matter under the Policy on Academic Freedom and Tenure. Normally, review by the AF&T Committee will not review **an appeal request** ~~the complaint~~ **until after a written decision is issued** ~~should be sought after the determination by the Provost/Chancellor. If the faculty member pursues the matter before the AF&T Committee, AF&T shall accept the facts as determined by the Faculty Peer Hearing Panel, if a hearing one was held.~~

### **5.2. Suspension Without Pay for any Faculty Member and Dismissal of Faculty Member Without Tenure**

#### **5.2.1. Peer Hearing**

**When the alleged faculty misconduct is not influenced by a violation of academic freedom, improper consideration, or procedural violations per Faculty Handbook Section B.6.2.1, and the proposed discipline is suspension without pay of any faculty member or dismissal of a faculty member without tenure,** the faculty member shall ~~may~~ **send such a request for a peer hearing to the Chair of the UNM Faculty Ethics Misconduct Review Committee (FMRC) within ten (10) working days of receipt of the Provost's or Chancellor's decision for suspension without pay or dismissal.** The Chair of the ~~FMRC Ethics Committee~~ **FMRC** ~~will arrange for a peer hearing and appoint a hearing panel composed of five (5) members of the FMRC.~~ **before two members of that Committee from outside the faculty member's department, chosen by the Ethics Committee, and one (1) uninvolved department chair from a different school or college chosen by the Provost/Chancellor.** The hearing will be held as soon as reasonably possible and shall be conducted according to the **Model Hearing Procedures** ~~University's Dispute Resolution Hearing Procedures.~~ The **Office of University Secretary** ~~office~~ shall make arrangements for the hearing **and shall provide support for the hearing panel.** The hearing shall be recorded and shall be private unless both parties agree that the hearing be open. **The hearing**

panel shall be chaired by one of the faculty members assigned to the hearing panel. The proceedings and the preparation of the decision shall be controlled by the peer hearing panel members.

If the ~~other~~ investigative procedure involved a hearing before a faculty committee, any factual determination will not be subject to reconsideration by faculty peer review under this Policy. The hearing panel may uphold or reverse the proposed disciplinary action and submit their recommendation to the FMRC for a final decision. ~~al to suspend the faculty member without pay or dismissal.~~ If the Panel's FMRC's decision is to reverse the proposal, the Panel FMRC may direct the department chair and dean to impose a lesser disciplinary measure or may find that no misconduct has occurred and determine that no discipline should be imposed. The ~~Panel's~~ FMRC's decision may be reviewed on the record by the Provost/Chancellor, but the ~~Panel's~~ FMRC's decision shall not be reversed or modified except in the case of clear error. If the Provost/Chancellor reverses or modifies the FMRC decision the justification, shall be detailed in writing by the Provost/Chancellor. The decision of the ~~Panel~~ FMRC and/or Provost/Chancellor is subject to discretionary review by the President or Board of Regents if requested by the faculty member.

If a faculty peer hearing is requested as provided in this Policy, the chair of the Faculty Ethics Committee will arrange for a hearing before two members of that Committee from outside the faculty member's department, chosen by the Ethics Committee, and one uninvolved department chair from a different school or college chosen by the Provost/Chancellor. The hearing will be held as soon as reasonably possible and shall be conducted according to the University's Dispute Resolution Hearing Procedures. The University Secretary's office shall make arrangements for the hearing. Hearings shall be recorded and shall be private unless both parties agree that the hearing be open. The hearing panel may uphold or reverse the proposal to suspend the faculty member without pay. If the panel's decision is to reverse the proposal, the panel may direct the chair and dean to impose a lesser disciplinary measure. The panel's decision may be reviewed on the record by the Provost/Chancellor, but the panel's decision shall not be reversed or modified except in the case of clear error, which shall be detailed in writing by the Provost/Chancellor. The decision of the Provost/Chancellor is subject to discretionary review by the President or Board of Regents if requested by the faculty member.

### **5.2.2. Appeal to the President**

If the faculty member does not agree with the decision of the FMRC Peer Hearing Panel, the faculty member may request a review by the President. The President has discretion to determine whether the appeal will be considered. The request shall be made in writing, and must include the alleged facts, what happened in the proceedings to date, and the reasons justifying extraordinary review. Such requests must be filed in the President's Office within ten (10) working days of the date of the written decision from the Provost/Chancellor.

### **5.2.3. Appeal to the Board of Regents**

In accordance with Regent Policy 1.5 "Appeals to the Board of Regents," a faculty member affected by a decision of the administration may appeal the decision to the Board of Regents after all other avenues of appeal has been exhausted. The Board has discretion to determine whether the appeal will be considered. A request from the faculty member for a review by the Board of Regents shall be made in writing, and must include the alleged facts, what happened in the proceedings to date, and the reasons justifying extraordinary review. Such requests must be filed in the President's Office within ten (10) working days of the date of the written decision from the President.

### **5.3. Dismissal of Tenured Faculty Member Proposed**

If the proposed discipline is dismissal of a tenured faculty member, refer to Section B6.4.3 of the Faculty Handbook for applicable policies and procedures.

~~the faculty member shall send such a request to the Provost/Chancellor within five (5) working days of receipt of the dean's determination. The Faculty Ethics Committee will arrange for a hearing before two members of that Committee from outside the faculty member's department, chosen by the Ethics Committee, and one uninvolved department chair from a different school or college chosen by the Provost/Chancellor.~~

~~These procedures do not supersede Appendix VIII to Part B of the *Faculty Handbook*, concerning the Faculty Ethics Committee. A faculty member who believes that he/she has been improperly accused of unethical behavior may bring the matter to the attention of the Ethics Committee under Appendix VIII after determination by the Provost/Chancellor.~~

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## DRAFT HISTORY

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February 1, 2018 -- Draft revised to incorporate AF&T 1/26/18 recommendations.

January 2, 2018 – Draft revised to incorporate AF&T 12/15/17 recommendations.

November 19, 2017 -- Draft revised to incorporate AF&T 11/16/17 recommendations.

November 14, 2017 -- Draft revised to incorporate AF&T 11/3/17 recommendations.

November 1, 2017 – Draft revised to incorporate AF&T 10/20/17 recommendations.

October 18, 2017 – Draft revised to incorporate V. Valencia feedback.

October 14, 2017 – Draft revised to include pre assessment procedures.

October 7, 2017 – Draft revised per AF&T Oct 6, 2017 meeting.

September 21, 2017 – This draft puts the current policy in the new format, without recommended changes. It is designed to provide a platform for review by AF&T of previously recommended changes.

September 10, 2017 –draft with AF&T Committee's changes from last year.

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## HISTORY

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December 13, 2011 – Approved by Board of Regents

March 22, 2011 – Approved by Faculty Senate

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<sup>i</sup> [Michigan State University, Policy and Procedures for Implementing Disciplinary Action Were Dismissal Is Not Sought" December 18, 2015.](#)

<sup>ii</sup> [American Association of University Professors \(AAUP\). "Faculty Misconduct and Discipline \(2005\)." Presentation to National Conference on Law and Higher Education. February 20-11, 2005.](#)

## Memorandum

Date: February 1, 2018

To: Faculty Senate Policy Committee

From: Jackie Hood, Chair, Academic Freedom and Tenure (AF&T) Committee

Re: Explanation of Proposed Changes to C07 “Faculty Disciplinary Policy” and C05 “Rights and Responsibilities at the University of New Mexico”

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**Policy C07 “Faculty Disciplinary Policy** was first developed by AF&T at the request of the Board of Regents. The policy was approved by the Faculty Senate March 22, 2011, and by the Board of Regents December 13, 2011. C07 has not been revised since its inception, and over the past few years, questions, concerns, and/or issues have been raised concerning C07 and its implementation.

To address these concerns, AF&T has conducted a thorough review of Policy C07 to include consultation with faculty impacted by the policy and those administering the policy. The attached draft contains AF&T’s proposed revisions resulting from this process. Ideally, AF&T would like to take additional time to further refine the draft before presenting it to the Policy Committee for review and consideration, but given policy approval time constraints and the fluid policy review process dictated by Policy A53, we feel it is ready for Policy Committee review. However, AF&T respectfully requests the opportunity to work closely with the Policy Committee through the remainder of the review and comment process to ensure that the final revised policy reflects both the Policy Committee’s and AF&T’s proposals.

Below is a summary explanation of the changes proposed by AF&T for your consideration. We appreciate the opportunity to have a Committee member come to your meeting to provide further explanation and answer any questions you may have. Thank you for this opportunity to work collaboratively with you on this important policy.

### **Policy Rationale Section:**

The current policy jumps right into discipline without any discussion of the need to consider the principles of academic freedom and tenure when reviewing allegations of faculty misconduct. The suggested additional language is based on text in the AAUP statement on “Faculty Misconduct and Discipline” (Faculty Handbook, Section B, Appendix 1) and the discipline policy from Michigan State University referenced in the AAUP statement. Copies of these documents are enclosed for your reference and use.

### **Policy Statement Section:**

The current policy discusses the level of discipline and the procedures for the specific type of discipline without discussion of an inquiry or investigation to determine if the faculty member engaged in such conduct or if the conduct meets the definition of misconduct (other than those

required by another specific UNM policy). There is probably an underlying assumption that such an inquiry would take place before the chair decides on the appropriate discipline, but the policy should probably start with the premise that an inquiry and/or investigation should take place, and discuss the appropriate procedures.

Also, added to this section is a statement of confidentiality necessary to protect the privacy of individuals involved in a misconduct inquiry or investigation.

### **Definitions:**

In reviewing the AAUP statement on “Faculty Misconduct and Discipline” and the discipline policy from Michigan State University referenced in the AAUP statement, we identified an additional level of discipline; “Disciplinary Probation” that the Committee felt would be useful as an intermediary between censure and suspension without pay.

Another concept introduced in the definitions section is the Faculty Misconduct Review Committee, which would be a standing committee of AF&T that would be responsible for peer hearings that do not rise to the level of AF&T issues. This Committee would consist primarily of former AF&T members trained in conducting peer hearings and would take over the peer hearing role from the Ethics Committee.

### **Procedures:**

As stated above in the Policy Statement section, the current policy discusses the level of discipline and the procedures for the specific type of discipline without discussion of an inquiry or investigation; therefore AF&T proposes that the department chair conduct a preliminary assessment to determine if the allegation is sufficiently credible and specific. The proposed changes also include a section on conducting an investigation. These steps are patterned after the procedures in E40 “Research Misconduct.”

Sections 4.1.1, 4.1.2, 4.1.3, 5.2.2 and 5.2.3 were added for appeals to clarify the faculty member’s rights.

Section 5.2 and 5.2.1 provide the procedures for peer hearings for suspension without pay for any faculty member and dismissal of faculty members without tenure. Section 5.3 indicates use of the AF&T process for dismissal of tenured faculty. Peer hearings are necessary for these sanctions because they affect a faculty member’s property rights.

### **Policy Approval Requirements**

The original policy was approved by both the Faculty Senate and the Board of Regents. The Regent approval probably took place because they requested the policy be developed and adopted. It would be consistent with current practice for operational policies if subsequent revisions to C07 do not require Regent approval; therefore AF&T proposes that a request be sent to the Regents asking them to adopt a Regent level policy pertaining to faculty discipline that is similar in scope to the Regent staff discipline Policy 6.1. “Performance Management.” AF&T

has drafted this proposed Regent policy 5.19 “Faculty Misconduct and Discipline,” which references C07 in the *Faculty Handbook*. This policy request would probably be made through the Policy Office and be accompanied by the proposed revision of C07. When the Regents approve the proposed faculty policy 5.19 “Faculty Misconduct and Discipline” they would also be approving the faculty’s role to revise C07 as needed.

### **Policy C05 “Rights and Responsibilities at the University of New Mexico”**

This Policy is currently identified as interim and is incomplete. It combines both cause for faculty discipline and procedures for a “State of Emergency.” In the attached draft of C07, AF&T proposes moving the language on cause for faculty discipline to C07 and updating it as appropriate (see definition of misconduct in C07). This would allow C05 to be rewritten to limit its scope to “State of Emergency.” Carol Stephens from the Office of University Secretary has prepared a revised draft reflecting this recommendation for your consideration. Given that C07 and C05 are intertwined, it would be ideal for them to move forward together through the approval process.

Enclosures:

C05 Revised Draft

C07 Revised Draft

RPM 5.19 “Faculty Misconduct and Discipline” Proposed Draft of New Policy

AAUP statement on “Faculty Misconduct and Discipline”

Discipline policy from Michigan State University referenced in the AAUP statement.

## **A52.1.1 Faculty Misconduct Review Committee**

### **NEW POLICY**

Approved By: Voting Faculty

Approved: November 27, 2007 Draft 2/2/18

Responsible Faculty Committee: Academic Freedom and Tenure Committee

Office Responsible for Administration: Office of University Secretary

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the Voting Faculty upon recommendation by Academic Freedom and Tenure Committee.

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### **POLICY RATIONALE**

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The Faculty Misconduct Review Committee (FMRC) is a standing committee of the Academic Freedom and Tenure Committee (AF&T) charged with conducting a peer hearing requested by a faculty member who has been accused of misconduct and has received notice from the chair that proposed disciplinary action includes suspension without pay for any faculty member or dismissal of a faculty member without tenure.

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### **POLICY STATEMENT**

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FMRC members at the rank of associate or full professor are nominated by the voting faculty and appointed by AF&T. The FMRC will normally confer within thirty (30) days after being appointed and elect a chair.

Membership: The FMRC consists of seven (7) faculty members. Normally, at least two members will be former AF&T members. They will serve two-year staggered terms. Terms may be renewed, but members may not serve more than four (4) consecutive years. Pending cases shall continue with original panel members until closed even if a faculty member's term expires during the process.

When the Chair of the FMRC receives a request for a peer hearing in accordance with Faculty Handbook **Policy C07** "Faculty Misconduct and Progressive Discipline Policy," the Chair will appoint a hearing panel composed of five (5) FMRC members. The hearing will be held as soon as reasonably possible and shall be conducted according of the Model Hearing Procedures. The panel will send a recommendation to the FMRC for a final decision. Decisions from the FMRC will be submitted to AF&T as consent agenda items for confirmation.

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### **APPLICABILITY**

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

Revisions to the remaining sections of this document may be amended with the approval of the Academic Freedom and Tenure Committee.

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## DEFINITIONS

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There are no specific definitions required by this Policy.

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## WHO SHOULD READ THIS POLICY

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- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

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## RELATED DOCUMENTS

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*Faculty Handbook:*

[Policy A51](#) "Faculty Constitution"

[Policy A52.1](#) "Academic Freedom and Tenure Committee"

[Policy C07](#) "Faculty Misconduct and Progressive Discipline Policy"

[Model Hearing Procedures](#)

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## CONTACTS

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

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## PROCEDURES

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The FMRC is appointed by AF&T and will meet as required to appoint hearing panels and approve panel decisions. In order to meet operational demands, the FMRC may establish a pool of trained faculty who meet the eligibility requirements of FMRC membership to be called upon to serve on hearing panels. The FMRC Committee Chair will report Committee decisions as consent agenda items to AF&T.

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## DRAFT HISTORY

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February 2, 2018 – New Policy draft developed by AF&T.

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## HISTORY

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# Regents' Policy Manual - Section 5.19: Faculty Misconduct and Discipline

Adopted Date: 01-27-2018 **NEW POLICY DRAFT**

## Applicability

This policy applies to University of New Mexico (UNM) faculty, including teaching, research, and graduate assistants in their faculty capacity.

## Policy

UNM is committed to the principles of academic freedom, which rely on the intellectual and professional integrity of faculty members mindful of their rights and responsibilities. Essential to sustaining an environment that supports academic freedom is the requirement for an impartial investigation of alleged faculty misconduct, due process, and when necessary, disciplinary action. It is the responsibility of decision makers when reviewing alleged faculty misconduct to ensure that the decision making process is not influenced by a violation of academic freedom.

When the need for disciplinary action is identified, UNM normally uses progressive discipline pursuant to *Faculty Handbook* policies to address misconduct. Progressive discipline is intended to be corrective, not punitive in nature, and is designed to provide faculty with notice and an opportunity to take corrective action

## References

Faculty Handbook, Policy C07 “Faculty Misconduct and Progressive Discipline Policy”

## C05: State of Emergency

### ~~Rights and Responsibilities at the University of New Mexico~~

Approved By: Faculty Senate

Effective Date: **Draft 1/2/18**

Responsible Faculty Committee: [Operations Committee](#)

Office Responsible for Administration: [Office of the University Secretary](#)

**NOTE: AF&T recommended moving language pertaining to discipline from this policy (shown struckout below) to C07 "Faculty Discipline" which is under review by AF&T. After removal of discipline related language, they recommended this policy be renamed "State of Emergency" to more adequately reflect the remaining content of the Policy. AF&T also suggested some changes to this new version of C05. They felt the language should more closely align with Regent policy 3.2 "Authority in an Emergency," be gender neutral, and reference C07 for disciplinary action against a faculty member. These suggested changes are highlighted in this draft.**

Section 6 as follows is added to the Statement as an interim measure pending further study and the adoption of a permanent policy:

6. One of the important aspects of academic due process is a clear statement of the kinds of conduct that will lead to University disciplinary action. It is deemed important, therefore, to clarify the type of conduct which shall be considered to affect adversely the University's educational function, to disrupt community living on campus, or to interfere with the right of others to the pursuit of their education or to conduct their University duties and responsibilities. In an effort to accomplish this, but without intending the statement to be all inclusive, the following is hereby set forth:

~~(a) Any member of the University community—student or member of the faculty or staff—who commits or attempts to commit any of the following acts of misconduct shall be subject to appropriate disciplinary procedures and sanctions:~~

~~(i) Obstruction or disruption, by any means, of teaching, research, administration, disciplinary procedures, or other University or University authorized functions, events, or activities.~~

~~(ii) Unauthorized or prohibited entry into or onto, or unauthorized or prohibited occupation or use of, any University facility, building, vehicle, or other University property.~~

~~(iii) Physical abuse, the threat of physical abuse, or intimidation of any person on campus or at any University authorized function or event, or other conduct which threatens or endangers the health, freedom of action, or safety or any such person.~~

~~(iv) Theft of, damage to, or defacement of property of the University or the property of any person on campus. (Any student or member of the faculty or staff who steals, damages, or defaces University property shall reimburse the University to the full extent of the University's loss.)~~

~~(v) Denial of, or interference with, any person's lawful right of, access to, use of, or exit from any University facility or with any other lawful right of any person on the campus.~~

~~(vi) The destruction of, or damage to, property of the University or of others on campus by setting a fire without proper authority.~~

~~(vii) Use or possession on the campus of firearms, ammunition, or other dangerous weapons, substances, or materials, or of bombs, explosives, or incendiary devices, except as authorized.~~

~~(viii) Aid to others in committing or inciting others to commit any act of misconduct set forth in 6(a)(i) through 6(a)(vii).~~

~~(ix) Any act that demonstrates the probability that the person constitutes a physical danger to himself or others on campus.~~

~~(x) Willfully refusing or failing to leave the property of, or any building or other facility owned, operated, or controlled by the Board of Regents upon being requested to do so by the President, if the person is committing, threatening to commit, or inciting others to commit, any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the University. As used herein, "President" means the President (or acting President) of the University or any person or persons designated by him to act on his behalf.~~  
~~(xi) Any other acts or omissions which affect adversely the University's educational function, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or affect adversely the processes of the University.~~

~~(b) Sanctions:~~

~~(i) Any student who violates any of the rules set forth in 6(a)(i) through 6(a)(xi) shall be subject to censure, warning, disciplinary probation, suspension, or expulsion.~~

~~(ii) Any member of the faculty or staff who violates any of the rules set forth in 6(a)(i) through 6(a)(xi) shall be subject to censure, warning, disciplinary probation, or dismissal.~~

~~(iii) As used in 6(b)(i) and (ii),~~

~~a) "Censure" means a written reprimand or expression of disapproval.~~

~~b) "Warning" means an oral censure.~~

~~e) "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation.~~

~~d) "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.~~

~~e) "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion.~~

~~f) "Dismissal" means a termination of employment, either for a stated time period or indefinitely.~~

~~(e) If any of the acts of misconduct set forth in 6(a)(i) through 6(a)(xi) are committed by a person who is not a student or member of the faculty or staff, such person may be denied admission, readmission, or employment by the University.~~

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

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## POLICY RATIONALE

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The University of New Mexico (UNM) Regents and the vast majority of students, faculty, staff, alumni, and citizens share the same goal for UNM—that it be a stable and peaceful center of teaching, research, discussion, learning, and service, free from coercion and unlawful use of force. In situations where the stability and peace of the institution are seriously threatened, extraordinary measures are required and the UNM President is authorized to declare a state of emergency. The Regents are determined to use all lawful means to assure the continuity and the integrity of the educational process at UNM. This document provides appropriate measures to address a state of emergency.

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## POLICY STATEMENT

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As part of this effort, we adopt the following as an interim measure pending further study and adoption of permanent policy: **STATE OF EMERGENCY**

The UNM President is authorized to declare a State of Emergency at UNM upon finding ~~by him~~ that the orderly processes of UNM have broken down or are seriously threatened. In making such a finding the UNM President shall consider whether the situation is so disruptive ~~activities are such~~ as to require immediate, extraordinary measures to safeguard persons or property or to maintain UNM's educational function. As soon as reasonably possible after the Declaration of

Emergency, the UNM President shall inform available Regents of the declaration of emergency. his action. When the UNM President determines that the serious threat has passed, the UNM President shall inform the Regents and he shall, after consultation with available Regents, declare the State of Emergency to be at an end.

1. During a State of Emergency, the UNM President, in the exercise of reasonable judgment under in the circumstances, is authorized to take whatever actions he finds are necessary in order to safeguard persons or property or to maintain UNM's educational function, including suspending UNM activities for all or part of one or more days. Such actions shall remain in effect during the State of Emergency unless canceled sooner by the UNM President.

2. Presidential orders made during a state of emergency need not be consistent with established UNM policy or procedures. **NOTE: This comes directly from Regents Policy 3.2**

3. During a State of Emergency, the violation by any person of a presidential order or ruling under ~~3(a)~~ of this Policy, or the commission during such State of Emergency of any act or acts of misconduct of the kind set forth in Section 6(a)(i) through 6(a)(xi) of the Regents' Statement on Rights and Responsibilities will be considered an offense of the gravest nature, and sanctions (as listed in Section 6 of the Statement on Rights and Responsibilities) appropriate to the gravity of such offense(s) or offenses shall be imposed.

3. A visitor who, after an appropriate hearing, is found to have violated a presidential order authorized by ~~Section 3~~ of this Policy may be denied admission to and employment by UNM.

4. During a State of Emergency, any person who, after being requested to do so by a properly identified official and after being advised by such official of the sanction for failure to identify oneself, fails to comply by providing identify himself by name and status as a student, member of the faculty or staff, or visitor to such official shall have sanctions authorized by UNM policies imposed, upon him, after an appropriate hearing. ~~the set forth in Section 6 of the Statement on Rights and Responsibilities.~~

5. Sanctions or a determination of disciplinary action against a faculty member must comply with Faculty Handbook Policy C07 "Faculty Misconduct and Disciplinary Policy"

~~State law establishes the second Monday in March for the Regents' annual organization meeting, at which time officers are elected for the ensuing year. Quarterly meetings are required by law, but in actual practice the Regents convene on an average of ten times annually.~~

~~The University, largest of the seven state institutions of higher learning, is supported chiefly by appropriations made by the State Legislature, by income from the rental of lands granted to it by the Federal Government, by the income from royalties on the oil taken from these lands, and by student fees.~~

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## APPLICABILITY

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All UNM faculty, staff, students, volunteers, and visitors to UNM.

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## DEFINITIONS

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**President** means the President (or acting President) of UNM or any person or persons designated to act on behalf of the President for purposes of these rules.

**Official** means any person authorized by the [UNM](#) President to act on behalf of UNM.

**Student** means a person who is a student at UNM in an undergraduate, graduate, or professional program on campus, whether for credit or no credit, full- or part-time.

**Visitor** means any person on campus who is not a student or member of the faculty or staff.

**Person** means any student, member of the faculty or staff, or visitor.

**Note: Do we need a definition for [State of Emergency](#) or is it covered by the language in the Rationale section?**

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

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## WHO SHOULD READ THIS POLICY

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- [Administrators](#)
- [Faculty](#)
- [Staff](#)
- [Students](#)
- [Department Chairs](#)
- [Academic deans](#)

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## RELATED DOCUMENTS

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[UNM Regents' Policy Manual \*\*Policy 5.3\*\* "Authority in an Emergency"](#)

[Faculty Handbook Policy \*\*C07\*\* "Faculty Misconduct and Progressive Discipline"](#)

[University Administrative Policies and Procedures Manual \*\*Policy 6130\*\* "Emergency Control"](#)

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## CONTACTS

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

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## PROCEDURES

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[There are no procedures at this time.](#)

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## DRAFT HISTORY

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[February 1, 2018 – revised for minor edit changes](#)

October 25, 2017—revised to incorporate AF&T suggestions.

September 26, 2017—Revised draft to move definition of misconduct to C07 and place policy in new format with references added.

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## HISTORY

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first part of policy removed

July 1982—Revised

November 1981--Revised

September 1975--Revised

August 1970--Revised

October 1965 – Adopted by the Board of Regents

COMMENTS TO:  
[handbook@unm.edu](mailto:handbook@unm.edu)

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Proposed Reorganization of Table of Contents Section for Faculty Senate. (1/30/18)

**Faculty Senate**

A60: Faculty Senate Bylaws

A60.1 Faculty Senate Councils and Committees. **(NEW)**

A61: Academic Council **(NEW)**

A61.1: Admissions and Registration Committee (same number as current)

A61.2: Curricula Committee (currently A61.7)

A61.3: Graduate Committee (currently A61.11)

A61.4: Honorary Degree Committee (currently A61.12)

A61.5: Teaching Enhancement Committee (currently A61.18)

A61.6: Undergraduate Committee (currently A61.19)

A62: Athletic Council (currently A61.2)

A63: Business Council **(NEW)**

A63.1: Budget Committee (currently A61.4)

A63.2: Campus Development Advisory Committee (currently A61.5)

A63.3: Faculty and Staff Benefits Committee (currently A61.9)

A63.4: Governmental Relations Committee (currently A61.10)

A63.5: Information Technology Use Committee (currently A61.6)

A64: Health Sciences Center Council (currently A61.23)

A65: Research and Creative Works Council **(NEW)**

A65.1: Library Committee (currently A61.14)

A65.2: Research Allocations Committee (currently A61.15)

A65.3: Research Policy Committee (currently A61.16)

A65.4: University Press Committee (currently A61.21)

A66: Policy Committee up-to-date recently approved 11/28/17

A67: Faculty Ethics and Advisory Committee (currently A61.21)

The following committee was deleted by the Faculty Senate Reorganization

- A61.17: Scholarship Committee (currently A61.17)

## A60: Faculty Senate Bylaws

**(Revised due to Faculty Senate Restructure)**

Approved By: Faculty Senate

Effective Date: **Draft 1/30/18**

Responsible Faculty Committee: Operations Committee

Office Responsible for Administration: Office of the University Secretary

**Legend:** **Red text** is from Special Rules approved by Faculty Senate in 2015, and the original 2012 proposal. **Blue text** are suggested changes or additions to the information provided by the Special Rules. **Purple text** are recent updates since 5/5/17 per Faculty Senate website.

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

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### POLICY RATIONALE

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The authority and duties of the Faculty Senate derive from the Faculty Constitution (**A51**), Section 6.

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### POLICY STATEMENT

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#### I. Senate Structure

##### A. Officers

1. The Senate shall elect the following officers and representatives annually.
  - (a) President
  - (b) President-elect
  - (c) Four (4) members of the Senate Operations Committee
  
2. The Operations Committee will also include the immediate past President of the Senate, whether or not he or she is a member of the Senate. The Operations Committee will always include seven (7) faculty members, so that if the President and President-Elect are the same person, (i.e., when the President-Elect runs for a second term and is elected, or if the Past President and President are the same person, (i.e., during the second term of a two-year term as President), then five (5) members of the Operations Committee shall be elected.
  
3. Duties of Officers
  - (a) The President shall have the following duties:
    - (1) Serve as chairperson of the Senate and the Operations Committee.
    - (2) Represent the Faculty before the Regents, Administration and other groups by attending requisite functions and committee meetings.

(3) Appoint ad-hoc committees as necessary to conduct Senate business.

(b) The President-elect shall have the following duties:

(1) Serve on the Operations Committee

(2) Perform the duties of the President in the absence of the President.

(3) Assist the President in representing the faculty before the Administration, the Regents, and other groups.

(4) Oversee Faculty Senate committee appointments.

#### 4. Election of Officers and Operations Committee Members

(a) The election of the President and Operations Committee members shall be conducted annually at a special meeting of the incoming Senate held at the close of the spring term of the preceding academic year. Alternatively, at the discretion of the President, this election may be conducted electronically.

(b) The election shall be chaired by the outgoing President of the Senate.

(c) The new officers and Operations Committee members shall take office on July 1 of the year of their election.

(d) Nominations and self-nominations for President, President-Elect, and Operations Committee may be made by incoming senators at a regular Senate meeting or electronically to the University Secretary's office, which will verify the senator's willingness to serve.

(e) Among the five (5) voting members of the Operations Committee, at least four (4) colleges must be represented.

(f) If the President or President-Elect does not complete his or her term of office, the Operations Committee will arrange for the Senate to elect a replacement at the earliest opportunity.

(g) If a member of the Operations Committee does not complete his or her term of office, the Operations Committee will either find a replacement from the un-elected candidates from the most recent Operations Committee election (taking the unelected candidate with the most votes from an eligible college) or, if this is not possible, arrange for a new election of a replacement by the Senate.

#### **5. Election of Council Chairs**

The five (5) council chairs (Academic Council, Athletic Council, Business Council, Health Sciences Council, and Research and Creative Works Council) will be members or chairs of the constituent committees of their respective councils. They will be elected by the voting members of the council for a term of two (2) years. Council chairs will be approved by the Faculty Senate Operations Committee and the Faculty Senate. Council chairs can be elected for one (1) additional two-year term. The Faculty Senate Operations Committee has the authority to

appoint interim council chairs (subject to approval by the Faculty Senate) if the standing committees are unable to elect them by July 1, or if vacancies occur during the term.

## **B. Senate Operations Committee**

### **1. Membership**

- (a) The President, President-elect, Past President and four (4) voting members of the Senate elected by the Senate.
- (b) The President of the Senate shall serve as chairperson of the Senate Operations Committee.
- (c) The immediate past president of the Senate, whether or not he/she is a member of the Senate, shall be an ex-officio voting member of the Operations Committee.

### **2. Duties**

- (a) Perform basic administrative functions to facilitate the work of the Senate and Senate Committees.
- (b) Establish priorities and set agenda for Senate meeting.
- (c) Transmit to the Senate with recommendations as to adoption of all reports, recommendations and proposals received from Senate Committees. In performing this function, the Operations Committee shall not change committee recommendations or proposals without the approval of the originating committee. It may refer a recommendation back to the committee for further study or it may present its own recommendations to the Senate together with those of the originating committee.
- (d) Coordinate the activities of all Senate Committees.
- (e) Study Senate procedures and structure and make recommendations for their improvement.
- (f) Recommend to the Senate changes in the committee structure in keeping with Article I, Section 6 (g) of the Faculty Constitution.
- (g) Coordinate the work of Senate committees and the administration by forwarding relevant committee reports and recommendations to the appropriate group or individual for additional consideration and comment.
- (h) Function as a committee on committees. (Recommend to the Senate the appointment of committee members and chairpersons.)
- (i) Assist the President and President-Elect in representing the faculty before the administration and Regents, on an as needed basis.

## C. Faculty Senate Councils

The five (5) councils and their charges are:

### 1. Academic Council

#### (i.) Voting and Ex-officio Members

Chairs (or their delegates) of the following Faculty Senate Committees will constitute the voting membership of the Academic Council: Admissions and Registration Committee, Curricula Committee, Graduate and Professional Committee, Honorary Degree Committee, Teaching Enhancement Committee, and Undergraduate Committee. Ex-officio non-voting members of the Council will be the ~~Senior Vice~~ Provost for Academic Affairs and the Associate Vice-Provost for Enrollment Management.

#### (ii.) Authority

The Academic Council ~~has will have decision-making~~ authority in academic matters that cannot easily or fully be handled by single existing Faculty Senate committees. Academic Council ~~recommendations~~ ~~decisions~~ shall be reviewed by the Faculty Senate Operations Committee and are subject to ratification by the Faculty Senate. Note: ~~decision making deleted because the Faculty Senate makes the final decision—Councils only recommends actions.~~

### 2. Athletic Council

#### (i.) Voting and Ex-officio Members

Voting members of the Council are: the Chair, twelve (12) faculty members (the majority of whom should be tenured), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council) appointed by the Council Chair.) The twelve (12) faculty members shall come from a minimum of four (4) colleges. Ex-officio, non-voting members of the Council are the Vice President for Athletics, the Associate Director of Athletics, three (3) faculty senators (elected by that body for two-year terms), and the faculty representative to the National Collegiate Athletic Association (NCAA).

#### ii.) Authority

The Athletic Council is charged with oversight of intercollegiate and intramural athletics.

### 3. Business Council

#### (i.) Voting and Ex-officio Members

Chairs (or their delegates) of the following Faculty Senate Committees will constitute the voting membership of the Business Council: the Budget Committee, the Campus Development Advisory Committee, the Faculty Staff Benefits Committee, the Government Relations Committee, and the Information Technology Use Committee. Ex-officio non-voting members of the Council will be the Associate Vice President for Planning, Budget, and Analysis and the University Controller.

#### ii.) Authority

The Business Council ~~has will have decision-making~~ authority in business matters that cannot easily or fully be handled by single existing Faculty Senate committees. Business recommendations ~~decisions~~ shall be reviewed by the Faculty Senate Operations Committee and are subject to ratification by the Faculty Senate.

#### 4. Health Sciences Center Council

##### (i.) Voting and Ex-officio Members

Voting members of the Council are: the Chair, all members of the Faculty Senate from the HSC campus, and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council) appointed by the Council Chair. The Health Sciences Executive Vice Dean is an ex-official, non-voting member of the Council.

##### ii.) Authority

The Health Sciences Council is charged with oversight of faculty issues that are unique to the Health Sciences Center and the School of Medicine.

#### 5. Research and Creative Works Council

##### (i.) Voting and Ex-officio Members

Chairs (or their delegates) of the following Faculty Senate Committees will constitute the voting membership of the Research and Creative Works Council: ~~the Honorary Degree Committee,~~ the Library Committee, the Research Allocation Committee (RAC), the Research Policy Committee (RPC), and the University Press Committee. Ex-officio non-voting members of the Council will be the Vice-President for Research and the Vice-Chancellor ~~President~~ of Research.

##### ii.) Authority

The Research and Creative Works Council ~~has will have decision-making~~ authority in research and creative works matters that cannot easily or fully be handled by single existing Faculty Senate committees. Research and Creative Works Council recommendations ~~decisions~~ shall be reviewed by the Faculty Senate Operations Committee and are subject to ratification by the Faculty Senate.

6. In addition to the ex-officio members of the Faculty Senate listed in Section 6(b) of the Faculty Constitution, the ~~six~~ five (5) council chairs shall be ex-officio, non-voting members of the Faculty Senate.

7. The ~~six~~ five (5) council chairs will meet regularly with the Operations Committee, ~~but no less than once each semester.~~

#### **D. Policy Committee**

##### (i.) Voting and Ex-officio Members

The Policy Committee membership will be comprised of nine (9) voting faculty which will include one (1) faculty member from a Branch Community College, one (1) faculty member from the Health Sciences Center, and faculty from at least three (3) schools and colleges none of whom are from the same department. The Senior Vice Provost for Academic Affairs and the Vice Chancellor for Academic Affairs will serve as ex-officio,

non-voting members. seven (7) voting faculty (from at least three (3) schools and colleges including the Health Sciences Center and none of whom are from the same department) and one (1) non-voting member of the Faculty Senate.

ii.) Authority

The Policy Committee will report directly to the Operations Committee and is responsible for policy related matters.

E. Ethics Advisory Committee

(a) Voting and Ex-officio Members

The Ethics Advisory Committee membership will be comprised of seven (7) faculty members appointed by the Faculty Senate and one (1) graduate student appointed by the Graduate and Professional Student Association.

(b) Authority

The Ethics Advisory Committee will report directly to the Operations Committee and is responsible for ethics related matters.

G. F. Other Senate Committees and Representation

(See Section III for membership and duties)

1. Standing Committees of the Senate. All standing committees are responsible to the Senate, report to the Senate Operations Committee, and have their faculty membership appointed by the Senate.

(a) Admissions and Registration Committee

~~(b) Athletic Council~~

~~(c) Bachelor of University Studies Faculty Advisory Committee~~

~~(b) ~~(d)~~ Budget Committee~~

(c) Campus Development Advisory Committee

(d) ~~(f)~~ Curricula Committee

(e) ~~(g)~~ Faculty Ethics and Advisory Committee

(f) ~~(h)~~ Faculty and Staff Benefits Committee

(g) Governmental Relations Committee

(h) ~~(i)~~ Graduate and Professional Committee (members appointed by Colleges/Schools)

(i) Honorary Degree

(j) ~~(e)~~ Computer Information Technology Use Committee

~~(k) Intellectual Property Committee~~

(l) Library Committee

(m) Research Allocations Committee

(n) Research Policy Committee

~~(o) Scholarship Committee~~

(p) Teaching Enhancement Committee

(q) Undergraduate Committee

~~University Honors Council~~

(r) ~~(s)~~ University Press Committee

2. Administrative Committees with faculty representatives appointed by the Senate. Faculty members on this Committee shall make periodic reports to the Senate whenever such reports

are considered appropriate by them and/or when requested to do so by the Operations Committee.

~~(a) Campus Development Advisory Committee~~ Question for Operations. This Committee moved to standing committee section, and since moved are there any administrative committees within the new structure?

3. Student committees with faculty representatives appointed by the Senate. Faculty members on these Committees shall make periodic reports to the Senate whenever such reports are considered appropriate by them and/or when requested to do so by the Operations Committee.

- (a) International Affairs Committee
- (b) Student Union Board
- (c) Student Conduct
- (d) Student Publications Board

## II. Senate Operating Policies

### A. Committees

1. In its capacity as a committee on committees, the Operations Committee shall make recommendations to the Senate for all committee appointments (including committee chairpersons) that are the responsibility of the Senate. These appointments shall be voted on by the Senate.

2. All members of the University voting faculty are eligible for appointment to standing faculty committees or as faculty representatives on administrative and student committees. Appointments shall be determined by the Senate upon recommendation of the Operations Committee.

3. During the Spring Semester of each year, all faculty shall be asked to rank the various committees according to their preference for membership on those committees. The Operations Committee shall recommend appointments to committees based as feasible upon the stated preferences of faculty members.

4. Senators are encouraged to serve on a University Committee, and will be given priority consideration in appointments to committees.

5. Initial committee appointments will normally be effective on July 1 of the year of the appointment. Replacement appointments will be effective when approved by the Senate.

6. When it is desirable, in the judgment of the Operations Committee and the current Committee chair, if there is one, for a committee appointment to begin as soon as possible, the Operations Committee may make such an appointment on a provisional basis, pending approval by the Senate at its next meeting.

7. Administrative officers (vice presidents and college deans) shall not serve as Senate appointed committee members.

## B. Absenteeism

1. Given the importance of insuring active participation of all Senators and representation of all parts of the university, if a Senator misses two Senate meetings in a given semester, the President shall consult with the Senator concerning attendance and may, after consultation with the Operations Committee, declare the seat vacant.

2. If a Committee member of any Faculty Senate Committee misses two meetings in a given semester, the Chair of the Committee should consult with that person and may recommend to the Operations Committee that the seat be declared vacant and the person replaced.

## III. Committee Membership and Duties

A. The duties and composition of committees presently listed in the *Faculty Handbook* will remain as stated.

B. For committees not presently listed in the *Faculty Handbook*, the composition will be determined by the Operations Committee.

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## APPLICABILITY

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[All UNM faculty, including the Health Sciences Center and Branch Community Campuses.](#)

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## DEFINITIONS

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[No specific definitions are required for the Policy Statement.](#)

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

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## WHO SHOULD READ THIS POLICY

---

- [Faculty](#)
- [Department Chairs](#)
- [Academic deans and other academic administrators and executives](#)

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## RELATED DOCUMENTS

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[UNM Regents' Policy Manual, Policy 1.7 "Advisors to the Board of Regents"](#)

*Faculty Handbook:*

[Policy A51](#) "Faculty Constitution"

[Policy A53](#) "Development and Approval of Faculty Policies"

[Policy A60.1](#) "Faculty Senate Councils and Committees"

[Policy A61](#) "Academic Council"

[Policy A61.1](#) “Admissions and Registration Committee”

[Policy A61.2](#) “Curricula Committee”

[Policy A61.3](#) “Graduate/Professional Committee”

[Policy A61.4](#) “Honorary Degree Committee”

[Policy A61.5](#) “Teaching Enhancement Committee”

[Policy A61.6](#) “Undergraduate Committee”

[Policy A62](#) “Athletic Council”

[Policy A63](#) “Business Council”

[Policy A63.1](#) “Budget Committee”

[Policy A63.2](#) “Campus Development Advisory Committee”

[Policy A63.3](#) “Faculty and Staff Benefits Committee”

[Policy A63.4](#) “Governmental Relations Committee”

[Policy A63.5](#) “Information Technology Use Committee”

[Policy A64](#) “Health Sciences Center Council”

[Policy A65](#) “Research and Creative Works Council”

[Policy A65.1](#) “Library Committee”

[Policy A65.2](#) “Research Allocations Committee”

[Policy A65.3](#) “Research Policy Committee”

[Policy A65.4](#) “University Press Committee”

[Policy A66](#) “Policy Committee”

[Policy A67](#) “Faculty Ethics and Advisory Committee”

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## CONTACTS

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

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## PROCEDURES

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1. Each speaker is limited to five (5) minutes each time when speaking to an issue.
2. The Senate shall normally meet the fourth Tuesday of every month at 3:00 p.m. Additional meetings may be scheduled by the Operations Committee as needed.
3. The President of the Faculty Senate shall have the right to vote as a member of the body on each motion before the Senate.
4. A quorum shall consist of 40 percent of the Senate membership.
5. Faculty Senate meetings shall be conducted in accordance with the Roberts Rules of Order.

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## DRAFT HISTORY

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[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)

May 7, 2017--Draft revised based on meeting with Operations Committee.

February 3, 2016—Revised draft to add restructure dealing with Councils.

November 25, 2015—Revised draft in new format with references added.

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## HISTORY

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Special Rules of Order Governing the Reorganization of the Faculty Senate were approved by the Faculty Senate. These special rules of order modify the Faculty Senate Bylaws for a period of two years beginning July 1, 2012 and ending June 30, 2014, for the purpose of reorganizing the Faculty Senate structure. The sections dealing with Faculty Senate Councils and Council chairs were added to the bylaws on a two-year, pilot basis. The rules will be extended until June 30, 2015.

April 27, 2004—Amended  
October 28, 2003—Amended  
August 27, 2002—Amended  
March 27, 2001—Amended  
April 28, 1998—Amended  
November 1993—April 1990 amendment was rescinded  
May 11, 1993—Amended  
April 1990—Amended  
May 9, 1989—Amended  
March 31, 1981—Approved

COMMENTS TO:  
[handbook@unm.edu](mailto:handbook@unm.edu)

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## A60.1: Faculty Senate Councils and Committees

### (New Policy due to Faculty Senate Restructure)

Approved By: Faculty Senate

Approved: [Draft 1/30/18](#)

Responsible Faculty Committee: Operations Committee

Office Responsible for Administration: Office of University Secretary

**Legend:** **Red text** is from Special Rules approved by Faculty Senate in 2015, and the original 2012 proposal. **Blue text** are suggested changes or additions to the information provided by the Special Rules. **Purple text** are recent updates since 5/5/17 per Faculty Senate website.

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

---

### POLICY RATIONALE

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The Faculty Senate organizational structure which includes councils and committees is designed enable the Faculty Senate to meet the needs of the faculty, administration, and the University of New Mexico (UNM) in a flexible and responsive manner.

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### POLICY STATEMENT

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The purpose of Faculty Senate councils and committees is to steer, clear, and prepare business for full Senate deliberations. The council structure is designed to provide leadership to and coordination of efforts for Faculty Senate committees that deal with similar issues. The Faculty Senate council and committee structure is shown below:

#### **Academic Council**

- [Admissions and Registration Committee](#)
- [Curricula Committee](#)
- [Graduate Committee](#)
- [Honorary Degree Committee](#)
- [Teaching Enhancement Committee](#)
- [Undergraduate Committee](#)

#### **Athletic Council**

#### **Business Council**

- [Budget Committee](#)
- [Campus Development Advisory Committee](#)
- [Faculty and Staff Benefits Committee](#)
- [Governmental Relations Committee](#)

- [Information Technology Use Committee](#)

### [Health Sciences Center Council](#)

### [Research and Creative Works Council](#)

- [Honorary Degree Committee](#)
- [Library Committee](#)
- [Research Allocations Committee](#)
- [Research Policy Committee](#)
- [University Press Committee](#)

### [Policy Committee](#)

### [Faculty Ethics and Advisory Committee](#)

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## APPLICABILITY

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[All UNM faculty, including the Health Sciences Center and Branch Community Campuses.](#)

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.

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## DEFINITIONS

---

There are no specific definitions required by this Policy.

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## WHO SHOULD READ THIS POLICY

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- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

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## RELATED DOCUMENTS

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*Faculty Handbook:*

- [Policy A51](#) "Faculty Constitution"
- [Policy A53](#) "Development and Approval of Faculty Policies"
- [Policy A60](#) "Faculty Senate Bylaws"
- [Policy A61](#) "Academic Council"
- [Policy A61.1](#) "Admissions and Registration Committee"
- [Policy A61.2](#) "Curricula Committee"
- [Policy A61.3](#) "Graduate/Professional Committee"
- [Policy A61.4](#) "Honorary Degree Committee"
- [Policy A61.5](#) "Teaching Enhancement Committee"
- [Policy A61.6](#) "Undergraduate Committee"

- [Policy A62](#) “Athletic Council”
- [Policy A63](#) “Business Council”
- [Policy A63.1](#) “Budget Committee”
- [Policy A63.2](#) “Campus Development Advisory Committee”
- [Policy A63.3](#) “Faculty and Staff Benefits Committee”
- [Policy A63.4](#) “Governmental Relations Committee”
- [Policy A63.5](#) “Information Technology Use Committee”
- [Policy A64](#) “Health Sciences Center Council”
- [Policy A65](#) “Research and Creative Works Council”
- [Policy A65.1](#) “Library Committee”
- [Policy A65.2](#) “Research Allocations Committee”
- [Policy A65.3](#) “Research Policy Committee”
- [Policy A65.4](#) “University Press Committee”
- [Policy A66](#) “Policy Committee”
- [Policy A67](#) “Faculty Ethics and Advisory Committee”

## CONTACTS

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

## PROCEDURES

Faculty Senate councils and committees will schedule regular meetings. [Council chairs will meet regularly with the Operations Committee, but no less than once each semester.](#)

## DRAFT HISTORY

[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)

May 7, 2017 –Draft new policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate.

March 2014 –Special Rules Revised by the Faculty Senate

March 2013—Interim Restructure Document Approved by the Faculty Senate

## HISTORY

COMMENTS TO: <a href="mailto:handbook@unm.edu"><u>handbook@unm.edu</u></a>	<a href="#"><u>FACULTY HANDBOOK HOME</u></a>	<a href="#"><u>TABLE OF CONTENTS</u></a>	<a href="#"><u>TABLE OF POLICIES</u></a>	<a href="#"><u>UNM HOME</u></a>
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## A61: Academic Council

### (New Policy due to Faculty Senate Restructure)

Approved By: Faculty Senate

Approved: [Draft 1/30/18](#)

Responsible Faculty Committee: Academic Council

Office Responsible for Administration: Office of University Secretary

**Legend:** **Legend:** **Red text** is from Special Rules approved by Faculty Senate in 2015, and the original 2012 proposal. **Blue text** are suggested changes or additions to the information provided by the Special Rules. **Purple text** are recent updates since 5/5/17 per Faculty Senate website.

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

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### POLICY RATIONALE

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The Academic Council is charged with oversight of the teaching and curricula of the University of New Mexico (UNM) including the undergraduate, graduate, and professional levels.

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### POLICY STATEMENT

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The Academic Council has authority in academic matters that cannot easily or fully be handled by single existing Faculty Senate committees. Academic Council **recommendations** **decisions** shall be reviewed by the Faculty Senate Operations committee and are subject to ratification by the Faculty Senate. Recommendations proposed by the Council will be taken to the Senate Operations Committee for deliberation and decisions.

The configuration of the Academic Council shall consist of the following Faculty Senate committees:

- Admissions and Registration Committee
- Curricula Committee
- Graduate/Professional Committee
- Honorary Degree Committee
- Teaching Enhancement Committee
- Undergraduate Committee

Members of the Academic Council are the ~~four (4)~~ chairs of the committees that compose the Council. The Council Chair will be elected to a two-year term by a vote of the Chairs of the committees in the Council. Ex-official, non-voting members of the Council are the Vice-Provost for Academic Affairs and the Associate Vice President for Enrollment Management.

---

## APPLICABILITY

---

[All UNM faculty, including the Health Sciences Center and Branch Community Campuses.](#)

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.

---

## DEFINITIONS

---

[There are no specific definitions required by this Policy.](#)

---

## WHO SHOULD READ THIS POLICY

---

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

---

## RELATED DOCUMENTS

---

*Faculty Handbook:*

[Policy A51](#) “Faculty Constitution”

[Policy A53](#) “Development and Approval of Faculty Policies”

[Policy A60](#) “Faculty Senate Bylaws”

[Policy A60.1](#) “Faculty Senate Councils and Committees”

[Policy A61.1](#) “Admissions and Registration Committee”

[Policy A61.2](#) “Curricula Committee”

[Policy A61.3](#) “Graduate/Professional Committee”

[Policy A61.4](#) “Honorary Degree Committee”

[Policy A61.5](#) “Teaching Enhancement Committee”

[Policy A61.6](#) “Undergraduate Committee”

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## CONTACTS

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

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## PROCEDURES

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[The Academic Council will schedule regular meetings. The Council Chair will meet regularly with the Operations Committee, but no less than once each semester.](#)

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## DRAFT HISTORY

---

[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)

May 4, 2017 –Draft new policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate.

March 2014 –Special Rules Revised by the Faculty Senate

March 2013—Interim Restructure Document Approved by the Faculty Senate

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## HISTORY

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None—new policy.

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## A61.2: Curricula Committee

**(Placed in new policy format and revised to address Council Structure)**

Approved By: Faculty Senate

Last Updated: **Draft 1/30/18**

Responsible Faculty Committee: Curricula Committee

Office Responsible for Administration: Office of the University Secretary

**Legend:** **Red text** is from Special Rules approved by Faculty Senate in 2015, and the original 2012 proposal. **Blue text** are suggested changes or additions to the information provided by the Special Rules. **Purple text** are recent updates since 5/5/17 per Faculty Senate website.

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

---

### POLICY RATIONALE

---

The Curricula Committee is one of six (6) ~~four (4)~~ committees that comprise the Faculty Senate Academic Council, which provides leadership to and coordination of Faculty Senate Committee efforts that deal with academic issues.

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### POLICY STATEMENT

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

Faculty members will be appointed by the Faculty Senate or in the case of branch community campus faculty who will be appointed by their respective faculty assemblies. The Curricula Committee shall consist of the following faculty members. One faculty member from each of the branch community campuses; three from Arts and Sciences, [one from the humanities (including foreign languages), one from the social and behavioral sciences, one from the natural/physical sciences and math], and one each from Architecture and Planning, Dental Hygiene Programs, Education, Engineering, Fine Arts, Honors College, University Libraries, Law, Management, Medicine, Nursing, Pharmacy, Population Health, two students appointed by the Associated Students of UNM (ASUNM) and the Graduate and Professional Student Association (GPSA), respectively. Ex-officio members shall include the Registrar, a Collection Development Librarian, a faculty administrator from the Office of Academic Affairs, the Director of University Advising, a faculty administrator from the Office of the Chancellor for HSC, and one representative from the Graduate and Professional Committee. The chairperson is elected by the Committee.

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

1. Reviewing the recommendations of the Senate Graduate Committee concerning all proposals for major changes in programs (Form C), including new degrees, new programs, new majors and minors, name changes, and substantive changes in existing programs, and transmitting them to the Faculty Senate for final approval.
2. Reviewing and making recommendations on all proposals for minor course changes (Form A), new courses (Form B), minor changes in existing programs (Form C), originating from students, departments, programs, divisions, schools, colleges of the University and its branches and graduate centers, and Faculty Senate committees.
3. Participating, together with members of the Senate Graduate and Professional Committee and Undergraduate Committee, in periodic reviews of instructional units and programs.
4. Hearing curricular disputes and recommending means for their resolution.
5. Initiating occasional reviews of curricular offerings and policies at UNM.
6. Recommending to the Faculty Senate both programs and the application of curricular policies.
7. Overseeing the approval and ongoing assessment of the Core Curriculum in consultation with the Faculty Senate.

---

## APPLICABILITY

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All UNM [faculty](#) units, including the Health Sciences Center and Branch [Community](#) Campuses.

---

## DEFINITIONS

---

No specific definitions are required for the Policy Statement.

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

---

## WHO SHOULD READ THIS POLICY

---

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

---

## RELATED DOCUMENTS

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*Faculty Handbook:*

**Policy A51** “Faculty Constitution”

**Policy A53** “Development and Approval of Faculty Policies”

**Policy A60** “Faculty Senate Bylaws”

**Policy A60.1** “Faculty Senate Councils and Committees”

**Policy A61** “Academic Council”

[“Plan for Assessment of Courses in the UG General Education Core Curriculum Template”](#)

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## CONTACTS

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

---

## PROCEDURES

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[The Curricula Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Academic Council for consideration by the Faculty Senate.](#)

### 1. Procedures for Adding Courses to the Core Curriculum

#### 1.1 Documentation Required

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

- Identification of the area into which the course will fit (writing/speaking, math, science, social/behavioral sciences, humanities, non-English language, fine arts.)
- Rationale for adding the course to the core.
  - Justification for adding the course to the Core.
    - How will this course benefit UNM students?
    - Why does it belong in the UNM Core Curriculum?
  - Impact statement on the effect this addition may have upon other departments/courses currently in the Core.
  - Current and predicted enrollments for the next three years.
  - Demonstrated example of “Annual Report on Assessment.”
- Budget/Faculty Load statement.
  - Budget impact statement.
  - Resources (faculty/facilities) that the department has for teaching the course.
  - Memo from Dean or College Curriculum Committee regarding financial support for five to ten years.
- Student learning outcomes and proposed techniques to assess those outcomes. [See UNM Outcomes Assessment template “Plan for Assessment of Courses in the UG General Education Core Curriculum Template.”]

- Documentation of UNM and HED Core Competencies addressed. (Unless the courses are not applicable to HED standards, i.e. non-English language UNM Core).
- Complete syllabus and course schedule including time on topics and suggested text.

## 1.2 Approvals

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

## 1.3 Timeline

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

## 2. Procedures for Deleting Courses from the Core Curriculum

### 2.1. Documentation Required

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

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

### 2.2 Approval Procedures

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

### 2.3 Timeline

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

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## DRAFT HISTORY

---

[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)

May 12, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate.

March 2014 –Special Rules Revised by the Faculty Senate

March 2013—Interim Restructure Document Approved by the Faculty Senate

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## HISTORY

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November 22, 2016 -- Revised draft approved by Faculty Senate

February 4, 2014 –Amended procedures approved by Faculty Senate Operations Committee

January 29, 2014 –Amended procedures approved by Faculty Senate Policy Committee

June 16, 2011 –Approved by UNM President

March 22, 2011 – Approved by Faculty Senate

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## A61.3 Graduate and Professional Committee

**(Placed in new policy format and revised to address Council Structure)**

Approved By: Faculty Senate

Approved: Draft 1/30/18

Responsible Faculty Committee: Graduate and Professional Committee

Office Responsible for Administration: Office of University Secretary

**Legend:** **Red text** is from Special Rules approved by Faculty Senate in 2015, and the original 2012 proposal. **Blue text** are suggested changes or additions to the information provided by the Special Rules. **Purple text** are recent updates since 5/5/17 per Faculty Senate website.

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

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### POLICY RATIONALE

---

The Graduate and Professional Committee is one of **six (6)** ~~four (4)~~ committees that comprise the Faculty Senate Academic Council, which provides leadership to and coordination of Faculty Senate Committee efforts that deal with academic issues.

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### POLICY STATEMENT

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The Senate Graduate and Professional Committee (SGPC), in consultation with College (School or Division) Graduate Committees, the Dean of Graduate Studies and the Executive Vice President for Health Sciences is responsible for maintaining and enhancing the quality of graduate/professional education in the University and its graduate and/or professional centers by:

- (1) making recommendations on proposals for major changes in graduate/professional programs (Forms C and D), including new degrees and certificates, new programs, new majors and minors and concentrations, name changes, substantive changes in existing programs and suspensions or abolition of degrees or programs, and transmitting them to the Faculty Senate;
- (2) participating, together with members of the Curricula and Undergraduate Committees, in periodic reviews of instructional units and programs;
- (3) ascertaining the degree to which modifications recommended by the reviews of academic units and programs have been implemented, identifying obstacles to making such modifications, and determining how such obstacles might be surmounted;
- (4) coordinating and monitoring graduate/professional activities throughout the University;

(5) presenting to the Faculty Senate recommendations concerning general policies for graduate/professional education, including the creation, suspension and termination of graduate and/or professional degrees and programs;

(6) recommending to the Faculty Senate the granting of graduate, professional and honorary degrees; and

(7) hearing and resolving disputes involving policy or quality control issues pertaining to University-wide regulations and standards for graduate and professional students and graduate and professional education following procedures as will be found in appropriate sections of the Faculty Handbook and the UNM Catalog.

The membership shall consist of fifteen (15) faculty and one (1) student: one (1) faculty member selected by each of the following College/School/Division Graduate Committees from its membership: Architecture and Planning, Education, Engineering, Fine Arts, Law, Management, Medical Sciences, Nursing, Pharmacy, [Public Administration](#); three (3) faculty members selected from its Graduate Committee membership by the College of Arts and Sciences, one (1) representing each of the (3) three divisions within the college [sciences, social sciences, humanities]. one member each from the University Libraries, University College, and the Graduate and Professional Student Association. The Dean, Associate and Assistant Deans of Graduate Studies, the University Registrar, the Vice Provost for Extended University, and the Provost or his/her designee shall be non-voting ex-officio members.)

The selection of faculty members is made in the spring semester of the preceding year and is for a two-year term. The terms are staggered so that Architecture & Planning, Engineering, Law, Management, Nursing, Pharmacy, University College, and one member from Arts & Sciences are chosen in odd-numbered years while Education, Fine Arts, Medical Sciences, Public Administration, University Libraries, and the other two members from Arts & Sciences are chosen in even-numbered years. The GPSA representative is chosen for a one-year term. All representatives will serve no more than three consecutive terms.

Late in the spring semester of each odd-numbered year, the committee membership elects a chair-elect who assumes the chair the fall semester of the next even numbered year. The chair serves a two-year term, but does not represent his/her College (School or Division). Rather the College (School or Division) Graduate Committee whose representative assumes the chair will choose a new representative to serve out the chair's term or begin a new two-year term, as appropriate.

### **Charge to College Graduate Committees**

1. Within the college/school/or division, the graduate and/or professional committee, in consultation with the dean or director of that unit, supervises and coordinates graduate/professional activity and maintains the University's policies regarding graduate/professional affairs and recommends to the college/school/or division faculty supplementary policies appropriate to the unit in question, as well as recommending to the Senate Graduate and Professional Committee whatever revisions in basic University

policy it deems necessary to maintain and improve the quality of graduate/professional education.

2. Within the policies established by the Faculty Senate, the SGPC, and the faculty of the college/school/or division, the committee in consultation with the dean or director of the college/school/or division shall be responsible for: (a) endorsement of new courses and programs at the graduate/professional level; (b) approval of regular full-time graduate faculty for courses receiving graduate credits; (c) endorsement of standards for appointment of graduate, teaching, research and project assistants; (d) receiving and processing petitions on behalf of individual graduate and/or professional students dealing with changes in programs, requirements related to that graduate/professional unit, or any other appeal of an academic nature; and, (e) maintenance of quality control processes including admission of students to graduate/professional programs, endorsement of the membership of examination committees, dissertation committees and program of studies committees. Final approval (except 2b) rests with the SGPC in conjunction with the Dean of Graduate Studies or appropriate Professional Program equivalent as noted above in the charge to the Senate Graduate/ Professional Committee.
3. The graduate and/or professional committee of each college/school/or division in consultation with its dean or director and acting within the general faculty policies of that unit shall recommend to the Senate Graduate and Professional Committee the internal arrangement and procedures deemed most appropriate to the implementation of 1 and 2 above. Approval of the implementation proposals from each college/school/or division rests with the SGPC acting in consultation with the Dean of Graduate Studies or appropriate Professional Program equivalent.

---

## APPLICABILITY

---

[All UNM faculty, including the Health Sciences Center and Branch Community Campuses.](#)

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.

---

## DEFINITIONS

---

There are no specific definitions required by this Policy.

---

## WHO SHOULD READ THIS POLICY

---

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

---

## RELATED DOCUMENTS

---

*Faculty Handbook:*

[Policy A51](#) “Faculty Constitution”

[Policy A53](#) “Development and Approval of Faculty Policies”

[Policy A60](#) “Faculty Senate Bylaws”

[Policy A60.1](#) “Faculty Senate Councils and Committees”

[Policy A61](#) “Academic Council”

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## CONTACTS

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

---

## PROCEDURES

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[The Graduate and Professional Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Academic Council for consideration by the Faculty Senate.](#)

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## DRAFT HISTORY

---

[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)

May 8, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate.

March 2014 –Special Rules Revised by the Faculty Senate

March 2013—Interim Restructure Document Approved by the Faculty Senate

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## HISTORY

---

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## A61.4 Honorary Degree Committee

Approved By: Faculty Senate

Last Updated: November 22, 2011 *Draft 1/30/18*

Responsible Faculty Committee: Honorary Degree Committee

Office Responsible for Administration: Office of the University Secretary

**Legend:** **Red text** is from Special Rules approved by Faculty Senate in 2015, and the original 2012 proposal. **Blue text** are suggested changes or additions to the information provided by the Special Rules. **Purple text** are recent updates since 5/5/17 per Faculty Senate website.

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

---

### POLICY RATIONALE

---

The Honorary Degree Committee is one of six (6) ~~five (5)~~ committees that comprise the Faculty Senate Academic Research and Creative Works Council, which is charged oversight of the teaching and curricula of the University of New Mexico (UNM) including the undergraduate, graduate, and professional levels. with oversight of the research endeavor of the University of New Mexico (UNM) including both "big-science" and smaller, unfunded or underfunded creative works.

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### POLICY STATEMENT

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~~The Honorary Degree Committee, a subcommittee of the Senate Graduate Committee shall be composed as follows:-~~

Early in each academic year, the Honorary Degree Committee makes nominations for the awarding of honorary degrees in accordance with ~~the policy provided below~~ Regents' Policy (RPM) 1.6 "Special Recognition and Awards." Further information on awarding honorary degrees and other types of special recognition can be obtained from RPM 1.6. "Special Recognition and Awards," ~~Section 1.6, Regents' Policy Manual.~~

Membership: Two (2) members appointed by the President of the Board of Regents (-year terms); two (2) members of the general faculty appointed by the Faculty Senate (two-year terms) two (2) members of the general faculty appointed by the Senate Graduate and Professional Committee (two-year terms) the UNM President and the President of the Graduate and Professional Student Association (GPSA). Additionally, the President of the Board of Regents and the Secretary of the University shall be ex-officio members, the Secretary to serve as Secretary of the Committee. The Committee shall elect its own chairman from among the faculty members appointed by the Faculty Senate and the Senate Graduate and Professional Committee.)

Operating guidelines: Each year, the Honorary Degree Committee shall solicit nominations for honorary degrees from any source they deem proper. However, a great emphasis should be placed on nominees whose contributions are to UNM, New Mexico, or the southwest. The Honorary Degree Committee shall decide if an honorary degree is to be given for any particular year. If no selection is made, the Senate Graduate [and Professional](#) Committee, the Faculty Senate, and the [Board of](#) Regents will be so notified. If the Honorary Degree Committee decides there are appropriate candidates--to a maximum of three (3) annually--they may make a selection or selections and shall present the names of the nominees to the Senate Graduate [and Professional](#) Committee for confidential approval or disapproval of any or all names. If Senate Graduate [and Professional](#) Committee's approval is forthcoming for any or all of the nominees, the names shall be submitted to the Faculty Senate for confidential approval no later than at the February meeting. Names of nominees approved by the Faculty Senate shall then be submitted to the [Board of](#) Regents for formal approval at their Commencement meeting. (However, approval of the Regents not on the Honorary Degree Committee must be secured informally before names are submitted to the Senate Graduate [and Professional](#) Committee.) Disapproval of all names by the Senate Graduate [and Professional](#) Committee, the Faculty Senate, or the Regents stops the process at that point for that year. New nominations from the Senate Graduate [and Professional](#) Committee, the Faculty Senate, or the Regents will only be considered by the Honorary Degree Committee for a subsequent year.

### **Policy for Awarding Honorary Degrees**

*Approved, Faculty 10/21/51; Approved, Regents 03/10/52; Amended, 12/17/63; Amended, 02/23/67; Amended, 1/14/69; Amended, 05/12/92; Amended and Approved, Regents 11/14/96.*

~~The University of New Mexico wishes to recognize and thereby encourage individuals by awarding special honors to those persons who have contributed significantly to the cultural or scientific development of the Southwest, or to the spiritual or material welfare of its people. At the same time, due regard should be paid to eminent individuals and scholars whose contributions are of general significance and transcend geographic limitations. In no case should a passing courtesy to the University of New Mexico, such as the delivery of a commencement address, be the sole or principal cause for such honorary awards. The award of an honorary degree to a person seeking or holding a political office does not indicate endorsement by the University of New Mexico. Political involvement should not prevent selection of an individual for an honorary degree.~~

~~It is not the University's policy to award honorary degrees to active members of the faculty, staff, or administration. This does not preclude, in an exceptional case, the awarding of an honorary degree to an emeritus member of the faculty or to a former employee whose stature remains or becomes eminent in the years following active service with the University. In such exceptions, sufficient time shall have elapsed to ensure objectivity in the process of selection.~~

~~Honorary degrees will be awarded only upon the approval of the Regents, based on recommendations from the Honorary Degree Committee, whose membership is set out in the Faculty Handbook.~~

---

## APPLICABILITY

---

All UNM faculty, including the Health Sciences Center and Branch [Community](#) Campuses.

---

## DEFINITIONS

---

No specific definitions are required for the Policy Statement.

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

---

## WHO SHOULD READ THIS POLICY

---

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

---

## RELATED DOCUMENTS

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[Regents' Policy \(RPM\) 1.6 "Special Recognition and Awards."](#)

*Faculty Handbook:*

[Policy A51](#) "Faculty Constitution"

[Policy A53](#) "Development and Approval of Faculty Policies"

[Policy A60](#) "Faculty Senate Bylaws"

[Policy A60.1](#) "Faculty Senate Councils and Committees"

[Policy A61](#) "Academic Council"

~~[Policy A65](#) "Research and Creative Works Council"~~

---

## CONTACTS

---

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

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## PROCEDURES

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[The Honorary Degree Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the ~~Research and Creative Works Academic Council~~ for consideration by the Faculty Senate.](#)

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## HISTORY

---

March 22, 2011 – Approved by Faculty Senate

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## DRAFT HISTORY

---

[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)

May 10, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 "Faculty Senate Bylaws" resulting from reorganization of the Faculty Senate. Also replaced copy of portion of Regents Policy 1.6 with a link to Regents Policy 1.6.

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## A61.5 Teaching Enhancement Committee

Approved By: Faculty Senate

Last Updated: **Draft 1/30/18**

Responsible Faculty Committee: Teaching Enhancement 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 Teaching Enhancement Committee is one of six (6) committees that comprise the Faculty Senate Academic-Council, which is charged oversight of the teaching and curricula of the University of New Mexico (UNM) including the undergraduate, graduate, and professional levels.

### POLICY STATEMENT

The purpose of the Teaching Enhancement Committee (TEC) shall be to encourage and support quality teaching and its funding as the primary role of UNM, including all its established units. The TEC will in no way infringe upon the academic freedom of faculty members in searching for and imparting knowledge. The functions of the Committee shall include, but not be limited to:

- (1) initiating, formulating and recommending policies regarding teaching resources, support staff and faculties
- (2) recommending UNM policy regarding the granting of awards and stipends for outstanding teaching and scholarly achievements;
- (3) overseeing selection of Presidential Teaching Fellow and Teacher of the Year Awards and future UNM teaching honors;
- (4) awarding funds to be used as incentives to enhance teaching methods and curriculum development through the Teaching Allocations Subcommittee;
- (5) reviewing and recommending the use of contemporary and developing tools for teaching quality and productivity;
- (6) serving as an advisory committee to the Center for the Advancement of Scholarship in Teaching and Learning (CASTL);

(7) evaluating, formulating and recommending policy concerning teaching support services provided by computer facilities, libraries, media services, and other support organizations;

(8) developing and recommending a plan for the institution of an annual lecture by an outstanding teacher and the procedure for selection; [and](#)

(9) meeting formally with the Deans' Council and the Senate Operations Committee at least once each year to discuss current problems and exchange information concerning teaching.

[Committee membership includes](#) eleven (11) faculty members, including [one \(1\)](#) a member from a branch [community college](#) campus, appointed by the Faculty Senate; one (1) graduate student appointed by the Graduate Professional Student Association (GPSA); one (1) undergraduate student appointed by the Associated Students of UNM (ASUNM). The Provost, the Associate Provost for Academic Affairs, and the Director of CASTL shall be ex officio members of the committee. The terms of office shall be three (3) years set up on a staggered basis, and the committee members shall elect the chair.)

---

## APPLICABILITY

---

All UNM faculty, including the Health Sciences Center and Branch [Community](#) Campuses.

---

## DEFINITIONS

---

No specific definitions are required for the Policy Statement.

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

---

## WHO SHOULD READ THIS POLICY

---

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

---

## RELATED DOCUMENTS

---

[Regents' Policy \(RPM\) 1.6 "Special Recognition and Awards."](#)

*Faculty Handbook:*

[Policy A51](#) "Faculty Constitution"

[Policy A53](#) "Development and Approval of Faculty Policies"

[Policy A60](#) "Faculty Senate Bylaws"

[Policy A60.1](#) "Faculty Senate Councils and Committees"

[Policy A61](#) "Academic Council"

[Policy A65](#) "Research and Creative Works Council"

---

## CONTACTS

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

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## PROCEDURES

---

[The Teaching Enhancement Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Academic Council for consideration by the Faculty Senate.](#)

~~No procedures needed at this time~~

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## HISTORY

---

March 22, 2011 – Approved by Faculty Senate

---

## DRAFT HISTORY

---

[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)

May 10, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate. Also replaced copy of portion of Regents Policy 1.6 with a link to Regents Policy 1.6.

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## A61.6 Undergraduate Committee

**(Placed in new policy format and revised to address Council Structure)**

Approved By: Faculty Senate

Approved: Draft 1/30/18

Responsible Faculty Committee: Undergraduate Committee

Office Responsible for Administration: Office of University Secretary

**Legend:** **Red text** is from Special Rules approved by Faculty Senate in 2015, and the original 2012 proposal. **Blue text** are suggested changes or additions to the information provided by the Special Rules. **Purple text** are recent updates since 5/5/17 per Faculty Senate website.

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

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### POLICY RATIONALE

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The Undergraduate Committee is one of six (6) ~~four (4)~~ committees that comprise the Faculty Senate Academic Council, which provides leadership to and coordination of Faculty Senate Committee efforts that deal with academic issues.

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### POLICY STATEMENT

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The Undergraduate Committee is responsible for maintaining and enhancing the quality of undergraduate education in the University and its branches by:

- (1) presenting to the Faculty Senate recommendations concerning general policies for undergraduate education, including policies on the creation and termination of undergraduate degrees and programs;
- (2) considering proposals regarding administrative or academic regulations which affect the overall undergraduate program;
- (3) interviewing, or designating appropriate faculty members to interview, prospective instructors for the University ROTC programs;
- (4) reviewing policy questions concerning undergraduate counseling and advisement programs;
- (5) participating, together with members of the Curricula and Graduate and Professional Committees, in periodic reviews of instructional units and programs;
- (6) developing and implementing a process of periodic review of undergraduate programs; and

(7), together with the Curricula Committee, evaluating new undergraduate curriculum forms.

Faculty members will be appointed by the Faculty Senate and include eighteen (18) faculty members, including the chair: four (4) from the College of Arts and Sciences (one (1) each from natural sciences, social sciences, and humanities; and one (1) at large), two (2) each from the College of Education and the School of Engineering, and one (1) each from the School of Architecture and Planning, the College of Fine Arts, the University Libraries, the School of Management, the College of Nursing, and the School of Medicine; also one faculty representative from each branch [community](#) college. The committee also includes two (2) undergraduate students, one (1) appointed by the ASUNM Senate and one (1) by the ASUNM president. The chair is elected by the committee. Ex officio non-voting members include the Registrar, Provost office [academic administrators](#) for Undergraduate Affairs and Extended University, and the Dean of Students.

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## APPLICABILITY

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[All UNM faculty, including the Health Sciences Center and Branch Community Campuses.](#)

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.

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## DEFINITIONS

---

There are no specific definitions required by this Policy.

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## WHO SHOULD READ THIS POLICY

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- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

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## RELATED DOCUMENTS

---

*Faculty Handbook:*

[Policy A51](#) "Faculty Constitution"

[Policy A53](#) "Development and Approval of Faculty Policies"

[Policy A60](#) "Faculty Senate Bylaws"

[Policy A60.1](#) "Faculty Senate Councils and Committees"

[Policy A61](#) "Academic Council"

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## CONTACTS

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

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## PROCEDURES

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[The Undergraduate Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Academic Council for consideration by the Faculty Senate.](#)

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## DRAFT HISTORY

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[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)  
May 10, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate.  
March 2014 –Special Rules Revised by the Faculty Senate  
March 2013—Interim Restructure Document Approved by the Faculty Senate

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## HISTORY

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## A62: Athletic Council

**(Renumbered from A61.2 and placed in new policy format)**

Approved By: Faculty Senate

Approved: Draft 5/7/17

Responsible Faculty Committee: Athletic Council

Office Responsible for Administration: Office of University Secretary

**Legend:** Black text is unchanged text from current policy. **Red text** are minor changes to current policy based on Special Rules approved by Faculty Senate in 2015, the original 2012 proposal, and the proposed revision to Policy A60 "Faculty Senate Bylaws." **Blue text** are suggested changes or additions to the information provided by the Special Rules.

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

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### POLICY RATIONALE

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The Athletic Council is charged with oversight of intercollegiate and intramural athletics. The purpose of the Athletic Council is to support for the personal and academic welfare of the University of New Mexico (UNM) student athlete, protect institutional integrity, and ensure compliance with the National Collegiate Athletic Association (NCAA) and affiliated conference rules.

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### POLICY STATEMENT

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The chief duties and functions of the Athletic Council are to formulate, maintain, and review general policies pertaining to intercollegiate athletics. In formulating policy, the Athletic Council shall:

- (a) Maintain a position in favor of high scholastic standards for intercollegiate athletics;
- (b) Maintain a position in favor of high standards of institutional and personal integrity and ethical conduct for intercollegiate athletics; and
- (c) Maintain the concept of the intercollegiate athlete as an amateur competitor, a bona fide student pursuing a degree program.

The duties of the Athletic Council are further defined as:

- (a) Transmit to the President and Faculty Senate at the beginning of each calendar year a report to include information on athletic scholarships and financial aid given to athletes, current review of the graduation rates of student athletes, the eligibility of student athletes as

indicated by the Faculty Representative to the NCAA, the Registrar's Office, and the Athletic Academic Advising Office, and appropriate recommendations concerning the administration of athletic programs from the perspective of the academic performance of student athletes.

(b) Encourage ethical conduct in intercollegiate sports at UNM.

(c) Make appropriate recommendations to the Vice President for Athletics, the faculty, and UNM President regarding items pertaining to the maintenance of scholastic standards for intercollegiate athletics.

(d) Review criteria for admission and eligibility of student athletes, and policies regarding student athletes' progress towards degrees.

(e) Review and monitor UNM's athletics programs for compliance with NCAA and MWC rules and regulations including the review of periodic compliance reports.

(f) Provide comments and recommendations regarding changes in NCAA, MWC, or other relevant conferences rules, bylaws, policies and procedures to the VP for Athletics and the faculty representative to the NCAA.

(g) Review and make recommendations regarding conference affiliations and other intercollegiate relationships.

(h) Review at the end of each academic year the list provided by the Vice President for Athletics of student athletes whose scholarships or financial aid are not being renewed, including the reason for each action.

(i) Review annually team schedules for conformity to the Athletic Council policy on scheduling of academic events and review and approve scheduling exceptions.

(j) Consult with the Vice President for Athletics on policies and procedures for the annual evaluation of coaches and athletic staff.

(k) Review and make recommendations regarding appeals of student athletes on academic and athletic matters.

(l) Advise the Vice President for Athletics, when an Associate Director of Athletics or a head coach is to be employed or dismissed.

Voting members of the Council are: the Chair (elected to a two-year term by a vote of the members of the twelve (12) faculty members of the Council, the majority of whom should be tenured) and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair.) These twelve (12) members shall come from a minimum of ~~must be representative of at least~~ four (4) colleges. The terms of office shall be for three (3) years, set up on a staggered basis so that the terms of two (2) members will expire each year. ~~The remaining council membership shall be composed of: three undergraduate student members; one graduate student member; one (1) alumni member; and, also,~~ Ex-officio, non-voting

members [of the Council](#) are the Vice President for Athletics, the Associate Director of Athletics, [three \(3\) faculty senators \(elected by that body for two-year terms\)](#), and the faculty representative to the National Collegiate Athletic Association (NCAA). ~~An executive committee of the Council may be appointed to provide coverage during the summer months when some faculty members of the Council may not be available.~~

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## APPLICABILITY

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[All UNM faculty, including the Health Sciences Center and Branch Community Campuses.](#)

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.

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## DEFINITIONS

---

There are no specific definitions required by this Policy.

---

## WHO SHOULD READ THIS POLICY

---

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

---

## RELATED DOCUMENTS

---

*Faculty Handbook:*

[Policy A51](#) "Faculty Constitution"

[Policy A53](#) "Development and Approval of Faculty Policies"

[Policy A60](#) "Faculty Senate Bylaws"

[Policy A60.1](#) "Faculty Senate Councils and Committees"

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## CONTACTS

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

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## PROCEDURES

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[The Athletic Council will schedule regular meetings.](#) [The Council Chair will meet regularly with the Operations Committee, but no less than once each semester.](#)

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## DRAFT HISTORY

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[May 7, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 "Faculty Senate Bylaws" resulting from reorganization of the Faculty Senate.](#)

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## HISTORY

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## A63: Business Council

### (New Policy due to Faculty Senate Restructure)

Approved By: Faculty Senate

Approved: Draft 5/4/17

Responsible Faculty Committee: Business Council

Office Responsible for Administration: Office of University Secretary

**Legend:** Red text is from Special Rules approved by Faculty Senate in 2015, the original 2012 proposal, and the proposed revision to Policy A60 "Faculty Senate Bylaws." Blue text are suggested changes or additions to the information provided by the Special Rules.

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

### POLICY RATIONALE

The Business Council is charged with faculty oversight of the business aspects of the University of New Mexico (UNM) including budget, government relations, campus planning, capital projects, etc.

### POLICY STATEMENT

The Business Council has authority in business matters that cannot easily or fully be handled by single existing Faculty Senate committees. Business Council recommendations ~~decisions~~ shall be reviewed by the Faculty Senate Operations committee and are subject to ratification by the Faculty Senate. Recommendations proposed by the Council will be taken to the Senate Operations Committee for deliberation and decisions.

The configuration of the Business Council shall consist of the following Faculty Senate committees:

- Budget Committee
- Campus Development Advisory Committee
- Faculty Staff Benefits Committee
- Government Relations Committee
- Information Technology Use Committee

Members of the Business Council are the five (5) chairs of the committees that compose the Council. The Council Chair will be elected to a two-year term by a vote of the Chairs of the committees in the Council. Ex-official, non-voting members of the Council are Associate Vice President for Planning, Budget and Analysis, and the UNM Controller.

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## APPLICABILITY

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[All UNM faculty, including the Health Sciences Center and Branch Community Campuses.](#)

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.

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## DEFINITIONS

---

[There are no specific definitions required by this Policy.](#)

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## WHO SHOULD READ THIS POLICY

---

- [All UNM faculty.](#)
- [Academic administrators and staff.](#)
- [Administrative staff responsible for policy development.](#)

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## RELATED DOCUMENTS

---

*Faculty Handbook:*

[Policy A51](#) "Faculty Constitution"

[Policy A53](#) "Development and Approval of Faculty Policies"

[Policy A60](#) "Faculty Senate Bylaws"

[Policy A60.1](#) "Faculty Senate Councils and Committees"

[Policy A63.1](#) "Budget Committee"

[Policy A63.2](#) "Campus Development Advisory Committee"

[Policy A63.3](#) "Faculty Staff Benefits Committee"

[Policy A63.4](#) "Government Relations Committee"

[Policy A63.5](#) "Information Technology Use Committee"

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## CONTACTS

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

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## PROCEDURES

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[The Business Council will schedule regular meetings. The Council Chair will meet regularly with the Operations Committee, but no less than once each semester.](#)

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## DRAFT HISTORY

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[May 4, 2017 –Draft new policy to address changes to Policy A60 "Faculty Senate Bylaws" resulting from reorganization of the Faculty Senate.](#)

March 2014 –Special Rules Revised by the Faculty Senate

## HISTORY

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None—new policy.

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## A63.1 Budget Committee

**(Placed in new policy format and revised to address Council Structure)**

Approved By: Faculty Senate

Approved: [Draft 5/15/17](#)

Responsible Faculty Committee: Budget Committee

Office Responsible for Administration: Office of University Secretary

**Legend:** Black text is unchanged text from current policy. **Red text** are minor changes to current policy based on Special Rules approved by Faculty Senate in 2015, the original 2012 proposal, and the proposed revision to Policy A60 "Faculty Senate Bylaws." **Blue text** are suggested changes or additions to the information provided by the Special Rules.

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

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### POLICY RATIONALE

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The Budget Committee is one of five (5) committees that comprise the Faculty Senate Business Council, which provides [faculty oversight of the business aspects of the University of New Mexico \(UNM\) including budget, government relations, campus planning, capital projects, etc.](#)

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### POLICY STATEMENT

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The Budget Committee has the responsibility to make recommendations to the Faculty Senate for advising the budget office in developing the UNM budget. In particular, the functions of the committee include, but are not limited to:

- (a) the presentation to the Faculty Senate each September of an analysis of the previous year's disbursement of incremental resources; and
- (b) the development with the central administration of the UNM budget for presentation to the regents.

Faculty members will be appointed by the Faculty Senate: At least thirteen (13) faculty members, with (2) two from Arts and Sciences and one (1) from each of the following academic areas [where possible given the number of faculty in each area]: Architecture and Planning, Education, Engineering, Fine Arts, University Libraries, Law, Management, Medicine (including Dental Hygiene Programs), Nursing, and Pharmacy and ex-officio member appointed by the [Executive](#) Vice President for Business and Finance. The terms of office shall be for three (3) years, set up on a staggered basis so that the terms of at least four members will expire each year. The chairperson is elected by the Committee.

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## APPLICABILITY

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[All UNM faculty, including the Health Sciences Center and Branch Community Campuses.](#)

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.

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## DEFINITIONS

---

There are no specific definitions required by this Policy.

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## WHO SHOULD READ THIS POLICY

---

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

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## RELATED DOCUMENTS

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*Faculty Handbook:*

[Policy A51](#) “Faculty Constitution”

[Policy A53](#) “Development and Approval of Faculty Policies”

[Policy A60](#) “Faculty Senate Bylaws”

[Policy A60.1](#) “Faculty Senate Councils and Committees”

[Policy A63](#) “Business Council”

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## CONTACTS

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

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## PROCEDURES

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[The Budget Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Business Council for consideration by the Faculty Senate.](#)

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## DRAFT HISTORY

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[May 10, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate.](#)

March 2014 –Special Rules Revised by the Faculty Senate

March 2013—Interim Restructure Document Approved by the Faculty Senate

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## HISTORY

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## **A63.2 Campus Development Advisory Committee** **(Placed in new policy format and revised to address Council Structure)**

Approved By: Faculty Senate

Approved: Draft 5/10/17

Responsible Faculty Committee: Campus Development Advisory Committee

Office Responsible for Administration: Office of University Secretary

**Legend:** Black text is unchanged text from current policy. **Red text** are minor changes to current policy based on Special Rules approved by Faculty Senate in 2015, the original 2012 proposal, and the proposed revision to Policy A60 “Faculty Senate Bylaws.” **Blue text** are suggested changes or additions to the information provided by the Special Rules.

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

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### POLICY RATIONALE

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The Campus Development Advisory Committee is one of five (5) committees that comprise the Faculty Senate Business Council, which provides faculty oversight of the business aspects of the University of New Mexico (UNM) including budget, government relations, campus planning, capital projects, etc.

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### POLICY STATEMENT

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The Campus Development Advisory Committee (CDAC) advises the UNM administration on issues relating to the physical environment of the campus as they contribute to and affect the mission, goals and quality of life at UNM. The CDAC serves as a forum for the communication and exchange of ideas and proposals regarding development on the campus and its impact on the campus community, the surrounding neighborhoods, and the City of Albuquerque.

The intent of the Committee’s involvement is to carry out intelligent and representative reviews of proposed projects, and to offer constructive comment and recommendations directly to the administrative group managing the projects as well as serving as an advisory body to the Provost and Faculty Senate.

#### **Scope of Committee Reviews**

The CDAC reviews initiatives that will result in a physical alteration to the campus fabric. The types of projects that fall under the Committee’s review include:

- Site selection for new buildings or other space development
- Placement of new buildings on a site

- Site development for buildings or landscape architectural projects such as plazas, open space areas, recreational areas, pedestrian zones, parking lots
- General character, size, massing and materials of proposed new buildings
- Proposed alterations to historic elements of the campus
- Plans for changes to the patterns of access and circulation systems on campus, and as these connect to city systems
- Issues regarding the Campus Master Plan

## Evaluative Criteria

The CDAC reviews proposals to consider the general ‘fit’ between the project and a range of contextual conditions, including:

- The health and safety of students, employees, visitors and residents of the campus
- Potential impacts on movement, visual accessibility and environmental conditions in the surrounding context in which the project is proposed
- The degree to which the proposal incorporates sustainable practices in site and building development
- The aesthetic impact of the proposed development
- The impact of the proposed project on the Campus Master Plan and future development considerations

## Committee Procedure

- The Committee reviews proposals in the preliminary phase of the design process at stage when suggestions and recommendations can still be incorporated. They receive information on the projects again at the completion of the design development stage.
- The Institutional Support Services (ISS) Division and its project managers bring projects before the committee at the appropriate stages of development.
- The Committee reports in an advisory capacity to the Provost, Faculty Senate Operations Committee and [Associate](#) Vice President for Institutional Support Services through the Faculty Committee Chair
- ISS provides staff support for the Committee.
- The Committee will meet monthly (generally, on the 2nd Thursday of each Month).

## Committee Representation

- Seven (7) faculty members are appointed by Faculty Senate, five (5) from the main campus (including one (1) from the faculty of Architecture and Planning), and two (2) from the north campus.
- Three (3) student representatives, one (1) from the Associated Students of UNM (ASUNM), one (1) from the Graduate and Professional Student Association (GPSA) and one (1) from the Residence Halls Student Association.
- The Administrative members shall be the [Associate](#) Vice President for Institutional Support Services; the Provost/~~Vice President for Academic Affairs~~; Vice President for Student Affairs (including representatives for student development and the accessibility resource center), the ~~Vice President~~ [Chancellor](#) of the Health Sciences ~~Center~~; and the

Administrator of the UNM Hospital. Any of the administrators may be represented by individuals under their supervision who are designated at the first meeting of each academic year.

The following individuals will have non-voting membership on the committee:

- The UNM Directors of: Planning and Campus Development, Physical Plant, Real Estate, Office of Capital Projects, UNMH Facilities Services, the University Architect, University Landscape Architect, University Planner, Campus Chief of Police, Parking Services Director, and Campus Safety Director
- Three (3) representatives from the City: one (1) each from the Planning Department; the Public Works Department; and the Transit and Parking Department
- Four (4) representatives from neighborhood associations that are located in the four (4) quadrants (north, east, south and west) which are contiguous with the main and north campuses; these four (4) neighborhood representatives will be selected by the Federation of University Neighborhoods.

The Committee is chaired by a faculty member elected by the faculty members from among voting committee members. The [Associate](#) Vice President for Institutional Support Services shall co-chair the committee.

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## APPLICABILITY

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[All UNM faculty, including the Health Sciences Center and Branch Community Campuses.](#)

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.

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## DEFINITIONS

---

There are no specific definitions required by this Policy.

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## WHO SHOULD READ THIS POLICY

---

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

---

## RELATED DOCUMENTS

---

*Faculty Handbook:*

[Policy A51](#) "Faculty Constitution"

[Policy A53](#) "Development and Approval of Faculty Policies"

[Policy A60](#) "Faculty Senate Bylaws"

[Policy A60.1](#) "Faculty Senate Councils and Committees"

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## CONTACTS

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

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## PROCEDURES

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[The Campus Development Advisory Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Business Council for consideration by the Faculty Senate.](#)

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## DRAFT HISTORY

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[May 10, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 "Faculty Senate Bylaws" resulting from reorganization of the Faculty Senate.](#)

March 2014 –Special Rules Revised by the Faculty Senate

March 2013—Interim Restructure Document Approved by the Faculty Senate

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## HISTORY

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## A63.3 Faculty and Staff Benefits Committee

(Placed in new policy format and revised to address Council Structure)

Approved By: Faculty Senate

Approved: [Draft 5/10/17](#)

Responsible Faculty Committee: Faculty and Staff Benefits Committee

Office Responsible for Administration: Office of University Secretary

**Legend:** Black text is unchanged text from current policy. **Red text** are minor changes to current policy based on Special Rules approved by Faculty Senate in 2015, the original 2012 proposal, and the proposed revision to Policy A60 "Faculty Senate Bylaws." **Blue text** are suggested changes or additions to the information provided by the Special Rules.

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

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### POLICY RATIONALE

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The Faculty and Staff Benefits Committee is one of five (5) committees that comprise the Faculty Senate Business Council, which provides **faculty oversight** of the business aspects of the University of New Mexico (UNM) including budget, government relations, campus planning, capital projects, etc.

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### POLICY STATEMENT

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The Faculty and Staff Benefits Committee (FSBC) is charged by the Faculty Senate and the Staff Council to review and advise on current and potential UNM benefits to include but not be limited to, the retirement and insurance plans and health care and investigate the feasibility of additional benefits as may occur to the Committee or be suggested to the Committee. The Committee shall then recommend changes in, or additions to, these benefits to the Faculty Senate, Staff Council and UNM Administration. Other units within UNM shall not create separate benefits committees.

**Membership.** Committee membership will include both voting and non-voting members as follows:

**Voting members.** Five (5) faculty members appointed by the Faculty Senate; Five (5) staff members appointed by the Staff Council; One (1) retiree appointed by the Retiree Association;

**Non-voting.** (Ex-officio members): Executive Vice President for Administration/designee; Vice President for Human Resources/designee; Faculty Affairs and Services Director; Human Resources Department Benefits and Employee Services Director; and the Payroll Manager.

**Visitors.** The FSBC may from time to time ask individuals with information/knowledge on special topics to address/advise the committee.

**Chairpersons.** The FSBC will have Co-chairpersons one (1) faculty and one (1) staff member) who will be elected annually by the voting members of the committee.

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## APPLICABILITY

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[All UNM faculty, including the Health Sciences Center and Branch Community Campuses.](#)

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.
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## DEFINITIONS

---

There are no specific definitions required by this Policy.

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## WHO SHOULD READ THIS POLICY

---

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

---

## RELATED DOCUMENTS

---

*Faculty Handbook:*

[Policy A51](#) "Faculty Constitution"

[Policy A53](#) "Development and Approval of Faculty Policies"

[Policy A60](#) "Faculty Senate Bylaws"

[Policy A60.1](#) "Faculty Senate Councils and Committees"

[Policy A63](#) "Business Council"

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## CONTACTS

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

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## PROCEDURES

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[The Faculty and Staff Benefits Committee will schedule regular meetings.](#) Minutes will be kept for each meeting and will be reported to the Faculty Senate, the Staff Council and the Retirees Association. This policy and charge when adopted will be added to the Faculty Senate Handbook and the Staff Council Bylaws. [The Committee Chair will report Committee recommendations through the Business Council for consideration by the Faculty Senate.](#)

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## DRAFT HISTORY

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[May 10, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate.](#)

March 2014 –Special Rules Revised by the Faculty Senate

March 2013—Interim Restructure Document Approved by the Faculty Senate

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## HISTORY

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August 30, 2011--Amended by the Faculty Senate

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## A63.4 Governmental Relations Committee

**(Placed in new policy format and revised to address Council Structure)**

Approved By: Faculty Senate

Approved: [Draft 5/10/17](#)

Responsible Faculty Committee: Governmental Relations Committee

Office Responsible for Administration: Office of University Secretary

**Legend:** Black text is unchanged text from current policy. **Red text** are minor changes to current policy based on Special Rules approved by Faculty Senate in 2015, the original 2012 proposal, and the proposed revision to Policy A60 "Faculty Senate Bylaws." **Blue text** are suggested changes or additions to the information provided by the Special Rules.

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

---

### POLICY RATIONALE

---

The Governmental Relations Committee is one of five (5) committees that comprise the Faculty Senate Business Council, which provides **faculty oversight** of the business aspects of the University of New Mexico (UNM) including budget, government relations, campus planning, capital projects, etc.

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### POLICY STATEMENT

---

The Governmental Relations Committee is responsible for identifying issues of concern to faculty, developing strategies to address these issues, and communicating with the executive and legislative branches of government regarding them. The Committee will monitor developments at the state and local levels that affect higher education and will inform the Senate of these developments and recommend appropriate response.

Membership: Nine (9) faculty members, representing three (3) or more colleges, nominated by the Faculty Senate. Members shall serve overlapping three-year terms and may be reappointed. The Chairperson is elected by the Committee at the last meeting of the academic year.

~~(For the first year, members will be solicited from the faculty at large by special announcement. Nine members will be appointed, three each to one-, two-, and three-year terms. In subsequent years, appointments will be made through the regular committee preference process.)~~

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### APPLICABILITY

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

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.

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## DEFINITIONS

---

There are no specific definitions required by this Policy.

---

## WHO SHOULD READ THIS POLICY

---

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

---

## RELATED DOCUMENTS

---

*Faculty Handbook:*

[Policy A51](#) “Faculty Constitution”

[Policy A53](#) “Development and Approval of Faculty Policies”

[Policy A60](#) “Faculty Senate Bylaws”

[Policy A60.1](#) “Faculty Senate Councils and Committees”

[Policy A63](#) “Business Council”

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## CONTACTS

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

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## PROCEDURES

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[The Governmental Relations Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Business Council for consideration by the Faculty Senate.](#)

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## DRAFT HISTORY

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[May 10, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate.](#)

March 2014 –Special Rules Revised by the Faculty Senate

March 2013—Interim Restructure Document Approved by the Faculty Senate

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## HISTORY

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COMMENTS TO:  
[handbook@unm.edu](mailto:handbook@unm.edu)

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## A63.5 ~~61.6~~: Information Technology Use Committee

Approved By: Faculty Senate

Last Updated: November 22, 2011 *Draft 1/18/18*

Responsible Faculty Committee: Information Technology Use 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 Information Technology (IT) Use Committee is the voice of the faculty in the co-governance of IT matters. The IT Committee is one of five (5) committees that comprise the Faculty Senate Business Council, which provides faculty oversight of the business aspects of the University of New Mexico (UNM) including budget, government relations, campus planning, capital projects, etc.

### POLICY STATEMENT

The Information Technology Use Committee, in cooperation with UNM IT and other core technology providers, is advisory to the office of the Provost/Vice President for Academic Affairs on all matters relating to technology access. The IT Use Committee represents and reports to the Faculty Senate through regular procedures and submits a yearly report to the Senate. In cooperation with UNM IT and other core technology providers, the IT Use Committee acts in collaboration with the IT Academic Technologies Advisory Board and the IT Research Technologies Advisory Board to provide review of and recommendations regarding administration, purchasing, use, and implementation of IT systems and applications. Through communication with the academic, research, and administrative units, the IT Use Committee represents the needs and concerns, particularly of the academic and research communities, for computing resources and information technology needs. The Chair of the IT Use Committee is a voting member of the IT Academic Technologies Advisory Board and the IT Research Technologies Advisory Board. The Committee's purview includes, but is not limited to, soliciting faculty feedback, assessment and articulation of faculty needs; advocacy of innovative and effective instructional and research and patient care technologies; active participation in IT strategic planning; advice on IT budgets; recommendations for priorities; and liaison with academic, research, and as well as administrative computer users for main campus. Where beneficial to the combined missions of the Main, HSC, Law, and branch community colleges, review and recommendations relating to cross-campus initiatives will be conducted in accordance with existing University Administrative Policy 2560, "Information Technology (IT) Governance."

Membership: Sixteen (16) voting faculty which will include one (1) faculty member from a Branch Community College; fourteen (14) faculty members from Main, HSC, and Law campuses representing at least three (3) schools and colleges none of whom are from the same department; and one (1) faculty member from the Faculty Senate Research Policy Committee. Voting membership will also include four (4) student representatives which will include two (2) students from ASUNM and two (2) students from GPSA. The UNM Chief Information Officer (CIO), Senior Vice Provost for Academic Affairs, and the Vice Chancellor for Academic Affairs will serve as ex-officio, non-voting members. If unable to attend a Committee meeting, an ex-officio member may send a designee subject to approval by the Committee.

The terms of office shall be for two (2) years, set up on a staggered basis so that the terms of at least six (6) members will expire each year. Members can be appointed for a second two-year term. A Chair is elected by the Committee and normally will serve a renewable two-year term. In addition to the Committee members, subcommittee membership will be augmented with other faculty, administrators, staff, and students as required for specific subcommittee tasks.

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## APPLICABILITY

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All [Main](#) UNM units. ~~including the Health Sciences Center and Branch Campuses.~~

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## DEFINITIONS

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No specific definitions are required for the Policy Statement.

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

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## WHO SHOULD READ THIS POLICY

---

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

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## RELATED DOCUMENTS

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[Faculty Handbook:](#)

[Policy A51 "Faculty Constitution"](#)

[Policy A53 "Development and Approval of Faculty Policies"](#)

[Policy A60 "Faculty Senate Bylaws"](#)

[Policy A60.1 "Faculty Senate Councils and Committees" NOTE: draft awaiting approval](#)

[Policy A63 "Business Council" NOTE: draft awaiting approval](#)

[University Administrative Policy and Procedures Manual](#)

[2500: Acceptable Computer Use](#)

[2510: Computer Use Guidelines](#)

[2520: Computer Security Controls and Access to Sensitive and Protected Information](#)

[2530: Remote Electronic Input to the Financial Accounting Systems](#)

[2540: Student Email](#)

[2550: Information Security](#)

[2560: Information Technology \(IT\) Governance](#)

[2570: Official University Webpages](#)

[2580: Data Governance](#)

[2590: Access to Administrative Computer Systems](#)

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## CONTACTS

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

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## PROCEDURES

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[The IT Use Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Business Council for consideration by the Faculty Senate.](#)

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## HISTORY

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March 22, 2011 – Approved by Faculty Senate

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## DRAFT HISTORY

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[January 20, 2018 – Revised to address latest request to exempt HSC from the Policy and align with new Faculty Senate structure](#)

[November 14, 2017 – Revised draft to address HSC concerns.](#)

April 3, 2017 – Revised draft to include IT Committee’s recommended changes.

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## A64: Health Sciences Center Council

**(Renumbered from A61.23 and placed in new policy format)**

Approved By: Faculty Senate

Approved: Draft 5/7/17

Responsible Faculty Committee: Health Sciences Center Council

Office Responsible for Administration: Office of University Secretary

**Legend:** Black text is unchanged text from current policy. **Red text** are minor changes to current policy based on Special Rules approved by Faculty Senate in 2015, the original 2012 proposal, and the proposed revision to Policy A60 "Faculty Senate Bylaws." **Blue text** are suggested changes or additions to the information provided by the Special Rules.

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

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### POLICY RATIONALE

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The Health Sciences Center (HSC) Council is charged with oversight of faculty issues that are unique to the HSC, including the School of Medicine.

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### POLICY STATEMENT

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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 HSC 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 UNM. In matters pertaining to faculty governance and shared governance of UNM 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 the Faculty Senate on behalf of HSC faculty on:

- 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.

Voting members of the Council are: the Chair (elected to a two-year term by a vote of the members of the Council), Membership shall consist of all duly-elected senators members of the Faculty Senate representing from the HSC campus, and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair. The Health Sciences executive Vice Dean is an ex-official, non-voting member of the Council. Membership may be increased by a quorum vote of the Council to include non-senators.

~~A chair shall be elected every two (2) years. Midway through the term of the chair, a chair-elect shall be elected to serve for one (1) 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.~~

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## APPLICABILITY

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

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.
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## DEFINITIONS

---

There are no specific definitions required by this Policy.

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## WHO SHOULD READ THIS POLICY

---

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

---

## RELATED DOCUMENTS

---

*Faculty Handbook:*

[Policy A51](#) "Faculty Constitution"

[Policy A53](#) "Development and Approval of Faculty Policies"

[Policy A60](#) "Faculty Senate Bylaws"

[Policy A60.1](#) "Faculty Senate Councils and Committees"

[HSC Council Bylaws](#)

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## CONTACTS

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

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## PROCEDURES

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[The Health Sciences Center Council will schedule regular meetings. The Council Chair will meet regularly with the Operations Committee, but no less than once each semester.](#)

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## DRAFT HISTORY

---

May 7, 2017 –Draft to reflect changes to Policy A60 “Faculty Senate Bylaws” and place in new format.

March 2014 –Special Rules Revised by the Faculty Senate

March 2013—Interim Restructure Document Approved by the Faculty Senate

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## HISTORY

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## A65: Research and Creative Works Council

### (New Policy due to Faculty Senate Restructure)

Approved By: Faculty Senate

Approved: [Draft 1/30/18](#)

Responsible Faculty Committee: Research and Creative Works Council

Office Responsible for Administration: Office of University Secretary

**Legend:** **Red text** is from Special Rules approved by Faculty Senate in 2015, and the original 2012 proposal. **Blue text** are suggested changes or additions to the information provided by the Special Rules. **Purple text** are recent updates since 5/5/17 per Faculty Senate website.

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

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### POLICY RATIONALE

---

The Research and Creative Works Council is charged with oversight of the research endeavor of the University of New Mexico (UNM) including both “big-science” and smaller, unfunded or underfunded creative works.

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### POLICY STATEMENT

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The Research and Creative Works Council has authority in research and creative works matters that cannot easily or fully be handled by single existing Faculty Senate committees. Research and Creative Works Council recommendations decisions shall be reviewed by Faculty Senate Operations committee and are subject to ratification by the Faculty Senate. Recommendations proposed by the Council will be taken to the Senate Operations Committee for deliberation and decisions.

The configuration of the Research and Creative Works Council shall consist of the following Faculty Senate committees:

- Honorary Degree Committee
- Library Committee
- Research Allocations Committee
- Research Policy Committee
- University Press Committee

Members of the Research and Creative Works Council are the ~~five (5)~~ chairs of the committees that compose the Council. The Council Chair will be elected to a two-year term by a vote of the Chairs of the committees in the Council. Ex-official, non-voting members of the Council are the Vice-President for Research and the HSC Vice-Chancellor for Research.

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## APPLICABILITY

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[All UNM faculty, including the Health Sciences Center and Branch Community Campuses.](#)

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee, and Operations Committee.

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## DEFINITIONS

---

There are no specific definitions required by this Policy.

---

## WHO SHOULD READ THIS POLICY

---

- All UNM faculty.
- Academic administrators and staff.
- Administrative staff responsible for policy development.

---

## RELATED DOCUMENTS

---

*Faculty Handbook:*

[Policy A51](#) “Faculty Constitution”

[Policy A53](#) “Development and Approval of Faculty Policies”

[Policy A60](#) “Faculty Senate Bylaws”

[Policy A60.1](#) “Faculty Senate Councils and Committees”

[Policy A65.1](#) “Honorary Degree Committee”

[Policy A65.1](#) “Library Committee”

[Policy A65.2](#) “Research Allocations Committee”

[Policy A65.3](#) “Research Policy Committee”

[Policy A65.4](#) “University Press Committee”

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## CONTACTS

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

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## PROCEDURES

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The Research and Creative Works Council will schedule regular meetings. [The Council Chair will meet regularly with the Operations Committee, but no less than once each semester.](#)

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## DRAFT HISTORY

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[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)

May 7, 2017 –Draft to reflect changes to Policy A60 “Faculty Senate Bylaws”

March 2014 –Special Rules Revised by the Faculty Senate

March 2013—Interim Restructure Document Approved by the Faculty Senate

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## HISTORY

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None—new policy.

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## A65.1: Library Committee

Approved By: Faculty Senate

Last Updated: November 22, 2011 **Draft 1/30/18**

Responsible Faculty Committee: Library Committee

Office Responsible for Administration: Office of the University Secretary

**Legend:** **Red text** is from Special Rules approved by Faculty Senate in 2015, and the original 2012 proposal. **Blue text** are suggested changes or additions to the information provided by the Special Rules. **Purple text** are recent updates since 5/5/17 per Faculty Senate website.

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

### POLICY RATIONALE

The Library Committee is one of **four (4)** ~~five (5)~~ committees that comprise the Faculty Senate Research and Creative Works Council, which is charged with oversight of the research endeavor of the University of New Mexico (UNM) including both “big-science” and smaller, unfunded or underfunded creative works.

### POLICY STATEMENT

The Library Committee meets regularly to address issues and make recommendations related to the UNM libraries' policies, budgets, and other issues in so far as they impact the teaching, research, and service responsibilities of the faculty, and the studies of undergraduate, graduate, and **professional** students. The role of the Committee is also to facilitate communication among libraries and between libraries and faculties of UNM. The issues that the Committee will address may be generated by the Committee itself or may be brought to the Committee by any faculty, student, or library staff member. Recommendations by the Committee will be made to the Faculty Senate and, when appropriate, to the relevant deans, library directors and vice-presidents. Advice and consultation on library issues will be sought from the library faculty and staff. The chairperson of the Library Committee shall make an annual report to the Faculty Senate reviewing its major activities, including a list of recommended actions. A copy of this report will be sent, for informational purposes, to the Provost/~~Vice President for Academic Affairs~~, the **Chancellor** ~~Vice President~~ for the Health Sciences, the Dean of the Law School, the Dean of UNM Libraries, the Director of the Health Sciences Center Library, and the Directors of the various branch **community** campuses.

**Question?? Are there any changes to membership shown below due to addition of Honors College and College of Population Health, and Public Administration classification no longer a school, but part of the College of Arts and Sciences.**

Membership: One (1) member from each of the following groupings:

Anderson Schools, Economics, and Public Administration  
Education  
Engineering  
Fine Arts and Architecture  
University Libraries  
Nursing and Pharmacy  
UNM branch [community](#) campuses  
Law School

Two (2) members from each of the following groupings:

Humanities (English, Foreign Languages & Literatures, History, Linguistics, Philosophy,  
Spanish and Portuguese)  
Natural Sciences (Biology, Chemistry, Earth and Planetary Sciences, Mathematics and Statistics,  
Physics and Astronomy, Psychology)  
School of Medicine  
Social Sciences (American Studies, Anthropology, Communication and Journalism, Geography,  
Political Science, Sociology, Speech and Hearing Sciences, Community and Regional  
Planning.)  
Undergraduate students (to be appointed by the Associated Students of UNM (ASUNM)  
Graduate and professional students (to be appointed by the Graduate and Professional Student  
Association (GPSA)

Ex-officio: Dean of the University Libraries, Director of the Health Sciences Center Library, and  
Director of the Law Library

The terms of each office shall be for three (3) years set up on a staggered basis. The chairperson  
is elected by the Committee. The terms of office of students will be determined by the ASUNM  
and the GPSA.

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## APPLICABILITY

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All UNM faculty, including the Health Sciences Center and Branch [Community](#) Campuses.

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## DEFINITIONS

---

No specific definitions are required for the Policy Statement.

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

---

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

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## RELATED DOCUMENTS

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*Faculty Handbook:*

[Policy A51](#) “Faculty Constitution”

[Policy A53](#) “Development and Approval of Faculty Policies”

[Policy A60](#) “Faculty Senate Bylaws”

[Policy A60.1](#) “Faculty Senate Councils and Committees”

[Policy A65](#) “Research and Creative Works Council”

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## CONTACTS

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

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## PROCEDURES

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[The Library Committee will schedule regular meetings.](#) [The Committee Chair will report Committee recommendations through the Research and Creative Works Council for consideration by the Faculty Senate.](#)

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## HISTORY

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## DRAFT HISTORY

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[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)

May 15, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate. Also replaced copy of portion of Regents Policy 1.6 with a link to Regents Policy 1.6.

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## A65.2 Research Allocations Committee

Approved By: Faculty Senate

Last Updated: **Draft 1/30/18**

Responsible Faculty Committee: Research Allocations Committee

Office Responsible for Administration: Office of the University Secretary

**Legend:** **Red text** is from Special Rules approved by Faculty Senate in 2015, and the original 2012 proposal. **Blue text** are suggested changes or additions to the information provided by the Special Rules. **Purple text** are recent updates since 5/5/17 per Faculty Senate website.

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

### POLICY RATIONALE

The Research Allocations Committee (RAC) is one of **four (4)** ~~five (5)~~ committees that comprise the Faculty Senate Research and Creative Works Council, which is charged with oversight of the research endeavor of the University of New Mexico (UNM) including both “big-science” and smaller, unfunded or underfunded creative works.

The primary mission of the RAC funding is to support the career development of faculty (research and creative works) who are in various stages of career development, but priority will be given to faculty who are: 1) in the early stage of their careers, 2) embarking upon new directions, or 3) in fields and disciplines where there is limited funding.

The RAC supervises and allocates the Faculty Research Fund. This policy document provides policies and the procedures for grant application, approval, acceptance, and administration. It also defines the structure and composition of RAC.

### POLICY STATEMENT

RAC receives requests from faculty members for grants-in-aid, determines faculty eligibility for grants from the fund and the amount of such grants, and appraises the merits of proposed research projects as well as the productivity of the applicants.

RAC shall communicate and meet with the Vice President for Research or his/her designated representatives. The Committee shall formally meet periodically during fall and spring semesters to discuss the availability and allocation of funds.

#### Committee Membership

Twelve (12) members appointed by the Faculty Senate; of these twelve (12), at least one (1) shall be selected from each of the following seven (7) areas:

1. Physical Sciences--chemistry, earth and planetary, mathematics and statistics, physics and astronomy.
2. Life Sciences--biology, psychology.
3. Social Sciences--anthropology, "business and administrative sciences", economics, geography, history, law, political science, sociology.
4. Engineering--all departments of the School of Engineering.
5. Education--all departments of the College of Education.
6. Humanities--architecture, English, journalism, foreign languages and literatures, Spanish and Portuguese, philosophy, communication.
7. Fine Arts--all departments of the College of Fine Arts.

The term of service shall be two (2) years. Committee members may be elected to a second two-year term. At least one (1) year must pass before a Committee member who has served two (2) consecutive two-year terms is again eligible to serve. At the last meeting each year, the Committee shall elect a chair from the eligible membership. The Chair shall remain active through the summer session. The Chair or a designated representative shall convene the initial meeting of the new committee.

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## APPLICABILITY

---

All UNM faculty, including the Health Sciences Center and Branch [Community](#) Campuses.

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## DEFINITIONS

---

No specific definitions are required for the Policy Statement.

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

---

## WHO SHOULD READ THIS POLICY

---

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

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## RELATED DOCUMENTS

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*Faculty Handbook:*

[Policy A51](#) "Faculty Constitution"

[Policy A53](#) "Development and Approval of Faculty Policies"

[Policy A60](#) "Faculty Senate Bylaws"

[Policy A60.1](#) "Faculty Senate Councils and Committees"

[Policy A65](#) "Research and Creative Works Council"

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## CONTACTS

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

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## PROCEDURES

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[The Research Allocations Committee \(RAC\) will schedule regular meetings. The Committee Chair will report Committee recommendations through the Research and Creative Works Council for consideration by the Faculty Senate.](#)

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## HISTORY

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## DRAFT HISTORY

---

[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)

May 15, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate.

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## A65.3 Research Policy Committee

Approved By: Faculty Senate

Last Updated: **Draft 1/30/18**

Responsible Faculty Committee: Research Policy Committee

Office Responsible for Administration: Office of the University Secretary

**Legend:** **Red text** is from Special Rules approved by Faculty Senate in 2015, and the original 2012 proposal. **Blue text** are suggested changes or additions to the information provided by the Special Rules. **Purple text** are recent updates since 5/5/17 per Faculty Senate website.

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

### POLICY RATIONALE

The Research Policy Committee (RPC) is one of four (4) ~~five (5)~~ committees that comprise the Faculty Senate Research and Creative Works Council, which is charged with oversight of the research endeavor of the University of New Mexico (UNM) including both “big-science” and smaller, unfunded or underfunded creative works.

The primary role of the RPC shall be to encourage and support research and its funding at UNM, including all its established units.

### POLICY STATEMENT

The functions of the RPC shall include, but not be limited to:

- 1) Initiating, formulating, recommending, and reviewing policies regarding sponsored and unsponsored research, and intellectual property.
- 2) Recommending UNM policy regarding the distribution of overhead and institutional grants.
- 3) Reviewing with the chief administrative officers for research the research budget of UNM prior to and during its final development, and informing and making recommendations to the Faculty Senate regarding this budget.
- 4) Recommending policy concerning the use of the Faculty Research Fund and reviewing and making recommendations to the administration through the Faculty Senate regarding the budget of the Faculty Research Fund.
- 5) Formulating policy regarding the establishment, major modification or termination, and periodic review of research centers, bureaus, institutes, or other related organizations,

reviewing and making recommendations to the central administration and the Faculty Senate on proposals regarding these bodies, and participating in the periodic review of these centers.

6) Evaluating, formulating and recommending policy concerning research support services provided by computer facilities, libraries, contract accounting, research administration, and other support organizations; making recommendations to the central administration when the appointment of the chief administrative officers for research is being considered.

7) Making recommendations to the Faculty Senate on matters of grant research, contract research, patent and copyright policy, and policy on commercialization of intellectual property affecting directly or indirectly the faculty and UNM as a whole.

~~Consulting with the Faculty Senate on formulating the charge of the Intellectual Property Committee as called for in the University Intellectual Property Policy;~~

8) Recommending candidates for the Annual Research Lectureship.

9) Meeting with the academic deans formally at least once each year to discuss current problems and exchange information concerning research.

10) Consulting with the chief administrative officers for research regarding implementation of policies.

Membership: Twelve (12) faculty members, appointed by the Faculty Senate in consultation with the Committee Chair, selected primarily from colleges and departments generating sponsored research: including three (3) from the College of Arts and Sciences, two (2) from the College of Education, two (2) from the School of Engineering, one (1) from the College of Fine Arts, one (1) from the Library, and two (2) from the Health Sciences Center. One (1) graduate student member nominated by the Graduate and Professional Student Association (GPSA).

Ex-officio members include the chief administrative officer for research on main campus, the chief administrative officer for research at the Health Sciences Center, and the Director of the Science and Technology Corporation at UNM. The attorney from the University Counsel's office with primary responsibility for research matters shall attend committee meetings and provide legal advice to the RPC. The terms of office shall be for three (3) years, set up on a staggered basis so that the terms of at least three (3) members will expire each year. A member may be appointed for a second three-year term. The Chair is elected by the Committee and normally will serve a renewable two-year term. RPC annually elects a Vice-Chair to serve in place of the Chair in her/his absence. In addition to RPC appointees, subcommittee membership will be augmented with other faculty, administrators, and graduate students as required for specific subcommittee tasks.)

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## APPLICABILITY

---

All UNM faculty, including the Health Sciences Center and Branch [Community](#) Campuses.

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## DEFINITIONS

---

No specific definitions are required for the Policy Statement.

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

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## WHO SHOULD READ THIS POLICY

---

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

---

## RELATED DOCUMENTS

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*Faculty Handbook:*

[Policy A51](#) “Faculty Constitution”

[Policy A53](#) “Development and Approval of Faculty Policies”

[Policy A60](#) “Faculty Senate Bylaws”

[Policy A60.1](#) “Faculty Senate Councils and Committees”

[Policy A65](#) “Research and Creative Works Council”

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## CONTACTS

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

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## PROCEDURES

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[The Research Policy Committee \(RPC\) will schedule regular meetings. The Committee Chair will report Committee recommendations through the Research and Creative Works Council for consideration by the Faculty Senate.](#)

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## HISTORY

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## DRAFT HISTORY

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[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)

May 15, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate.

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## A65.4 University Press Committee

Approved By: Faculty Senate

Last Updated: **Draft 1/30/18**

Responsible Faculty Committee: University Press Committee

Office Responsible for Administration: Office of the University Secretary

**Legend:** **Red text** is from Special Rules approved by Faculty Senate in 2015, and the original 2012 proposal. **Blue text** are suggested changes or additions to the information provided by the Special Rules. **Purple text** are recent updates since 5/5/17 per Faculty Senate website.

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

### POLICY RATIONALE

The University Press Committee is one of four (4) ~~five (5)~~ committees that comprise the Faculty Senate Research and Creative Works Council, which is charged with oversight of the research endeavor of the University of New Mexico (UNM) including both “big-science” and smaller, unfunded or underfunded creative works.

### POLICY STATEMENT

The University Press Committee provides general supervision of the editorial policies and publishing operations of the University Press. ~~is vested in a committee so named.~~ The Committee ~~It is~~ the custodian of the University imprint for all publications issued by the Press and has general responsibility for the critical reading of manuscripts submitted for publication and for the ultimate acceptance of such manuscripts. The Committee makes recommendations to the UNM administration regarding the appointment of the Director of the Press. The Committee submits to the Faculty Senate an annual report on the state of the University Press. ~~(The UNM Printing Plant is a separate department of the University and not under the jurisdiction of the University Press Committee.)~~

Membership: Twelve (12) faculty members, appointed by the Faculty Senate in consultation with the Director of the Press; also the Director of the University Press. No more than two (2) members shall be from any one department. The terms of office shall be for three (3) years, set up on a staggered basis so that the terms of four members will expire each year. A member may be appointed for a second three-year term. The Chair is elected by the Committee.)

### APPLICABILITY

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

### DEFINITIONS

No specific definitions are required for the Policy Statement.

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

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## WHO SHOULD READ THIS POLICY

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

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## RELATED DOCUMENTS

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*Faculty Handbook:*

[Policy A51](#) “Faculty Constitution”

[Policy A53](#) “Development and Approval of Faculty Policies”

[Policy A60](#) “Faculty Senate Bylaws”

[Policy A60.1](#) “Faculty Senate Councils and Committees”

[Policy A65](#) “Research and Creative Works Council”

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## CONTACTS

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

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## PROCEDURES

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[The University Press Committee will schedule regular meetings. The Committee Chair will report Committee recommendations through the Research and Creative Works Council for consideration by the Faculty Senate.](#)

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## HISTORY

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## DRAFT HISTORY

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[January 30, 2018—Draft updated recent updates since 5/5/17 per Faculty Senate website.](#)

May 15, 2017 –Minor revisions to and renumbering of the policy to address changes to Policy A60 “Faculty Senate Bylaws” resulting from reorganization of the Faculty Senate.

COMMENTS TO:  
[handbook@unm.edu](mailto:handbook@unm.edu)

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## Policy Committee Work Status Table (updated 2/1/2018)

Policy #	Brief Title	Date Last Revised	Date Added to List	Summary of Recommended Action	Related Documents & Notes or Concerns	Target Cycle	FSPC Action	Campus Comment Period	Faculty Senate Action	FH Status
NA	Policy Approval Table	N/A	November 2015	Identify the required approvals for all FH Policies						
A60	Faculty Senate Bylaws	4/27/04	11/4/15	Major changes required to reflect the Faculty Senate restructure. COG taskforce asked FSPC to add reference to RPM 1.7. Final action awaiting FS report to COG		Spring '18	Drafts on 2/7/18 agenda for FSPC review.			
A61 – A70	Council and Committee Charges			Charges need to be developed for new councils and committee charges need to be revised to reflect FS restructure in accordance with revision of A60 above		Spring '18	Drafts on 2/7/18 agenda for FSPC review.			
A61.6	IT Use Committee		6/7/17	IT Use Committee requested changes		Spring '18	Draft on 2/7/18 agenda for FSPC review.			
A61.8	Faculty Ethics and Advisory Committee	unknown	June 2015	The Ethics Committee wants to update their charge. Referred to AF&T			Awaiting action by AF&T linked to C07 revision			
Sec B	AF&T			Professor of Practice title. But approval date (1/25/13) does not seem to be added. .						
C05	Rights and Responsibilities at UNM	July 1982	12/2/15	COG taskforce asked FSPC to perform a comprehensive review. <b>AF&amp;T recommend change to State of Emergency and move disciplinary language to C07</b>		Spring '18	Draft on 2/7/18 agenda for FSPC review.			
C07	Faculty Disciplinary Policy	3/22/11	5/6/15	Assigned to AF&T for review. 1) need to add peer hearing procedures. 2) C Parker has implementation concerns. <b>Stephens working with AF&amp;T on revision</b>		Spring '18	Draft on 2/7/18 agenda for FSPC review.			
C50	Faculty Contracts	unknown	3/6/14	Update and possibly remove annual leave issues if C205 developed			Refer to C Parker. Send memo to C Parker to remind her			
C150	Political Activities of UNM faculty	Sept 1970	12/2/15	COG taskforce asked FSPC to perform a comprehensive review.						
C170	Endowed Chairs	10/15/13		Add definitions for endowed chairs and named professors. ON HOLD pending AF&T	Related to Sec B issues above		Researched other colleges and universities for definitions			
C190	Implementation Standard	new		Incorporate C Parkers webpage						
C200	Sabbatical Leave	05/14/04	01/29/14	Good enough for now, but needs to be updated.	RPM 5.4; May require BOR approval	???	Addressed campus comments. FSPC sent draft to AF&T for review	2/18/15 to 3/20/15		
C205	Annual Leave	Unknown	01/29/14	Propose a policy be written that reflects current practice and removes annual leave information from C50 Faculty Contracts Policy	C50 RPM 5.4; May require BOR approval.	Depends on C50	Tied to C 50 include in memo to be sent Parker to remind her			

					Look at HSC policies for outside work					
C210	Sick Leave	08/29/78	01/29/14	Out of date. Needs to be completely rewritten	C50 RPM 5.4; May require BOR approval		Discussed at 2/4/15 meeting. Per FSPV Chairs leave alone.			
C225	Professional Leave	8/29/78	11/4/15	COG taskforce asked FSPC to add reference. FSPC identified a few other required changes		Spring '17	Approved by OPS for campus comment.	Ends 4/19/16	<b>Approved by FS 4/26/16</b>	<b>Needs approval of faculty and Regents</b>
C230	Military Leave	8/29/78	10/13/14	Review for consistency with revised admin policy; need to address tenure and also new military recruiting policy which Kim will send me	UAP 3425 Military recruit law	???	Discussed at 2/4/15 meeting			
C240	Leave of Absence Incident to Political Activity			See C 150 above						
C250	Academic Leave for Lectures	10/8/13	July 2015	Need to align with proposed changes to Sabbatical		???	depends on C200			
C305	Emeriti Policy	4/27/10	12/20/15	Add dept. processes and criteria for emeriti status. Under consideration by AF&T						
D75	Classroom Conduct	Unknown	10/5/16	Reassign from info item to Policy document put in new format.			FSPC on hold until competition of D 175 & D 176			
D170	Student Attendance	unknown	12/2/15	COG taskforce asked FSPC to perform a comprehensive review. Taskforce work progressing	Pathfinder, Dean of Students pro, Catalog	Fall '17	Taskforce meeting and developing drafts.			
D175	Student Grievance Procedure	5/13/2014	June 2016	Inconsistencies between Pathfinder and FH; identified by DOJ as needing immediate attention			On hold pending determination by CoG	4/7/17 to 5/10/17		
D176	Graduate Student Grievance Procedure	3/1/17		Remove graduate students from d175 and expand D176			On hold pending determination by CoG			
E40	Research Misconduct	4/13/04	9/2015	Address ORI Concerns	RPM 5.13 may need to be revised.	Fall '17	ORI endorses per Dr Larson. RPM 5.13 may need to be revised.	4/7/17 to 4/21/17	Approved by FS 4/25/17	Posted Sept 2017 May need to be approved by Regents—previous versions were
E110	Conflict of Interest in Research	5/12/2003	5/2017	Coffee Brown requesting change to definition of significant financial int.	RPM 5.10	???	FSPC advised by legal counsel proposed change is contrary to state law. FSPC Chair working with Dr. Larson			
F70	Articulation, Degree Approval ...		4/20/17	Branch campus taskforce working on updating policies		Spring '18	FSPC approved 12/6/17 to go to Operations for approval to go out for campus comment.			
F80	Representation on FS and Its Committees		4/20/17	Branch campus taskforce working on updating policies		Spring '18	FSPC approved 12/6/17 to go to Operations for approval to go out for campus comment.			

## Recently Completed Work

A66	Policy Committee	11/27/07	6/7/1715	Update Committee membership.		Fall '17	FSPC approved draft	10/13/17 11/13/17	Approved by FS 11/28/2017	Posted
A91 Standard	Research Centers and Institutes	4/28/15		Need to post standard on FH webpage						POSTED to FH Resources page
C20	Employment of UNM graduates	03/12/51	01/29/14	Comprehensive review to address diversity and recruitment & NM Minority Doctoral Loan-for Service Program	RPM 5.3 Does not need to be revised	Fall '17	FSPC and Operations recommended deletion, but based on campus comments revised draft to reflect current practices	4/17/17 – 5/18/17 and 10/13/17 11/13/17	Approved by FS 11/28/2017	Posted
D90	Posthumous Degrees			Revise to address new situations		Fall '17	FSPC approved; Approved by OPS for campus comment.	10/13/17 11/13/17	Approved by FS 11/28/2017	Posted
E40	Research Misconduct	4/13/04	9/2015	Address ORI Concerns	RPM 5.13 may need to be revised.	Fall '17	ORI endorses per Dr Larson. RPM 5.13 may need to be revised.	4/7/17 to 4/21/17	Approved by FS 4/25/17	Posted Sept 2017
E90	Human Beings as Subjects in Research	11/15/1966	1/27/16	IRB and Dr. Larson propose revisions	RPM 5.13 & 5.14; FH E40	Fall '17	ORI endorses per Dr Larson. RPM 5.14 may need to be revised.	March 2017	Approved by FS 4/25/17	Posted Sept 2017
F10	Role and Functions of UNM Branch Community Colleges		4/20/17	Branch campus taskforce working on updating policies			FSPC approved; Approved by OPS for campus comment.	10/13/17 11/13/17	Approved by FS 11/28/2017	Posted
F90	AF&T Appointment and Grievance Procedures		Oct 2017	Branch campus taskforce working on updating policies			Approved by AF&T and FSPC. Went to faculty for vote and was approved.		Approved by full faculty in Nov 2017	Posted
F100	Teaching Load		4/20/17	Branch campus taskforce working on updating policies			Approved by AF&T and FSPC. Went to faculty for vote and was approved.		Approved by full faculty in Nov 2017	Posted

Regarding the additional changes to Faculty Handbook Policy A61.6 as proposed by the Policy Committee, the IT Use Committee requests that the majority of additions specific to HSC and HSC IT be stricken and the proposed revision of policy A61.6 be updated as attached.

The committee appreciates the input and effort of the Policy and Operations Committees in this regard. Our response is based on concerns raised within the IT Use Committee and by our colleagues in the HSC, namely:

- The revision as proposed by the Policy Committee is not consistent with standard practice among institutions with health science centers. Further, it is not consistent with the findings and recommendations regarding UNM IT practices and governance as provided by outside consultants (KSA and TIG).
- Co-governance of IT across UNM campuses is already provided for by University Administrative Policy 2560, *Information Technologies Guidance*. The addition of specific language to A61.6 is redundant, and may in some cases contradict existing UAP 2560.
- The addition of "patient care" considerably broadens the scope of the committee's charge. Patient care at the UNM HSC is intractably integrated with the research IT and EHR.
- While added specificity about committee composition is needed to bring the IT Use Committee charge in line with other Faculty Senate committee policies, detailing the composition as proposed seems too specific. We note that branch campus and HSC IT interests are represented via other policies and governance structures including the Academic Technology Advisory Board and Research Technology Advisory Board. That said, we welcome and encourage members representing branch, HSC, and Law campuses and propose to modify the membership portion of the policy to be similar to that provided for the Scholarship Committee (A61.17) or the Campus Development Advisory Committee (A61.5).

On behalf of the IT Use Committee, I thank the Policy Committee for the opportunity to respond to the additional proposed changes to policy A61.6. We welcome the opportunity to discuss these or other concerns with the Policy Committee and look forward to further refining this policy recommendation.