

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

Updates

1. **Campus Comments:** A53 “Development and Approval of Faculty Senate Policies, ”A91 “Creation, Review, Reorganization, and Termination of Non-HSC Research Centers and Institutes.”, C200 “Sabbatical Leave,” and E60 “Sponsored Research.”
2. **Information Policy Documents:** Posted to website
3. **Work Status Table, Progress Report:** Updated per recommendations.

Action Items

Consent Agenda Topics: None

Agenda Topics

1. **A88 “Creation, Review, Reorganization, and Termination of UNM Academic Units”** The current policy is being revised to remove research centers and institutes which are covered by the proposed policy A91 approved last month, and to align A88 with the format of A91. **pg. 1**
Key pre-meeting preparation: Review revised draft of A88
Desired outcome: Approve to send out for campus comment.
2. **UAP Policy 2035 “Political Activity”** Update
Key pre-meeting preparation: None
Desired outcome: Committee members aware of activity of various faculty groups.
3. **C190 “Lecturer Annual and Promotion Reviews”** Revised draft includes procedures discussed at February meeting which state that each college or school is responsible for developing detailed procedures. **pg. 6**
Key pre-meeting preparation: Review draft of C190.
Desired outcome: Approve to send to Operations Committee for approval. Because this involves changes to procedures it does not need to go out for campus comment.
4. **RE: Recent amendment to the Faculty Constitution:** Discuss Committee on Governance’s project for identifying Regents, UAP, and Pathfinder policies which apply to faculty and therefore need to be listed in the Faculty Handbook per the amendment.
5. **University Administrative Policies:** Proposed policy changes sent out for campus comment, if any.
Key pre-meeting preparation: Not currently available from UAP Office. If they become available before the meeting, they will be sent to members to review.
Desired outcome: Develop comments for Policy Office, if any.

Future Business

A88: Creation, Review, Reorganization, and Termination of UNM Academic ~~and Research~~ Units

Approved By: Faculty Senate

Last Updated: **Draft 2/19/15**

Responsible Faculty Committee: Operations Committee

Office Responsible for Administration: Provost and HSC Chancellor

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

POLICY RATIONALE

From time to time it is necessary for the University of New Mexico (UNM) to consider proposals for the creation of new academic units, or for major restructuring, including termination, of existing academic units, especially units involving ~~both research and~~ teaching functions and those crossing disciplinary lines. Occasionally the proposed unit would become a branch of the University. This Policy document provides policies and procedures for consideration of such actions pertaining to UNM academic units program. ~~In general, a proposal for such major changes should follow the guidelines below.~~ However, the specific procedures for consideration and approval will be established through discussions between the proposers of any changes and representatives of the Provost's Office or HSC Chancellor and the Faculty Senate Operations Committee.

~~While there are well-established procedures for approving the creation of new courses, new programs, and both minor and major changes in existing courses, there exists no formal system of review by both the faculty and administration of proposals for creation of new units. This policy and the associated procedures attempt to lay out guidelines for such major changes and additions.~~

POLICY STATEMENT

~~If it is proposed to create~~ The creation of a new academic unit located on or off the UNM Albuquerque campus, including new branches or education centers, or to make changes in an existing academic unit require approval of at least the 1) UNM Faculty Senate, acting on the advice of appropriate faculty committees as determined by the President of the Faculty Senate, and 2) appropriate administrative officers, as determined by the President or the Provost or HSC Chancellor. If approval of the proposal by the Board of Regents is required, all actions of the Faculty Senate and the administrative officers relative to the proposal shall be transmitted to the Board of Regents.

Approval of the proposed action must be ~~sought and~~ obtained prior to initiating operation of a new academic unit, or making permanent major changes in existing academic units. In no case

is this to be construed as prohibiting an existing [academic](#) unit from experimenting with [temporary](#) 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 of the experiment.

All proposals to create, maintain, re-organize, or terminate academic units shall follow the policies and procedures described herein and any applicable procedures, standards or [guidelines](#) established by the Faculty Senate Operations Committee in consultation with representatives of the Provost or the HSC Chancellor with relevant academic unit heads (e.g., dean's, directors, chairs).

APPLICABILITY

All academic units including those within 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 Committee and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

DEFINITIONS

Major changes. Merger of two or more [academic](#) units, or division or dissolution of an [academic](#) unit. This policy is not meant to apply to organizational changes within an integral [academic](#) unit with no implications outside that unit.

Academic unit. Designates a department, division, ~~center, institute,~~ branch, program, school, or college. In this context, the structural program is of interest. [For the purposes of this policy, academic units do not included research centers and institutes.](#)

WHO SHOULD READ THIS POLICY

- Academic deans or other executives, department chairs, directors, and managers
- Administrative staff responsible for academic units.

RELATED DOCUMENTS

Faculty Handbook:

[Policy A91](#) "Creation, Review, Reorganization, and Termination of UNM Research Centers and Institutes"

UNM Board of Regents' Policy Manual:

[Policy 5.1](#) "The Faculty's Role in the University's Academic Mission"

CONTACTS

Direct any questions about this policy to the Office of the Provost or the HSC Chancellor.

PROCEDURES

~~Those proposing creation of interdisciplinary research centers or institutes should prepare a proposal according to guidelines prepared by the Research Policy Committee. Copies of these guidelines may be obtained from the chair of that committee, or from the Associate Provost for Research. Note: This is covered by Policy A91.~~

~~The following is an outline of guidelines for preparing proposals for creating or making major changes in units, either on the UNM campus or entire branches or education centers at remote locations. It is recognized that a situation may arise for which these guidelines are not complete. In such a case, the proposer should seek advice from the Provost's Office and the President of the Faculty Senate.~~

Academic units have three conceptual phases in their life cycle: the proposal phase, the operational phase, and the termination/reorganizational phase.

Proposal Phase: Creation or Reorganization of an Academic Unit. Those proposing new or revised academic units, other than interdisciplinary research centers or institutes (see A91 for these units), must prepare a proposal (~~according to the attached guidelines~~) and submit it for approval by the Faculty Senate and Provost or HSC Chancellor. The proposal should include:

- A. Identification of the proposed academic units or major changes, including all aspects such as instruction, research, and service.
- B. ~~Summarize the~~ Reasons why the proposed changes are desirable, or necessary. For example, responsive to state or national needs, existing or anticipated opportunities, or requirements of regulatory bodies such as accreditation agencies?
- C. ~~What are~~ The advantages to UNM if the proposal is approved and implemented, including to current or future students, faculty, and staff at UNM.
- D. ~~Does the proposed new or revise unit pose~~ Any actual or potential conflicts with the programs or services of existing academic units at UNM, branches of UNM, or other institutions or organizations within the State of New Mexico. ~~On the other hand~~ Does it offer potential for enhancement of, or cooperation with, the programs or services of other academic units or organizations?
- E. ~~Provide an overall~~ Summary of the anticipated costs or changes in costs, and the human and physical resources, including space and equipment needed during the first three to five years of operation of the proposed new or revised academic unit.
- F. ~~Describe the~~ Existing organizational structure related to ~~your~~ the proposal, and the anticipated structure when the revision or new academic unit has evolved to anticipated form. Include a description of:
 - Administrative structure, including the line of responsibility within the organization and the path(s) through which the unit will report.
 - Faculty positions, including rank and responsibilities, and
 - Staff positions, including grades and responsibilities..

G. Describe the instructional programs the academic unit will offer, if any. What degree programs will the unit offer, or support at the undergraduate or graduate levels? What courses at the lower division, upper division, and graduate levels will the unit offer in support of either its own or other degree programs? Identify both existing and new courses. Briefly explain the need for the new courses. If any of these courses overlap or are intended to replace existing course offerings at UNM, explain how potential duplication and conflict with the units offering those courses would be resolved.

H. Describe the unit's proposed research programs. What research programs will be conducted by the unit alone or in cooperation with other units? In case(s) of cooperative programs, what other units will be involved, what will be their role, and what will be the relationship between these units and yours? What degree programs will these research programs support, and in what manner will they be supported? What non-state funding sources are anticipated for the research programs? What funding from the University or State of New Mexico will be required?

I. Describe the academic unit's service activities. What services will the unit provide to other units in or associated with the University? Are these services currently offered by any other unit in the university associated with it, or contracted by it? If so, do you plan to supplement what exists or to replace it? How would potential conflicts with the other units be resolved? What services will the unit provide to organizations outside the university? Are there units, either public or private, already offering these services? If so, justify the need for you to provide them via the proposed unit.

J. Discuss plans for the academic unit for the next three to five years, including what needs, opportunities, or demands will the academic unit satisfy that are not currently being adequately met. How will the unit's functions and size change during this period? For example, will they remain static, grow, or diminish? How will faculty, staff, and administrators be acquired to support this unit?

K. Provide detailed budget information for the first three to five years of operation of the proposed academic unit. For operating costs, include at least personnel, space upkeep or rental, utilities, contracted services, and equipment maintenance and replacement. For one-time costs, include at least space, furniture, utilities connections, and equipment.

Operational Phase: Review or Academic Unit. Academic units shall be evaluated regularly by a representative group of people. Guidance for the review is drawn from the proposal for the creation of the academic unit and must include criteria for evaluation of the unit vitality, achievement of goals, resource allocations, and budgets.

Termination/Reorganizational Phase. The review process shall reveal when an academic unit is experiencing difficulty in managing resources or achieving its expressed goals. Although the chair, dean, and other applicable administrators shall be expected to take action to support and revive the academic unit, they are also responsible for terminating or "sunsetting" an academic unit, as well as redirecting the resources to other areas of UNM when necessary. The

reinvention and redirection of academic unit activities shall be completed via a process similar to that for creating a new academic unit.

HISTORY

October 11, 1994—Approved by Faculty Senate

DRAFT HISTORY

February 19, 2015—Revised to mirror A91 on Research Centers

October 12, 2014—Revised to address concerns raised during preliminary review.

April 10, 2014 – Revised wording with FSRPC Chair’s approval

April 1, 2014—Revised after meeting with W. Gerstle, Chair of Research Policy Committee.

March 12, 2014—Reformatted for review by HSC Council and Center and Institute Directors.

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).

C190: Lecturer Annual and Promotion Reviews



Approved by: Faculty Senate

Effective Date: November 26, 2013 **Revised Draft 2/19/15**

Responsible FS Committee: Policy Committee

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

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

POLICY RATIONALE

This document provides policies and procedures for annual reviews of lecturers and for promotion requirements for Senior and Principal Lecturers in accordance with [Section B: Academic Freedom and Tenure](#), 2.3.2, 3.4.2, and 4.10.

POLICY STATEMENT

A. Lecturers, Senior Lecturers, and Principal Lecturers

Faculty may be appointed to the position of Lecturer I, II, or III. These appointments are for professionals with appropriate academic qualifications, who are demonstrably competent in the relevant areas of their disciplines. While not eligible for tenure, lecturers in each numerical class may hold the rank of Lecturer, Senior Lecturer, or Principal Lecturer.

1. Lecturer

Most newly hired lecturers are hired as either Lecturer I, II or III unless the department determines that they qualify as a Senior Lecturer or Principal Lecturer based on experience teaching at another college or university as described in sections **2.** and **3.** below. In such cases the designation of the newly hired lecturer will be Senior Lecturer I, II, or III; or Principal Lecturer I, II, or III.

2. Senior Lecturer

(a) Lecturers with at least five years of continuous service to the University at 0.5 FTE or greater who have demonstrated professional excellence and shown a conscientious interest in improving their professional skills.

(b) Appointment at, or promotion to, the rank of Senior Lecturer represents a judgment on the part of the department, School or College, and University that the individual has made and will continue to make sound contributions in their professional areas. The appointment should be made only after careful investigation of the candidate's professional and leadership accomplishments and promise.

3. Principal Lecturer

(a) Senior Lecturers with at least eleven years of continuous service to the University at 0.5 FTE or greater who have sustained consistently high standards in their professional contributions, consistently demonstrated their wider service to the University community and its mission, and shown a conscientious interest in improving their professional skills. It is expected that Principal Lecturers will continue to develop and mature with regard to their professional activities and leadership within the University.

(b) Appointment at, or promotion to, the rank of Principal Lecturer represents a judgment on the part of the department, School or College, and University that the individual has attained and will continue to sustain an overall profile of professional excellence and engagement in the wider profession. The appointment should be made only after careful investigation of the candidate's professional and leadership accomplishments and promise.

B. Term Appointments and Performance Reviews

1. Annual Performance Reviews of Lecturers. All Lecturers will have annual performance reviews, which should be conducted according to [Section B: Academic Freedom and Tenure, 4.0](#) of the *UNM Faculty Handbook* and as specified in this document, as appropriately modified by each School, College, Department or equivalent to conform with each unit's standard faculty review processes and to reflect each unit's specific requirements for continuation and promotion of Lecturers. The annual review in the first year must be conducted in the spring, in time for the Chair to provide written notice to the Lecturer no later than March 31 whether the Lecturer's contract will be renewed. In the second and subsequent years, the review must be conducted in the fall, in time for the Chair to provide written notice to the Lecturer no later than December 15. The Department Chair's written notice to the Lecturer will be copied to the Dean for inclusion in the Lecturer's personnel file.

If any performance review of a Lecturer on a one-year appointment produces a negative evaluation, the Chair may exercise the University's discretion not to renew the Lecturer's contract. Alternatively, the Chair may provide the Lecturer a written description of the areas in which the Lecturer must improve if she or he is to continue as a member of the faculty. The Chair and the Lecturer must both sign this document. The Lecturer may then be issued a one

year contract, with the understanding that if concerns are not adequately addressed, this contract will not be renewed.

2. Term appointments. Lecturers serve on one-year renewable term appointments. Senior Lecturers serve on renewable two-year term appointments, and Principal Lecturers serve on renewable three-year term appointments. In addition, Lecturers who have completed at least three academic years of continuous service are eligible for renewable two-year term appointments. One-, two- and three-year term appointments are renewable at the discretion of the University. In the first contract year, written notice of renewal or non-renewal will be given to the Lecturer no later than March 31. In the second and subsequent contract years, notice of the status of the term appointment will be given no later than December 15. Those Lecturers who serve on two- or three-year term appointments will be provided written notice of the status of their appointments by December 15 of the final year of the term appointment.

Lecturers on two- or three-year term appointments will have annual performance reviews every fall. A negative review in the first year of a two- or three-year term appointment – or in the second year of a three-year term appointment - will result in a written remedial plan with specific requirements. A negative review in the second year of the two-year term appointment - or in the third year of a three-year term appointment - may result in a decision not to renew the appointment. Written notice of this decision must be given to the Lecturer no later than December 15.

3. Year Three Review of Continuing Lecturers: During the fall semester of a Lecturer's third year of service the Lecturer will be approximately half way to the earliest point at which he or she might seek promotion; after three years a Lecturer will also be eligible for a two-year term appointment. Consequently, to assess the Lecturer's progress at this time as well as the appropriateness of a two-year term appointment, the annual performance review will include an assessment based on these two issues. If the Lecturer receives a positive rating he or she can expect to retain the title of Lecturer (I, II, or III), with the assurance that promotion expectations are being met, and that the prospects for promotion are favorable. The Lecturer will continue to be eligible for renewable one-year appointments. If the Lecturer's performance has been evaluated as outstanding, the Lecturer may be offered a two-year term appointment that would start at the beginning of the next contract year. If the Lecturer receives a negative evaluation, the Chair may exercise the University's discretion not to renew the Lecturer's contract. Alternatively, the Chair may provide the Lecturer a written description of the areas in which the Lecturer must improve to continue as a member of the faculty. Both the Lecturer and the Chair must sign this document, which will be copied to the Dean. The Lecturer may then be issued a one-year contract, with the understanding that if concerns are not adequately addressed, this contract may subsequently not be renewed.

4. Promotion to Senior Lecturer. Upon completion of at least five years of service, a Lecturer will be eligible to apply for promotion to Senior Lecturer. The Lecturer interested in seeking promotion will generate a Promotion Package, the contents of which will be determined by each School or College, or equivalent. Materials appropriate for such a package might include, but are not limited to, an updated CV, teaching evaluations by students, letters of support from other

faculty members, reports from teaching observations by peers, professional recertification (if appropriate), other evidence of professional development, and a personal statement.

Each School or College or equivalent will determine how the Lecturer's promotion package is to be evaluated. The process should be similar to the process used to evaluate tenure-track and clinician educator (CE) faculty promotions, and should include input from departmental faculty members, including other Lecturers, the Department Chair, and the School or College Dean, who may use an ad-hoc advisory committee. The Department Chair's recommendation will be forwarded to the Dean. The Dean's recommendation will be forwarded to the Provost or Chancellor for Health Sciences. The Provost or Chancellor makes the final decision on promotion. The Provost/Chancellor's decision will be communicated in writing to the Lecturer, the Dean, and the Department Chair. If the promotion is approved, the Lecturer may expect the following.

- Promotion to Senior Lecturer.
- A renewable two-year term appointment.
- A salary increase that is consistent with the policies and practices of the HSC, the College or School, and the Department.

Years of service at other institutions of higher learning may be used to meet the years needed to apply for promotion, at the discretion of the Department Chair and/or Associate Chair.

5. Promotion to Principal Lecturer. Upon the completion of a minimum of eleven years of service, a Senior Lecturer will be eligible to apply for promotion to Principal Lecturer, following the procedures described above for promotion to Senior Lecturer. If the promotion is approved, the Lecturer may expect the following:

- Promotion to Principal Lecturer.
- A renewable three-year term appointment.
- A salary increase that is consistent with the policies and practices of the HSC, the College or School, and the Department.
- The opportunity to apply for a one-semester of academic leave (See [Policy C250](#)) with pay to pursue other academic and/or professional opportunity activities. A Principal Lecturer will subsequently be eligible to apply for such leave every six years.

C. Denial of Promotion. In the event of a negative promotion decision (either from "Lecturer" to "Senior Lecturer" or from "Senior Lecturer" to "Principal Lecturer") the Lecturer will retain his or her former title and benefits, including – if applicable – eligibility for a two-year term appointment. After a two year period, the Lecturer may reapply for promotion.

D. Appeals: A Lecturer may appeal certain decisions not to renew his or her appointment. Non-renewal decisions made at the following time points are at the University's discretion:

- By the appropriate notice date for a Lecturer on a one-year appointment;

- By the appropriate notice date in the final appointment year of a Lecturer on a two- or three-year term appointment.

Because non-renewal decisions made at these times are at the University's discretion, such decisions can only be appealed on the basis that they violated laws, statutes, governmental regulations, or UNM policies. The Lecturer has the burden of proof.

Non-renewal or non-continuation decisions made at times other than those at which continuation or renewal is discretionary to the University may be appealed (see [Section B: Academic Freedom and Tenure 5.4](#) and [6.2](#) of the *Faculty Handbook*). These times are:

- During a contract period, if an immediate termination is imposed;
- At the end of an annual contract that does not coincide with the end of a two- or three-year term appointment.

A Lecturer may appeal an unfavorable promotion decision by the Provost or Chancellor for Health Sciences, as delineated in [Section B: Academic Freedom and Tenure, 6.2](#) the *Faculty Handbook*.

APPLICABILITY

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

DEFINITIONS

No specific definitions are required for this Policy.

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

WHO SHOULD READ THIS POLICY

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

RELATED DOCUMENTS

UNM Faculty Handbook

Section B: Academic Freedom and Tenure, 2.3.2, 3.4.2, and 4.10.

Policy C250, “Academic Leave”

CONTACTS

Direct any questions about this policy to the Office of the Provost or the Office of the Chancellor for Health Sciences, as appropriate.

PROCEDURES

Each college or school is responsible for developing detailed procedures for implementation of this policy. These procedures require approval by the college/school faculty members and dean, with final approval by the Provost or Chancellor for Health Sciences.

~~to be developed by Faculty Senate Policy Committee~~

HISTORY

November 26, 2013—Approved by Faculty Senate