

Faculty Senate Policy Committee
Meeting Agenda, Scholes Hall Room 101, January 13, 2016

Updates

1. Update on University Administrative Policies sent out for comment.
2. A53 and A53.1 were approved by a Faculty Senate by email vote at the end December 2015.
3. 2015 Faculty Policy Work Status Report
4. Respectful Campus Task Force
5. February meeting—a long meeting.

Action Items

Consent Agenda Topic: None

Agenda Topics

- 1. C225 “Professional Leave”** The COG task force asked the Committee to add a reference. At the December 2015 meeting, the Committee identified a few other required changes. **pg. 1**
Key pre-meeting preparation: Review the attached draft of C225 with changes from December meeting highlighted in blue.
Desired outcome: Discussion and possible approval of changes to C225.
- 2. E60 “Sponsored Research”** The COG task force has requested the FS Policy Committee to add 3 references: UAP policies 2470 and 2480 to the Policy. **pg. 3**
Key pre-meeting preparation: Review highlighted references in the Related Documents section of the attached draft.
Desired outcome: Approval.
- 3. C60 “Visiting Scholars”** The Committee reviewed this policy and determined no changes were needed. Approval is of the policy in new format with minor updates for titles and department names. **pg. 7**
Key pre-meeting preparation: Review the attached draft.
Desired outcome: Approval.
- 4. C150 “Political Activity” and C240 “Political Activities of UNM Faculty”** The COG task force asked the Committee to perform a comprehensive review of C150 and to add a Regent Policy reference to C240. OUS has put C150 and C240 in the new policy format, researched the policy history, and prepared a summary of COG’s concerns. **pg. 10**
Key pre-meeting preparation: Review the attached drafts of C150 and C240 in the new formats and the memos on policy history and issues.
Desired outcome: Discussion and possible changes to C150 and C240. Appoint a Committee member to serve as lead on revision of C150 and C240.
- 5. C220 “Holidays”** The COG task force asked the Committee to perform a comprehensive review including possible accommodation of religious holidays. OUS has put C220 in the new policy format with proposed language to address religious accommodation. **pg. 28**
Key pre-meeting preparation: Review the attached draft of C220 in the new format and proposed text.
Desired outcome: Discussion and possible approval of changes to C220. If not approved due to concerns raised, appoint a Committee member to serve as lead on revision of C220.

6. D170 “Student Attendance” The COG Task force asked the FS Policy Committee to perform a comprehensive review of this Policy, and look at addressing military withdrawal and religious needs. OUS has put D170 in the new policy format. **pg. 33**

Key pre-meeting preparation: Review the attached draft of D170 in the new format with possible changes, and the memo on Policy history and issues.

Desired outcome: Discussion and possible changes to D170. Appoint a Committee member to serve as lead on revision of D170.

C225: Professional Leave

Approved By: Faculty ~~Senate~~ and Board of Regents

Effective Date: **Draft 1/2/16**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the Provost

Legend: Blue, bold, italics (recent Committee changes) red—changes from current policy.

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

POLICY RATIONALE

The University recognizes the importance of faculty attending professional meetings and fulfilling other professional obligations.

POLICY STATEMENT

It is **also** recognized that a faculty member's absence for attendance at professional meetings or to fulfill other professional obligations may be considered by the department chairperson or director of an academic division or dean in colleges without departments to be of sufficient importance to justify absence from assigned duties. In any such instance, the request must be made well in advance and must have the approval of the department chairperson or director of an academic division or dean in colleges without departments. It is the faculty member's obligation to make suitable arrangements for covering the absence. ***In order to assure compliance with Laws of 1971, ch. 228 (introduced as House Bill 327),*** It is the responsibility of each department chairperson to be prepared to report on any faculty absence from regularly assigned classes, scheduled examinations, posted office hours, or other assigned duties or commitments.

APPLICABILITY

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

DEFINITIONS

No specific definitions are required for the Policy Statement.

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

WHO SHOULD READ THIS POLICY

- Faculty
- Department Chairs
- Academic deans and other academic administrators and executives

RELATED DOCUMENTS

[UNM Regents' Policy Manual](#)

[Policy 5.3 "Leaves of Absence"](#)

[Policy 7.7 "Travel"](#)

[University Administrative Policy 4030 "Travel and Reimbursement and Per Diem"](#)

[State Higher Educational Institutions, NMSA 1978, § 21-1-23](#)

CONTACTS

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

PROCEDURES

[Reimbursement of travel expenses associated with professional leave *must be approved in advance by the Department Chair* and will be made in accordance with UNM travel policies \(see related documents section above\).](#)

DRAFT HISTORY

January 1, 2016—Revised draft to address FS Policy Committee concerns.

November 22, 2015—Revised draft in new format with recommended references added.

HISTORY

August 29, 1978—Approved by the Board of Regents

May 10, 1978—Approved by Faculty

May 18, 1975 May 18, 1975—Approved by Board of Regents

April 8, 1975—Approved by Faculty

February 1, 1975—Approved by the Board of Regents

March 14, 1974—Approved by the Board of Regents

March 12, 1974—Approved by Faculty

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E60: Sponsored Research



Policy

(Approved by the Faculty Senate, October 27, 2015) Draft 12/30/15

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

Policy Rationale

It is the policy of the University of New Mexico (UNM) to encourage faculty members to participate in research sponsored by outside agencies when such research is consistent with the basic aims of UNM in regard to the education of students, the extension of knowledge, and the broadening of man's horizon in the sciences, engineering, arts, and humanities. To ensure the most effective administration of UNM's sponsored research, this policy document provides policies and procedures for the submission of proposals, approval of research contracts and grants, budgeting of facilities and administrative (F&A) expenditures, and reporting of actual F&A expenditures.

Policy Statement

1. The Vice President for Research (VPR) has been designated by the President as UNM's reviewing, certifying, and negotiation coordinating officer for all main-campus and branch-campus research proposals submitted to outside agencies. The Senior Executive Officer for Finance & Administration (SEOFA), Health Sciences Center (HSC), has been designated by the President as UNM's reviewing, certifying, and negotiation coordinating officer for all HSC research proposals submitted to outside agencies. The VPR and SEOFA HSC have also been designated the approval authority for any modifications to awards, in response to research proposals.

Final authority for accepting and signing research contracts and grants is vested in the President of UNM, and has been delegated as indicated in UAP Policy 2010, "Contracts Signature Authority and Review," University Administrative Policies and Procedures Manual.

2. On an annual basis the Vice President for Research shall consult with the Research Council of the UNM Faculty Senate to discuss research priorities of, and adjustments to, the F&A distribution algorithm for main-campus and branch-campus sponsored research. These discussions shall reflect input articulated to the Faculty Senate by its various committees and individual faculty members involved in sponsored research.

Similarly, on an annual basis, the Vice Chancellor for Research (VCR) shall consult with the HSC Council of the Faculty Senate and other HSC research committees concerning research priorities of, and adjustments to, the F&A distribution for HSC-sponsored research.

Applicability

All academic and research UNM units, 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 Research Policy Committee, Policy Committee, and Operations Committee.

Definitions

Facilities and Administrative (F&A) Expenditures. F&A expenditures reflect costs associated with providing and maintaining the infrastructure that supports the research enterprise (buildings and their maintenance, libraries, etc.) and which cannot easily be identified with a specific project. F&A expenditures are calculated using rates determined in conjunction with auditors from the applicable federal agency. The rate is calculated and charged as a percentage of modified total direct costs (MTDC).

Sponsored Research: Sponsored research shall be construed to include sponsored research, service, training projects, and other categories of awards for all except basic capital construction and maintenance projects.

Who Should Read This Policy

- Faculty and staff conducting sponsored research
- Members of the Faculty Senate and the Research Policy Committee
- Academic deans or other executives, department chairs, directors, and managers
- Administrative staff responsible for sponsored research management.

Related Documents

UNM Regents' Policy Manual, [Policy 5.9](#) "Sponsored Research"

Faculty Handbook, [Policy E70](#) "Intellectual Property"

University Administrative Policies and Procedures Manual

[Policy 2010](#) "Contracts Signature Authority and Review,"
[Policy 2425](#) "Recovery of Facilities and Administrative Costs"
[Policy 2470](#) "Sub-Award Administration"
[Policy 2480](#) "Incentives to Program Participants"

Office of the Vice President for Research, "Proposal Development and Award Guide"

Contacts

Direct any questions about this policy to Office of the Vice President for Research or the HSC Office of the Vice Chancellor for Research.

Procedures

1. Faculty shall follow procedures for proposal preparation and submission as outlined, from time to time, in the procedures promulgated by the Office of the VPR, for main-campus and branch-campus sponsored research, and the VCR-HSC for HSC sponsored research.

1a. Faculty Research Support Services (FRSS), under the direction of the VPR, provides assistance to non-HSC faculty and staff by:

- Finding funding sources matching research interests and project development.
- Developing and preparing proposals (including budget).
- Navigating UNM's proposal process.
- Planning, coordinating, and supporting large and complex proposal efforts requiring numerous partnerships and multidisciplinary collaborations.

FRSS also acts as liaison between the sponsor agency and the faculty when requested to do so.

1b. The Office of the VCR- HSC provides services similar to those described in 1a above to HSC faculty and staff.

2. The office of the VPR will coordinate closely with the main-campus and branch-campus principal investigators and appropriate members of the Contract and Grant Accounting Office to ensure that the prior approval function, of modifying grant and contract budgets in force, is in accordance with the regulations of the sponsoring agencies or foundations. Similarly the office of the VCR-HSC will coordinate closely with the principal investigators and appropriate members of the HSC sponsored research management teams to ensure that the prior approval function, of modifying grant and contracts budgets in force, is in accordance with the regulations of the sponsoring agencies or foundations.

3. In consultation with the Provost, the OVPR, and the Faculty Senate Research Council, a formula (or algorithm) for the distribution of the main campus and branch campus F&A funds to units and centers, shall be developed by the OVPR and posted on the OVPR's website on an annual basis for main-campus sponsored research. The annual budget shall also be posted on the OVPR's website

Similarly, in consultation with the OVCR-HSC and the Faculty Senate HSC Council, a formula (or algorithm) for the distribution of the HSC F&A funds to units, centers, and institutes, shall be developed by the OVCR, approved by the Chancellor, and posted on the OVCR's website on an annual basis for HSC sponsored research. The annual budget shall also be posted on the OVCR's website.

4. Actual F&A distributions for main campus sponsored research, for each fiscal year shall be documented and posted on OVPR's website no later than three months after the end of the fiscal year. Similarly, actual F&A distributions shall be posted on the website no later than three months after the end of the fiscal year.

5. During the regular academic year when the contract or grant calls for released time from regular UNM duties, the basic nine-month salary from the instructional budget will be reduced proportionally. The released time will be compensated from contract or grant funds at the basic salary rate.

History

Effective:

October 27, 2015—Approved by the Faculty Senate

C60: Visiting Scholars

Approved By: Faculty Senate

Effective Date: **Draft 1/4/16**

Responsible Faculty Committee: [Policy Committee](#)

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

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

POLICY RATIONALE

As a matter of academic tradition and courtesy, the University [of New Mexico \(UNM\)](#) welcomes on its campus scholars from other universities who, because of sabbatical or research opportunities, wish to spend a period of time on campus and to have official affiliation with [UNM the University](#) during that period.

POLICY STATEMENT

When such affiliation takes the form of lectureships or visiting professorships, appointment procedures follow regular administrative channels. When a visitor wishes not to teach, but to conduct independent research, another form of appointment becomes appropriate. [It is important in order](#) to establish a clear understanding of the prerogatives and obligations of such visitors; [therefore, this Policy Document provides procedures and guidance for the appointment process.](#)

APPLICABILITY

[Visiting Scholars to UNM.](#)

DEFINITIONS

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

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

WHO SHOULD READ THIS POLICY

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

RELATED DOCUMENTS

[None at this time.](#)

CONTACTS

[Direct any questions about this policy to the Office of Faculty Affairs and Services.](#)

PROCEDURES

For the benefit of [visiting scholars and](#) faculty members who are asked or wish to promote such visits, the following [procedures apply.](#) ~~guidelines are set down.~~

1. Appointments. Suggested titles are Visiting Scholar, Visiting Research Scholar in . . . (department or field). The visitor or the department should initiate the negotiations and work out the specific arrangement, subject to approval by the dean and Provost/[Executive](#) Vice President for Academic Affairs [or the HSC Vice Chancellor for Health Sciences](#) and the issuance of a letter of appointment by the latter.

2. Auditing of Courses. With the consent of the classroom teacher, Visiting Scholars should be allowed freely to audit UNM courses. At the discretion of the teacher or the department, such scholars may be invited to participate in fields of their competency, but no formal teaching or lecturing arrangements should be entered into without consideration having been given to the question of adequate compensation.

3. Departmental Affiliation. Traditionally, visiting appointments are made in academic departments. While other forms of affiliation are feasible (for instance with a college, the School of Law, or the School of Medicine), the chairpersons or deans most closely interested in such an arrangement should always have the opportunity of weighing the merits of the appointments. Therefore, they should be consulted, and if they concur, should have the privilege of writing the official letters of invitation. Depending on the inviting department's inclinations, such a visitor may be included in departmental activities, consistent with established UNM policies and regulations.

4. Financial Arrangements. It is important to specify in writing what the financial arrangements under a visiting appointment are to be, if any. Typically, if a scholar comes to UNM on his sabbatical with his own university's normal support, or with partial support from a foundation (such as a Guggenheim Fellowship), UNM should absorb the costs of making library resources or desk space available. If on the other hand the visitor is in a scientific or engineering field and expects to use UNM equipment for his research, other equitable arrangements should be mutually agreed to. If the visitor is officially sponsored by a government agency or foundation

such as the National Science Foundation, the Conference Board of Associated Research Councils, or the Commonwealth Fund (the latter two bring foreign scholars to U.S. universities), then UNM should attempt to recover some of the administrative and other costs it incurs in having the scholar on campus. A contribution of perhaps \$500 might be solicited from the sponsor, to become available principally to the department of affiliation. Agencies and foundations are increasingly aware of the fact that such arrangements are equitable in the case of visiting scholars sponsored by them. The Provost/ [Executive Vice President for Academic Affairs](#) [or the HSC Vice Chancellor for Health Sciences](#) should be responsible for negotiating such financial arrangements.

5. Foreign Visitors. The [Office of International Programs and Services](#) [UNM Global Education Office](#) should be involved from the very start in any plans for appointments of foreign scholars so that misunderstandings and embarrassments arising out of visa and immigration status can be avoided.

6. Housing. It is presumed that UNM will bear no responsibility for housing arrangements, and that dormitory space will not be made available to visitors.

7. Insurance. Prospective visitors should understand the importance of having health and accident insurance coverage in force while visiting UNM. Presumably their own home-campus coverage would extend to a stay here, but the appointing person at UNM should assure himself that reasonable arrangements exist. This is particularly critical in the case of foreign visitors.

8. Records. It is beneficial that simple records of such appointments be centrally kept by the [Office of Faculty Affairs and Services](#) [Faculty Contracts Officer](#). Where this is neglected, embarrassment may ensue. Visitors have been known to have stated, in good faith, that they spent Semester I of academic year "X" at University "Y," but when a prospective employer or a Federal agency checks, no record of affiliation emerges.

9. Time. Typically, such appointments should only be considered where the stay is planned for a period longer than one month. It might be for one semester, but should not exceed one academic year.

DRAFT HISTORY

January 4, 2016—Revised draft in new format.

HISTORY

unknown

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C150: Political Activities of UNM Faculty

Approved By: Faculty and Board of Regents

Effective Date: **Draft 1/3/16**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the Provost

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

POLICY RATIONALE

The University of New Mexico (UNM) recognizes and approves the right of free speech and expression of opinion on any subject by any member of the UNM community, whether the subject relates to on- or off-campus issues. UNM faculty members are citizens and, like other citizens, are free to engage in political activities so far as they are able to do so consistent with their obligations as teachers and scholars, and in accordance with applicable policies and laws. This Policy document provides policies and procedures pertaining to the political activity of UNM faculty.

POLICY STATEMENT

This Policy pertains to extramural political activities of faculty and is not intended to place any restrictions on the academic freedom of faculty members. Academic freedom is defined in Section B. of the Faculty Handbook and includes, but is not limited to the following:

- “Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.”
- “Faculty are entitled to full freedom in research and in publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.”

Political Activity

Many kinds of political activity (e.g., holding part-time office in a political party, seeking election to any office under circumstances that do not require extensive campaigning, or serving by appointment or election in a part-time political office) are consistent with effective service as members of a faculty. Other kinds of political activity (e. g., intensive campaigning for elective office, serving in a state legislature, or serving a limited term in a full-time position) may require that the ~~professor~~ faculty member to seek a leave of absence from the University.

1. In recognition of the legitimacy and social importance of political activity by faculty members, UNM should provide institutional arrangements to permit it, similar to those applicable to other public or private extramural service. Such arrangements may include the reduction of the faculty member's workload or a leave of absence for the duration of an election campaign or a term of office, accompanied by equitable adjustment of compensation when necessary.

2. Faculty members seeking leave should recognize that they have a primary obligation to UNM and to growth as educators and scholars, and they should be mindful of the problem which leaves of absence can create for administration, colleagues, and students. If adjustments in their favor are made, such as a reduction of workload, they should expect them to be limited to a reasonable period. A leave of absence should be sought by anyone who becomes or anticipates becoming overly committed to either a major political campaign, an appointive post in an agency of government, an elective position in public office, or to any political activity which results in interference with University function. Such leave should not be automatic and should be governed by the priority needs and considerations of the department, school, college, or division concerned.

3. A leave of absence incident to political activity should come under the University's normal rules and regulations for leaves of absence. Such a leave should not affect unfavorably the tenure status of a faculty member, except that time spent on such leave from academic duties need not count as probationary service. The terms of a leave and its effect on the professor's status should be set forth in writing.

4. All such activity, except that clearly of a consultative nature or under contract through UNM and which is directly in the field or fields of one's professional competencies, should be entirely disassociated from one's University relationship. By this is meant that the faculty member should not create the impression that he/she is acting either for, in behalf of, or with the approval of UNM rather than as an individual citizen. Also, care should be taken not to use UNM supplies, postage, or clerical time for such activities.

5. An advisory opinion may be requested from the Academic Freedom and Tenure Committee about the meaning or application of this policy.

APPLICABILITY

All UNM academic faculty and administrators.

DEFINITIONS

Term of Office. The COG task force asks would the leave of absence pertaining to election to the state legislature be for full years or only for the length of each the legislative session and any related duties, such as committee appointments?

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

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

RELATED DOCUMENTS

UNM Regents' Policy Manual

[Policy 2.1](#) "Free Expression and Advocacy"

[Policy 6.5](#) "Political Activity by Employees"

Faculty Handbook

[Section B](#) "Academic Freedom and Tenure"

[Policy C240](#) "Leave of Absence Incident to Political Activity"

University Administrative Policies

[Policy 2060](#) "Political Activity"

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

[Policy 3740](#) "Media Response"

CONTACTS

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

PROCEDURES

Political Activity Guidelines

The following guidelines apply to all UNM employees who are candidates or who campaign for candidates for political office:

1. Campaigning during work hours at the University is prohibited.
2. University supplies or equipment for campaign purposes may not be used.
3. Personal political views or views of any candidate may not be represented as being those of the University.
4. Employee mailing labels (either home or office addresses) will not be produced by the University for distributing campaign materials. (A candidate may obtain addresses from the UNM student, faculty, staff directory or other published address lists.)

5. Campaign material will not be distributed through Campus Mail unless it has been received from a federal post office and is properly postmarked. Campus Mail may not be used internally to distribute campaign literature.

DRAFT HISTORY

January 3, 2016—Revised draft in new format with addition for religious accommodations.

HISTORY

September 1970—Approved by Regents

April 1970—Approved by Faculty

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Date: January 6, 2016

To: Faculty Senate Policy Committee

From: Carol Stephens, Professional Consultant

Re: Policies C150 “Political Activity” and C240 “Leave of Absence Incident to Political Activity”

The COG task force asked the FS Policy Committee to conduct a full review of Policies C150 and C140. The task force had two prime concerns:

1. They suggest the Policy Committee consider proposing possible changes which will “explicitly protect faculty who engage in political activities that are directly relevant to their scholarly expertise, and to do so in a way that recognizes their UNM affiliation.”

2) They request that the Policy Committee address any inconsistencies between FH policies and Regent Policy 6.5 “Political Activity by Employees” and UAP Policy 2060 “Political Activity.” The task force found significant Conflict between C150 and RPM 6.5. RPM 6.5 states, “Under state law, employees of the University may not serve as members of the New Mexico Legislature.” C150 allows serving in a state legislature but indicates such action “may require that the professor seek a leave of absence from the University.” The COG taskforce sent a memo to the Policy Office asking that RPM 6.5 be updated to 1) include allowance for faculty leave request if serving in legislature, 2 update reference to C150.

They suggest the Policy Committee get a legal opinion on leave of absence per state law. One question—does the faculty member have to take leave for the full year or just while the legislature is in session?

The task force also requested that references be added to these policies *Regents Policy Manual* RPM 6.5 “Political Activity by Employees” and UAP 2060 “Political Activity.” Reason: C150 and C240 authorized by and directly related to RPM 6.5 UAP 2060 describe restrictions on employee political activity that faculty need to be aware of.

C240: Leave of Absence Incident to Political Activity

Approved By: Faculty and Board of Regents

Effective Date: **Draft 1/3/16**

Responsible Faculty Committee: [Policy Committee](#)

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

Note: This entire policy is excerpted from C150. Is this separate policy needed? It appears to be done to place it in the leave section, perhaps so if a faculty member is searching for available leaves, they will find it. Is there another/better way to accomplish this purpose. However the approval dates seem more extensive than those for C150.

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

POLICY RATIONALE

In recognition of the legitimacy and social importance of political activity by faculty members, UNM should provide institutional arrangements to permit it, similar to those applicable to other public or private extramural service. Such arrangements may include the reduction of the faculty member's workload or a leave of absence for the duration of an election campaign or a term of office, accompanied by equitable adjustment of compensation when necessary. (*excerpted from the Faculty Handbook Policy C150 "Political Activities of UNM Faculty"*)

POLICY STATEMENT

(The following is excerpted from the Faculty Handbook section entitled, "Political Activities of UNM Faculty")

A leave of absence incident to political activity should come under the University's normal rules and regulations for leaves of absence. Such a leave should not affect unfavorably the tenure status of a faculty member, except that time spent on such leave from academic duties need not count as probationary service. The terms of a leave and its effect on the professor's status should be set forth in writing.

APPLICABILITY

[All UNM academic faculty and administrators.](#)

DEFINITIONS

Term of Office. The COG task force asks would the leave of absence pertaining to election to the state legislature be for full years or only for the length of each the legislative session and any related duties, such as committee appointments?

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

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

RELATED DOCUMENTS

UNM Regents' Policy Manual [Policy 6.5](#) "Political Activity by Employees"
Faculty Handbook [Policy C240](#) "Leave of Absence Incident to Political Activity"
University Administrative Policies [Policy 2060](#) "Political Activity"

CONTACTS

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

PROCEDURES

DRAFT HISTORY

January 3, 2016—Revised draft in new format with addition for religious accommodations.

HISTORY

8/29/78—Approved by Regents
5/10/78—Approved by Faculty
5/18/75—Approved by Regents
4/8/75—Approved by Faculty
2/1/75—Approved by Regents
3/14/74—Approved by Regents
3/12/74--Approved by Faculty

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Section B: Policy on Academic Freedom and Tenure

APPENDIX I

1940 STATEMENT OF PRINCIPLES ON ACADEMIC FREEDOM AND TENURE WITH 1970 INTERPRETIVE COMMENTS (as revised 1990)

Academic Freedom

(a) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. [2] Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment. [3]

(c) College or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from Institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution. [4]

(d) At the University of New Mexico teachers recognize that they are responsible for the maintenance of appropriate standards of scholarship and teaching performance, aimed at the goal of training the students to think for themselves. While the students have a right to know the teacher's point of view on relevant controversial subjects, the teacher has an obligation to set forth fairly and clearly the divergent opinions of other scholars, so that the students may reach rational and independent conclusions.

(e) The efficient operation of any institution requires cooperation among its personnel. Teachers agree, therefore, to abide by all regulations of the University, consistent with this policy, and to perform to the best of their ability such reasonable duties as are assigned to them by authorized University officials.



Regents' Policy Manual - Section 2.1: Free Expression and Advocacy

Adopted Date: 09-12-1996

Applicability

This policy applies to all members of the University community: Regents, faculty, students, staff, and visitors.



Policy

Freedom of academic inquiry and freedom of expression are indispensable elements of a university. The freedom to express dissent by lawful means, including peaceable assembly and the right of petition, is as important on a university campus as elsewhere in our society. The Regents have protected and defended and will continue to protect and defend the academic freedom of all members of the University community. The exercise of the freedom to dissent, however, must be balanced with the rights of others, respect for others, the educational process, and other legitimate University activities and interests.

The Regents recognize and approve the right of free speech and honest expression of opinion on any subject by any member of the University community, subject only to reasonable viewpoint-neutral rules. Those who speak or act shall not do so in the name of the University or any of its organizations unless there has been specific authorization to do so. The President of the University, as its Chief Executive Officer, is authorized by the Board of Regents to be the primary spokesperson for the University. The President of the Board of Regents is authorized to speak officially on behalf of the Board.

Implementation

The President of the University shall develop viewpoint-neutral administrative policies and procedures for free expression and advocacy on University grounds.

References

United States Constitution, First Amendment; New Mexico Const., art. II, § 17; see, Policy on Mall Use/Time, Place, and Manner of Public Expression; Mall Amplification Policy; Policy on Demonstrations and Assemblies; published annually in the Pathfinder.



Regents' Policy Manual - Section 6.5: Political Activity by Employees

Adopted Date: 09-12-1996

Applicability

This policy applies to all employees (faculty and staff) of the University.

Policy

All University employees are citizens and, like other citizens, are free to engage in political activities so far as they are able to do so consistent with their obligations to the University, and in accordance with applicable law.

In order to ensure its autonomy and integrity, the University shall not be an instrument of partisan political action. The expression of political opinions and viewpoints will be those of the individual and not of the University as an institution.

Under state law, employees of the University may not serve as members of the New Mexico Legislature.

Implementation

The President shall adopt administrative policies and procedures to implement this policy.

References

[UBPPM Policy 3735](#); NMSA 1978, §§ 2-1-3 and 2-1-4.

[Faculty Handbook](#) [1990 edition], Political Activities of UNM Faculty, C-7 and C-8, approved by the Faculty and the Board of Regents in 1970.



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Administrative Policies and Procedures Manual - Policy 2060: Political Activity

Date Originally Issued: 10-26-1994

Revised: 05-15-2015

Process Owner: Director of Governmental Affairs



1. General

The University recognizes and approves the right of free speech and expression of opinion on any subject by any member of the University community, whether the subject relates to on- or off-campus issues. Those who speak or act shall do so in their personal capacities and not in the name of the University, unless there has been specific authorization by the administration to do so.

In order to assure its autonomy and integrity, the University shall not be an instrument of partisan political action. The expression of political opinions and viewpoints must clearly be those of the individual and not of the University.

This policy applies to faculty, staff, and students and addresses the appropriate use of space and resources for political activity on 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.

The definition of political activity is not intended to include the posting of political signs in employees' private offices or cubicles. For certain limitations on the posting of signs, refer to the fifth paragraph of Sec. 4.

Examples of University "resources" include, but are not limited to:

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

3. Voter Education

The University must avoid advocating for any issue and endorsing or opposing a candidate for public office, ballot initiative, or other public referendum. Without advocating for or against an issue, the University may provide educational information on general obligation bonds, severance taxes, or other University-sanctioned priorities. The educational materials must be non-partisan. As an example, a pamphlet encouraging voters to vote in a general obligation bond election is acceptable, but telling voters to vote “yes” for the bond issue is not.

4. Limitations on Political Activities by Employees

When engaged in political activities, individuals and groups within the University may acknowledge their UNM affiliations, but must clearly explain that they are speaking only for themselves and not stating a University position. This is particularly important for University leaders and others who in their official capacity frequently speak for the University.

Employees may not engage in political activities during work hours, or, except as noted below, use University resources for engaging in political activities.

Outside of work hours, employees may use their University email accounts for engaging in political activities consistent with the concept of “incidental personal use” in [UAP 2500 \(“Acceptable Computer Use”\)](#). However, any communication disseminated through University email that could be construed as relating to political activity must include a clear statement that such communication represents the personal position of the author.

The University must remain non-partisan and may not endorse a candidate or a political referendum. Accordingly, employees must not post a hyperlink on a University administered website to a candidate or campaign site. Moreover, if the University believes that a posting on a University administered website creates the impression that the University has endorsed a candidate or a particular side of a public referendum, it may require that a disclaimer be posted on the site stating that the opinions expressed are attributed to the author and do not represent the views of the University.

No outward-facing political signs may be posted on the windows of private offices or cubicles, and no political signs may be posted on the exteriors of University buildings or on University grounds.

Campaign or other political material may not be distributed through campus mail unless it has been received by a federal post office and is properly postmarked.

4.1. Serving as a Legislator

University employees may run for the state legislature. 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.

5. 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.

6. 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](#).

7. Use of University Space for Political Activities

As a public institution, the University respects the rights of political candidates, their representatives, and others to conduct political events on campus. Groups or individuals may rent facilities for speeches, debates, assemblies, and other events. Indoor facilities will be scheduled through normal procedures with the appropriate University office that oversees that facility. The standard facility-use fee for the specific facility will be charged.

When a candidate is invited to speak as a political candidate at an official University event, the University must ensure that:

- It provides an equal opportunity to participate to all political candidates seeking the same office;
- It does not include any support for or opposition to the candidate (this should be stated explicitly when the candidate is introduced and in communications concerning the candidate's attendance); and
- No political fundraising occurs.

For assistance with political events on campus, contact these UNM offices:

- Police Department to arrange for police and security services
- Parking and Transportation Services to arrange for adequate parking
- Office of Government and Community Relations and the Event Planning and Scheduling Office for general assistance

Public areas outside of University buildings may be used for political activities provided the normal business of the University is not disrupted and entrances to and exits from buildings are not blocked or impeded. Outside areas for political events (such as rallies or speeches) will be scheduled through normal procedures through the Student Activities Center. Events on Main Campus should be conducted in accordance with the [Main Campus Rules for Outdoor Events, Sound, and Posting](#).

Distributing literature, canvassing, obtaining petition signatures, and similar activities, which generally are allowed outside University buildings, need not be scheduled. Special rules apply to South Campus athletic venues due to traffic safety and extreme pedestrian congestion on game days.

Due to concern for congestion and interference with University activities, political activity is not permitted inside of University buildings, except for scheduled events where facilities have been rented.

8. 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")

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Administrative Policies and Procedures Manual - Policy 2220: Freedom of Expression and Dissent

Date Originally Issued: 01-14-2002



1. General

As an institution that exists for the express purposes of education, research, and public service, the University is dependent upon the unfettered flow of ideas, not only in the classroom and the laboratory, but also in all University activities. As such, protecting freedom of expression is of central importance to the University. The exchange of diverse viewpoints may expose people to ideas some find offensive, even abhorrent. The way that ideas are expressed may cause discomfort to those who disagree with them. The appropriate response to such speech is speech expressing opposing ideas and continued dialogue, not curtailment of speech.

The University also recognizes that the exercise of free expression must be balanced with the rights of others to learn, work, and conduct business. Speech activity that unduly interferes with the rights of others or the ability of the University to carry out its mission is not protected by the First Amendment and violates this policy.

2. Core Principle

The University is committed to tolerate all peaceful speech activities carried out upon the campus unless those activities destroy or materially damage property, materially disrupt other legitimate University activities, or create a substantial health or safety hazard. This policy applies to all buildings, grounds, and property owned or controlled by the University.

3. Activities

3.1. Speech Activities

Speech activities protected by this policy include speechmaking, praying, the distribution of written materials, picketing, assembling in groups, demonstrating, sidewalk chalking, erecting symbolic structures, and any other actual or symbolic speech or conduct intended to communicate an idea.

3.2. Legitimate University Activities

Legitimate University activities include teaching, research, and public service; all of the administrative operations supporting those activities; and the performance of all University approved educational, commercial, research, professional or other activities by public or private contractors, tenants, or permittees. An activity scheduled under **Section 4.** herein is a legitimate University activity.

3.3. Materially Disrupting Activities

A speech activity materially disrupts other legitimate University activities when a reasonable person is unable to effectively perform a legitimate University activity because of the speech activity taking place. Examples of when a speech activity may materially disrupt other legitimate University activities include, but are not limited to:

- Conducting the speech activity at a volume that substantially disrupts the normal use of classrooms, offices, laboratories, and other University facilities or grounds;
- Physically preventing persons from entering or leaving a building or premises;
- Conducting a speech activity inside a building and not ending it at or before the close of the building's regular hours;
- Destroying or materially damaging any property; or
- Creating a substantial health or safety hazard.

4. Scheduling

Subject to the exceptions described in [Section 4.1](#), below, scheduling to use University facilities for speech activities is not required. Users, however, should be aware that many facilities, both indoor (e.g. classrooms) and outdoor (e.g. Johnson Fields), are used for regularly scheduled activities that have priority over other uses. In order to reserve the desired space and avoid conflicts with other users, groups or individuals wanting to use a regularly scheduled University facility for a speech activity are encouraged to schedule it at least twenty-four (24) hours in advance with the University Student Activities Center, or the office that schedules the desired venue, as advised by the Student Activities Center. Users who fail to schedule a speech activity that occurs and unduly interferes with a prior scheduled activity are in violation of this policy.

4.1. Scheduling Required

Because of size, safety, logistics, and other considerations, the following types of speech activities must be scheduled in advance:

- Assemblies or large events in a University auditorium or similar facility. Users must schedule such events following the procedures of the appropriate University office that oversees the facility.
- Planned demonstrations on campus. A planned demonstration is a public manifestation of protest, condemnation, or approval; taking the form of a mass meeting, procession, picket, or similar activity which is organized and promoted more than a day before the event. Users must schedule such events with the Student Activities Center at least twenty-four (24) hours in advance. This does not apply to spontaneous demonstrations for which there is no prior promotion or organization or where events do not allow at least twenty-four (24) hours notice in advance. In such situations, as much prior notice as possible must be provided to the Student Activities Center.
- Building a symbolic structure on campus, which must be scheduled with the Student Activities Center at least twenty-four hours in advance.

Scheduling does not operate as a process for prior approval of speech activities based upon content. Speech activities will be scheduled on a first-come, first-served basis for the requested location. Events will not be scheduled only if there is a scheduling conflict with an earlier planned event or if the requested event will clearly result in a violation of this policy. The viewpoint to be expressed through the speech activity is not a factor in scheduling. A decision not to schedule an event may immediately be appealed to the University President or designee.

5. Enforcement

Any person violating this policy may be subject to:

- Institutional disciplinary proceedings under the Student Code of Conduct if a student or the Visitor Code of Conduct if a visitor. Violations by faculty or staff will be referred to the appropriate department or academic unit;
- An order to leave the premises or property owned or controlled by the University by the police or a person in charge of the property; and/or
- Arrest for violation of state law(s).

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Administrative Policies and Procedures Manual - Policy 3740: Media Response

Date Originally Issued: 07-30-1982

Revised: 11-01-1991



1. General

It is the responsibility of the University Public Affairs Department to see that newsworthy activities of University employees are brought to public attention in the appropriate communications media. Employees are encouraged to talk with the Public Affairs Department about such newsworthy activities.

1.1. Although the various media are accustomed to receiving University news directly from the Public Affairs Department, media representatives will occasionally consult an employee directly. In such cases, it is expected that the employee answer questions and state views as deemed fit, consistent with the knowledge and honest appraisal of the matter at hand. Employees should inform the Public Affairs Department of any contacts made by the media.

1.2. Employees should remember that the public may judge their profession and the University by what is said to media representatives. Employees should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that they are not an institutional spokesperson, unless otherwise instructed by the administration.

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Review of Religious Accommodations at Other Institutions (12/31/15)

Indiana University

Accommodation for Religious Observances

Indiana University respects the right of all students to observe religious holidays and will make reasonable accommodation, upon request, for such observances. Each year, instructors are provided with the dates of major religious holidays for which students may request accommodation. Students must submit written requests for accommodation in writing by the end of the second week of the semester. Instructors are expected to give students the opportunity to do appropriate make-up work that is intrinsically no more difficult than the original exam or assignment.

ASU

The university community should in all its activities be sensitive to the religious practices of the various religious faiths represented in its student body and [employees](#). [Faculty](#) are asked to recognize the obligations of their students who may be participating in the observance of religious holidays. (See the [Council of Religious Advisors](#) for more information about various religious holidays.) Students should notify faculty at the beginning of the semester about the need to be absent from class due to religious observances.

Board of Regents policy prohibits discrimination against any student, employee, or other individual because of such individual's religious belief or practice, or any absence thereof.

Administrators and faculty members are expected to reasonably accommodate individual religious practices (e.g., by an adjustment to the academic or workplace environment, such as rescheduling, flexibility in scheduling, voluntary substitutions, job reassignments, modification of grooming requirements). A refusal to accommodate is justified only when undue hardship to the university's legitimate business purposes would result from each available alternative of reasonable accommodation (e.g., requires more than ordinary administrative costs, diminishes the efficiency in other jobs, infringes on other employees' job rights or benefits, or impairs campus/workplace safety). Contact the Office of the Provost of the University or the Office of Equity and Inclusion for assistance in determining undue hardship or reasonable accommodation.

Employees subject to this policy who will be absent from assigned responsibilities, including teaching assignments, to observe religious holidays, are not required to obtain administrative approval for the absence provided they do one of the following in advance of the absence:

1. arrange to have another qualified individual assume job responsibilities, including the teaching of classes, in their absence or
2. arrange directly with students to reschedule the class or otherwise make up the class time missed, provided the needs of students are considered.

Within ten working days after the semester commences, employees observing religious holidays must notify their immediate supervisors (generally chairs, heads, or directors) of the days during the semester that they will be absent and that arrangements no. 1 or no. 2 listed above have been or will be made prior to the absences.

The Ohio State University:

Students who will be observing a religious holiday must provide date/event written notification to the instructor within the first two weeks of the quarter. Qualify for an excused absence.

University of Michigan

8.D.14 Religious Accommodation

The University of Michigan as an institution does not observe religious holidays. However, it is the University's policy that every reasonable effort should be made to help faculty and students avoid negative academic consequences when academic requirements conflict with their religious obligations. See section [2.B.6 "Religious Academic Conflicts Policy"](#) for the full text of the official University policy.

2.B.6 Religious Academic Conflicts Policy

The University of Michigan as a public institution does not observe religious holidays. However, it is the University's policy that every reasonable effort should be made to help faculty and students avoid negative academic consequences when academic requirements conflict with their religious obligations. The official University policy, which is available on the Office of the Provost website at www.provost.umich.edu/calendar, states:

Although the University of Michigan, as an institution, does not observe religious holidays, it has long been the University's policy that every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent. Such notice must be given by the drop/add deadline of the given term. Students who are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a make-up opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over any aspect of this policy, the parties involved should contact the Department Chair, the Dean of the School, or the Ombudsperson. Final appeals will be resolved by the Provost.

C220: Holidays

Approved By: Faculty Senate

Effective Date: **Draft 12/31/15**

Responsible Faculty Committee: Policy Committee

Office Responsible for Administration: Office of the Provost

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

POLICY RATIONALE

Holidays, both non-religious and religious, play an integral part in faculty and student lives. This Policy Document identifies the specific holidays observed by the University of New Mexico (UNM). It also provides guidance to faculty, supervisors, and students pertaining to requests for religious accommodations.

POLICY STATEMENT

The University of New Mexico observes the following specific holidays each year and most offices are closed during these holidays:

- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Winter break. The specific days observed as the holiday period are announced each year by the University Division of Human Resources. Holiday days observed during the winter break do not include weekend. Four days during the Christmas, New Year season. These four days will be announced annually, based on the calendar and the needs of the University.

Religious Accommodations

UNM respects the right of all students and faculty to observe religious holidays and will make reasonable accommodation, upon request, for such observances. If a request for accommodation is denied, the faculty member or student may appeal to the Provost.

APPLICABILITY

All UNM students, academic faculty and administrators.

DEFINITIONS

No specific definitions are required for the Policy Statement.

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

WHO SHOULD READ THIS POLICY

- Students
- Faculty
- Department Chairs, academic deans and other academic administrators and executives

RELATED DOCUMENTS

*UNM Regents' Policy Manual **Policy 2.4** "Diversity and Campus Climate"*

CONTACTS

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

PROCEDURES

Faculty should work with their department chair to coordinate their teaching schedule with their religious observances.

Students must submit written requests for accommodation in writing by the end of the second week of the semester. The request should include the date, times, and specific event for which accommodation is being requested. Faculty are expected to give students the opportunity to do appropriate make-up work that is intrinsically no more difficult than the original exam or assignment. A refusal to accommodate is justified only when it would interfere unreasonable with the delivery of the course.

DRAFT HISTORY

December 31, 2015—Revised draft in new format with addition for religious accommodations.

HISTORY

unknown

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D170: Student Attendance

Approved By: Faculty Senate

Last Updated: **Draft 7/19/15**

Responsible Faculty Committee: Faculty Senate Policy Committee

Office Responsible for Administration: Dean of Students

Outstanding Issues:

1. Procedures for Military Withdrawal are not addressed in the current Policy but are addressed in the *Pathfinder*. The *Pathfinder* language has been added to this proposed draft, so they are easily available to faculty.
2. Procedures for religious accommodation, which are being added to C220 “Holidays,” should be referenced in this Policy
2. There is a discrepancy between Faculty Handbook Policy D170 and Dean of Students Procedures shown in the Pathfinder webpage which discusses Class Absences and Student Attendance. <https://pathfinder.unm.edu/common/policies/class-absences-student-attendance.html>. Changes are proposed in this draft, highlighted in red, to align this information.
3. The procedures listed in the current and this proposed version of D170 do not appear to provide specific information concerning students at the Health Sciences Center.
4. Branch Campuses—Would the policy as written work for Branch Campuses?

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

POLICY RATIONALE

Class attendance is critical for the overall success of the students at the University of New Mexico (UNM). However, authorized absences may occur and the policies and procedures listed in this policy document define authorized absences and provide the required processes for reporting such absences and completing missed assignments and exams.

POLICY STATEMENT

Students are expected to attend all meetings of the classes in which they are enrolled. Absences due to religious accommodations should be requested in accordance with Policy C220 “Holidays.” Absences due to illness or to attend authorized University activities such as field trips, athletic trips, etc. are to be reported by the student to his/her instructor(s) and to the Dean of Students Office in accordance with the procedures listed below. If the student is unable to contact his/her instructor(s), the student should leave a message at the instructor’s department. The reporting of absences does not relieve the student of responsibility for missed assignments, exams, etc. The student is to take the initiative in arranging with his/her

instructor(s) to make up missed work, and it is expected that the faculty member will cooperate with the student in reasonable arrangements in this regard.

A student with excessive absences may be dropped from a course by the instructor with a grade of W/P or W/F. The instructor may also assign a failing grade of "F" at the end of the semester. ~~Instructor drop request forms are available at all academic department offices.~~

Students should not assume that nonattendance results in being dropped from class. It is the student's responsibility to initiate drops or complete withdrawals within published deadlines utilizing the appropriate process.

Military Withdrawal

In recognition of the service of deployed military personnel, UNM has established simplified procedures for withdrawal and re-enrollment. Under faculty regulations, students who formally withdraw from the University before the end of the twelfth week of the semester due to military obligations are entitled to a grade of WP in each course in which he or she is enrolled. Military orders or evidence of enlistment must be made available to the Dean of Students Office. A student who withdraws due to military obligations after completing twelve weeks of instruction will receive full credit for each course in which he or she is enrolled, provided the instructor certifies a grade of C or better for the course at the date of formal withdrawal. He or she will receive a grade of WP if the instructor certifies a grade of less than C. Students must opt for either a tuition refund or for a grade assignment after the twelfth week. A final semester senior who has satisfactorily completed at least half of the work in courses for which he or she is enrolled that semester, provided these would complete his or her degree requirements, may be certified for graduation by the faculty of his or her college. Procedures for military withdrawal are provided by the Dean of Students Office.

APPLICABILITY

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

See questions/issues in blue at top of policy document

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

DEFINITIONS

No definitions specific to this Policy.

WHO SHOULD READ THIS POLICY

- Faculty members
- Staff in Office of the Dean of Students

- Staff at Student Health and Counseling (SHAC)
- Administrative staff responsible for student events

RELATED DOCUMENTS

[Faculty Handbook Policy C220 "Holidays"](#)

The Pathfinder—UNM Student Handbook. ["Student Grievance Procedures"](#)

CONTACTS

Direct any questions about this policy to Dean of Students Office.

PROCEDURES

Verification of Absence

Verification ([such as doctor's note, hospital billing, military orders, death notices, etc.](#)) of a student's report of absence will be provided [by the student if requested on request by the instructor or the Dean of Students Office.](#) ~~and in accordance with the following general procedures.~~

Short-Term Absence (1- ~~5~~ 4 days). ~~When notified in advance of an absence of 1–4 days, the Dean of Students Office will prepare an absence notice which the student may pick up and personally deliver to his/her instructor(s). On absences of 1-4 days reported to the Dean of Students Office after the fact, an absence notice may be picked up by the student after consultation with a dean, if such consultation provides a basis for issuing a notice.~~ [The Dean of Students Office will encourage the student to speak directly with the faculty member to work out absences that are less than six days.](#) [When requested by a faculty member, the Dean of Students Office may assist in verifying absences that are less than six days on a case-by-case basis.](#)

Extended Absence (~~5~~ Six days or longer). The Dean of Students Office, [as a service to faculty and students,](#) will send absence [notifications to the respective faculty member should an absence be longer than five \(5\) days. This service will only be utilized when an absence is for a family/student medical issue, death of a family member, military leave, or a University sponsored activity. The absence notification process is only meant as a notification and not meant to excuse the absence. Excusing an absence is entirely up to the respective faculty member of the course.](#) ~~notices to instructor(s) on absences of 5 days or longer when notification of the absence is received prior to or at the onset of the absence. If notified after the absence, the absence notice will be prepared, but the student must hand-carry the notice to his/her instructor(s).~~ Verification of extended absences is recommended (such as a doctor's note, hospital billing, etc.)

Exceptions. On request, members of the Dean of Students staff will review specific absence situations to determine if exceptions to the established absence procedures are warranted.

It should be noted that written medical excuses for class absence will not be issued routinely by [Student Health and Counseling \(SHAC\)](#) ~~the Student Health Center~~ except in the case of physical education classes, where participation would be detrimental to the student's condition. Where confirmation of a student's attendance at [SHAC](#) ~~the Health Center~~ is required by a [faculty](#) member

of the teaching staff, this will be furnished on direct inquiry, without revealing the medical details necessitating such attendance. If it appears that a student will be absent for more than five days a week or more, the Dean of Students Office will be notified.

HISTORY

Effective:

Need to identify effective date of original policy.

DRAFT HISTORY

January 2, 2016—Draft developed to address COF task force recommendations.

July 19, 2015 Draft developed for Information Items taskforce review.

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