

The University of New Mexico Faculty Senate

Meeting Agenda October 22, 2013 3:00 P.M. Scholes Hall Roberts Room

	AGENDA TOPICS	TYPE OF ITEMS/ PRESENTER(S)
3:00	1. Approval of Agenda	Action
	2. Acceptance of the September 24, 2013 Summarized Minutes	Action
3:05	3. Posthumous Degree Request for Jessica S. Pabinquit	Action: Bill Walters
3:15	4. Faculty Staff Benefits Committee	Information: Fran Wilkinson
3:25	5. Faculty Senate President's Report	Information: Richard Holder
3:30	6. Provost's Report	Information: Chaouki Abdallah
CONSENT AGENDA TOPICS		
3:45	7. 2013-2014 Faculty Senate Committee Appointments	Action: Pamela Pyle
AGENDA TOPICS		
3:50	8. Veterans' Success at UNM	Information: Gwen Nutter
4:00	9. Report of the Provost's Committee Interdisciplinary Units	Information: Michael Dougher
4:10	10. Global Initiatives	Information: Mary Anne Saunders
4:20	11. Faculty Senate Academic Council	Information: Charlie Steen
4:30	12. New Business and Open Discussion	Discussion
4:40	13. Adjournment	

NOTES:

1. All faculty are invited to attend Faculty Senate meetings.
2. Full agenda packets are available at <http://www.unm.edu/~facsen/>
3. All information pertaining to the Faculty Senate can be found at <http://www.unm.edu/~facsen/>
4. Questions should be directed to the Office of the Secretary, Scholes 103, 277-4664
5. Information found in agenda packets is in draft form only and may not be used for quotes or dissemination of information until approved by the Faculty Senate.

FACULTY SENATE SUMMARIZED MINUTES

2013-2014 FACULTY SENATE September 24, 2013

(Draft – Awaiting Approval at the October 22, 2013 Faculty Senate meeting)

The Faculty Senate meeting for September 24 was called to order at 3:00 p.m. in the Roberts Room of Scholes Hall. Faculty Senate President Richard Holder presided.

ATTENDANCE

Guests Present: James Sayers, UNM Gallup; Vladimir Conde Reche, Theatre and Dance; Lora Stone, UNM Gallup; Tyler Crawley, ASUNM Senate; Ricky Lee Allen, Language Literacy Sociocultural LL

1. APPROVAL OF THE AGENDA

The agenda was approved as written.

2. APPROVAL OF SUMMARIZED MINUTES FOR August 27, 2013 MEETING

The minutes were approved as written with one abstention.

3. Faculty Senate President's Report

The Administration has established a Council of Chairs with the full support from the Committee on Governance and Faculty Senate Operations Committee. Chairperson of Anderson School of Management Organizational Studies Jackie Hood will be managing the meetings to assist in making the Council into a regular body within the University. The mission for this Council is to keep clear communication between faculty and administrators.

The (UNM) University of New Mexico will be turning 125 years old in February 2014. There will be a series of events; one will be a distinguish faculty research symposium that will be planned by Distinguished Professor of Chemical Nuclear Engineering Jeffrey Brinker and Medical Doctor of The Cancer Center that have received a (NIH) National Institutes of Health Grant to do collaborative research across Lomas.

The UNM Dean searches are moving along steadily. Faculty Senate President Richard Holder will be a member of the College of Education Search Committee.

Policy C250 Academic Leave for Principal Lecturers was presented to the Board of Regents last academic year. President Frank did not approve of some of the language; therefore, the policy was tabled. Faculty Senate President Richard Holder hopes for this policy to be approved at the next Board of Regents meeting scheduled October 8, 2013.

Faculty Senate President Richard Holder has attended two Board of Regents Audit Committee meetings where the Retiree Healthcare Benefits issue was discussed. In the first meeting there was a Retiree Healthcare Benefit Actuarial Report given by a firm that has been working with the Board of Regents. There is a pool of retired UNM employees who are under the age of 65 that are too young to receive Medicare. That pool is costing the University a large amount of money to provide them healthcare benefits. The Board of Regents Audit Committee is looking in ways to decrease the cost.

Action: Faculty Senate President Richard Holder will ask the Chairs of the Faculty & Staff Benefits Committee to report to the Faculty Senate on any updates or information.

The C170 Endowed Chair Policy will be taken off the table in today's meeting to discuss the Academic, Freedom and Tenure Committee statement for the Faculty Senators to review and take a vote on the policy.

4. Provost's Report

Provost Abdallah reported on UNM Search's:

- There have been two Associate Provosts hired:
 - Carol Parker who has replaced Jane Slaughter who was responsible for Academic Personnel.
 - Virginia Scharff who has replaced Natasha Kolchevska who was responsible for Internal Affairs.
- Richard Wood has been hired as the Special Assistant of Faculty Development to assist in the College of Education project.
- The search for the Dean of College of Education will begin soon with the search committee and three teams that will assist in the search (inside team within the university; statewide team that consists of teachers, principals and people from the community; national team that will be advising and assisting that consist of people from other colleges of education). These searches are being funded by the Kellogg Foundation.
- The search for the Dean of Anderson School of Management is being formed, College of Nursing Dean Nancy Ridenour will Chair this search committee.
- The search for the Vice President for Research will be run by a search firm.
- There is an Interim Dean for University Libraries Mike Kelly, he will serve until a Dean is hired. The search committee will be chaired by Dean of Fine Arts Kymberly Pinder.

Public Broadcasting Service James Burke will be presenting on the future of universities. This is being co-sponsored by Health Science Center and main campus. The presentation will be held in Keller Hall.

Provost Abdallah attended the Retiree Association Retreat held in Sevilleta. The Provost reported on the feedback from faculty. Some new initiatives were mentioned; a Retirees College so retirees can assist in delivering research and other missions. A phased retirement model was suggested but it could create problems with the retirement structure that is for the next 5 years.

The university by law is required to make benefits available to their employees. There was money for liability last year, a study was done and a decision was made for the retirees under 65 to pay more towards their benefits but allow them to go to other companies that could offer more affordable benefits.

One of the initiatives that the Associate Provost for Faculty Development Virginia Scharff will be working on is to clarify, post and collect the information regarding faculty development including promotion and tenure, training of chairs, deans etc. Associate Provost Virginia Scharff will be working on a survey to receive feedback on how to make UNM a better place to work.

5. CONSENT AGENDA TOPICS

Confirmation of Chair-Elect Lee Brown as elected by the Health Science Center Council
Confirmation of Chair –Elect Lee Brown as elected by the Health Science Center Council was approved by unanimous voice vote of the Faculty Senate.

2013-2014 Faculty Senate Committee Appointments

The 2013-2014 Faculty Senate Committees appointments were approved by unanimous voice vote of the Faculty Senate.

AGENDA TOPICS

6. Faculty Hiring Procedures

Faculty Senate President Richard Holder reported on Faculty Hiring Procedures.

Faculty Hiring Guidelines

The University is committed to taking affirmative steps to create a diverse faculty workforce that will enhance its ability to fulfill its academic mission. These guidelines provide the key information for successful faculty recruitments regardless if they are competitive or non-competitive hires. If you plan to initiate a hire, please refer to the [UNMJobs Department Originator Guide](#) and/or the [Faculty Search Committee Handbook](#) for UNMJobs systems and helpful search committee role and process information.

General Principles

- The University of New Mexico is an Equal Opportunity/Affirmative Action employer and recognizes its responsibility to extend equal employment opportunities to all qualified individuals.
- [UNM's policy](#) complies with laws and regulations of federal and state regulatory agencies.
- UNM's policy also promotes the practice of the true spirit of affirmative action and equal employment opportunity.
- UNM's policy promotes positive steps to hire and promote qualified persons in protected groups to achieve a representation at UNM that is comparable to the labor pools from which it recruits and selects.

Section I. Competitive Searches

The University recruits and hires faculty through competitive processes to attract a strong and diverse pool of candidates. Below is the process to follow for competitive searches:

Initiating a competitive search

1. **Initiate an Action in UNMJobs to request a posting for an external, competitive search**
2. **Advertisements – in UNMJobs and to be sent to outside advertising resources must meet the following parameters:**
 - 2.1 Rank and Title of Vacancy
 - All tenure track/tenured faculty positions as designated in the [University of New Mexico Faculty Handbook](#).
 - All regular non-tenure track faculty positions as designated in the [University of New Mexico Faculty Handbook](#).
 - Visiting Faculty positions of two (2) to a maximum of three (3) year terms must be filled utilizing this competitive process.
 - 2.2 Minimum and Preferred Qualifications clearly stated.
 - 2.3 Minimum Qualifications must solicit a "yes" or "no" assessment.
 - 2.4 Affirmative Action statement clearly stated, i.e., "The University of New Mexico is an Equal Opportunity/Affirmative Action employer and educator." or "EEO/AA"
 - 2.5 Recruitment Period defined (minimum of 15 calendar days).

2.6 Application deadline clearly stated.

- Date Specified (hard deadline); or
- Best Consideration Date, Open Until Filled.

2.7 Options for Advertisement:

- [Abbreviated Ad](#)
Position Title only with mechanism to access complete information.
- [Moderately Abbreviated Ad](#)
Position Title/Minimum Requirements/mechanism to access complete information.
- [Complete Ad](#)
Minimums and preferred qualifications must appear in the ad.

2.8 Include language to direct applicants to apply via UNMJobs: “For complete details of this position and to apply, please visit this website: <https://unmjobs.unm.edu/> and reference Posting Number: ***”**

3. Search Committee

3.1 Search Committee must be diverse (one minority and one female, cannot be the same individual).

3.2 Search Committee must be made up of at least three (3) individuals. Search Committee should also reflect an adequate representation of interests, such as, Department faculty, staff, or students and community members.

3.3 [Charge](#) from hiring official to Search Committee identifying expectations of the hiring official for the committee and expected timelines. This includes specific tasks and the confidentiality of all application materials as stated below:

- Development of the position analysis and recruitment plan;
- Recruitment of a diverse and highly qualified pool of applicants;
- Screening of application materials to identify bona fide applicants and to evaluate applicants according to the selection criteria;
- Development of screening process to be utilized;
- Selection of 6-7 semifinalists and recommendation of interviewees;
- Participation in the interviews of candidates for this position according to departmental policy and previous practice;
- Search committee members and those faculty members involved in determining the candidates to be brought for interview, but who are not part of the search committee, must maintain the confidentiality of all applicant information as stated in the [Board of Regents' Policy #6.7: Confidentiality of Employment Applications](#).

3.4 Search coordinator serves as a non-voting member of the search committee who:

- Provides administrative support to a search committee and does **NOT** screen applicants for minimum or desired qualifications.

3.5 Department Originator: may or may not also be the Search Coordinator as well:

- Is the individual responsible for initiating and completing transactions and procedures required in UNMJobs to process the search and ultimate hire. Completes transactions based upon information provided by the search committee.

4. Recruitment Methods

4.1 Recruitment period must be at least 15 calendar days.

4.2 One national recruitment/publication resource and/or website must be identified.

4.3 Targeted recruitment must be conducted for each of the protected groups (Women, Asian, African American, American Indian, Hispanic) for all vacancies.

4.4 Department must mail a copy of the advertisement to NM Workforce Solutions.

4.5 Department must maintain documentation of all recruitment resources in the search file.

5. Documents to Attach to Action (Attach at Documents Tab)

- Copy of all advertisements to be used
- Position analysis memo describing how the search will be conducted
- Copies of screening tools to be used to assess applicants
- List of the recruitment resources to be used (national, targeted, NM Workforce Solutions)
- Relevant funding information and approval

Screening and Managing the Applicant Pool/Completing the Hire

1. Applicants meeting the FBC date or hard application date must be screened using the advertised Minimums and Preferred qualifications.

1.1 Candidates screened for minimum qualifications advertised, "yes" or "no" assessment. Those who meet all minimum requirements are "bona fide". At least two (2) members of the Search Committee must screen for minimums. (Screening tool should be attached at the posting)

1.2 Candidates screened for preferred qualifications based upon advertisement (screening tool should be attached at the posting)

1.3 Interviewees Identified at the posting:

- At the posting, the status of all applicants should be changed as they move (or don't move) through the screening process.
- All those not hired must be given a relevant non-hire reason code.
- Interview Itinerary must be consistent for all interviewees and attached at the posting.

1.4 Gender/Ethnicity information must be present for all interviewees and the successful hire(s). If interviewees and hire do not self-identify, DRA must be completed by hiring unit **before** initiating the hiring proposal.

1.5 Successful candidate identified and Hiring Proposal completed in UNMJobs

- Department must maintain documentation that supports and compares the successful candidate to the other interviewees.
- Justification memo reflecting this information must be attached to Hiring Proposal.

1.6 Record Keeping

- Department must maintain individual evaluations conducted by each search committee member and any other documentation of mechanisms utilized to identify interviewees.
- Department must maintain documentation utilized in screening interviewees: Interview questions, presentation evaluations, forum evaluations, and/or other venues.

1.7 Hiring unit must maintain its complete search files for a period of 5 years from the date of hire.

2. Deviations from Search Process

2.1 When the Search Committee determines it is necessary to deviate from the prescribed process, the Hiring Unit must submit a memorandum of explanation. The Hiring Unit must receive approval for the following requests:

- Change in composition of the search committee after the screening has begun.
- Make two or more selections from the same applicant pool.
- Extend recruitment period (re-advertisement of vacancy).
- Other (case by case assessment)

Section II. Limited Internal Competitive Searches

A hiring official may conduct a limited internal competitive search process for an academic administrative appointment such as director, assistant and associate dean, department chairs, and assistant and associate department chairs.

The hiring department must initiate an action requesting to conduct an internal competitive search as defined above, with the exception of:

- Recruitment period of five (5) working days.
- Recruitment resources (Listserv, etc.)

Section III. Alternative Faculty Appointment Procedures

The University recruits and hires faculty through competitive processes. However, from time to time there may be circumstances when an alternative appointment procedure is necessary to fill a faculty position. These circumstances are described below. Whenever an alternative appointment procedure is used to fill a faculty position, the department must submit an action requesting a non-competitive hire and demonstrate that the proposed hire meets the requirements of the exception as described below. Requests to appoint faculty under this policy are submitted to either the Provost/Executive Vice President for Academic Affairs or the Chancellor/Executive Vice President for Health Sciences Center (HSC) as appropriate. These offices will forward the requests to OEO for approval. The Provost/Executive Vice President for Academic Affairs or the

Effective Date: - Updated: 07/27/11

Chancellor/Executive Vice President for Health Sciences Center and OEO monitor faculty appointments under this procedure and may require a competitive search in some cases.

1. Voluntary Lateral Transfer

A faculty member is requesting a lateral transfer. A transfer is defined as a lateral move from one (1) academic unit to another, or one (1) geographical location to another, in the same faculty position. In most instances the lateral transfer creates a vacancy that will be filled through a competitive recruitment process.

2. Named in a Contract or Grant Award

Individuals named as Principle Investigator or Co-Principles in a contract or grant may be hired under these alternative appointment procedures. Additionally, individuals who possess unique or highly specialized qualifications required by the granting agency may be hired under this category.

3. Professional Service Appointment-Not to Exceed Six (6) Months

Where there is a critical, immediate, and temporary need for an individual to perform professional services, these alternative appointment procedures may be used. The professional service appointment will last no longer than six (6) months and there will be no extensions allowed in these cases. If a department thinks the assignment will take longer than six (6) months, the department must start a competitive search at the time the professional service appointment is made. The six (6) month professional service appointment will allow the department to have someone on board immediately while the competitive process is taking place.

4. Sole Source

An individual who has unique qualifications needed for the position. Usually the position will not exist unless a specific person can be hired. This situation is very rare. Where there is a question whether the person has truly unique qualifications, a competitive search should be undertaken.

5. Under-Representation and/or Established Placement Goals

An individual who is a member of a group which is historically underrepresented (as verified by OEO), in the faculty job group for which the person is being considered and another more qualified member of an under-represented group is unlikely to apply.

6. Acting and Interim Appointments

An individual is considered to be in an acting position while temporarily filling a position where the regular incumbent is expected to return. An individual is considered to be in an interim position while filling a position for which a search is to be conducted. The additional assignment must be a significant portion of the position and must be performed for an extended period of time (up to six months). A hiring official may conduct a limited internal competitive search in accordance with the [Section II. Limited Internal Competitive Search Process](#) as noted in the Faculty Hiring Guidelines. The Provost/Executive Vice President for Academic Affairs or the Chancellor/Executive Vice President of the Health Sciences Center (HSC) and OEO must approve extensions beyond or appointments for longer than six (6) months.

7. Spouse or Domestic Partner Hiring

Given the importance of diversity to the University and the recognition of dual career families in today's workplace, spouses or domestic partners, as defined in ["Domestic Partners," Policy 3790, UBP](#), may be

hired under these alternative appointment procedures to enhance and support the recruitment, hiring, and retention of qualified faculty. Hiring of the spouse or domestic partner depends upon the qualifications of the spouse or domestic partner, the availability of a suitable and acceptable position in each case, and is subject to the approval of the department into which the spouse or domestic partner will be hired. Placement must comply with "Employment of Relatives" as defined in the [Faculty Handbook](#).

8. Change in Employee Status

A UNM retiree or former faculty member will perform duties similar to the position he or she previously occupied, but may be not be hired into a higher-ranking position than previously assigned without going through a competitive hiring process. Retirees or former faculty members can be rehired into critical or difficult to fill temporary or regular positions where it would be beneficial to the University to have requisite skills, training, and/or familiarity of unit operations or functions. UNM Retirees, who are hired under this provision for more than .25 FTE, must be certified as eligible to work under the State's Return to Work Program. These retirees must have completed the twelve (12) month lay-out period as described in 1978 NMSA 22-11-25. 1 and 2 NMAC 82.5.15 (A) to be eligible to "Return to Work" eligible faculty members can be rehired non-competitively through this provision, or considered through a competitive search process. In cases of re-employment of both retirees and former employees, candidates must meet minimum qualifications for the position and salary rates must be approved in advance by the Provost/Executive Vice President for Academic Affairs Office or the Chancellor/Executive Vice President for Health Sciences Center (HSC).

9. Specialized Provider

The appointment of an individual to provide services, which are considered highly specialized and/or subspecialty that have been demonstrated difficult to recruit and there exists a unique need for these services or because the individual possesses the specific attributes required for the position.

10. Competitively Chosen by Outside Entity

An individual who has been competitively chosen by an outside entity according to pre-determined criteria may be hired under these alternative appointment procedures. The UNM hiring officer must provide OEO with a statement from the outside entity certifying that the individual was selected through an open, competitive process. The hire is subject to review and approval by the Provost/Executive Vice President for Academic Affairs Office or the Chancellor/Executive Vice President for Health Sciences Center (HSC) and OEO.

11. Special Professional Distinction

A most prestigious academic position in the University only offered when there is substantial evidence of outstanding achievements and significant contributions to the candidate's field. Candidate must meet all criteria for appointment or promotion to a professorship, with evidence of maturity and leadership in their field, endorsement of professional peers of national/international stature, and must bring unique scholarship and expertise to the University.

12. Academic Administrative Appointments

A hiring officer may appoint a faculty member to an internal administrative position such as director, assistant and associate dean, department chair, and assistant and associate department chair. A hiring officer may also elect to fill these positions through a limited internal competitive process and or through a national competitive process in accordance with the Faculty Hiring Guidelines.

13. Visiting Faculty

A hiring officer may appoint a visiting faculty member under these alternative appointment procedures in the event that an emergency exists that prohibits use of the competitive search process. A position may be filled on an emergency basis for a period of two (2) academic semesters per one (1) year. The position must be advertised during the one-year period. The three (3) year maximum appointment otherwise allowed for visiting faculty positions that are filled competitively is not applicable for this process. Please refer to [Section 1. Competitive Searches](#) in the Faculty Hiring Guidelines for these positions.

14. Minority Doctoral Assistance Loan for Service Program

A hiring officer may appoint a faculty member who has completed the requirements within the Minority Doctoral Assistance Loan for Service Program. This program is sponsored by the New Mexico Department of Higher Education and serves to increase the number of minorities and women available to teach engineering, physical or life sciences, mathematics and other academic disciplines in which minorities and women are demonstrably under-represented in New Mexico colleges and universities.

15. Temporary Part Time Faculty Emergency Hire

If a vacancy unexpectedly occurs, or if a new course is unexpectedly added, within thirty (30) days prior to the start of the semester, you may non-competitively hire a Temporary Part-time Faculty member under the non-competitive reason code of "20, Temporary Part Time Faculty Emergency Hire."

16. Temporary Part Time Faculty Rehire

A rehire is someone who has taught as a Summer Session or Temporary Part-time Faculty member in your organization before at any time. These individuals can be hired non-competitively.

Section IV. Temporary Part-Time Faculty

Temporary Faculty includes individuals whose primary professional responsibility is outside the University or for professional staff of the University who may teach on an occasional, limited, course-by-course basis. The University recruits and hires from local pools for Temporary Faculty positions given the terms and conditions of these positions. These positions may be filled competitively or non-competitively. If these positions are filled competitively, they are not subject to the full search requirements of regular faculty as described above.

Initiate Competitive Hiring Process:

1. Initiate an Action in UNMJobs to request a posting for an external, competitive search

2. Advertisement

2.1 Identify the areas of study for which instructors are needed.

2.2 Minimum Qualifications must solicit a "yes" or "no" assessment.

2.3 Affirmative Action statement clearly stated, i.e., "The University of New Mexico is an Equal Opportunity/Affirmative Action employer and educator" or "EEO/AA"

2.4 Recruitment Period defined.

- Advertisement must clearly state that selections will be made for the relevant academic period i.e., fall, spring or summer semesters.

2.5 Application deadline clearly stated.

3. Recruitment

3.1 Recruitment period must be for a minimum of 15 calendar days.

3.2 The advertisement must be sent to NM Workforce Solutions.

4. Search Committee

4.1 The hiring official may use or may not use a search committee.

4.2 If a Search Committee is used it must be diverse (one minority and one female, cannot be the same individual).

4.3 Search Committee must be made up of at least three (3) individuals. Search Committee should also reflect an adequate representation, including but not limited to, Department faculty, staff or students.

4.4 The Search Committee and/or Hiring Officer should screen the applicants and select the most qualified applicants in consultation with faculty with appropriate expertise.

4.5 A Search coordinator serves as a non-voting member of the search committee who:

- Provides administrative support to a search committee and does not screen applicants for minimum or desired qualifications or participate in the decision making process

Screening and Managing the Applicant Pool/Completing the Hire

1. Applicants meeting the FBC date or hard application date must be screened using the advertised Minimums and Preferred qualifications.

1.1 Candidates screened for minimum qualifications advertised, "yes" or "no" assessment. Those who meet all minimum requirements are "bona fide". At least two (2) members of the Search Committee must screen for minimums. (Screening tool should be attached at the posting)

1.2 Candidates screened for preferred qualifications based upon advertisement (screening tool should be attached at the posting)

1.3 Interviewees Identified at the posting:

- At the posting, the status of all applicants should be changed as they move (or don't move) through the screening process.
- All those not hired must be given a relevant non-hire reason code.
- Interview itinerary must be consistent for all interviewees and attached at the posting.

1.4 Gender/Ethnicity information must be present for all interviewees and the successful hire(s). If interviewees and hire do not self-identify, DRA must be completed by hiring unit **before** initiating the hiring proposal.

1.5 Successful candidate identified and Hiring Proposal completed in UNMJobs

- Department must maintain documentation that supports and compares the successful candidate to the other interviewees.
- Justification memo reflecting this information must be attached to Hiring Proposal.

1.6 Record Keeping

- Department must maintain individual evaluations conducted by each search committee member and any other documentation of mechanisms utilized to identify interviewees.
- Department must maintain documentation utilized in screening interviewees: Interview questions, presentation evaluations, forum evaluations, and/or other venues.

1.7 Hiring unit must maintain its complete search files for a period of 5 years from the date of hire.

2. Deviations from Search Process

2.1 When the Search Committee determines it is necessary to deviate from the prescribed process, the Hiring Unit must submit a memorandum of explanation. The Hiring Unit must receive approval for the following requests:

- Change in composition of the search committee after the screening has begun.
- Make two or more selections from the same applicant pool.
- Extend recruitment period (re-advertisement of vacancy).
- Other (case by case assessment)

Initiate a Non-Competitive Hiring Process:

1. Initiate an Action in UNMJobs to request a posting for an internal or external non-competitive action or contact the respective faculty contract office:

2 Determine if non-competitive hire is a:

2.1. Rehire: A rehire is someone who has taught as a Summer Session or Temporary Part-time Faculty member in our organization before at any time. These individuals can be hired non-competitively. If they have previously been hired through UNMJobs, their start/end dates can be modified. If they have never been hired through UNMJobs, submit an action requesting an internal, non-competitive hire with the non-competitive reason code of “21, Temporary Part Time Faculty Rehire”. Attach a justification memo to the action stating that the person has successfully taught before in your department.

2.2. Emergency Hire: If a vacancy unexpectedly occurs, or if a new course is unexpectedly added, within thirty (30) days prior to the start of the semester, you may non-competitively hire a Temporary Part-time Faculty member under the non-competitive reason code of “20, Temporary Part Time Faculty Emergency Hire”. Attach a justification memo to the action stating why there is an emergency need for the hire and why a competitive recruitment cannot be conducted to fill the position.

2.3. Regular contract faculty and Emeriti faculty may be hired to teach any additional course within their academic department without going through a competitive process or UNMJobs.

2.4. Regular contract faculty (F9, FE and FY), regular staff, retirees, and non-credit instructors do not need to go through UNMJobs to be hired as Temporary Part-time/Summer Session faculty.

Section VI. Records Retention

1. Academic Departments are the official record keeper of the complete and official hiring/search file.
2. Academic Departments must maintain the hiring/search file for five (5) years from the date of closure.
3. Academic Departments will make available to OEO the complete search file if requested.

Questions? Call the Office of Equal Opportunity (OEO) at 277-5251

7. C170 Endowed Chair Policy

Faculty Senator representing the School of Law Scott Hughes moved for C170 Endowed Chair Policy to be removed from off the table to be considered for approval. Faculty Senate President-Elect Pamela Pyle seconded. All were in favor, one opposed with no abstentions.

The motion was passed and was on the floor for discussion.

Faculty Senator Scott Hughes proposed an amendment to the following language be added under the policy section:

“For internal appointments, *each college or school shall establish and utilize its own procedures for awarding endowed chairs and named professorships. recommendations from the college or school will go to the dean of the college or school for approval.*”

Faculty Senator Feroza Jussawalla proposed an amendment to the first amendment by suggesting adding the following language after the language suggested by Faculty Senator Scott Hughes to state:

“but stay in compliance with our own OEO hiring and conflict of interest policies.”

Faculty Senator Nancy Lopez seconded and suggested that the Conflict of Interest policy and the policy that will be developed for search committee’s regarding conflict of interest be put into the C170 Endowed Chair Policy.

Faculty Senate President Richard Holder suggests a vote be made on the suggested language. Few were in favor the majority opposed with one abstention. This language proposed was taken off the table.

The amendment made by the Faculty Senate Policy Committee and the suggested language proposed by the School of Law

University Secretary Vivian Valencia clarified that the last paragraph isn’t all new, in the tabled version the policy had a reference to internal appointments which is the red stricken language beginning with, “recommendations” is what existed in the version that was viewed at the August 27, 2013 Faculty Senate meeting. The red language that doesn’t have strikethrough is the new language that the Faculty Senate Policy Committee approved of, as requested by a School of Law faculty member.

All were in favor of the amendment of the suggested language; there were three opposed and no abstentions. The suggested language was approved and will be added to C170 Endowed Chair Policy.

C170 Endowed Chair Policy and the suggested language from the Academic, Freedom and Tenure Committee were discussed.

AF&T Statement on proposed Policy C170
September 24, 2013

In response to the Faculty Senate request for review of policy C170 by the Academic Freedom and Tenure Committee, the committee heard the presentation of FS President Dr. Richard Holder on the policy (9/6/13) and reviewed the policy's history and related faculty documents. On September 20, the full membership of the AF&T met for a focused and productive discussion; half of these members had previously participated in the extensive AF&T committee discussions in 2012, which resulted in the committee's recommendation for revision that was sent to the Policy Committee in January, 2013. The members of the current committee recognize that the Policy and Operations Committees considered carefully the language suggested by the AF&T committee last year, and appreciate the difficulty of drafting additional revisions to the proposed policy. All of the members of the committee feel strongly about AF&T's responsibility to evaluate this policy from the perspective of academic freedom and have considered carefully the recommendations that follow.

The focus of AF&T deliberations was the second paragraph of the "Policy Statement," which describes the composition of search committees. After discussing the policy with respect to UNM's Policy on Academic Freedom and Tenure (FHB Section B), the committee resolved to forward the following concerns for the consideration of the Faculty Senate:

- 1) A majority of the members of the AF&T committee support the latest revision to the policy ("departments or units...may vote to limit the number of non-faculty members"), because it affirms the importance of maintaining flexibility for departments and units in forming search committees for endowed and named chairs. However, the committee found this language ambiguous with respect to the timing and nature of this consultation:
 - a. At what point would departments and units be consulted about the composition of search committees: when the search committee is formed, or when the appointment of a candidate is made? The AF&T committee recommends that the policy be amended to clarify this ambiguous language, particularly since searches for Endowed and Named Chairs can involve several departments.
 - b. How would the full participation of a department's faculty in such a vote be guaranteed? The AF&T committee is concerned that this decision should be made by an entire department, rather than the Chair or a small group of faculty within it.
 - c. In conducting its review, the AF&T committee has found that there is insufficient clarity in the *Faculty Handbook* as to what constitutes the normal search process referenced in Policy C170. We therefore recommend that Faculty Senate and the Policy Committee address this issue in future revisions to the *Faculty Handbook*.
- 2) The AF&T remains concerned about donor influence on search committees and reluctantly agrees to the appointment of *at least* a majority of full-time faculty on search committees (though some committee members would like the representation of full-time faculty to be greater). The committee's continuing unease with undue donor influence centers on two points:

- a. Lack of clarity in the policy as to whether donor representatives will be voting or advisory members of the search committee;
- b. Concern that the appointment of donor representatives, even as a minority of committee members, may in some cases permit an inappropriate level of donor influence – or perception of same – with negative effects on the credibility of the appointed candidate and/or the reputation of UNM as a whole.

The AF&T strongly recommends that the Faculty Senate and its committees further revise Policy C170 to address the above concerns. Although a majority of the members of the AF&T committee support the policy revision that allows departments to determine for themselves the appropriate level of donor participation in searches, the committee asserts its continuing and grave concern for the policy's possible negative effects on the exercise of academic freedom at UNM.

Respectfully Submitted,



Dr. Elizabeth Hutchison, Chair
Academic Freedom & Tenure Committee
The University of New Mexico

Faculty Senate President-Elect Pamela Pyle moved that the C170 Endowed Chair Policy be voted on electronically. This will give Faculty Senators enough time to view the Academic, Freedom and Tenure Committee suggested language and vote on the policy. Faculty Senator Scott Hughes seconded the motion.

This policy will be sent to the Faculty Senate for electronic vote. Before voting the Faculty Senators will have the following information to review:

- The suggested language from the Academic, Freedom and Tenure Committee
- The policy as amended with the new language with that includes internal searches
- The August 27, 2013 Faculty Senate meeting minutes
- The September 24, 2013 Faculty Senate meeting minutes

All were in favor of the electronic vote for C170 Endowed Chair Policy, none were opposed and there were no abstentions.

8. Vice President for Research Report

The (IRB) Institutional Review Board Office has opened on main campus; main campus IRB proposals have been submitted through HSC IRB for some time. Since HSC IRB advertises their services they are required to be accredited and because main campus utilizes their office they are required be accredited. It was decided that it would be best to have IRB move back to main campus since they are not required to be accredited since they do not their advertise services since the majority of proposals are of social behavioral research. In order to accommodate IRB moving to main campus 4 people were hired. There should be an electronic submission for proposals by the end of the academic semester; the electronic software being used is called IRB Net. Proposals are being submitted via email temporarily. There has been 30 proposals submitted since the office has opened, 7 of those proposals will be reviewed and will be responded within 30 days.

Vice President for Research Michael Dougher is changing the Finance and Administration distribution process. The commitments will be paid to the departments that were promised and the Deans/Chairs will have the decision on where the money goes. This will help colleges and schools within the university.

Human Resources approved the request to re-organize the Pre-Award Office. The title of Associate Vice President for Research Administration Carlos Romero has been changed to the Associate Vice President for Research and Compliance. He will be functioning as one of the Directors for Research Compliance but will be the face of main campus research in the legislature, community and to the congressional delegation. He will assist in the coordination of the collaborative efforts with New Mexico Tech, New Mexico State, New Mexico Coalition and to Washington funding agencies. Vice

President for Research Michael Dougher will assign a temporary manager for the Pre-Award Office. A search for a manager of Sponsored Projects will be put in place in time.

9. Research and Creative Works Council Report

Research and Creative Works Council Chair Walter Gerstle reported on the Research and Creative Works Council.

Report to Faculty Senate Research & Creative Works Council – Walter Gerstle, Chair September 24, 2013

Charge of Research & Creative Works Council

The Research and Creative Works Council is charged with oversight of the research endeavor of the university including both “big-science” and smaller, unfunded or underfunded creative works. Members of the council are: the Chair (elected to a two-year term by a vote of the Chairs of the committees in the Council), three members of the Faculty Senate (elected by that body for 2-year terms), and the chairs of any committees of the Council (both standing and ad-hoc committees of the Council, appointed by the Council Chair). Non-voting members of the Council are: the Vice-Provost for Research, the 3 faculty Senators, and the HSC Vice-Provost for Research. The configuration of the initial Research and Creative Works Council shall consist of the current Senate committees of: Research Allocations, Research Policy and the University Press.

Faculty
Susanne Anderson-Riedel, Associate Professor, Art and Art History <i>Chair Research Allocations Committee</i>
Walter H Gerstle, Professor, Civil Engineering <i>Chair Research Policy Committee</i>
Durwood Ball, Associate Professor, History Department <i>Chair University Press Committee</i>
Senator Non-Voting
Coffee Brown, Lecturer III, Emergency Medicine EMS Academy <i>Faculty Senate Member</i>
Cassiano De Oliveira, Professor, Chemical Nuclear Engineering <i>Faculty Senate Member</i>
VACANT <i>Faculty Senate Member</i>
Administrator Non-Voting
Corey Ford, Senior Associate Dean for Research, Health Sciences Center Office of Research <i>Chief Administrator, Office for Research, Health Sciences Center</i>
Michael J Dougher, Senior Vice Provost, & Vice President for Research and Economic Development <i>Chief Administrator, Office for Research, Main Campus</i>

Current Activities:

- Promote transparency to enhance shared governance
- Define relationship between Main Campus and Health Sciences Center
- Stimulate new funding for the Research Allocations Committee
- Facilitate cross-disciplinary research projects
- Participate aggressively in governance of the research enterprise at UNM

10. New Business and Open Discussion

On Thursday, October 10, 2013 there will be a dialogue on how the College of Public Health will be established at the Johnson Center at 10:00 a.m.

Meeting adjourned at 4:57 p.m.



Posthumous Degree Request Form

Request Initiator: BILL WALTERS Contact: bwalters246@gmail
Relationship to student or UNM: HEAD OF THEATRE, DEPT. OF THEATRE & DANCE
Would you like the Dean of Students to contact the family regarding this request? ☐ Yes ☐ No

Dean of Students Notification: _____

Student Name:	<u>JESSICA S. PABINQUIT</u>		
Student ID:	<u>101451297</u>		
College:	<u>FINE ARTS</u>	Degree:	<u>BA</u>
Major(s):	<u>THEATRE</u>		
Concentration(s):			
Minor(s):	<u>JAPANESE</u>		

The University of New Mexico recognizes that earning an academic degree is a matter of legitimate pride in achievement not only for students themselves but also for the family members and friends who provide students with vitally important support and encouragement during the course of their studies. UNM also recognizes that not only the degree, but also significant progress in an academic program is, under certain circumstances, an achievement which warrants special recognition.

Accordingly, the University of New Mexico will make available "posthumous degrees" of appropriate type and level to be bestowed upon a student who dies before s/he is able to complete his/her program.

These degrees may be granted under the following circumstances and terms:

- ✓ 1. The student must be in degree status and either currently enrolled or enrolled in the academic year previous to his/her death;
- ✓ 2. The student must have completed a minimum of half of the credits required for the degree;
3. Requests for posthumous degrees may be initiated by the student's family, the faculty of the department and/or college, or a UNM administrator;
4. The department, the college and the Faculty Senate must approve requests for posthumous degrees. The Senate Graduate Committee must also review and provide recommendation on requests for graduate level posthumous degrees;
5. The degree will be noted as "posthumous" on both the diploma and the transcript.

Approvals	Name	Signature	Date
Department :	<u>WILLIAM LIOTTA</u>	<u>[Signature]</u>	<u>9/19/13</u>
College :	<u>Kymerly Pinder</u>	<u>Kymerly Pinder</u>	<u>9/19/13</u>
Faculty Senate:			
Senate Graduate Committee (if necessary):			



Department of Theatre & Dance

To: Vivian Valencia, University Secretary
From: Bill Walters, Assoc. Professor, Head of Theatre
Date: Sept 15, 2013
Re: Posthumous Degree request

As Head of the BA Theatre Program, and with the overwhelming support of the faculty of the Department of Theatre and Dance, I am requesting that the University of New Mexico award Jessica S. Pabinquit the degree of Bachelor of Arts in Theatre.

At the time she passed away on June 5th, 2013, Jessica was a currently enrolled student in good standing. She had completed a total of 128 earned hours, with 57 of those being in the major. In fact, she was 3 hours (one course) short of Theatre major requirements and 4 hours (one course and one lab) short of Core Curriculum requirements. She had a cumulative GPA of 3.59 and was on the dean's list every semester since 2010.

I have included a breakdown of earned hours, along with a list of Theatre courses completed and grades received. You will see that she is more than eligible to receive this degree.

Jessica was a vibrant and active contributor to the Department of Theatre and Dance, both in class and in productions, and was exemplary of our very finest students.

Additionally, Jessica is eligible for a minor in Japanese, having completed 9 hours at the 200+ level and a semester abroad in Kyoto, Japan. Lorie Brau in Foreign Languages and Literature and checked with her department and has approved this idea. You may contact her if necessary.

Thank you very much for your consideration.

Bill Walters

Jessica Pabinquit Degree Progress:

128 TOTAL earned hours COMPLETED (114 in residence at UNM):

Theatre and Dance Courses: 57 hours (see below).

Core Curriculum requirements: 33 hours.

Additional credits outside of major: 24 hours.

Transfer credits from study abroad: 14 hours.

Courses applied toward major:

THEA 105: Theatre Appreciation (A+)

THEA 130: Acting I (B)

THEA 131: Acting II (A)

THEA 192: Stagecraft I (A)

THEA 194: Intro to Costumes (A-)

THEA 196: Intro to Stage Lighting (A)

THEA 231: Voice and Movement I (A-)

THEA 295: Singing for the Stage (A)

THEA 328: Musical Theatre (B)

THEA 331: Voice and Movement II (A)

THEA 345: Theatre History I (A)

THEA 346: Theatre History II (B+)

THEA 446: Theories of Theatre (A)

THEA 355: Fund. of Playwriting I (A+)

THEA 366: Stage Management (B+)

THEA 367: SM Lab (A)

THEA 428: Topics in Musical Theatre (x 2: A, A)

THEA 419: Children's Theatre (A)

DANC 132: Jazz I (A+)

Faculty Senate Committee Appointments Needing Senate Approval

First	Last	Title	Department	Committee	Date added
Frank	Ralls	Clinician Education Assistant Professor	Internal Medicine	Curricula Committee	2013-09-26
Ajna	Hamidovic	Assistant Professor	College of Pharmacy	Budget Committee	2013-10-04
Nikki	Jernigan	Assistant Professor	Cell Biology	Graduate & Professional Committee	2013-10-09
Wei	Wang	Professor	Chemistry	Graduate & Professional Committee	2013-10-09