



September 26, 2014

To: Carol Parker, Senior Vice Provost for Academic Affairs
From: Vivian Valencia, University Secretary
Subject: Administrative Unit Policy for Policy C180: Special Administrative Components

In accordance with *Faculty Handbook* Policy C180 “Special Administrative Components,” below is the Faculty Governance draft policy on Special Administrative Components for review.

Policy on Special Administrative Components Provided to Support Faculty Governance

In support of faculty governance, the Office of the Provost allocates funding for a special administrative component (SAC) to be added to the contract of a faculty member elected or appointed to the following governance leadership positions. The amount of the SAC is based on the leadership level of the position and degree of impact on the institution. The SAC is administered by the Office of University Secretary.

1. **Chair of the Academic Freedom and Tenure Committee:** The faculty member elected to the position of Chair of the Academic Freedom and Tenure Committee is provided with a \$10,000 SAC for the fiscal year of the appointment. The SAC supports the faculty member in leading the Academic Freedom and Tenure Committee to fulfill the responsibilities listed in Policy B6 “Academic Freedom and Tenure.”
2. **Faculty Senate President:** The faculty member elected to the position of Faculty Senate President is provided with a \$10,000 SAC for the fiscal year of the appointment. The SAC supports the faculty member in fulfilling the responsibilities listed in Policy A60 “Faculty Senate Bylaws.”
3. **Faculty Senate President-Elect:** The faculty member elected to the position of Faculty Senate President-Elect is provided with a \$5,000 SAC for the fiscal year of the appointment. The SAC supports the faculty member in fulfilling the responsibilities listed in Policy A60 “Faculty Senate Bylaws.”
4. **Faculty Senate Past President:** The faculty member elected to the position of Faculty Senate Past President is provided with a \$4,000 SAC or equivalent course release for the fiscal year of the appointment. The SAC supports the faculty member in fulfilling the responsibilities listed in A60 “Faculty Senate Bylaws.”
5. **Chair of the Academic Council:** The faculty member appointed to the position of Chair of the Academic Council is provided with a \$4,000 SAC for the fiscal year of the appointment.

The SAC supports the faculty member in fulfilling the responsibilities listed in the Faculty Senate Special Rules of Order.

6. Chair of the Research and Creative Works Council: The faculty member appointed to the position of Chair of the Research and Creative Works Council is provided with a \$4,000 SAC for the fiscal year of the appointment. The SAC supports the faculty member in fulfilling the responsibilities listed in the Faculty Senate Special Rules of Order.
7. Chair of the Business Council: The faculty member appointed to the position of Chair of the Business Council is provided with a \$4,000 SAC for the fiscal year of the appointment. The SAC supports the faculty member in fulfilling the responsibilities listed in the Faculty Senate Special Rules of Order.
8. Chair of the Athletic Council: The faculty member appointed to the position of Chair of the Athletic Council is provided with a \$2,500 SAC for the fiscal year of the appointment. The SAC supports the faculty member in fulfilling the responsibilities listed the Faculty Senate Special Rules of Order.
9. Chair of the Policy Committee: The faculty member appointed to the position of Chair of the Policy Committee is provided with a \$2,000 SAC for the fiscal year of the appointment. The SAC supports the faculty member in leading the Policy Committee to fulfill the responsibilities listed in Policies A53 “Development and Approval of Faculty Policies” and A61.22 “Policy Committee.”

On an annual basis the Provost may provide a SAC to the faculty member elected to the position of Chair of the Committee on Governance when warranted. The amount of the SAC, if any, would be for the fiscal year of appointment and would be based on the anticipated level of effort necessary to fulfil the responsibilities listed in Policies A51 “Faculty Constitution” and A52.2 “Committee on Governance.” The SAC is administered by the Office of the Provost.

Any request for an additional SAC to be paid to a faculty member to support faculty governance activities must be submitted to the Provost with a justification attached and must be approved in advance by the Provost or designee.

Attachments:

Faculty Senate:

- Reorganization Implementation Plan
- Organization Chart
- Special Rules of Order

Faculty Handbook:

- A51 “Faculty Constitution”
- 52.2 “Committee on Governance.”
- A53 “Development and Approval of Faculty Policies”
- A60 “Faculty Senate Bylaws.”
- A61.22 “Policy Committee.”
- Section B6 “Academic Freedom and Tenure.”

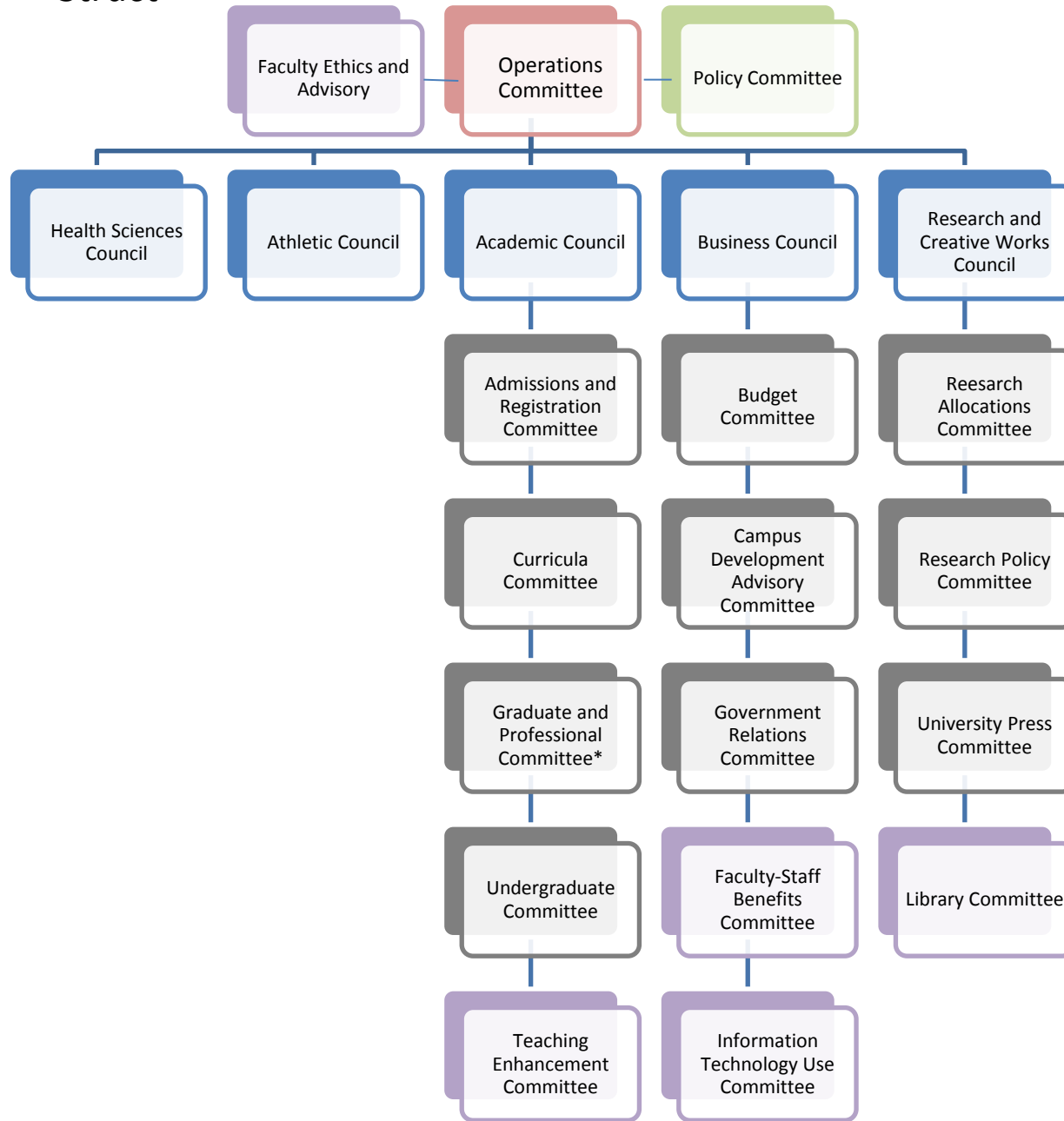
Implementation Plan for the Reorganization of the Faculty Senate

This implementation plan accompanies the special rules of order which modify the Faculty Senate Bylaws (Faculty Handbook Policy A60) for a period of two years, beginning July 1, 2012 and ending June 30, 2014, for the purpose of reorganizing the Faculty Senate structure.

1. **Election of Council Chairs.** As provided in Special Rules of Order Section I (A) (5), the standing committees of each council will elect their council chair by July 1. If the standing committees are unable to elect them by July 1, the Faculty Senate Operations Committee will appoint interim council chairs. These appointments shall be voted on by the Senate at the first meeting of the academic year.
2. **Council Charges.** The charges of the Councils will be developed or refined by the Councils and submitted to the FS Operations Committee by December 14, 2012. The Faculty Senate Operations Committee will forward the charges to the Senate for a vote and, at the end of the first year, will evaluate all charges to ensure efficiency and clarity.
3. **Policy Committee.** The charge of the Policy Committee shall be amended to add one, non-voting Faculty Senator to its membership.
4. **Budget allocation.** The FS Operations Committee will approve the allocation of funds prior to July 1, 2012. Budget allocation and processing of expenditures will be administered by the University Secretary.
 - a. **FY 2013 council budget: \$35,000.**
 - i. **Council Chairs:** \$30,000 for six chairs to be distributed based on size of each Council. Each chair will have the option of receiving either a SAC or release-time.
 - ii. **President-Elect:** \$5,000 either as a SAC or release-time.
 - b. **FY 2013 administrative support budget: \$65,000**
 - i. The University Secretary will meet with each council chair to assess their administrative support needs.
 - ii. The University Secretary will consult with the Faculty Senate Operations Committee to review the administrative support needs of each council.
 - iii. The University Secretary will secure additional staff to provide the administrative support to the councils accordingly.
5. **Communication.** The FS President will communicate with the University President, the Provost, the Chancellor of the HSC, and other university administrators as appropriate to present the Faculty Senate plans for conducting

- business for the academic year. This should be done prior to the beginning of the fall semester each year.
6. Evaluation. The Faculty Senate President shall conduct an annual evaluation of the reorganization of the Faculty Senate structure.
 - a. Before the end of each academic year, the annual evaluation will be reported by the FS President to the Faculty Senate and will include recommendations for improvements and/or remedies needed.
 - b. The FS President will present a recommendation to the Faculty Senate to either: 1) approve the reorganization permanently; or 2) revert back to the FS standing committee structure from AY12; or 3) After completion of the pilot on June 30, 2014, make another recommendation for organization of the Faculty Senate. Note: The FS President will consult with the Committee on Governance to evaluate whether new recommendations may affect the faculty governance structure requiring a vote of the full faculty.
 - c. If the reorganization is adopted permanently by the Faculty Senate, the FS President will confirm with the Provost that the budget will continue on a recurring basis.
 7. Oversight. Management, implementation, and evaluation of the reorganization of the Faculty Senate structure is the ultimate responsibility of the Faculty Senate President in conjunction with the Operations Committee.

Struct



*The Honorary Degree Committee is a subcommittee of the Graduate and Professional Committee.

Special Rules of Order Governing the Reorganization of the Faculty Senate

These special rules of order modify the Faculty Senate Bylaws (Faculty Handbook Policy A60) for a period of two years, beginning July 1, 2012 and ending June 30, 2014, for the purpose of reorganizing the Faculty Senate structure. These sections dealing with Faculty Senate Councils and Council chairs are being added to the bylaws on a two-year, pilot basis. These rules will be extended until June 30, 2015.

I. Senate Structure

A. Officers

5. Election of Council Chairs

The five council chairs (Academic Council, Research and Creative Works Council, Business Council, Athletic Council, and Health Sciences Council) will be members or chairs of the constituent committees of their respective councils. They will be elected by the voting members of the council for a term of two years.

Council Chairs will be approved by the Faculty Senate Operations Committee and the Faculty Senate. Council chairs can be elected for one additional two-year term.

The Faculty Senate Operations Committee has the authority to appoint interim council chairs (subject to the approval of the Faculty Senate) if the standing committees are unable to elect them by July 1, 2014, or if vacancies occur during the term.

D. Faculty Senate Councils

1. The Health Sciences Council and the Athletic Council will change from standing committees of the Senate to Faculty Senate Councils. Three additional councils will be formed from existing standing committees. The five councils and their charges are:

- a. Academic Council

- i. Voting and Ex-officio Members

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

ii. Authority

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

iii. Meetings

The Academic Council will schedule regular meetings. Meetings will be open to the public. Notification of meetings, agendas, and minutes will be posted on the Faculty Senate website.

b. Research and Creative Works Council

i. Voting and Ex-officio Members

Research and Creative Works Council is composed of ~~four~~ five regular voting members: the chairs of the Research Allocation Committee (RAC), the Research Policy Committee (RPC), the University Press committees, the Library Committee, and the Honorary Degree Committee. The Vice Provost for Research and the Vice President of Research of the HSC will be ex-officio non-voting members.

ii. Authority

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

iii. Meetings

The Research and Creative Works Council will schedule regular meetings. Meetings will be open to the public.

Notification of meetings, agendas, and minutes will be posted on the Faculty Senate website.

c. Business Council

i. Voting and Ex-officio Members

The Business Council is composed of ~~three~~ five regular voting members: the chairs of the Budget Committee, Government Relations Committee, the Faculty-Staff Benefits Committee, the Information Technology Use Committee, and the Campus Development Advisory Committee. The Associate Vice President for Planning, Budget and Analysis, and the University Comptroller shall be ex-officio, non-voting members.

ii. Authority

The Business Council will have decision-making authority in business matters that cannot easily or fully be handled by single existing Faculty Senate committees. Business Council decisions can be reviewed by Faculty Senate Operations committee and are subject to ratification by the Faculty Senate. Recommendations proposed by the Council will be taken to the Senate Operations committee for deliberation and decisions.

iii. The Business Council will schedule regular meetings. Meetings will be open to the public. Notification of meetings, agendas, and minutes will be posted on the Faculty Senate website.

e. Athletic Council

(No changes from current charge.)

i. Voting and Ex-officio Members

f. Health Sciences Center Council

(No changes from current charge.)

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

3. The five council chairs will meet regularly with the Operations



A51: Faculty Constitution

Policy

Article I. The University Faculty

Sec. 1(a) Membership: The University Faculty shall consist of the Professors, Associate Professors, Assistant Professors, Lecturers, and Instructors, including part-time and temporary appointees. The President of the University, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Research, Vice President for Business and Finance, Associate Vice President for Computer and Information Resources and Technology, Director of the Medical Center, Deans of Colleges and Schools, Dean of Graduate Studies, Dean of Students, Dean of the University College, Dean of Admissions and Records, Registrar, Dean of Continuing Education and Community Services, Director of the Center for Graduate and Upper Division Programs Studies at Los Alamos, Director of the Center for Graduate Studies at Santa Fe, Dean of Library Services, Commanding Officers of the ROTC Units, and the Secretary of the University shall be ex-officio members of the Faculty whether or not they are actively engaged in teaching.



(b) Voting Faculty: Members of the University who are eligible to vote shall include all full-time members of the University Faculty holding professorial rank (instructors, assistant professors, associate professors, and professors) or lectureships. No person holding an interim or temporary appointment on the teaching staff shall be a member of the Voting Faculty unless he or she be a member ex officio or on an initial term appointment. The ex officio members of the University Faculty as listed in Sec.1(a) shall be ex officio members of the Voting Faculty.

(c) Questions of eligibility for voting which may arise shall be settled by the presiding officer of the Faculty. Any appeal from the decision should be taken to the Voting Faculty. The officers shall prepare at the beginning of each academic year the official list of the membership of the Faculty and of the Voting Faculty as defined above.

Sec. 2 Responsibilities: The University Faculty shall have the right of review and action in regard to the following: (1) formulation of institutional aims; (2) creation of new colleges, schools, and departments and divisions; (3) major curricular changes and other matters which in the opinion of the President of the University or his delegate affect the institution as a whole; (4) requirements for admission and graduation and for honors and scholastic performance in general; (5) approval of candidates for degrees; (6) policies of appointment, dismissal, and promotion in academic rank; (7) research; and (8) general faculty welfare. However, actions taken by the University Faculty shall be subject to the authority of the Regents in matters involving finance, personnel, and general University policy.

Sec. 3 Organization: The President of the University or in his absence the Vice President for Academic Affairs, shall be the presiding officer of the University Faculty. The Secretary of the University shall be the secretary of the faculty.

Sec. 4(a) Procedure: The University Faculty shall conduct business according to Robert's Rules of Order, except as modified by Faculty vote.

(b) The agenda for University Faculty meetings shall be prepared by the University Secretary under the direction of the Committee on Governance. The proceedings of each meeting shall be recorded on tape. Every member of the University Faculty shall receive a summary of the minutes, and the tapes shall be kept on file in the Secretary's office for reference by any member.

Sec. 5(a) Meetings: Special meetings of the University Faculty may be called (1) by the presiding officer at his or her discretion, (2) by the Committee on Governance, (3) by no fewer than five percent (5%) of the Voting Faculty on active duty at the beginning of the academic year whenever a request is made in writing, or (4) by a majority vote of any college faculty.

(b) Those members of the Voting Faculty present, but no fewer than ten percent of the Voting Faculty on active duty at the beginning of the academic year, shall constitute a quorum for business at a faculty meeting. Members not on active duty may, however, attend meetings and vote. Voting shall be by a simple majority of those present, except on procedural matters, which shall be governed by Robert's Rules of Order, and on amendments to this Constitution, which shall be voted upon in the manner prescribed in Article IV, Sec. 2. (On April 8, 1975, the Faculty approved a proposal that members of the Voting Faculty not on active duty i.e., those on leave be permitted to vote on any issue submitted to the Faculty in a mail ballot.)

(c) A committee of five voting members of the general faculty to be known as the Committee on Governance who are not members of the Faculty Senate shall be nominated and elected by mail ballot for overlapping three-year terms. Duties of this committee are to prepare, in conjunction with the Secretary of the University, the agenda of faculty meetings; to oversee elections, including referenda; to recommend adjustments, improvements and refinements in the faculty organizational structure; to represent the general faculty to the Senate; and to call meetings of the general faculty when necessary. The committee shall annually elect a chair.

NOTE: The following standing rules have been approved by the Faculty: (1) May 20, 1969: "Meetings of the University Faculty shall normally be scheduled for two hours. If the agenda of a particular meeting is not concluded within two hours, a motion to adjourn shall include provision for a subsequent meeting. Alternatively, a two-thirds vote of those present could extend the meeting for another thirty minutes." (2) October 27, 1970: "Discussion and debate of any item on the agenda shall be limited to forty-five minutes unless an extension of that time is approved by majority vote. No person may speak more than twice on any item, nor longer than five minutes at either time. The presiding officer will adjudge specific applications of this standing rule." (3) September 9, 1975: "Photography is permitted at faculty meetings, utilizing existing light only." (4) October 14, 1975: "Qualified members of the press are admitted to faculty meetings."

Sec. 6(a) Faculty Senate: There is created the Faculty Senate to which the responsibilities of the University Faculty set forth in Sec. 2 are hereby delegated, with the specific exceptions of (1) the responsibility of approving changes in the constitution, (2) the responsibilities assigned by Sec. 7(a) to the Academic Freedom and Tenure Committee, and (3) the right of the Faculty to hold special meetings as described in Sec. 8. All actions under this delegation are subject to the rights of review and referendum reserved to the University Faculty by Sec. 6(h).

(b) The Faculty Senate shall be composed as follows:

(i) There shall be one senator for each thirty full-time faculty members or major fraction thereof from each school, college, and/or the University Libraries or branch with a full-time academic faculty, elected by the members of that faculty. For purposes of calculating the number of full-time faculty members the actual number of full-time contracted faculty shall be used. Budgeted positions not filled and part-time faculty will not be counted. No school, college, and/or the University Libraries or branch with a full-time academic faculty shall have less than one senator.

(ii) A full-time faculty member holding appointments in more than one school or college and/or the University Libraries shall select his constituent school or college and/or the University Libraries for purposes of representation in and election to the Faculty Senate by filing a written notice of such selection with the Secretary of the University no later than the first day of the spring semester of each election year.

(iii) There shall be two senators elected by the non-school or college, and/or the University Libraries academic units which have full-time faculty.

(iv) There shall be eight senators elected at large.

(v) All vice presidents and associate vice presidents of the university and all deans of schools and colleges, and/or the University Libraries and directors from branch colleges shall be ex-officio, non-voting members of the Faculty Senate.

(vi) The President of the University, the Secretary of the University, and the Presidents of the Associated Students (ASUNM) and the Graduate Student Association (GSA) shall be ex-officio members of the Faculty Senate without vote.

(c) Eligibility, nominations and elections:

(i) All members of the Voting Faculty as identified in Article 1, Sec. I(b), with the exception of ex-officio members, shall be eligible for election as voting members of the Faculty Senate, except that vice presidents of the University and all deans of schools and colleges and/or the University Libraries shall not be elected to voting membership.

(ii) Procedures for the nomination of individuals eligible for election to the Faculty Senate under the provisions of Sec. 6(b)(i) and Sec. 6(c)(i) above shall be determined by the faculty members of each school or college and/or the University Libraries which procedures and any subsequent changes therein shall be filed in writing with the Secretary of the University; provided, however, that academic deans and vice presidents shall not be eligible. Elections of school and college, and/or the University Libraries senators shall be accomplished and the certified results shall be filed with the Secretary of the University no later than the last working day of the sixth (6th) week of the spring semester as it appears in the official calendar of the University.

(iii) Procedures for the nomination of individuals eligible for election to the Faculty Senate under the provisions of Sec. 6(b)(iii) and Sec. 6(c)(i) shall be determined by faculty members of non school or college academic units. The procedures and any subsequent changes therein shall be filed in writing with the Secretary of the University. Elections of non-school or college academic units shall be accomplished and the certified results shall be filed with the Secretary of the University no later than the last working day of the sixth (6th) week of the spring semester as it appears in the official calendar of the University.

(iv) Nominations of individuals consenting to stand for election to the Faculty Senate under the provisions of Sec. 6(b)(iv) above shall be made by written petition signed by at least five members of the Voting Faculty and submitted to the Secretary of the University no later than the last working day of the ninth (9th) week of the spring semester as it appears in the official calendar of the University. Academic deans, vice presidents, and other ex-officio members of the Voting Faculty shall not be eligible for nomination.

(v) Elections of half the members of the Faculty Senate shall be held annually in the spring semester of the academic year. Balloting by the Voting Faculty for those members of the Faculty Senate to be elected at large shall be conducted by mail, and no ballot shall be valid that is not received by the Secretary of the University by the close of the tenth (10th) working day following the official date upon which ballots are mailed to members of the Voting Faculty by the Secretary of the University, which date shall appear on the ballot.

(vi) The Secretary shall notify all Faculty in writing of the results of the election of senators from all schools, colleges and/or University Libraries within five (5) working days of the deadline specified in 6(c)(ii). Final election results shall be reported by the Secretary of the University in writing to each member of the Voting Faculty prior to the last day of the spring semester as it appears in the official calendar of the University.

(vii) Voting members of the Faculty Senate shall be elected for terms of two years or until their successors are named, and shall take office on July 1 of the same year of their election. In order to allow for the implementation of staggered terms, in the elections of 1989, half the senators elected at large shall serve two-year terms and the other half shall serve one-year terms. Those receiving higher vote totals shall serve two-year terms, and those with lower vote totals shall serve one-year terms. Commencing in 1990 all elections shall be for two-year terms. No one shall serve more than four consecutive years as a voting member. Before regaining eligibility as a member, an interim of at least one year must elapse.

(viii) Schools, colleges and/or University Libraries shall provide their own procedures for filling vacancies in their delegations, which procedures and any subsequent changes in them shall be filed in writing with the Secretary of the University. When the positions of Senator-at-Large become vacant for any reason, the Committee on Governance shall make arrangements with the Secretary of the University for holding special elections to fill such vacancies.

(ix) Schools and colleges and/or the University Libraries and faculty from non-school or college academic units shall provide their own procedures for filling vacancies in their delegations, which procedures and any subsequent changes in them shall be filed in writing with the Secretary of the University.

(d) *Organization and Procedures:* The members of the Faculty Senate shall determine how the Senate shall be organized and what procedures shall be established to carry out the responsibilities delegated to it by Sec. 6(a) above; provided, however, that the presiding officer(s) of the Senate shall be elected by the voting membership from among their number, and provided that the Secretary of the University shall serve as the secretary of the Senate.

(e) *Meetings:* The Faculty Senate shall meet no less frequently than once per month during the regular sessions of the academic year exclusive of the summer session. Members of the University Faculty may observe the proceedings in a space provided for them. Individual faculty members may address the Senate by prior written request to the presiding officer or at the request of any senator. The Senate may provide reasonable limitations as deemed necessary.

(f) *Attendance at Meetings:* The Faculty Senate shall establish reasonable requirements for attendance at regularly scheduled meetings of the Senate and shall remove from office any member failing to meet those requirements.

(g) *Committees:* All standing committees of the University Faculty excepting the Faculty Policy Committee which is hereby expressly abolished and the Academic Freedom and Tenure Committee which is expressly preserved in Secs. 7(a) and (b) below, shall become committees of the Senate and responsible to it. In order to discharge the responsibilities delegated to it by this Constitution, the Faculty Senate is empowered to create, abolish, merge, or otherwise redefine functions of standing committees of the Faculty Senate, except the Academic Freedom and Tenure Committee. Each standing committee under the jurisdiction of the Faculty Senate as provided for in this subsection shall have at least one senator as member. Any member of the University Faculty is eligible for membership on standing or special committees. No member shall serve on more than two standing committees at a time.

(h) *Review and Referendum:* The University Faculty reserves the right of review over actions of the Faculty Senate in that the Senate is the agent of the University Faculty and exercises all authority by way of delegation. All actions of the Faculty Senate shall be reported in writing to the Voting Faculty regularly and within ten (10) working days of such action. Additionally, the approved minutes of the Faculty Senate shall be distributed to the University Faculty within three working days after the meeting at which they are approved.

(i) All actions taken and so reported shall be subject to review and reconsideration by the University Faculty upon written petition made to the President of the University by not less than five percent (5%) of the members of the Voting Faculty, provided such petition is received by the President no later than one month after the Senate action is taken. Senate action shall become effective after one month unless the President receives a valid petition within this period.

(ii) The President shall convoke the University Faculty within ten (10) working days following receipt of a valid petition. The agenda of such a faculty meeting shall be limited to debate on the petitioned matter(s) and the faculty may vote to have the Faculty Senate reconsider the action(s) involved, which reconsideration must be undertaken no later than the next regular meeting of the Faculty Senate.

(iii) If the Faculty Senate reaffirms the questioned and referred action(s), the question shall then be submitted to the entire Voting Faculty by mail referendum within ten (10) working days of the Faculty Senate's action of reaffirmation. If fifty percent (50%) of the Voting Faculty cast ballots, and if a simple majority of those voting disapprove of the Senate's action(s), the Senate shall be overruled. Ballots to be valid must be received by the Secretary of the University within ten (10) working days from the official date upon which the ballots were mailed.

Sec. 7(a) There shall be an Academic Freedom and Tenure Committee to discharge the functions assigned to it under the provisions of the Policy on Academic Freedom and Tenure; from time to time to review the policy and recommend appropriate changes in it; to hear appeals regarding sabbatical leave applications; and to make recommendations for appropriate changes in the sabbatical leave policy of the University.

(b) The membership of the Academic Freedom and Tenure Committee shall be composed and elected as follows: thirteen members, all of whom shall be members of the Voting Faculty, with tenure (or whose tenure decision date has passed without adverse notification). Not more than one member of any department shall serve as a member on the committee at the same time. The Voting Faculty shall make nominations by mail addressed to the University Secretary. Election shall be by a mail ballot, accompanied by biographical sketches of the nominees, distributed by the Secretary to all members of the Voting Faculty

who shall then indicate their choices up to a maximum of six in even-numbered years or of seven in odd-numbered years. The six nominees in even-numbered years or the seven nominees in odd-numbered years receiving the highest number of votes shall become members of the committee for a two-year term commencing at the start of the academic year following election. The remaining nominees shall be called on to serve, in order of the votes they have received, as replacements to complete the terms of any members of the committee who shall resign from the committee during the academic year following the election. No committee member shall serve more than two consecutive two-year terms. chairperson elected by committee. For a complete statement of the composition, functions, and duties of the Committee on Academic Freedom and Tenure, see Section 21 of the Policy on Academic Freedom and Tenure.

Sec. 8 By written petition to the President of (5%) of the Voting Faculty, issues not raised by the Faculty Senate may be placed on the agenda of a special faculty meeting, debated, and submitted to a written ballot of the Voting Faculty for majority decision.

Article II. College and Departmental Organization

Sec. 1 College Responsibilities: The Faculty of each College, School shall be an autonomous unit in all matters relating to that particular College, School subject to review under the powers set forth in Article I, Section 2.

Sec. 2 Membership: Faculty membership in a college or department shall be as defined in Article I, Section 1(a) for membership on the University Faculty. For college and departmental voting purposes, such membership shall normally be as defined in Article I, Section 1(b). Those faculty members of a college or department whose eligibility to vote is defined in Article I, Section 1 (b) may, upon formal motion and majority approval, establish a general policy extending voting privileges in that college or department to those - i.e., faculty members - holding temporary or part-time appointments in that college or department. Formal notification of such action shall be made to the Secretary of the University. Persons described in Article I, Section 1(a) and 1(b) as ex-officio members of the Faculty shall have voting privileges only in the colleges and departments in which they hold academic rank.

Sec. 3(a) Procedure: The Faculty of each College shall decide upon the procedure for the efficient functioning of the College.

(b) Regular meetings shall be held at intervals agreed upon by the College Faculty. Special meetings shall be called at the discretion of the presiding officer or whenever a request in writing is made by ten members of the College Faculty, or by a majority from a Faculty of fewer than twenty members.

Sec. 4(a) Departments: The Faculty of each Department shall, with the advice and consent of the Dean of the College, decide upon the organization and procedure for the efficient functioning of the Department.

(b) Meetings shall be called at the discretion of the presiding officer or whenever a request in writing is made by ten percent of the departmental faculty.

Article III. The Administration

Sec. 1 The President: The President of the University shall be the principal officer of the University and with the assistance of his administrative officers shall carry out the measures enacted by the Voting Faculty within the scope of its responsibilities, and shall perform those duties assigned by the Regents.

Sec. 2 Vice Presidents and Associate Vice Presidents: The Vice Presidents and Associate Vice Presidents shall perform such duties as the President may from time to time assign.

Sec. 3(a) Deans of Colleges and Schools: The appointment of Deans of Colleges shall be recommended to the Regents by the President after appropriate consultation with all Department Heads of the Colleges concerned, University Officers, and other interested persons. The appointment of the Dean of Graduate Studies shall be recommended to the Regents by the President after appropriate consultation with the Senate Committee on Graduate Programs and Standards, University Officers, and other interested persons.

(b) The Dean shall be the principal officer of the College or School and shall act as executive officer and representative of the College Faculty. With regard to educational policy, the dean shall prepare plans for consideration of the Faculty, shall carry into effect those plans which it adopts and shall perform such other duties as fall within the scope of the office.

(c) The Dean shall be the presiding officer at meetings of the College Faculty. In case of absence or inability to preside, a substitute shall be designated.

Sec. 4 Other Administrative Officers: The appointment of administrative deans (Dean of Students) and other chief administrative officers shall be recommended to the Regents by the President. They shall perform such duties as properly pertain to their offices.

Article IV. General

Sec. 1 Adoption of Constitution: This Constitution shall be effective when approved by a two-thirds vote of the University Faculty present and voting and ratified by the Regents.

Sec. 2 Amendments: This Constitution may be amended by a two-thirds vote of those Voting Faculty members responding to a mail ballot after presentation twice to the Faculty for debate in meetings at least four weeks apart and subsequent ratification by the Regents.

Sec. 3 Distribution: The Secretary of the University shall keep on file a copy of this Constitution and the Bylaws as amended from time to time, and shall distribute copies to all members of the Faculty by publication in the Faculty Handbook or otherwise.

Approved by the University Faculty

April 11, 1949

Ratified by the Regents

May 14, 1949

Amended in 1957, 1967, 1969, 1970, 1971, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1981, 1982, and 1985



A52.2: Committee on Governance

Policy

The Committee on Governance is a constitutionally designated standing committee of the general faculty and members are elected by the entire voting faculty.

According to the Faculty Constitution, Article I, Sec. 5(c) as amended in 1984:

(A committee of five voting members of the general faculty shall be nominated and elected by mail ballot for overlapping three-year terms. Duties of this committee are to prepare, in conjunction with the Secretary of the University, the agenda of general faculty meetings; to oversee elections, including referenda; to recommend adjustments, improvements and refinements in the faculty organizational structure; to represent the general faculty to the Senate; and to call meetings of the general faculty when necessary. The Committee shall annually elect a chair.)



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A53: Development and Approval of Faculty Policies

Policy

Effective: August 27, 2013

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



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

POLICY RATIONALE

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

POLICY STATEMENT

All UNM policies which pertain primarily to faculty and academic matters are placed in the *Faculty Handbook* and are subject to the review and approval requirements defined in this Policy Document. The scope of *Faculty Handbook* policies is established by the [Faculty Constitution](#) and the right to review and take action on these policies is granted to the faculty by [UNM Board of Regents Policy 5.1](#) "The Faculty's Role in the University's Academic Mission."

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

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

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

3. Distribution and Notification of New or Amended Policy.

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

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

APPLICABILITY

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

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

DEFINITIONS

No specific definitions are required for this Policy Statement.

WHO SHOULD READ THIS POLICY

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

RELATED DOCUMENTS

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

Faculty Handbook [Policy A50](#) "The Faculty's Role in the University's Academic Mission"

Faculty Handbook [Policy A51](#) "Faculty Constitution"

[University Administrative Policies](#)

[University Catalog](#)

[Pathfinder](#)

HSC Policy on Policies, which contains procedures specific to the HSC

CONTACTS

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

PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HISTORY

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

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

August 27, 2013 – Approved by the Faculty Senate



A60: Faculty Senate Bylaws

Policy

Approved March 31, 1981; Amended May 9, 1989; Amended April 10, 1990; Amended May 11, 1993;

Amended April 1990; April 1990 amendment was rescinded November 1993;

Amended April 28, 1998; Amended March 27, 2001, August 27, 2002; Amended October 28, 2003; Amended April 27, 2004

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



I. SENATE STRUCTURE

A. OFFICERS

1. The Senate shall elect the following officers and representatives annually.

- (a) President
- (b) President-elect
- (c) Four members of the Senate Operations Committee

2. The Operations Committee will also include the immediate past President of the Senate, whether or not he or she is a member of the Senate. The Operations Committee will always include seven faculty members, so that if the President and President-Elect are the same person, (i.e., when the President-Elect runs for a second term and is elected, or if the Past President and President are the same person, (i.e., during the second term of a two-year term as President), then five members of the Operations Committee shall be elected.

3. DUTIES OF OFFICERS

(a) The President shall have the following duties:

- (1) Serve as chairperson of the Senate and the Operations Committee.
- (2) Represent the Faculty before the Regents, Administration and other groups by attending requisite functions and committee meetings.
- (3) Appoint ad-hoc committees as necessary to conduct Senate business.

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

- (1) Serve on the Operations Committee
- (2) Perform the duties of the President in the absence of the President.
- (3) Assist the President in representing the faculty before the Administration, the Regents, and other groups.
- (4) Oversee Faculty Senate committee appointments.

4. ELECTION OF OFFICERS AND OPERATIONS COMMITTEE MEMBERS

- (a) The election of the President and Operations Committee members shall be conducted annually at a special meeting of the incoming Senate held at the close of the spring term of the preceding academic year. Alternatively, at the discretion of the President, this election may be conducted electronically.
- (b) The election shall be chaired by the outgoing President of the Senate.
- (c) The new officers and Operations Committee members shall take office on July 1 of the year of their election.
- (d) Nominations and self-nominations for President, President-Elect, and Operations Committee may be made by incoming senators at a regular Senate meeting or electronically to the University Secretary's office, which will verify the senator's willingness to serve.
- (e) Among the five voting members of the Operations Committee, at least four colleges must be represented.
- (f) If the President or President-Elect does not complete his or her term of office, the Operations Committee will arrange for the Senate to elect a replacement at the earliest opportunity.
- (g) If a member of the Operations Committee does not complete his or her term of office, the Operations Committee will either find a replacement from the un-elected candidates from the most recent Operations Committee election (taking the unelected candidate with the most votes from an eligible college) or, if this is not possible, arrange for a new election of a replacement by the Senate.

B. SENATE OPERATIONS COMMITTEE

1. MEMBERSHIP

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

2. DUTIES

- (a) Perform basic administrative functions to facilitate the work of the Senate and Senate Committees.
- (b) Establish priorities and set agenda for Senate meeting
- (c) Transmit to the Senate with recommendations as to adoption of all reports, recommendations and proposals received from Senate Committees. In performing this function, the Operations Committee shall not change committee recommendations or proposals without the approval of the originating committee. It may refer a recommendation back to the committee for further study or it may present its own recommendations to the Senate together with those of the originating committee.
- (d) Coordinate the activities of all Senate Committees.
- (e) Study Senate procedures and structure and make recommendations for their improvement.
- (f) Recommend to the Senate changes in the committee structure in keeping with Article I, Section 6 (g) of the Faculty Constitution.

- (g) Coordinate the work of Senate committees and the administration by forwarding relevant committee reports and recommendations to the appropriate group or individual for additional consideration and comment.
- (h) Function as a committee on committees. (Recommend to the Senate the appointment of committee members and chairpersons.)
- (i) Assist the President and President-Elect in representing the faculty before the administration and Regents, on an as needed basis.

C. OTHER SENATE COMMITTEES AND REPRESENTATION

(See Section III for membership and duties)

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

- (a) Admissions and Registration Committee
- (b) Athletic Council
- (c) Bachelor of University Studies Faculty Advisory Committee
- (d) Budget Committee
- (e) Computer Use Committee
- (f) Curricula Committee
- (g) Faculty Ethics and Advisory Committee
- (h) Faculty and Staff Benefits Committee
- (i) Graduate Committee (members appointed by Colleges/Schools)
- (j) Governmental Relations Committee
- (k) Intellectual Property Committee
- (l) Library Committee
- (m) Research Allocations Committee
- (n) Research Policy Committee
- (o) Scholarship Committee
- (p) Teaching Enhancement Committee
- (q) Undergraduate Committee
- (r) University Honors Council
- (s) University Press Committee

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

- (a) Campus Development Advisory Committee

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

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

II. SENATE OPERATING POLICIES

A. COMMITTEES

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

2. All members of the University voting faculty are eligible for appointment to standing faculty committees or as faculty representatives on administrative and student committees. Appointments shall be determined by the Senate upon recommendation of the Operations Committee.
3. During the Spring Semester of each year, all faculty shall be asked to rank the various committees according to their preference for membership on those committees. The Operations Committee shall recommend appointments to committees based as feasible upon the stated preferences of faculty members.
4. Senators are encouraged to serve on a University Committee, and will be given priority consideration in appointments to committees.
5. Initial committee appointments will normally be effective on July 1 of the year of the appointment. Replacement appointments will be effective when approved by the Senate.
6. When it is desirable, in the judgment of the Operations Committee and the current Committee chair, if there is one, for a committee appointment to begin as soon as possible, the Operations Committee may make such an appointment on a provisional basis, pending approval by the Senate at its next meeting.
7. Administrative officers (Vice Presidents and College Deans) shall not serve as Senate appointed committee members.

B. ABSENTEEISM

1. Given the importance of insuring active participation of all Senators and representation of all parts of the university, if a Senator misses two Senate meetings in a given semester, the President shall consult with the Senator concerning attendance and may, after consultation with the Operations Committee, declare the seat vacant.
2. If a Committee member of any Faculty Senate Committee misses two meetings in a given semester, the Chair of the Committee should consult with that person and may recommend to the Operations Committee that the seat be declared vacant and the person replaced.

C. PROCEDURE

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

III. COMMITTEE MEMBERSHIP AND DUTIES

- A. The duties and composition of committees presently listed in the Faculty Handbook will remain as stated.
- B. For committees not presently listed in the Faculty Handbook, the composition will be determined by the Operations Committee.



A61.22: Policy Committee

Policy

(Approved by the Faculty Senate October 23, 2007; Revised by the Faculty Senate November 27, 2007)

The primary role of the Policy Committee shall be to support the University's overall purpose, principles, and goals. In the interest of shared governance, the functions of the committee shall include, but not be limited to initiating, formulating, recommending, and reviewing all policies of the University that impact the faculty. The charge to this committee is as follows:



- Review, as necessary, policies of the Regents' Handbook, Faculty Handbook, Constitution, University Business Policies and Procedures, and the Pathfinder;
- Consult and collaborate with administrators with respect to policies in documents other than in the Faculty Handbook;
- Communication of policies across the campuses after Faculty Senate approval, full faculty approval, or as per policy history; and
- Review policies developed by other standing committees.

The Policy Committee membership will be comprised of seven voting faculty (from at least three schools and colleges including the Health Sciences Center and none of whom are from the same department). At the committee's request, an attorney from the University Counsel's office with primary responsibilities for policy issues shall attend committee meetings and provide legal advice to the Policy Committee. The terms of office shall be for three years, set up on a staggered basis so that the terms of at least three members will expire each year. Members can be appointed for a second three-year term. The chair is elected by the Committee and normally will serve a renewable two-year term. The Committee annually selects a Vice-Chair to serve in place of the chair in his/her absence. In addition to the Committee members, subcommittee membership will be augmented with other faculty, administrators, staff, and students as required for specific subcommittee tasks.

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B6: Academic Freedom and Tenure Committee

Policy

(*Approved by Regents December 8, 1998)

(**Approved by Faculty December 7, 1998)



SECTION 6: ACADEMIC FREEDOM AND TENURE COMMITTEE

6.1 COMPOSITION, ELECTION, DUTIES, AND SUPPORT OF COMMITTEE

The faculty Academic Freedom and Tenure Committee (the Committee) shall consist of 13 members, all of whom shall be tenured members of the voting faculty. For the purpose of this Section, members of the voting faculty shall exclude departmental chairs and other academic administrators above the rank of chair. The following shall apply:

- Not more than one member of any department or equivalent unit shall serve as a member of the Committee at the same time.
- The Committee may appoint its own counsel. The University shall bear the cost of the services of such counsel.
- A quorum shall consist of seven (7) members.
- The office of the Secretary of the University shall provide clerical and administrative support for the Committee, including facilitating the communication of the Committee with members of the faculty, the administration and the Board of Regents and others, and serving as a repository of information and records relevant to the Committee.

6.1.1 Nominations

Nominations of at least 14 persons shall be made by mail addressed to the University Secretary.

6.1.2 Election

Election shall be by mail ballot. Ballots, accompanied by biographical sketches of the nominees shall be distributed by the Secretary to all eligible members of the voting faculty. Eligible faculty members may vote for a maximum of six (6) candidates in even-numbered years and seven (7) in odd-numbered years. The six nominees in even-numbered years and the seven nominees in odd-numbered years who receive the most votes shall become members of the committee for two-year terms commencing at the start of the academic year following election. The remaining nominees shall be called on to serve, in order of the votes they received, as replacements to complete the terms of any members who resign from the Committee after the election.

6.1.3 Term

The term of service shall be two years. Committee members may be elected to a second two-year term. At least one year must pass before a Committee member who has served two consecutive two-year terms is again eligible to serve.

6.1.4 Duties

The Committee shall (1) discharge the functions assigned to it as defined herein, and (2) from time to time review this statement of policy and recommend appropriate revisions.

6.1.5 Effective Date and Revision of Policy on Academic Freedom and Tenure

This policy and any subsequent revision thereof shall become effective immediately after approval by the University faculty and

approval by the Regents and shall supersede all previous action or statements of policy relative to academic freedom and tenure, and faculty appointment and promotion, except that the mid-probationary standards established in Sec. 4.6.1(c) shall apply only to faculty hired after the effective date of this policy and that the procedures and standards for handling complaints and appeals set forth in Sec. 6 shall apply only to complaints filed with the Committee after the effective date of this policy.

6.2 MATTERS THAT MAY BE APPEALED OR REFERRED TO THE COMMITTEE

6.2.1 General

(a) The Academic Freedom and Tenure Committee is responsible for reviewing significant decisions affecting faculty tenure, promotion, sabbatical leave and employment, and determining if any of the following influenced the decision-making process:

1. violation of academic freedom,
2. improper consideration in which a decision on substantive issues was not based upon impartial professional academic judgment and resulted in prejudice to the faculty member, or
3. procedural violations of Faculty Handbook policies that resulted in prejudice to the faculty member.

(b) Academic freedom is defined in the 1940 Statement of Principles adopted by the American Association of University Professors and is the right of all members of the faculty and graduate students employed in teaching and research positions.

(c) In reviewing allegations, the Committee shall not reverse or modify the decision of an appropriate University officer or faculty body solely because it disagrees with their academic judgment. The Committee may reverse or modify a decision only if the decision violated the faculty member's academic freedom or was based upon improper considerations. The Committee may judge a matter to involve procedural violations and remand the matter to the appropriate administrative officer with remedies (Sec. 6.6 (e)).

(d) If a faculty member wishes to appeal on grounds not within the jurisdiction of the Committee, he or she may appeal a decision by the Provost/VPHS to the President. Matters that can be appealed or referred to the Committee are described in Sec. 6.2.

6.2.2 Matters Involving Termination of Employment

(a) Denial of Tenure

If the Provost/VPHS denies tenure to a faculty member and that faculty member believes that infringement of academic freedom, improper considerations, or prejudicial violation of the procedures specified in this Policy occurred, the faculty member may appeal the decision to the Committee. If the faculty member bases an appeal on issues outside the jurisdiction of the Committee, he or she may present the appeal to the President.

(b) Dismissal of Tenured Faculty Member

1. If, after all reasonable efforts to resolve disputes and correct problems have failed, the University intends to proceed with terminating the services of a tenured faculty member who does not accept the terms of the action, the President of the University shall file a complaint with the Committee as provided herein. The burden of proof in such cases shall be on the President.
2. In cases in which grounds for termination of a tenured faculty member are conviction or admission of a serious crime the President may terminate the faculty member's services. If the faculty member contends that the violation does not constitute adequate cause for revocation of tenure, the faculty member may appeal the President's termination decision to the Committee on that ground. Tenured clinical faculty whose services are terminated because of loss of medical licensure or hospital privileges may appeal such decision to the Board of Regents rather than through the Committee.

(c) Dismissal or Non-Renewal of a Non-Tenured Faculty Member

If the annual contract of a probationary faculty member is not renewed by the Provost/VPHS, or a faculty member receives a

negative mid-probationary review, or a probationary or other non-tenured faculty member is dismissed during the term of his or her contract and if the faculty member believes that violation of academic freedom, improper considerations, or prejudicial violations of the procedures specified in this Policy occurred, the faculty member may appeal the action to the Committee.

(d) Involuntary Retirement

If a faculty member has been involuntarily retired and believes that the action is associated with violation of academic freedom, improper considerations, or prejudicial violation of the procedures specified in this Policy, the faculty member may appeal the decision to the Committee. (See Sec. 5.3.5 on termination for health reasons.)

(e) Dismissal of Student Assistants

If a graduate, teaching, research or project assistant is dismissed and the student assistant believes that violation of academic freedom, improper considerations or prejudicial violation of the procedures specified in this Faculty Handbook are involved in the dismissal, he or she may appeal the dismissal to the Academic Freedom and Tenure Committee. In this context, student assistants shall be considered faculty.

6.2.3 Matters Not Involving Termination of Employment

(a) Denial of Promotion

If the Provost/VPHS makes a negative decision on the granting of promotion to a faculty member and the faculty member believes that violation of academic freedom, improper considerations or prejudicial violation of University procedures are involved in that decision, the faculty member may appeal the decision to the Committee.

(b) Denial of Sabbatical Leave

If a faculty member has been denied a sabbatical leave and that faculty member believes that violation of academic freedom, improper considerations or prejudicial violation of the procedures specified in this Policy are involved in that decision, the faculty member may appeal the decision to the Committee.

(c) Report of Violation of Academic Freedom or Faculty Handbook Procedure

Anyone discovering what he or she believes to be a violation of academic freedom anywhere within the University or of the procedures specified in this Policy, may properly bring the matter to the attention of any member of the Committee. A current roster of the Committee is maintained by the University Secretary.

6.2.4 Use of Advisory Committees or Boards

(a) Report of Unethical Behavior by a Faculty Member

If any matters in Sec. 6.2 involve claims of unethical behavior by a faculty member, the case may be referred initially by the AF&T Committee to the Faculty Ethics and Advisory Committee for review and recommendation (Appendix VIII). The AF&T Committee will accept the report from the Faculty Ethics and Advisory Committee and apply the recommendations in a manner appropriate to the case before the AF&T Committee.

(b) Discrimination Claims Involving Faculty

If any matters in Sec. 6.2 involve claims of unlawful discrimination by or against a faculty member, the case may be initially reviewed and investigated by the University Office of Equal Opportunity Programs (OEOP). This process shall follow established University procedures and include consultation by the director of OEO with the chair of the Committee on Academic Freedom and Tenure or a designee. The investigation by the OEO shall not exceed three (3) months unless there are extenuating circumstances. After conclusion of the OEO investigation, the Committee, at its discretion, may consider the evidence obtained by and the determination of the OEO investigation in connection with the issues before it.