Faculty Senate Policy Committee
Meeting Agenda, Scholes Hall Room 101, February 4, 2015

Updates

1. E60 "Sponsored Research" will go out for 30-day campus comment in March 2015.

Action Items

Consent Agenda Topics:

1. C200 Sabbatical Leave: Draft revised to include changes agreed to at December meeting--highlighted in the attached draft (Procedures Section 4.) **pg. 1**
Key pre-meeting preparation: Review proposed change.
Desired outcome: Approve to go to Operations for approval for campus comment.

Agenda Topics

1. Policies A91 and Standard A91#1 RE: "Creation, Review, Reorganization, and Termination of Non-HSC Research Centers and Institutes." Martha will share responses from Larson and Trotter. **pg. 7**
Key pre-meeting preparation: Review A91 and A91#1.
Desired outcome: Revise draft to address any concerns raised by Larson and Trotter.

2. A53 "Development and Approval of Faculty Policies." Clarify that AF&T policies (Section B) do not follow the protocol listed in Policy A53. Remove the Research Policy Committee and the Academic Freedom and Tenure Committee roles in finalization of faculty policies. These committees will be consulted on policies impacting their authority, but the Policy Committee will have final authority for processing proposed policies for approval. **pg. 16**
Key pre-meeting preparation: Review highlighted proposed changes to A53 "Development and Approval of Faculty Policies."
Desired outcome: Approve to go to Operations for approval for campus comment.

3. UAP Policy 2035 "Political Activity'" The President of the Faculty Senate has asked the Policy Committee to review Policy 2035 in its entirety, not just the proposed changes to determine if it violates freedom of speech from a faculty perspective.
Key pre-meeting preparation: Read and analyze Policy 2035 and be prepared to discuss.
Desired outcome: Provide feedback to Faculty Senate President. **pg. 20**

4. Information Policy Documents—View draft of proposed webpage for replacement of informational policy documents. This webpage on the Faculty Handbook website will link to the latest UNM information that is discussed in various policy documents (somewhat out-of-date) currently residing in the Faculty Handbook Policy Section. **pg. 26**
Key pre-meeting preparation: Review draft webpage.
Desired outcome: Approve webpage.

5. Work Status Table, Progress Report: Review target dates; discuss meeting schedule, prioritize future policy work. **pg. 32**

6. University Administrative Policies and Regents Policies. Define role of Policy Committee in the policy development and revision processes especially pertaining to faculty policies.
<u>Key pre-meeting preparation</u>: None
<u>Desired outcome:</u> Develop process for Policy Office.

New Business

C200: Sabbatical Leave

Approved By: Faculty Senate	
Last Updated: Draft 1/20/15	
Responsible Faculty Committee: Policy Committee	
Office Responsible for Administration: Provost and Chancellor for Health Sciences	

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 of New Mexico (UNM) prizes an inclusive view of scholarship with the recognition that knowledge is acquired and advanced through research, synthesis, practice, and teaching. A sabbatical is an important tool in developing academic scholarship and is time for concentrated professional development. A sabbatical is a privilege granted by UNM to faculty for the advancement of the University, subject to the availability of resources. UNM faculty and the Board of Regents approve the principle of sabbatical leave.

POLICY STATEMENT

The faculty member will use the sabbatical assignment in a manner that will enhance his or her scholarly and/or teaching competence and potential for service to UNM. Given this philosophy, sabbatical leaves may be granted to further any of the following objectives: research and publication, teaching improvement (including the creation of teaching materials such as new textbooks, software, multimedia materials, or case books), intensive public service clearly related to the applicant's expertise and integration and interpretation of existing knowledge into larger interdisciplinary frameworks.

<u>Eligibility</u>

Sabbatical leave is available to any faculty member with tenure or to any faculty member in the last year of the probationary period for whom a favorable decision has been reached with regard to tenure. There are several options of sabbatical leave discussed below.   Faculty members who qualify have the right to apply for sabbatical leave; however, sabbatical leave will not be granted automatically upon the expiration of the necessary period of service.   Rather, the faculty member shall present, as part of the application, evidence of recent sound research, creative activity, or other academic achievement, including publications, to support the program of work which is planned for the sabbatical period. Also, this program shall give reasonable promise of accomplishing the major purpose of the leave as cited in the Policy Rationale section above.

Options

Sabbatical leave is available under the following four options. These options should be discussed with the departmental chairperson, and the application for sabbatical leave should indicate the option desired.

> a) After any period of at least three years of full-time service (or equivalent part-time service) at the UNM, the faculty member may apply for one semester at 2/3 salary for that semester.
>
> b) After any period of at least six years of full-time service (or equivalent part-time service) at UNM without a sabbatical, a faculty member may apply for:
>
> i)   one semester at no reduction in annual salary,
> ii) one full academic year at 2/3 salary, or
> iii) semester II of one year and semester I of the following year, at 2/3 salary for each semester of leave.

A faculty member receiving a reduced salary during his or her sabbatical period may supplement his or her salary from grants, fellowships, employment, or grants-in-aid or other sources of external funding provided that the total stipend for the period does not exceed the regular academic salary. These external sources may also be used to cover special expenses such as travel, secretarial assistance, tuition, research or publication. Any such additional compensation is to be explained on the application form and may not unduly interfere with the objectives of the sabbatical.

A faculty member on sabbatical leave is treated the same as any other faculty member for compensation purposes, and may not be penalized on matters of salary consideration.

Faculty Obligation

Sabbatical leaves will be approved only with the clear understanding that the faculty member will at the completion of the sabbatical return to the UNM for a period of service at least equal to as the duration of the leave. If the employee does not return, the case will be reviewed by the Provost **for determination of appropriate action**. The employee may be required to refund all compensation received from UNM during the sabbatical. If the faculty member terminates his or her connection with the University within one year after the expiration of the sabbatical, the individual shall refund the sabbatical remuneration to UNM on a prorated basis, except in exceptional circumstances, including permanent disability or death, wherein neither the individual nor the heirs shall be obligated to refund any part of the amount paid while on sabbatical.

Restrictions

1. Time toward each new sabbatical begins immediately after return to service regardless of the semester of return.

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

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

4. If the applicant believes that his or her sabbatical proposal has not been considered properly according to the provisions of this Policy, the applicant may appeal in accordance with the procedures listed in Item 8 below.

APPLICABILITY

All academic UNM units, including the Health Sciences Center and Branch Campuses

DEFINITIONS

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

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

WHO SHOULD READ THIS POLICY

- Board of Regents
- Professors and academic staff
- Academic deans and other executives, department chairs, directors, and managers

RELATED DOCUMENTS

Section B: "Policy on Academic Freedom and Tenure."
Policy C250 "Lecturer Academic Leave."
Policy C280 "Leave Without Pay."
Faculty Contracts Sabbatical Leave Form

CONTACTS

Direct any questions about this policy to your chair or dean.

PROCEDURES AND GUIDELINES

1. As a general rule, the regular faculty members of the department concerned will be expected to absorb the teaching load of the individual on leave, and the departmental chairperson (or the dean in non-departmentalized colleges) shall present with each recommendation for sabbatical a statement of the planning in this regard. A department may, for example, decide

to alternate courses or to cancel certain offerings. Further, it is expected that the department shall prepare its program over a period of years so that essential courses need not be neglected because of the temporary absence of a member of the faculty.

2. To avoid adverse effects on the educational objectives of individual departments, the administration finds it necessary to place a practicable limit on the number of sabbatical leaves granted in any one department for any one semester or academic year. Sabbatical leaves will be granted according to the following criteria:

a) Normally the number of concurrent sabbatical leaves in any one department* shall not exceed one-seventh (1/7) of the tenured members of the department (rounded to the next higher whole number) or one-tenth (1/10) of the budgeted FTE faculty members (rounded to the next higher whole number), whichever is larger.

b) The number of concurrent sabbatical leaves in any department* may be held below the maximum permitted in paragraph 3(a) if in the judgment of the chairperson, dean, and Provost/Executive Vice President for Academic Affairs or the Chancellor for Health Sciences such restriction is necessary in order that the program or the department* not be adversely affected. The sabbatical leave request for any qualified faculty member may not be denied more than twice for this reason.

c) The number of concurrent sabbatical leaves in any department* may exceed the normal maximum only if in the judgment of the Provost/Executive Vice President for Academic Affairs or the Chancellor for Health Sciences extraordinary circumstances warrant it.

d) Recognizing that small departments* often are penalized by their inability to absorb the academic loads of faculty on leave, the administration will establish a mechanism to permit appointment of temporary or part-time faculty in departments* with seven or fewer faculty FTE at such times as members of the departments* may be granted sabbatical leave.

3. Approval of Application: Primary responsibility for determining the merit of a proposed program from the point of view of the validity of the program and the probable value of the program to the faculty member and to UNM lies in the department and should be accomplished by the chair or a departmental committee appointed for the purpose who may make a recommendation to the chair. The chair shall forward to the dean his or her recommendation along with the committee evaluation if applicable and a statement as to how the teaching obligations of the department will be achieved in the event the proposal is approved. The dean with the advice of a college-wide faculty committee shall then evaluate the proposal both on its merits and on its effect on the operation of the college.

4. With the department chair's permission sabbatical applications may be submitted 18 months (or three semesters) in advance of the proposed sabbatical leave in order to provide applicants with sufficient time to acquire to make academic and personal arrangements, fellowship support, obtain visiting faculty status at a host institution, enable family members to accompany the applicant. (school and employment logistics for spouse and child(ren), and

~~acquire housing and airline tickets at reasonable rates.~~ In such cases approval would occur 12 months prior to the start of the sabbatical. However, they must be submitted no later than the deadlines listed in the following sections.

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

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

5. If a faculty member on sabbatical finds it necessary to alter substantially the work plan or objectives of the sabbatical project, he or she must inform the chair or dean in writing as soon as possible of the reasons for the proposed change and secure their written approval for the revised plan.

6. If an applicant withdraws his or her application after it has been approved, every effort will be made in department planning to approve the sabbatical for the following year.   However, such approval cannot be guaranteed, and the period of the delay does not count towards the next sabbatical.

7. Other conditions having been fulfilled, it is general practice that requests for leave be considered on the basis of the quality of the sabbatical plan to be decided by the chair or an evaluation committee appointed by the chair.

8. Appeal: If at any stage of the approval process, the applicant believes that his or her proposal has not been considered properly according to the provisions of this Policy, that matters of academic freedom are involved, that improper considerations have entered into a negative decision, or that other demonstrable conditions prevented a fair and impartial evaluation, he or she may appeal to the Committee on Academic Freedom and Tenure for a review of the matter.

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

10. Those faculty members who receive all or part of their salaries directly from agencies outside of UNM will be granted sabbatical privilege with salary guaranteed only to the extent of UNM funding of the previous year, or 2/3 of that amount as appropriate; full funding is possible only when funds are available within the UNM budget.

11. When a faculty member is employed on a continuing basis on a 12-month contract, sabbatical leave options can be translated from "semester" to "6-month period" and from "academic year" to "12-month period." Faculty members on 12-month contracts may not accrue annual leave while on sabbatical leave.*programs, colleges or non-departmentalized schools

HISTORY

Amended:
May 14, 2004– Approved by the UNM Faculty

Amended:
April 3, 2004– Approved by the UNM Faculty

Amended:
May 18, 1975– Approved by the UNM Board of Regents
May 10, 1978– Approved by the UNM Faculty

Amended:
February 1, 1975– Approved by the UNM Board of Regents
April 8, 1975– Approved by the UNM Faculty

Effective:
March 14, 1974– Approved by the UNM Board of Regents
March 12, 1974– Approved by the UNM Faculty

DRAFT HISTORY

January 20, 2015—Draft revised to clarify section 4 regarding early application.
November 20, 2014—Draft revised to incorporate proposed change received from a faculty member prior to submission of previously Committee approved draft was sent to Operations.
October 12, 2014—Draft revised to incorporate recommendations from Policy Committee at its September meeting.
August 8, 2014—Reformatted draft prepared to incorporated recommendations by Charlie Cunningham (FSPC Primary) with previous Committee recommendations.
March 5, 2014-- Charlie Cunningham (FSPC Primary) submitted recommendations in preliminary policy draft.
October 23, 2012—Analysis of other institutions prepared by OUS submitted to Committee with questions, issues, and concerns for Committee consideration.
October 22, 2012—Revised Draft prepared incorporating Committee recommendations.
September 18, 2012—Draft in new policy format developed for Committee discussion.

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A91: Creation, Review, Reorganization, and Termination of UNM Research Centers and Institutes

Approved By: Faculty Senate
Last Updated: **Draft** 12/4/14
Responsible Faculty Committee: Research Policy Committee
Office Responsible for Administration: Vice President for Research and HSC Vice Chancellor for Research

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

POLICY RATIONALE

Research centers and institutes play an inevitable, integral, and increasing role in modern research universities. These roles stem from two facts. First, cutting edge research in most academic disciplines is increasingly multidisciplinary, interdisciplinary, and trans-disciplinary in nature. Second, research centers and institutes encourage thematically focused but synergistic collaborations that go beyond those that occur in traditional academic departments. This enhances both the intellectual impact of the activities as well as extramural funding opportunities.

From time to time it is necessary for the University of New Mexico (UNM) to consider proposals for the creation of new research centers and institutes, or for major restructuring or termination of existing research centers and institutes. This Policy document provides policies and procedures for consideration of such actions regarding research centers and institutes.

POLICY STATEMENT

The creation of a new research center or institute located on or off the UNM Albuquerque campus, or major changes to an existing research center or institute require approval of the Faculty Senate and the Provost or HSC Chancellor. Approval of the proposed action must be sought and obtained prior to initiating operation of a new research center or institute, or making major changes to an existing research center or institute. In no case is this to be construed as prohibiting an existing research center or institute from experimenting with major changes prior to seeking approval of these on a continuing basis. However, it is expected that even in the case of experimental changes, stakeholders, such as affected faculty, staff, and students will be informed in advance and their input sought and considered by the appropriate dean, director, or other administrator proposing the changes, prior to initiation.

All proposals to create, re-organize, or terminate a research center or institute shall follow the policies and procedures described herein, and any applicable standards or guidelines established by the Faculty Senate Research Policy Committee in consultation with representatives of the Provost or the HSC Chancellor and relevant research center or institute heads.

APPLICABILITY

All UNM units, including the Health Sciences Center (HSC) and Branch Campuses.

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

DEFINITIONS

Major actions: a merger of two or more research centers or institutes, a division or dissolution of a research center or institute, or a change in the basic mission of a research center or institute.

WHO SHOULD READ THIS POLICY

- Directors of research centers and institutes.
- Academic deans or other executives, department chairs, directors, and managers responsible for research centers and institutes.
- Administrative staff responsible for research centers and institutes.
- Faculty interested in creating a new center or institute

RELATED DOCUMENTS

Faculty Handbook:
> **Policy A61.16** "Research Policy Committee"
> **Policy A88** "Creation, Review, Reorganization, and Termination of UNM Academic Units"
> **Policy E60** "Sponsored Research"
> **Standard A91#1** "Creation, Review, Reorganization, and Termination of Non-HSC Research Centers and Institutes"

UNM Board of Regents' Policy Manual:
> **Policy 5.9** "Sponsored Research"

University Administrative Policies and Procedures Manual:
> **Policy 2425** "Recovery of Facilities and Administration Costs"

CONTACTS

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Direct any questions about this policy to Office of the Vice President for Research, the HSC Office of the Vice Chancellor for Research, or the Faculty Senate Research Policy Committee.

PROCEDURES

Research centers and institutes have three conceptual phases in their life cycle: the proposal phase, the operational phase, and the termination/reinvention phase.

Proposal Phase. The life cycle of a research center or institute begins with the proposal phase, during which faculty, staff, and administrators must work together to build a strong case for UNM to invest in a research center or institute. UNM administration should be provided evidence of the intellectual value of the research center or institute beyond that which can be achieved within the departmental or college structure. The proposal shall clearly identify the scope of the research center or institute; in particular which academic units will be contributing resources, including faculty time, staff, facilities and funds. The proposal should have funding plans for the short (e.g., one to five years) and the long (e.g., decades) terms.

Operational Phase. Once established, all resources for a research center or institute shall be defined, including building space, equipment, staff, faculty appointments, and effort shares. The director is appointed by the administrator appropriate to the research center or institute, and the conditions of the appointment and the term of service, including options for renewal, shall be clearly stated in the appointment letter. Directors shall be evaluated annually by a representative group of individuals. Guidance for the review is drawn from the proposal for the research center or institute and must include criteria for evaluation of the research center or institute vitality, achievement of goals, resource allocations, and budgets.

Termination/Reinvention Phase. The annual review processes from the Operational Phase shall reveal when a research center or institute is experiencing difficulty in managing resources or achieving its expressed goals. Although the director and other applicable administrators shall be expected to take action to support and revive the research center or institute, they are also responsible for terminating or "sunsetting" the research center or institute, as well as redirecting the resources to other areas of UNM when necessary. The reinvention and redirection of research center or institute activities shall be completed via a process similar to that for creating a new research center or institute.

The website maintained by the Office of the Vice President for Research (OVPR) or the Office of the HSC Vice Chancellor for Research shall contain an annually updated list of all research centers and institutes governed by the Provost and HSC Chancellor and a summary of the most recent review for each research center or institute.

Division Specific Standards. Standards for the organization and review of research centers and institutes may vary within major components at UNM. To accommodate these differences each component should develop a standards document specific to the component. This document will provide standards and guidelines to ensure compliance with this Policy. **Standard A91#1**

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provides standards and guidelines applicable to non-HSC research centers and institutes. A standards document will be developed to provide standards and guidelines applicable to HSC research centers and institutes. In the event that a research center or institute has substantial involvement in both the HSC and non-HSC divisions of UNM, the director will work with the Provost and HSC Chancellor to determine which standard is applicable or if another standard needs to be developed.

HISTORY

No history because a new policy is being proposed.

DRAFT HISTORY

December 4, 2014—Revised to remove reference to Standard #2 until this standard has been developed.
November 19, 2014 --Revised to reflect input from the Research Policy Committee
October 18, 2014—Restructured to use the Standards process: one for non- HSC and one for HSC research centers and institutes.
April 10, 2014 – Revised wording with FSRPC Chair's approval
March 5, 2014—Chair of FSRPC presented draft to Faculty Senate Policy Committee (FSPC) for review.
September 25, 2013--Draft developed by the Faculty Senate Research Policy Committee (FSRPC).

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Standard A91 #1	**Creation, Review, Reorganization, and Termination of Non-HSC Research Centers and Institutes**

Approved By: Faculty Senate Research Policy Committee

Effective Date: Draft 11/19/14

> Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Research Policy Committee. Collaboration on revisions with relevant administration and other interested parties is expected.

This document provides standards and guidelines applicable to non-HSC research centers and institutes to ensure compliance with Policy A91 "Review, Reorganization, and Termination of Research Centers and Institutes."

Guiding Principles

The following principles should be followed regarding UNM research centers and institutes:

1. There should be demonstrable value added by the creation and continuation of all research centers and institutes. It is incumbent upon those wishing to create or continue a research center or institute to demonstrate that its stipulated objectives cannot be effectively accomplished within existing UNM structures, and these objectives should clearly be in concert with UNM's fundamental mission of education, research, and service.

2. Research centers and institutes should be eligible for all available sources of funding, including I&G (instruction and general), extramural grants and contracts, F&A (facilities and administrative), gifts, donations, and endowments.

3. UNM should encourage and provide incentives for the formation of collaborative, multidisciplinary, interdisciplinary, and transdisciplinary research centers and institutes through its budgeting, hiring priorities, and strategic planning, including capital projects.

Research Center and Institute Organization

Depending upon the scope and range of the research centers and institutes involved, there should be different levels or categories of research centers and institutes. To facilitate the integration of research centers and institutes into the mission of the most relevant academic units, they should be managed at the most local administrative level practicable. Regardless of category, there should be consistency across research centers and institutes in terms of the rules, operating procedures, and reporting and evaluation mechanisms that govern research centers and institutes. This acknowledges that research centers and institutes will vary with

respect to focus, objectives, and outcomes, but the rules and procedures that govern their creation, operation, and continuation should be consistent.

With the goal of research centers and institutes to facilitate faculty activities beyond that which can be achieved in departments alone, it is critical that research centers and institutes be formed at the level within the institutional hierarchy that best supports this aim. The organizational structure that describes this goal is outlined below.

Category I. Category I research centers and institutes exist within departments, with directors reporting to the relevant department chair. These research centers and institutes are appropriate in cases where the majority of affiliated faculty and the scope of activities both generally lie within the confines of a traditional academic department, yet the creation of a Category I research center or institute would expand and enhance opportunities beyond those possible by relying on the traditional existing department infrastructure alone.

Category II. Category II research centers and institutes exist within colleges, but outside of the traditional department framework, with directors reporting to the dean. These research centers and institutes are appropriate in cases where the majority of affiliated faculty and the scope of activities span more than one department, but mostly remain within the confines of a single college or school. Category II research centers and institutes should expand and enhance opportunities beyond those possible by relying on Category I research centers and institutes or the traditional department and college/school infrastructure.

Category III. Category III research centers and institutes exist alongside colleges or schools, with directors reporting to a higher-level administrator, such as the Provost or Vice President for Research.   These research centers and institutes are appropriate in cases where the majority of the affiliated faculty and the scope of activities span more than one college or school. Category III research centers and institutes should expand and enhance opportunities beyond those possible by relying on Category I or II research centers and institutes, or the traditional department and college/school infrastructure.

Contract-focused Research Centers and Institutes. There are several research centers and institutes existing across campus that, while critical to supporting UNM's core mission of teaching, research, and service, operate outside the realm of what is considered "typical" of a university research center or institute. These research centers and institutes (such as the Institute for Applied Research Services or the Earth Data Analysis Center) make critical contributions to UNM's core mission, but receive a majority of their funding in the form of contracts rather than grants, and a majority of their activities are sponsored by non-federal agencies (such as state agencies, private companies, and foundations). While this standard applies to all of UNM's non-HSC research centers and institutes, it is recognized that representatives from these organizations should work with the Provost or the Vice President for Research (OVPR) to develop procedures and guidelines specific to the operation of contract-focused research centers and institutes.

Proposal Phase. The life cycle of a research center or institute begins with the proposal phase, during which faculty, staff, and administrators must work together to build a strong case for UNM to invest in a research center or institute. UNM administration should be provided

evidence of the intellectual value of the research center or institute beyond that which can be achieved within the departmental or college structure. The proposal should highlight opportunities for attracting sustainable outside funding, for collaboration among faculty from disparate units, for advancing knowledge or technology, and for support of graduate student education.

The proposal shall clearly identify the scope of the research center or institute; in particular which academic units will be contributing resources, including faculty time, staff, facilities, and funds. Proposals to fund research centers or institutes should acknowledge, and reflect, the sources contributing resources. Commitments from each source should be delineated over time, for finite or recurring terms. The proposal should have funding plans for the short (e.g., one to five years) and the long (e.g., decades) terms. These plans should include funding sources (i.e. research grants, F&A return, and I&G funds), as well as plans for expenditures. It is expected that initial or start-up funds will come from the administrative levels at or above the level at which the research center or institute is created. Proposals should identify the administrative structure, particularly the roles of faculty and the director, who will be a faculty member at UNM.

Proposals to establish a research center or institute may be initiated by faculty or administrators, but shall be reviewed by a committee of faculty members; the recommendations provided by this committee shall then be reviewed at the appropriate administrative level, dependent on the category of the research center or institute. The final decision to create a center will be made by administration at the appropriate level but the expectation is that the recommendations of the faculty committee will be followed in all but exceptional cases.

- Proposals to establish Category I research centers and institutes will be reviewed by a committee made up of department faculty. Recommendations will be sent to the Chair for a decision.
- Proposals to establish Category II research centers and institutes will be reviewed by a committee of faculty from across the college or school. Recommendations will be sent to the Dean for a decision.
- Proposals to establish Category III research centers and institutes will be reviewed by a committee with faculty from across UNM. Recommendations will be sent to the administrator to whom the center director would report for a decision. This could be either the Provost or the Vice President for Research, depending on the scope of the center.

The recommendations of these committees shall be used by the Faculty Senate Research Policy Committee who will make the final recommendation to appropriate UNM administrators.

Operational Phase. Once established, all resources for a research center or institute shall be defined, including building space, equipment, staff, faculty appointments, and effort shares. Research centers and institutes shall have an advisory committee formed by faculty or staff deemed appropriate to the mission of the research center or institute. Advisory committees shall review the operations of the research center or institute, including the annual budget, the annual report, and selection of the director. Members of the advisory committee shall be

outside faculty or staff members who do not have a personal stake in the operation of the research center or institute.

Initially the director will usually be the principal investigator (PI) of the research grant establishing the research center or institute; however the director could also be chosen from a group of potential candidates. The director is appointed by the administrator appropriate to the research center's or institute's category, and the conditions of the appointment and the term of service, including options for renewal, shall be clearly stated in the appointment letter. Initial terms will normally coincide with the logical term of the establishing grant, or four years in the absence of such a condition.

As a broad guideline, being the director of a research center or institute shall be seen as part of a faculty member's workload. Only if the faculty member's research center or institute load increases beyond that considered standard or normal in the home department shall the faculty member's teaching and service load be reduced. However, within college and department guidelines, the faculty member may use grant money to partially release teaching responsibilities.

Directors shall be evaluated regularly by a representative group of individuals. Evaluations shall be "360-degree" processes involving research center or institute faculty, staff and students, as well as any constituencies of the research center or institute, particularly if the research center or institute is involved in teaching or providing services beyond the UNM community. Those familiar with the nature and level of activities being conducted shall evaluate the activities of a research center or institute. The review shall occur on a regular basis, and at least once every five years. Guidance for the review is drawn from the proposal for the research center or institute and must include criteria for evaluation of the research center or institute vitality, achievement of goals, resource allocations, and budgets.

Termination/Reinvention Phase. The regular review processes shall reveal when a research center or institute is experiencing difficulty in managing resources or achieving its expressed goals. Although the director, advisory committee, and other unit administrators shall be expected to take action to support and revive the research center or institute, they are also responsible for terminating or "sunsetting" the research center or institute, as well as redirecting the resources to other areas of UNM when necessary. The reinvention and redirection of research center or institute activities shall be completed via a process similar to that for creating a new research center or institute.

Proposals to terminate a research center or institute may be initiated by faculty or administrators, but shall be reviewed by a committee of faculty members; the recommendations provided by this committee shall then be reviewed at the appropriate administrative level, dependent on the category of the research center or institute. The final decision to terminate a center will be made by administration at the appropriate level but the expectation is that the recommendations of the faculty committee will be followed in all but exceptional cases.

- Proposals for termination/reinvention of Category I research centers or institutes shall be reviewed by a committee of department faculty. Recommendations will be sent to the Chair for a decision.
- Proposals for termination/reinvention of Category II research centers or institutes shall be reviewed by a committee of faculty from across the college. Recommendations will be sent to the Dean for a decision.
- Proposals for termination/reinvention of Category III research centers or institutes shall have proposals reviewed by the Faculty Senate Research Policy Committee. Recommendations will be sent to the administrator to whom the center director normally reports for a decision. This could be either the Provost or the Vice President for Research as determined when the center was established.

The current procedures shall be made accessible on the website maintained by the Office of the Vice President for Research (OVPR). The posted procedures shall also clearly reference and provide access to any other documents relevant to the formation, maintenance, or termination of a research center or institute. Finally, this website shall also contain an annually updated list of all research centers and institutes governed by the Provost and a summary of the most recent review for each research center or institute.

HISTORY

No history because a new standard is being proposed.

DRAFT HISTORY

November 19, Revised to reflect input from the Research Policy Committee.

October 12, 2014—Draft standards process one for non- HSC research centers and institutes.

COMMENTS TO: handbook@unm.edu	FACULTY HANDBOOK HOME	TABLE OF CONTENTS	TABLE OF POLICIES	UNM HOME

A53: Development and Approval of Faculty Policies

Approved by: Faculty Senate

Effective Date: August 27, 2013

Responsible Faculty Committees: Policy ~~, Research Policy, Academic Freedom & Tenure,~~ and Operations
Office Responsible for Administration: Office of the University Secretary

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

POLICY RATIONALE

The *Faculty Handbook* provides University of New Mexico (UNM) faculty with a written record of faculty policies and procedures. Policies in the *Faculty Handbook* are unifying documents that describe academic principles, the reasoning behind the principles, and institutional procedures necessary for implementation. *Faculty Handbook* policies contain governing principles and procedures that mandate or constrain actions and apply to UNM faculty; therefore, the development of policies requires input from faculty members who have extensive knowledge on the subject matter and review by faculty members from a variety of academic disciplines at UNM.

POLICY STATEMENT

All UNM policies which pertain primarily to faculty and academic matters are placed in the *Faculty Handbook* and are subject to the review and approval requirements defined in this Policy Document, with the exception of Section B "Academic Freedom and Tenure" which follows a separate review and approval protocol. The scope of *Faculty Handbook* policies is established by the Faculty Constitution and the right to review and take action on these policies is granted to the faculty by UNM Board of Regents Policy 5.1 "The Faculty's Role in the University's Academic Mission."

This policy describes the process used to develop or amend *Faculty Handbook* policies, solicit input, and obtain approval.

1. Proposing a New Policy or Changes to Existing Policy. Any faculty member wishing to propose a change to an existing *Faculty Handbook* policy or propose a new policy should send their request to the Office of the University Secretary, who will forward it to the Faculty Senate Policy Committee (FSPC) ~~, the Faculty Senate Research Policy Committee (FSRPC), or the Academic Freedom and Tenure Committee (AF&T)~~ for consideration. The ~~designated policy committee~~ FSPC will review the request and work with the appropriate Faculty Senate committee(s) to determine the most effective course of action.

2. Approval. Proposed new faculty policy statements, in their entirety, and changes to the Policy Rationale, Policy Statement, and Applicability sections of existing policies will be posted on the *Faculty Handbook* website for review by UNM faculty members. The Office of the University Secretary in consultation with the Chair of the FSPC ~~, FSRPC, or AF&T~~ will address any comments received from faculty and will forward the final proposed draft to the Faculty Senate for approval. Due to the nature of the policy or previous approval history, specific policies will also require approval by University faculty, the UNM Board of Regents, and/or the UNM President and/or Provost or the Chancellor for Health Sciences. Proposed changes to definition, procedural, and information portions of a policy document will be reviewed by the FSPC ~~, FSRPC, or AF&T~~ in consultation with the responsible Faculty Senate Committee(s) listed in the Policy Heading. After review and consultation, the proposed changes can be made with approval by both the FSPC ~~, FSRPC, AF&T~~ and the Faculty Senate Operations Committee.

3. Distribution and Notification of New or Amended Policy.

Upon approval, the new or amended policy will be placed on the *Faculty Handbook* website and announced to the campus. Deans and department chairs, or their designees, are responsible for:

- informing their faculty members of new policies or changes to existing policies; and
- updating all related departmental processes, procedures, and/or documents to reflect new or amended policies.

APPLICABILITY

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

> 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.

DEFINITIONS

No specific definitions are required for this Policy Statement

WHO SHOULD READ THIS POLICY

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

RELATED DOCUMENTS

UNM Regents' Policy Manual 5.1 "The Faculty's Role in the University's Academic Mission"
Faculty Handbook: **Policy A50** "The Faculty's Role in the University's Academic Mission"
Faculty Handbook: **Policy A51** "Faculty Constitution"
University Administrative Policies
University Catalog
Pathfinder
HSC Policy on Policies, which contains procedures specific to the HSC

CONTACTS

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

PROCEDURES

Faculty Handbook policies are designed to ensure that policy level portions can only be changed with approval of the Faculty Senate, but also allow for a streamlined approval process for definition, procedural and information oriented sections of the policy to allow for timely updating to reflect new practices and/or information.

1. *Faculty Handbook* policies are composed of the following sections.

1.1 Heading. In addition to policy title and number, the heading of the policy identifies:

- The approving bodies (i.e. Faculty Senate, Provost/Chancellor for Health Sciences, President, Board of Regents, and/or University Faculty).
- Responsible Faculty Senate committee(s).
- Office responsible for administration of the Policy.

1.2 Policy Rationale. Describes the reason for the policy, its relationship to UNM's academic values and/or mission, and any philosophical, stewardship, legal, regulatory, or other requirements the policy aims to meet.

1.3 Policy Statement. Includes the overall intention and direction of the policy and major mandated actions or constraints. It does not include procedures, which are placed in a separate section to allow for greater flexibility when updating is necessary.

1.4 Applicability. Identifies which individuals and/or University units are subject to the policy. Some policies may apply to the entire academic community, while others may apply only to Main Campus, the Health Sciences Center, and/or Branch Campuses.

1.5 Definitions. Defines terms that have specialized or particular meaning in the policy.

1.6 Who Should Read This Policy. Lists individuals who must understand the policy in order to make decisions and/or do their jobs.

1.7 Related Documents. Lists related UNM policy documents and other UNM and external documents that provide helpful, relevant information.

1.8 Contacts. Contains information to assist faculty members in complying with the policy.

1.9 Procedures. Includes procedures necessary for policy compliance and outlines how the policy's requirements will be met.

1.10 History. Lists dates of amendments and summary information on changes approved.

2. Approval process for Policy Level Portions of Faculty Policies. Changes to policy level portions of the policy (sections 1.2 –1.4, herein) require approval by the approving bodies listed in the policy heading. At a minimum this includes the Faculty Senate and depending on the impact of the policy, approval may also require action by the President or Provost/Chancellor for Health Sciences, Board of Regents, and/or University faculty.

3. Approval process for Definitions, Procedures, and Information Portions of Faculty Policies. Changes to definition, procedural and information portions of the policy (sections 1.5 – 1.10, herein) can be made with approval by both the Faculty Senate Policy Committee (FSPC~~),~~ ~~the Faculty Senate Research Policy Committee (FSRPC), or the Academic Freedom and Tenure Committee (AF&T)~~ and the Faculty Senate Operations Committee in consultation with the responsible Faculty Senate Committee(s) listed in the policy heading.

HISTORY

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

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

August 27, 2013 – Approved by the Faculty Senate

DRAFT HISTORY

January 20, 2015—Draft revised to remove AF&T and Research Policy Committees from process.

PRELIMINARY DRAFT OF 9-30-14

2035
POLITICAL ACTIVITY
Effective Date: October 26, 1994
Subject to Change Without Notice

Authorized by *Regents' Policy 6.5*
Process Owner *Director of Governmental Affairs*

1. General

Civic engagement is an important aspect of campus life. Faculty, staff, and students are encouraged to vote and to participate in and express their opinions about local, state, and national political candidates, issues, and referendums. Political candidates, their representatives, and others often conduct political activities on campus. As a public nonprofit institution, however, the University may not participate or intervene in any political campaign, and must prevent its resources from being used in a way that could appear to support a political candidate or issue.

This policy applies to faculty, staff, and students and addresses the appropriate use of space and resources for political activity at all of the University's campuses.

2. Definitions

For the purposes of this policy, "political activity" includes, without limitation, political campaigning, candidate speeches and visits, circulating petitions, distributing leaflets, canvassing for political candidates and issues, soliciting funds, and events such as rallies, assemblies, demonstrations, and speeches. Examples of the University's "resources" include, without limitation:

- the University's name, logo, or other identifying marks
- funds, facilities, office supplies, photo equipment, letterhead, telephones, fax machines, copiers, and computers
- information technology such as email, websites, on-line discussion boards, and listservs

Define campaigning?

2. Voter Education

The University and its units must avoid any issue advocacy that functions as political campaign intervention. Without advocating for or against an issue, the University may provide educational information on general obligation bonds, severance taxes, or other University-sanctioned priorities. Education information could include:

- Conducting public forums, get-out-the-vote drives, and the publication of voter education guides that cover a wide range of issues, as long as the activities are not conducted in a biased manner that favors or opposes a single candidate or issue.
- Circulating unbiased questionnaires to all candidates running for public office and then reporting the results is acceptable assuming the questions are fair and neutral, cover a broad array of topics, and each candidate is afforded a reasonable amount of time to respond to the questionnaire. Any "yes" or "no" questions should include space for candidates to explain their responses.

3. Polling Places

When a University facility is used as a polling place, state law prohibits campaigning within one hundred (100) feet of the door to the polling area during the hours that voting takes place, or as required by the entity conducting the election. A decision about whether to use the University as a polling place is made by the governmental authority holding the election, not the University.

4. Commercial Filming of Events

Requests for commercial filming or photographing of the University for political activities should be submitted to University Communication and Marketing (UCAM) by completing the Guidelines and Application for Film or Commercial Photography. Events that are filmed for commercial purposes may not show the University's identifiable marks, signs, or landmarks without the prior written approval of the University President.

5. Use of University Space for Political Activities

5.1. Indoor Spaces

Because of concern for congestion and interference with University activities, political activity is not permitted inside University buildings, except for:

- scheduled events where facilities have been secured as discussed in Section ___below, and
- within the lobby areas of the Student Union Building, the lobbies of the student residence halls, and the entrance foyers of the Student Residence Center Commons and La Posada. CHECK TO SEE IF NEW DORMS SHOULD BE ADDED

In all of these indoor locations, distribution of leaflets, circulation of petitions, or similar activity is permitted so long as there is no interference with University activities or pedestrian traffic.

5.2. Outdoor Spaces

Distributing literature, canvassing, obtaining petition signatures, and similar activities are generally allowed outside in public areas outside of University buildings. However, such activities must not disrupt the normal business of the University or impede or block a building's entrances and exits.

The use of outside areas for rallies or speeches should be scheduled through the Student Activities Center, the Government and Community Relations Office, or with the appropriate University office that oversees the area. Main Campus events should be conducted in accordance with the Main Campus Rules for Outdoor Events, Sound, and Posting.

5.2.1. Outdoor Spaces at South Campus

Within the South Campus athletics complex, concern for traffic safety and extreme pedestrian congestion requires special regulations. Political activities that involve fund-raising, signing petitions, individual discussions with patrons, or other activities that slow pedestrian traffic are not permitted on the sidewalks immediately adjacent to the University Arena (the Pit) or the University Stadium. Political activities of this nature are permitted on the public sidewalks adjoining Cesar Chavez and University Boulevards.

5.3. Rental of Facilities

External organizations or individuals may rent University facilities for speeches, debates, assemblies, and other events, as available. Normal charges assessed to external groups or individuals renting space should apply with no discounts, preferred scheduling, or other gratuities (such as security, sound system, or parking) extended to the sponsoring group or individual. Generally, if facilities are made available to one candidate or political party, the same must be made available to all others on equal terms and conditions, unless there is a limitation on the availability of particular facilities for a specific date due to the scheduling of other events.

5.4. Police and Security Services

Any organization or individual wishing to conduct political activities on the Albuquerque campus must comply with this policy, UAP 2230 ("Police and Security Services"). Any necessary security arrangements should be arranged in consultation with the UNM Police Department. The organization or individual conducting the event bears responsibility for any additional expenses or damages related to the event.

5.5. Parking

Parking space is at a premium on campus and parking arrangements must be made with the UNM Department of Parking and Transportation Services. There may be a fee for parking services.

6. Political Activities Sponsored By External Groups or Individuals

Candidates, campaign organizations, and other external groups or individuals may request space on campus to host political events, which may be either limited audience or general public events. Organizations should designate a point person who will be onsite and responsible for adhering to University policies. The Government and Community Relations Office and the UNM Event Planning and Scheduling Office can assist individuals or organizations with the appropriate procedures.

University or campus officials should not appear on the podium to introduce or in any way convey the perception of support or endorsement. Appropriate steps must be taken to avoid the appearance of the University's endorsement of or opposition to any candidate.

7.1. Political Activities Sponsored By the University

The University may invite Political candidates to speak at events in their capacity as a political candidate or in their individual capacity. No fundraising may be conducted during these events.

7.1.1. Speaking As a Candidate

When a candidate is invited in a campaign capacity, the University must provide all legally qualified candidates or their representatives an opportunity to appear either at the same time or at a comparable event within a reasonable time period. If a candidate declines, the University should retain documentation that the invitation was issued and declined. The introduction of a candidate or a candidate's representative should be neutral and include a brief statement that the University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.

7.1.2. Speaking As a Non-Candidate

When a candidate is invited in an individual, or non-candidate, capacity, there is no need to provide a comparable opportunity to the other candidates. At such events, a nonpartisan atmosphere must be maintained. To promote a nonpartisan atmosphere, the introduction of the candidate should not mention the candidacy and there should be no mention of fundraising or campaign literature.

8. Appearances Sponsored By Chartered Student Organizations and Other Political Activities

8.1. Hosted Events

A chartered student organization hosting an event may extend invitations to candidates to come and speak. If the chartered student organization is using its own funds and resources to host the event, the chartered student organization is not obligated to invite all legally qualified candidates.

No campaign fundraising may occur at events hosted by chartered student organizations.
It is important for chartered student organizations to avoid any appearance of the University's endorsement or opposition to any candidate. For this reason, the chartered student organization must include a brief statement when introducing the candidate, such as "the University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election," or a similar disclaimer.

8.2. Expenditures

Chartered student organizations shall not use University funds on behalf of a candidate for public office in a political campaign or to influence the state legislature. ??

9. Political Activities of University Employees

9.1. Political Activities On Behalf of the University Prohibited

University employees who express an opinion or take part in political activity shall not do so in the name of the University or any of its organizations unless there has been specific authorization by the University President to do so. In order to ensure its autonomy and integrity, the University cannot be an instrument of partisan political action. All expressions of political opinions and viewpoints must be those of the individual members of the campus community and not of the University. Opinions expressed in letters to the editor, opinion editorials, and on University websites should be identified as the individual opinions of the authors of the pieces and not give the impression that opinions were endorsed or shared by the University.

9.2. Political Buttons and Stickers

Employees are permitted to express their individual political opinions and viewpoints on campus, such as by wearing political buttons or displaying political stickers on private vehicles.

9.3. Time Off for Voting

Staff employees who are registered voters are granted leave with pay, at their request, to take time off from University duties to vote in a governmental election, up to a maximum of two (2) hours, in accordance with UAP 3415 ("Leave With Pay"), Section 3.5. This policy does not apply to employees whose daily work schedule either begins more than two (2) hours after the polls open or ends at least three (3) hours before the polls close.

9.4. Limitations on Employees' Political Activities

The University recognizes the legitimacy and social importance of political activity by employees. University employees may engage in lawful political activities. However, such activity, like any other personal, non-official undertaking must be done on the employee's own time and must not interfere with University duties.

Employees may not:

- Campaign during work hours, which would include the use of University email, listservs, websites, and social media outlets to ask colleagues to support a particular candidate, work for a campaign, or make political contributions.
- Post political signs on University buildings and windows, as endorsements of candidates or issues addressed in the signs may be interpreted as University rather than individual opinions.
- Use University supplies or equipment for campaign purposes.
- Place any campaign signs within 100 feet of the door to campus polling sites.
- Represent their political views or the views of any candidate as being those of the University.
- Use employee mailing labels (either home or office addresses) produced by the University, or University listserv addresses, for distributing campaign materials. A candidate may obtain addresses from the UNM student, faculty, and staff directory, or other published address lists.
- Distribute campaign material through campus mail unless it has been received by a federal post office and is properly postmarked.
- Use University email for personal discussion of a candidate or political issue, except to the extent such discussion is kept to a minimum and consistent with the concept of "incidental personal use" in the policy on UAP 2500 ("Acceptable Computer Use").

9.5. Special Limitations

9.5.1. University President and Director of Governmental Affairs

The University President and the Director of Government Affairs should refrain from or otherwise limit their political activity and contributions, as there is risk that such activity would be perceived as support or endorsement by the institution.

9.2. University's Registered Lobbyists

Under state law, the University's registered lobbyists may not make political contributions to the campaign funds of any statewide elected official or legislator or any candidate for those offices during the time of a regular or special session of the legislature and for a short period before the start of the session. (Joe will provide revised language)

9.3. Serving as a Legislator

University employees may run for the state legislature and other seats at the local, state, and federal levels. However, under New Mexico law. University employees who are elected to the state legislature would be required to resign their positions with the University, or, if approved, take a leave of absence for the duration of their terms in the legislature.

10. Violations

Employees who violate this policy may be subject to disciplinary action.

References

- UAP 2050 ("Governmental Relations and Legislative Activity")
- UAP 2500 ("Acceptable Computer Use")
- UAP 3415 ("Leave With Pay")
- Faculty Handbook Policy C150 ("Political Activities of UNM Faculty")
- Main Campus Rules for Outdoor Events, Sound, and Posting
- Guidelines and Application for Film or Commercial Photography
- NMSA 1978, §§ 2-1-3 and 2-1-4 ("Compensation as state officer or employee other than that received as a legislator prohibited")
- NMSA 1978, §§ 10-16-3.1 ("Prohibited Political Activities")

Information Items

Accreditation

(previously in FHB A40)
- University of New Mexico Accreditation

Board of Regents

(previously in FHB A30)
- Regents' Policy Manual: Section 1.1: Responsibilities of the Board of Regents
- Regents' Policy Manual - Section 1.2: Structure of the Board of Regents
- Regents' Policy Manual - Section 1.3: Public Notice of Regents' Meetings

Chief Academic and Administrative Officers

(previously in FHB A35)
- Regents' Policy Manual - Section 3.1: Responsibilities of the President
- Regents' Policy Manual - Section 3.3: Appointment and Termination of Key Administrators
- Academic and Administrative Organization Charts: UNM Fact Book

Colleges, Schools, Branches and Units

Colleges
- College of Arts and Sciences *(previously in FHB A81.2)*
- College of Education *(previously in FHB A81.3)*
- College of Fine Arts *(previously in FHB A81.6)*
- College of Nursing *(previously in FHB A81.9)*
- College of Pharmacy *(previously in FHB A81.10)*
- College of University Libraries & Learning Sciences *(previously in FHB A81.4)*
- Honors College
- University College *(previously in FHB A81.12)*

Schools
- Anderson School of Management *(previously in FHB A81.11)*
- School of Architecture and Planning *(previously in FHB A81.1)*
- School of Engineering *(previously in FHB A81.5)*
- School of Law *(previously in FHB A81.7)*
- School of Medicine *(previously in FHB A81.8)*
- School of Public Administration *(previously in FHB A81.14)*

Branch Campuses
- UNM Gallup *(previously in FHB F30)*
  Advisory Board *(previously in FHB F20)*
- UNM Los Alamos *(previously in FHB F40)*
  Advisory Board *(previously in FHB F20)*
- UNM Taos *(previously in FHB F60)*
  Advisory Board *(previously in FHB F20)*

- UNM Valencia *(previously in FHB F50)*
  Advisory Board *(previously in FHB F20)*

Units

- Evening and Weekend Degree Programs *(previously in FHB A87)*
- Extended Learning *(previously in FHB A86)*
  - Continuing Education *(previously in FHB A85)*
  - New Media and Extended Learning *(previously in FHB A86)*
    - UNM Learn
    - Online Courses
    - Distance Education
    - Video-on-Demand

Compensation and Benefits

- **Payroll Data** *(previously in FHB C160)*
  Faculty Handbook Policy C50: Faculty Contracts
  Office of Faculty Contracts and Services
  Payroll Department

- New Mexico Educators Federal Credit Union *(previously in FHB C340)*
  NMEFCU serves all employees of the University of Mexico, as well as the entire educational community in the Albuquerque area with financial services.

- Ombuds Dispute Resolution Services for Faculty *(previously in FHB C345)*
  Offers mediation services and mediation training for UNM faculty at the main and branch campuses.

- Discounted Admission Tickets and Other Services *(previously in FHB C350)*

- Recreational and Other Facilities *(previously in FHB C355)*

Courtesy Letter

(previously in FHB C325)
Upon request, the University Secretary will prepare an official courtesy letter asking for appropriate "special favors and considerations" for any faculty member on leave. Such letters are generally found to be helpful in obtaining access to archives or other research materials, particularly in foreign countries.

Deans Council

(previously in FHB A80 and *A81)*
Meeting agendas and minutes can be viewed on the Office of the Provost Deans' Council webpage.

Faculty Development

(previously in FHB C315)
Support for Effective Teaching (OSET) is the University's faculty development program.

New Faculty Orientation

(previously in FHB C310)
Support for Effective Teaching (OSET) coordinates the new faculty orientation program.

Non-Faculty Governing Bodies

- Staff Council *(previously in FHB A100)*
- Associated Students of the University of New Mexico (ASUNM) *(previously in FHB A110)*
- Graduate and Professional Students Association (GPSA) *(previously in FHB A120)*

Organizations

- **Faculty Organizations** *(previously in FHB C400)*
  Members of the faculty will find campus organizations to suit their particular interests. There are active chapters of the American Association of University Professors, Phi Kappa Phi, and Sigma Xi (the Scientific Research Society) as well as other professional, departmental, and informal groups.
- UNM Retiree Association *(previously in FHB C405)*

Origin of the University

(previously in FHB A10)
- Regents' Policies: Forward: Origin and Structure of the University
- About The University of New Mexico
- History of the UNM Presidents

Publication Opportunities

(previously in FHB C330)

UNM Journals
- Anthropology: *The Journal of Anthropological Research*
- English: *American Literary Realism* edited by Gary Schamhorst
- History: *The New Mexico Historical Review*
- Latin American & Iberian Institute: *Portuguese Language Journal*
- School of Law: *The Natural Resources Journal*, *The New Mexico Law Review*, *Tribal Law Journal*

The University of New Mexico Press
UNM Press is a well-known and respected publisher in the fields of anthropology, archaeology, indigenous studies, Latin American studies, American studies, Chicana/o studies, art, architecture, and the history, literature, ecology, and cultures of the American West. The Press imprint is overseen by a faculty committee, whose twelve members are appointed by the Faculty Senate to represent a broad spectrum of university departments.

UNM Open Journals Portal, The Open Journals Portal is a digital scholarship initiative hosted by the UNM University Libraries. This service provides a free electronic publishing platform for any UNM sponsored scholarly publication. The portal hosts both open access and electronically published journals and newsletters.

Research Support

(previously in FHB E50)

- Research support information can be found on the Office of the Vice President for Research website.

Retirement

(previously in FHB C300)

- Information can be found on the Retirement Tab on the UNM Human Resources website.
- UNM Retiree Association

Student Records and FERPA

11/5/2014

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to inspect and review most education records maintained about them by the University of New Mexico, and, in many cases, decide if a third person can obtain information from them. Nine categories of information, however, are public (or directory information) unless a student asks that some or all of that information be withheld. It is the policy of the University to comply fully and fairly with the provisions of the Act, Federal Regulations and this policy. See also:

Student Educational Records *(previously in FHB D195)* and **Student Records** *(previously in FHB D195)*
- Office of the Registrar: FERPA
- Office of the Registrar: Confidentiality
- As an employee of UNM your responsibilities regarding the protection and security of administrative information are outlined in the University of New Mexico Policies and Procedures Manual Administrative Policies and Procedures Manual - Policy 2520: Computer Security Controls and Access to Sensitive and Protected Information
- **Online Training: myUNM Employee Life Banner Training:**
  Learning Central 709: FERPA Training for Student MyReports
  FINPRV100 or FINPRV101 Securing Private Data (Web course or Instructor-Led)
  BANS-0004 Faculty Lobo Web (Online)
  BANS-00015 Final Grade Submission (Online)

Student Number *(previously in FHB D190)*
- Administrative Policies and Procedures Manual - Policy 2030: Social Security Numbers

Teaching and Student Related Information

- **Academic Integrity** *(previously in FHB D10)*
  Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. See also:
  - FHB D100: Dishonesty in Academic Matters
  - FHB D175: Student Conduct and Grievance Procedures
  - Regents' Policy Manual - Section 4.8: Academic Dishonesty

- **Advisement**
  Academic Program *(previously in FHB D20)*
  - University Catalog: The Undergraduate Program
  - University Catalog: The Graduate Program

  Academic Probation and Suspension *(previously in FHB D15)*
  - University Catalog: Student Services Information: see Probation and Suspension

  Academic Renewal Policy *(previously in FHB D25)*
  - University Catalog: Student Services Information: see Academic Renewal Policy

  Assistantships *(previously in FHB D35)*
  - Graduate Studies: Assistantships

  Academic Advisement *(previously in FHB D05)*
  - University Advisement: Undergraduate Academic Advisement
  - Pathfinder: Academic Support Services: Advisement Centers
  - Graduates Studies: Unit Graduate Advisors

  Change in College *(previously in FHB D50)* A student who desires to change from one college to another within the University must contact the college to which the student wishes to transfer. See also:
  - University Catalog: see Colleges

  Honors Opportunities *(previously in FHB D135)*
  - Student Activities Center Awards and Honors (Baccalaureate Honors, Departmental Honors, Honorary Chartered Student Organizations)
  - Honors College

Withdrawal from the University *(previously in FHB D205)*
- University Catalog: Student Services Information: see Withdrawal from the University
- How do I withdraw from the University?

- **Registration and Grading**
Allowable Maximum Semester Load *(previously in FHB D30)*
- University Catalog: Student Services Information: see Enrollment Limit

Audited Courses *(previously in FHB D40)*
- University Catalog: Student Services Information: see Grade Options: Audit
- How do I use the Enrollment Authorization Forms (formerly Yellow/Pink cards)?

Changes in Student Registration *(previously in FHB D55)*
- University Catalog: Student Services Information: see Changes in Enrollment
- Office of the Registrar: Registration FAQ's
- Faculty Grade Entry - Frequently Asked Questions (FAQ)

Class Lists *(previously in FHB D60)*
- Fastinfo: #3194 Where can Faculty go to export their Classlists?

Course Changing Procedures *(previously in FHB D85)*
- University Catalog: Student Services Information: see Changes in Enrollment
- Office of the Registrar: Registration FAQ's
- Faculty Grade Entry - Frequently Asked Questions (FAQ)

Examination to Establish or Validate Credit *(previously in FHB D105)*
- University Catalog: Student Services Information: see Examinations

Grade Grievance Involving Failure to Accommodate *(previously in FHB D120)*
The Accessibility Resource Center has a Faculty Guide to Accommodating Students with Disabilities. See also:
- Administrative Policies and Procedures Manual - Policy 2310: Academic Adjustments for Students with Disabilities

Grades and Grade Reporting *(previously in FHB D125)*
- University Catalog: Student Services Information: see Grading
- Faculty Grade Entry - Frequently Asked Questions (FAQ)

Instructor Drops *(previously in FHB D145)*
- Faculty Grade Entry - Frequently Asked Questions (FAQ)

Registration *(previously in FHB D160)*
- Office of the Registrar: Registration Tips

Tuition Fees and Rates *(previously in FHB D165)*
- Bursar's Office: Tuition and Fees
- Administrative Policies and Procedures Manual - Policy 8210: Tuition and Related Fees

- **Referral Services for Students** *(previously in FHB D155)*
  - PathFinder: see Campus Services

- **Scheduling**
Class Scheduling *(previously in FHB D70)*
- Office of the Registrar: Faculty & Staff Resources: Scheduling & Classrooms

Final Exam Schedule *(previously in FHB D110)*

- Office of the Registrar: Final Exams

Interval Between Classes *(previously in FHB D150)*
- Office of the Registrar: Approved Standard Meeting Times

- Glossary of College Terms

UNM Vision, Mission, and Value Statements

(previously in FHB A20)
- Regents' Policies: Forward: Mission Statement
- The Strategic Plan of the University http://presidentialsearch.unm.edu/strategicframework.pdf

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Policy Committee Work Status Table (updated 1/23/15)

Policy #	Brief Title	Date Last Revised	Date Added to List	FSPC Primary	Summary of Recommended Action	Related Documents & Notes or Concerns	Est. Time to Review	Target Cycle	FSPC Action	Campus Comment Period	Faculty Senate Action	Final Action	FH Status
A53	Development of Policy	08/27/13	08/27/13	C Stephens	Move definitions section	UAP 1100		Spring '14	Approved 01/29/14	Not required	Not required	Approved by Operations 02/04/14	Posted 02/26/14
A53	Development of Policy	2/4/14	12/3/14	C Stephens	Remove AF&T and Research Policy Committees from process			Spring '15		3/17/15 to 4/17/15			
A61.7	Curricula Comm.	Unknown		C Stephens	Add FS approved procedures			Spring '14	Approved 01/29/14	Not required	Not required	Approved by Operations 02/04/14	Posted 02/26/14
A61.15	RAC	3/29/11	4/2/14	C Stephens	Increase size of RAC and put in new format		1 week	Spring '14	Approved 4/2/14 with minor changes.	Not required	Approved 4/22/14	Faculty Senate Approval	Posted 4/23/14
A83	Annual Reports			C Stephens	Align with current reporting practices	Provost Annual Report Req.	4 weeks	Spring '1	Approved 3/5/14 with minor change and approved by Operations to send out for campus comment.	Out for comment 03/14/14 – 4/14/14	Approved by Faculty Senate 4/22/14	Faculty Senate Approval	Posted 4/23/14
A88	New Units	10/11/94		C Stephens	RPC proposing changes to remove research units from policy	On hold pending resolution of A91			Discussed concerns with Research Council Chair to identify process for Research Policy Committee to address them.				
A91	Research Units	new		C Stephens	RPC drafted new policy separating research units from A88		5 months	Spring '15	Revised draft approved by Research Policy Committee and Policy Committee. To be reviewed by Richard Larson and John Trotter before going to campus for review.	3/17/15 to 4/17/15			
Sec B	AF&T			C Parker	Major review of faculty titles with priority on Professor of Practice title.	Requiring a review of all faculty titles and related IPEDS and Banner issues			Meeting with FS President, AF&T Chair, and others to identify issues with titles.				
C09	Respectful Campus	06/16/14		J Trotter	Update procedures to align with recent investigation	UAP 2200, 2240			Approved 01/29/14	Not required	Not required	Approved by Operations 02/04/14	Posted 02/26/14
C20	Employment of UNM graduates	03/12/51	01/29/14	C Sierra	Comprehensive review to address recent issues pertaining to	RPM 5.3	12 months	Spring '15	Discussed 3/5/14. Need to work with stakeholders such as Diversity Council,	3/17/15 to 4/17/15			

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					diversity and recruitment & NM Minority Doctoral Loan-for Service Program					COE, and Provost and take into consideration 10-year diversity and recruitment plans				
C50	Faculty Contracts	unknown	3/65/14	C Stephens & C Parker	Update and remove annual leave issues		5 months	Spring '15	Discussed at 3/5/14 meeting	3/17/15 to 4/17/15			
C140	Extra Comp	04/30/08		C Parker	Regents' Audit Committee requested a review and revision pertaining to STCs	RPM 5.5, 5.6, FH C130 FH C180 UAP 2615 Will Require BOR approval	5 months	Spring '15	Approved 4/2/14 by FSPC with minor changes. 4/8/14 Operations has some questions. C Parker will answer questions at next meeting.	3/17/15 to 4/17/15			
C170	Endowed Chairs	10/15/13		AF&T	Add definitions for endowed chairs and named professors	Related to Sec B issues above	5 months	Spring '15	Researched other colleges and universities for definitions	3/17/15 to 4/17/15			
C190	Lecturer Annual and Promotion Reviews	11/26/13	6/4/14	C Parker	As a condition of approval Faculty Senate asked the Policy Committee to work with C Parker and P. Ganderton to develop procedures to address their concerns								
C200	Sabbatical Leave	05/14/04	01/29/14	C Cunningham	Good enough for now, but needs to be updated.	RPM 5.4; May require BOR approval	5 months	Spring '15	Revised draft to clarify early application process	3/17/15 to 4/17/15			
C205	Annual Leave	Unknown	01/29/14	M Muller	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. Look at HSC policies for outside work	5 months	Spring '15	Discussed at 3/5/14 meeting	3/17/15 to 4/17/15			
C210	Sick Leave	08/29/78	01/29/14	L Brown	Out of date. Needs to be completely rewritten	C50 RPM 5.4; May require BOR approval	12 months	Spring '15	Discussed at 3/5/14 meeting	3/17/15 to 4/17/15			
C230	Military Leave	8/29/78	10/13/14	C Stephens	Review for consistency with revised admin policy; need to address tenure	UAP 3425	5 months	Spring '15		3/17/15 to 4/17/15			
C280	Leave Without Pay	08/29/78		C Parker and C Stephens	Address health insurance while on LWOP	UAP 3415, 3440, 3600		Spring '14	Approved by Committee e-vote and approved by Operations to send out for campus comment. **C140 dev**	Out for comment 03/14/14 – 4/14/14	Approved by Faculty Senate 4/22/14	Approved by Board of Regents 5/9/14	Posted May 2014
D170	Student Attendance	unknown	10/11/14	C Stephens	Address changes proposed by student	Pathfinder, Dean of Students procedures,						33	

						Catalog							
E60	Sponsored Research	unknown	2/27/14	RPC	More involvement by Research Council in proposals and F&A allocation decisions	RPM 5.9 UAP2010 UAP 2425	1-3 months	Spring '15	Approved by Policy Committee to go to Operations for approval to send to campus for review	3/17/15 to 4/17/15			
E70	Intellectual Property	9/14/10	10/11/14	RPC	What policy issues does the memo raise	8/12/14 memo from Dougher, Abdallah, Larson, & Roth	???	???					

Administrative note: Table updated Fridays by 5 pm. FH Status posted items are removed from 12 months after posted date.