



WVNMU

Faculty Handbook

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Preface

The purpose of the Faculty Handbook is to govern the relationship between the Faculty and the Administration and Board of Regents of Western New Mexico University. A Faculty Handbook cannot be static nor can it ever be expected to achieve total perfection. There is an obligation, therefore, on all persons having occasion to refer to this Handbook to suggest improvements, additions, or clarifications as they may be perceived to be necessary or helpful to the common goal. Procedures for amendments are covered in Section 105 of the Handbook.

Mission

An open-access Hispanic-Serving Institution (HSI) and New Mexico's Applied Liberal Arts and Sciences University, Western New Mexico University combines a foundation of liberal arts education with quality professional programs and career and technical preparation in a diverse, inclusive, creative, and caring community of learners empowered with the essential skills and knowledge for lifelong success in work and life.

Al ser una Institución al Servicio de Hispanos (HSI) y de inscripción abierta, así como la Universidad de Artes Liberales y Ciencias Aplicadas de Nuevo México, Western New México Universitario combina una base de educación en artes liberales con programas profesionales de calidad y preparación técnica en una comunidad diversa, inclusiva, creativa y solidaria de estudiantes capacitados con habilidades y conocimientos esenciales para el éxito permanente en la vida y el trabajo.

Vision

Western New Mexico University is a premier and innovative Applied Liberal Arts and Sciences University in combination with internationally recognized professional programs and career and technical preparation. Its students achieve career goals, become conscientious citizens, practice social and environmental responsibility, and impact their communities and their futures as independent thinkers who know themselves within the changing context of a global, digital world. Embracing its identity as a Hispanic Serving Institution, WNMU is the central contributor in its region for public service, economic development, and cultural enrichment.

Western New México Universitario es una Universidad de Artes Liberales y Ciencias Aplicadas líder e innovadora que combina programas profesionales reconocidos internacionalmente y la preparación profesional técnica. Sus estudiantes alcanzan metas profesionales, formándolos en ciudadanos comprometidos, que practican la responsabilidad social y ambiental, que tienen impacto en sus comunidades y en su futuro como pensadores críticos independientes que se conocen a sí mismos dentro del contexto cambiante de un mundo global y digital. Adoptando su identidad como una institución al servicio a hispanos, WNMU es la contribuyente central en su región para el servicio público, el desarrollo económico y el enriquecimiento cultural.

Established in 1893 in Silver City as a Normal School in the Territory of New Mexico, WNMU has grown through the years to serve the western part of New Mexico in five communities: Silver City, Gallup, Lordsburg, Deming, and Truth or Consequences, NM, offering courses face to face as well as via instructional television and online.

Silver City is located in the foothills of the Mogollon Mountains and the Black Range at an elevation of 6,000 feet; it enjoys a dry, mild, and invigorating climate. The nearby Gila National Forest provides opportunities for backpacking, camping, hunting, and fishing. Within the forest are hiking trails and Indian ruins, including the famous Gila Cliff Dwellings.



Section 100 Governing Structure

Section 101: Governing Structure

1. Board of Regents

The Constitution and the laws of the State of New Mexico vest the control and management of Western New Mexico University in the Board of Regents; giving full and complete power and control over the University to the Board. The Legislature has expressly recognized the authority of the Board to do those things that will be for the best interest of the institution in the accomplishment of its mission.

2. President

The President of the University is the chief executive officer of the institution and is recognized by the Board of Regents as the ranking officer of the University. The President administers the University in accordance with the Constitution and laws of the State of New Mexico and the policies and directives of the Regents. The University President is appointed by and reports directly to the Board of Regents.

3. Provost/Vice President for Academic Affairs

The Vice President for Academic Affairs is an executive officer, chief academic officer, and representative of, as well as being responsible to the university faculty. The office provides leadership in all academic matters, administers academic policies as adopted by the Board of Regents and the Faculty, and assists the President in the preparation of budgets and in making presentations to various legislative and administrative bodies. The Vice President for Academic Affairs is recognized as the second-ranking officer of the University and serves at the pleasure of the President.

4. College Deans

The Dean of each academic college, with the advice and assistance of the Vice President for Academic Affairs, is responsible for the organization and function of the college. The College Deans, to the extent possible, facilitate consensus among assigned faculty and exercise responsibility for its academic and administrative functions; including faculty and staff evaluation, outcomes assessment, faculty development, budgets, and facilities of the college. This authority is exercised in the context of shared governance with the college faculty. The Deans report to the Vice President for Academic Affairs and serve as full-time administrators.

5. Department Chairs

The Department Chair serves the role of first among equals. The Chair is responsible for the administration of their respective unit's budget and curriculum and provides supervision and leadership for the Faculty. The Chair is expected to provide leadership for the Department by facilitating consensus among department Faculty. The Chair is a liaison between the department

and the College. The department Chair's authority is exercised in the context of shared governance with the Department Faculty. The Chairs report directly to the College Dean and are responsible directly to the Faculty members of their respective Departments.

6. Faculty

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. The faculty recommends the requirements for the degrees to the president.

It is only through the dedication and commitment of the Faculty and a strong curriculum that the University can produce students with the intellectual capacity and flexibility required to become truly educated and to meet the demands of a culturally diverse, technological society.

To accomplish this, the University recognizes that its first obligation is to develop, enhance, and maintain quality academic programs of instruction. The quality of the educational experience depends not only on the quality of the academic programs offered, but also on the close human and intellectual relationships among students, Faculty, and staff.

The Colleges are the central units through which these goals can be achieved.

The following terms are used throughout this paper as defined:

1. Program - A collection of courses leading to the completion of a degree or certification.
2. Department/School - An academic unit consisting of Faculty who share resources and are committed to the programs offered within the unit. For the purposes of this document, "Department" will include Schools and Divisions.
3. College- An academic unit consisting of a number of academic disciplines and/or academic Departments.
4. Autonomy - The degree of policy making and operational independence that renders a Department, School, or College free of interference so long as this independence is executed according to approved university policy and reasonable and clearly articulated rules governing the responsibility among institutional units.



Section 200 Standards

Section 201: Standards

1. Mission and Goals

The Department, School, and College has a stated mission and corresponding goals that are consistent with the University mission and the Strategic Plan.

1. The program goals are reflected in program implementation through the objectives of the curriculum, including the objectives of the individual courses; Faculty assignments and workload participation in research and service; other program initiatives, events, or projects; and in the focus and substance of program evaluation activities.
2. The Department/School or College mission and goals are distributed to all Faculty members, are reflected in Department/School or College documents, and are used in systematic evaluation.
3. The program goals promote a high quality of educational preparation for entry into graduate or professional degree programs or into a career.

2. Curriculum

The Department/School or College offers at least one baccalaureate degree program. The purposes, structure, curriculum, methods of instruction, and outcomes of the program(s) are consistent with the stated program and institutional goals. The program curriculum is developed and organized as a coherent and integrated whole. All program components, including part-time and off- campus, are expected to provide equal educational quality.

1. The program curriculum prepares students for advanced degree opportunities and for professional careers.
2. The Department/School or College Faculty establishes and maintains close reciprocal and ongoing relationships with the profession for the continuous evaluation of curriculum.
3. The methods of instruction reflect the cognitive, affective, and behavioral components of learning appropriate to the attainment of the program goals.
4. Instructional methods are designed to stimulate students' intellectual capacities and to promote students' responsibility and active involvement in their learning.
5. Courses throughout the curriculum, including practica and internships, have clearly articulated objectives, outlines, required readings, and methods for evaluation.

3. Outcomes and Evaluation

1. The expected Department/School or College outcomes must be stated in Department/School or College (where applicable) planning documents and should include student achievement gains and other outcomes the Department/School or College Faculty consider desirable, such as student and Faculty contributions to the institution, the profession, and the community.

2. The expected outcomes are stated in Department/ School or College planning documents and are consistent with the program goals and the University's mission.
3. The expected outcomes shall include educational outcomes, subsequent activities of graduates, and other outcomes reflecting student and Faculty activity.
4. The Department/School or College shall engage in on-going, systematic self-study in the evaluation of its program(s). It shall document the extent to which each expected outcome is achieved by program graduates.
5. Evaluation documents may include, but are not limited to, information gained from current students, Faculty, graduates, and employers; these data are used in program planning and curriculum design revisions.
6. The Department/School or College is expected to seek appropriate outside peer review, as applicable, for each of its programs.

4. Autonomy and Resources

Each Department/School or College has sufficient autonomy subject to available resources to realize its goals. Each unit has authority and responsibility for decision making with respect to goal setting, program planning, and achieving specified outcomes and accreditation.

1. Each Department/School or College has its own budget(s) and is responsible for budget development and administration.
2. The Faculty of each Department/School or College has authority and responsibility to participate in recruiting, retaining, terminating tenure, promoting, and evaluating Department/School or College Faculty, subject to the policies and procedures of the institution.
3. The Faculty of each Department/School or College has the primary authority and responsibility to develop plans and procedures for acquiring resources sufficient to carry out the specified Department/School or College goals and to implement those plans and procedures.
4. Each Department/School or College has administrative and secretarial support staff demonstrably adequate to ensure the achievement of the program goals.
5. Each Department/School or College program(s) has full-time Faculty adequate in number and in range of expertise, based on educational background and experience, to achieve its specified goals.
6. Faculty responsibilities include, among other duties, the design, modification, approval, implementation, and evaluation of its curriculum and educational policies; systematic and continuous evaluation of outcomes in light of the specified goals; and the maintenance of program integrity.
7. The Faculty associated with any specific Department/School or College discipline may recommend to the respective Dean and the Vice President for Academic Affairs discipline-oriented guidelines and/or develop procedural documents that further explain policies stated herein so long as those documents do not contradict the WNMU Faculty Handbook will always take precedence.

5. Policies and Practices

1. Institutional policies and practices, including the Faculty Handbook, will supersede any Department/School or College policies and practices.
2. Each Department/School or College can state and implement criteria and processes for student admissions.
3. Each Department/School or College shall provide orientation, mentoring and professional development for Faculty.
4. Each Department/School or College shall provide advisement and mentoring for students.
5. Each Department/School or College shall work to increase the participation and success of a diverse Faculty and staff population in higher education. Department/School or College activities shall be conducted without discrimination.

6. The College Deans

The Dean of each academic college, with the advice and assistance of the Vice President for Academic Affairs, is responsible for the organization and function of the college. The College Deans, to the extent possible, facilitate consensus among assigned faculty and exercise responsibility for its academic and administrative functions; including faculty and staff evaluation, outcomes assessment, faculty development, budgets, and facilities of the college.

This authority is exercised in the context of shared governance with the college faculty. The Deans report to the Vice President for Academic Affairs and serve as full-time administrators.

Selection of Dean:

Upon the recommendation of the College Search Committee and with approval of the Vice President for Academic Affairs, the Dean shall be appointed by the President of the University.

Evaluation of the Dean

The annual evaluation shall be initiated by the Vice President for Academic Affairs and shall include participation by College Faculty and full-time support staff. The evaluation shall be related to the duties listed above (Responsibilities/Authority of Dean).

7. The Department Chair/Associate Dean

The Department Chair serves the role of first among equals. The Chair is responsible for the administration of their respective unit's budget and curriculum and provides supervision and leadership for the Faculty. The Chair is expected to provide leadership for the Department by facilitating consensus among department Faculty. The Chair is a liaison between the department and the College. The department Chair's authority is exercised in the context of shared governance with the Department Faculty. The Chairs report directly to the College Dean and are responsible directly to the Faculty members of their respective Departments.

References in this document to “Department Chairs” shall be considered to include Directors of Divisions and Associate Deans of Schools who fulfill similar functions.

Responsibilities/Authority of Chair

1. To promote a Department environment of participatory governance, involving Faculty, staff, and students, where consensus is the norm.
2. To promote and support an environment where the chair is accepted as colleague and Faculty member in addition to serving an administrative role.
3. To promote and support an environment of integrity and responsibility, and to take corrective action, including the issuance of discipline, in cases of improper behavior on the part of Faculty or staff.
4. To promote effective processes for the mediation of Department conflicts among Faculty, staff, and students, including such matters as academic grade appeals.
5. To call and direct Department meetings at least 4 times each semester in order to solicit Faculty input on the administrative decision-making process and to do the business of the department.
6. To delegate to Faculty the responsibility for specific facilities and activities in order to increase the efficiency of Department operations. Additionally, program coordinators may be designated as appropriate to the Department.
7. To appoint part-time Faculty and staff (subject to administrative authorization and review) after consulting with the Department Faculty who will be most closely associated with the part-time position.
8. To coordinate the creation of class schedules and the allocation of teaching assignments in consultation with the Faculty in the various disciplines within the Department.
9. To coordinate the acquisition and maintenance of adequate library resources to meet academic program needs.
10. To maintain specific Department files and data pertaining to staff, equipment, facilities, finances, students, curricula, and Department activities.
11. To oversee the selection of graduate students pursuing departmental concentrations and programs.
12. To facilitate an effective system of undergraduate and/or graduate student advisement.
13. To advise the College Dean in carrying out the duties delegated to the Dean by the Vice President for Academic Affairs.

Responsibilities/Authority of Associate Deans

Associate Deans assume all of the responsibilities that Chairs perform, but have additional duties that are listed further below.

1. **Overseeing.** Oversees Program(s) accreditation within the academic unit. Responsibilities include preparation of Quality Assurance Reports, Self-Study Reports and other Outcome Assessment
2. **Representative.** Serve as the WNMU representative for local, regional and state initiatives. Constant involvement in these initiatives is required.
3. **Compliance.** Monitor programs to ensure compliance with applicable accrediting bodies, and state and federal requirements.

4. **Reporting.** Oversees the development, implementation and reporting of outcomes and assessment of programs to meet the needs of individual agencies to which they are required to report.
5. **Assessment.** Oversees the maintenance of a variety of individual student, program specific assessment data, and program records and information in assigned areas of responsibility. Requirements include prescriptive syllabus, outcomes, data tracking, data compilation, validity and reliability assessments, etc.
6. **Budgeting.** Develops and administers budgets in assigned areas of responsibility in addition to university assigned departmental budgets.
7. **Supervision.** Implement and allocate internal and external resources.
8. **Policies.** Advises and responds to questions from external agencies regarding complex issues or policies affecting programs and services.
9. **Specialized Programs.** Manages specific programs at the campuses in order to increase enrollment by providing specialized services for specific populations/programs. This includes branch and virtual campuses.
10. **Stakeholders.** Coordinates and oversees community engagement and stakeholders' meetings and projects (i.e. advisory boards).
11. **External recruitment.** Actively recruit students, staff and faculty to professional programs, including student placement coordination, faculty and staff development, and state/nation-wide trainings.

Department Chair Internal Selection Process

The chair shall be nominated by their respective department. The appointment is made by the University President. A department chair can be removed by a $\frac{3}{4}$ majority vote of the members of the department. Removal shall occur either at the end of a semester or academic year.

Term: The term for chairs shall be for three years. Interim appointments shall be for one year with the possibility of a one-year extension if supported by the Faculty through a Faculty vote.

Eligibility: Normally, only full-time tenured faculty should be eligible for nomination as chairs. In exceptional circumstances, full time tenured track faculty may be nominated for an interim appointment. Any person eligible to vote in General Assembly shall be deemed eligible to vote in the election of departmental chairs for their home department, pursuant to 300-II-A. Faculty on sabbatical leave can choose to participate in the Chair Selection Process and are eligible to be nominated as Chair.

Selection Process:

1. During a departmental meeting in the month of April during the last year of the department Chair's term, there shall be a nomination and election held for the next department chair. Elections should be held via closed/written ballot. Interim elections should follow a similar process when needed.
2. The departmental faculty evaluate the department Chair annually in late April.

3. A department Chair can be removed by a $\frac{3}{4}$ majority vote of tenured and tenure track faculty members of the department.

Compensation for Department Chairs

A department Chair shall receive an amount equivalent to the compensation of a three-credit overload for a full adjunct professor per semester in additional compensation for department Chair duties. The department Chair shall have a maximum required teaching load of 6 credits each for the Fall and Spring semesters. Additionally, summer chairs shall receive an amount equivalent to the compensation of a one-credit overload for a full adjunct professor per summer session.

Absence of the Chair

For an extended leave of absence, an interim Chair will be elected according to the procedure outlined above. For resignation, or termination of the Chair, a new Chair will be elected by faculty according to the procedure outlined above.

8. The Academic Program Coordinator

The Academic Program Coordinator is the person from a program/discipline who acts as a liaison between university leadership (program chair/director/dean) and faculty and students of a program/discipline. The program coordinator facilitates the day-to-day operations of the program/discipline.

Duties of the academic program/discipline coordinator

Duties of the academic program coordinator will be defined in writing by the chair/director of each academic unit, in conjunction with faculty, and be in place by the beginning of each academic year. All coordinators should conduct their duties in accordance with the Faculty Handbook. Coordinators should work to ensure that all program faculty have input in the decision-making process. The duties and responsibilities of program coordinators will vary greatly from program to program. General responsibilities include the following items.

1. Participates in academic scheduling and assignment of faculty including adjuncts, as needed.
2. Facilitate communication and dialog with faculty on academic and other program matters.
3. Participate in university recruitment/retention efforts.
4. Monitor conformity to accreditation standards, if applicable.
5. Coordinate outcomes assessment and reporting.

9. Faculty Salary Advisor (FSA)

Duties of Faculty Salary Advisor are to insure that CUPA data used at WNMU is accurate and up-to-date and calculate faculty salaries on a yearly basis. These calculations are for the salaries of existing faculty and newly hired faculty, and it includes determining pay increases for promotion to Associate Professor and Full Professor, and when the latter successfully pass their Post-Tenure Review every five years. The Faculty Salary Advisor also works with a “verifier”

who double checks calculations made regarding salaries, etc. The Faculty Salary Advisor reports to the Vice President of Academic Affairs.

In general, the most time-consuming work of the Faculty Salary Advisor takes place regularly at the end of the spring semester when contract salaries are calculated for the following academic year. In addition, an annual report is produced at the beginning of the fall semester each year. As is often the case, the FSA may be called upon for additional information/reports throughout an academic year. While the work is generally confined to the academic year, there may be times when the work will spill into breaks and the summer.

Detailed List of Duties in Collaboration with the Department of Human Resources:

1. Conducts faculty salary calculations for new hires.
2. Prepares faculty salary projections for next year's promotion, post tenure review, and terminal degree salary increases for the Budget Director.
3. Conducts annual faculty salary calculations for incumbent faculty according to current salary policies (i.e. annual, promotion, post tenure review, terminal degree, and market equity adjustment salary increases).
4. Implements a process to verify the accuracy of the information in the Faculty Salary Spreadsheet (used in calculations of salary of incumbent faculty).
5. Serves as analyst for the Salary & Benefits Committee on salary proposals. Provides information as requested.
6. Provides information to the administration and/or the Board of Regents related to faculty salary issues (upon request).
7. Reports annually to the faculty via the faculty senate and the Salary and Benefits committee. In addition, the annual report is presented to the VPAA's office. The FSA may also be called upon to report on faculty compensation to the board of regents.

Additionally:

8. Provides salary-related advice or information to the faculty (upon request).
9. Works with Salary & Benefits Committee members on salary proposals.
10. Compiles an annual report to the faculty on salary changes for Administration, Top Staff, Full Time Faculty, and Adjunct Faculty. This report is provided to the VPAA.
11. Conducts workshops for the faculty related to the salary procedures or calculations or related to reclassification.
12. Completes the annual CUPA-HR survey related to faculty salaries.
13. Maintains files including the above information.

Qualifications

The Faculty Salary Advisor will have demonstrated some of the following skills: statistical and mathematical analysis, use of spreadsheets, or training (or experience) in economics or public administration. In general, the Faculty Salary Advisor should be fluent in Microsoft Excel and feel comfortable and confident with many mathematical concepts and strategies including

descriptive statistics, graphical representation of data, and modelling techniques. In addition, attention to detail, good verbal and written communication skills, and the ability to distill complicated processes in a meaningful way to the faculty would be valuable skills to possess.

Selection Process

Filling the position of Faculty Salary Advisor begins with a recommendation from the Vice President of Academic Affairs, in consultation with the Salary and Benefits Committee. That recommendation is then forwarded to Faculty Senate for its approval.

Compensation

The Faculty Salary Advisor is to receive a stipend per academic year.



Section 300 Organizational Policies

Section 301: General Assembly

I. Purpose of General Assembly Meetings

- A. General Assembly Meetings are held to serve as an open forum for discussion and action on items of importance in the operation of the affairs of the University and faculty welfare. The General Assembly, when meeting under the provisions herein described, constitutes the ultimate instrument of faculty self-governance and the parent body to which all faculty university committees are responsible.
- B. Specific actions of the General Assembly will include:
 - 1. initiation and action on amendments to the Faculty Senate Constitution;
 - 2. consideration of actions of the Faculty Senate;
 - 3. action on revisions of the Faculty Handbook;
 - 4. consideration of major policy changes generated by Faculty Committees;
 - 5. reports from committees of the faculty; and
 - 6. such other items concerning the welfare and mission of the University as the general faculty deems appropriate and beneficial to consider.
- C. Regular meetings of the General Assembly will be during the academic year on the second Thursday following the regular Faculty Senate meeting each month at a time and place to be designated in the agenda. Special meetings may be called by the President of the Faculty Senate or the President of the University.
- D. An agenda will be distributed by the President of the General Assembly three days before the meeting to each faculty member, each administrative officer, and each regent. The agenda will include specific items of business expected to be discussed.

II. Membership

- A. Voting membership of the General Assembly is limited to full-time employees of Western New Mexico University holding the contractual faculty rank of lecturer, instructor, assistant professor, associate professor, or professor, who teach six or more semester hours per semester; any rank prefixed with limited term is included while rank prefixed with adjunct is excluded. Voting membership will also include library faculty exclusive of the university librarian.
- B. A quorum shall consist of the voting members of the General Assembly present at a meeting that has been publicized to the General Assembly.

III. Officers and Duties

- A. The presiding officer of the General Assembly meeting is the President of the Faculty Senate.

President of the Faculty Senate shall receive in the same additional compensation as a Department Chair. The President of the Faculty Senate shall have a maximum required teaching load of 6 credits each for the Fall and Spring semesters.

- B. In the event of the absence of the President, the Vice President of the Faculty Senate will preside.

The Vice-president of the Faculty Senate shall have a maximum required teaching load of 9 credits each for the Fall and Spring semesters.

- C. The Secretary of the General Assembly meeting is designated by the President and acts as Secretary throughout the academic year.

1. It is the duty of the Secretary to record and distribute the minutes to all faculty, administrative officers, and regents.
2. It is the duty of the Secretary to receive and report proxy ballots.

- D. The Parliamentarian of the General Assembly meeting is designated by the President and acts as Parliamentarian throughout the academic year. The meeting will be governed by the latest edition of Robert's Rules of Order, Revised.

IV. Voting

- A. When voting on ratifications and amendments to the Faculty Senate Constitution, Faculty Handbook changes, and other major policy changes, a secret ballot will be taken. Ballots will be provided and tellers will be designated. Quorum for this voting is the same as defined in Section II. Part B, Membership.
- B. Proxy votes are allowable in the event of illness or an irreconcilable schedule conflict. The written designation of proxy must be given to the secretary of the General Assembly prior to the meeting at which the vote is to be taken. Proxy voting will only be done on agenda items. The secretary of the General Assembly will report the proxies held at the opening of the meeting.
- C. A winning vote on ratifications and amendments to the Faculty Senate Constitution, Faculty Handbook changes, and other major policy changes is two thirds (2/3) majority of those voting.

D. Amendments to the Faculty Senate Constitution and the Faculty Handbook and major policy changes shall be presented at one General Assembly meeting and voted on at the following General Assembly meeting.

Section 302: Western New Mexico University Faculty Senate Constitution

We, the faculty of Western New Mexico University, to provide for participation in the formulation of policies relating to the effective discharge of the University's educational function, to promote stable growth and continued improvement of higher education, and to facilitate the communication between and cooperation among faculty and administration, do ordain and establish this constitution.

ARTICLE I—Name and Membership

Section I. The name of this organization is the Faculty Senate representing the general faculty of Western New Mexico University.

Section II. Membership

- A. The Faculty Senate will consist of one voting member from each department, one voting member from the library faculty. The two at large members elected to the Faculty Senate shall be the President and the Vice- President.
- B. The President and the Vice President shall be elected from a list of eligible members by electronic ballot during the 13th week of the spring semester.
 1. Electronic ballots shall be available through Mustang Express to qualified voting faculty only.
 2. Only the Data Base Administrator(s) shall have access to the submitted ballots with information about voters' identity. They shall agree not to divulge any specific voting results in order to protect voter confidentiality. The tallied results shall be archived and/or destroyed after the results are finalized. The electronic voting process shall protect voter confidentiality and prevent duplicate voting.
 3. The Data Base Administrator(s) shall forward the results to the designated election marshals without any identifying information. The election marshals shall report the final voting results to the General Assembly at its general meeting in April.
- C. Departmental representatives will be chosen by election in the departments in the 14th week of the spring semester. The spring vacation week shall be included in the counting of the weeks.
- D. Any member of the Senate may be removed from office by a majority vote of the departmental faculty in the department which the senator represents. The voting must be done in a scheduled meeting of the department faculty (or General Assembly, whichever applies) which has been announced at least three days in advance of the meeting, but this may be either a regular meeting or one scheduled especially for the occasion.

- E. Membership of the Faculty Senate is limited to voting members of the General Faculty.
- F. Any member missing two regular meetings without notifying the President of the Senate will be replaced by a member elected by the appropriate constituency.
- G. The new Senate members are to be seated at the first meeting after the election, normally the May meeting.

Section III. Individuals who are on terminal contract at the time of the election or who will reach mandatory retirement age prior to the opening of the following academic year will not be considered as candidates for office.

ARTICLE II—Powers and Functions

Section I. The powers of the Faculty Senate are those delegated to it by the General Assembly and approved by the Board of Regents and those that are implied by its existence as a university to preserve, augment, criticize, transmit knowledge, and to foster creative capacities. The Faculty Senate can unilaterally initiate investigation and discussion of items in its domain.

Section II. Any action taken by the Faculty Senate will be transmitted to the General Assembly and the President of the University in the form of minutes distributed at least three school days prior to the next General Assembly meeting.

Section III. In the event of a veto by the President of Western New Mexico University, the Faculty Senate by a two thirds (2/3) vote in a regular meeting may recommend presidential reconsideration with an informational copy of the proceedings sent to the Board of Regents by the Faculty Senate.

Section IV. All decisions reached, with or without the President's comments, will be distributed to the members of the General Assembly within ten (10) school days after the regular meeting

ARTICLE III – Organization

Section I. Officers

A. Nominations for the position of President and Vice President for the following year will be made by the voting membership of the General Assembly at its general meeting in March. Nominees will be from the eligible voters of the General Assembly. After that time a ballot will be prepared with all nominations for each office and distributed among the voting membership. If any candidate has a majority of the votes cast, they shall be declared elected. If a majority is not indicated for a particular candidate, then a run-off election shall be held with only the names of the top two candidates for each office, in the votes from the previous election, appearing on the new ballot. The majority of the votes cast shall determine the winner. In the event of a tie vote in this second election, the determination of the winner shall rest with a majority vote of the Senate in regular meeting.

- B. One of the members of the Faculty Senate will be chosen as Secretary of the Senate.
- C. The President of the Senate will be responsible for the Faculty Senate budget and monies.
- D. Any elected officer of the Faculty Senate may be removed by a majority of the General Assembly. The voting must be done in a scheduled meeting of the General Assembly. In the case of a removal, Part A of this section applies.

Section II. Committees

- A. Membership of the Standing Committees for the following year will be elected or appointed in the spring semester. Those committees whose members are chosen by the departments will be elected by the 14th week. Those Standing Committees appointed by the Senate will be approved at the May meeting.
- B. The President of the Faculty Senate shall make faculty appointments to Ad Hoc Committees and vacancies on Senate appointed Standing Committees as necessary.

Section III. Meetings

- A. The Faculty Senate shall have one regular open meeting each month during the regular academic year, on the first Tuesday of the month. The regular academic year includes final exam periods.
- B. A formal agenda for each open meeting will be distributed to each member of the General Assembly three (3) school days prior to the meeting.
- C. A mathematical majority of the membership of the Faculty Senate shall constitute a quorum.
- D. Meetings may be called at any time during the calendar year by the President of the Senate or at the request of at least three senators, providing there is compliance with Section III, B above.

ARTICLE IV—Ratification and Amendments

Section I. The Faculty Senate Constitution will go into effect when approved by a simple majority at a General Assembly meeting and approved by the President of the University and the Board of Regents.

Section II. This Constitution may be amended as follows:

- A. Amendments may be proposed by any voting member of the General Assembly in a meeting of the General Assembly and need only a simple majority of the members present

and voting to be considered “pending amendments.” To become operational amendments, they must be reconsidered and voted on at the next regular meeting of the General Assembly, must be approved by secret ballot by at least a two thirds (2/3) vote of the members present and voting,* and approved by the Board of Regents of Western New Mexico University.

B. Amendments which originate in a meeting of the Faculty Senate must be endorsed by a majority of the Faculty Senate membership present, must be presented for consideration to the General Assembly, and must then follow the procedure described in Article IV, Section H, Part A.

Section III. The Faculty Senate shall be empowered to pass such bylaws as are necessary for the implementation of the constitution. Any bylaws passed by the Faculty Senate must be approved by the Board of Regents of Western New Mexico University before they become operational.

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Section 303: Organizational Structure and Duties: Faculty and Student Participation in Policy Formation

The faculty and students at Western New Mexico University share in the formation of University policy through the appropriate committee structure. Through procedures authorized by the Student Constitution, students have full voting privileges on all committees to which they are appointed. Each committee should elect a chairperson and secretary and each faculty member should receive a copy of the minutes of any council and committee herein described, with the exception of the Academic Integrity and Student Conduct Committee.

DUTIES AND MEMBERSHIP ON COUNCILS AND COMMITTEES

All duties and functions herein described are delegated to the councils and committees by the General Assembly and are subject to review and repeal by the General Assembly as approved by the President and the Board of Regents. A quorum shall consist of a majority of the members of the council or committee.

For all standing committees the following shall apply:

1. Within thirty (30) days or at its next meeting (whichever is later) the appropriate administrator must report the action taken on recommendations from the committee.
2. The General Assembly reserves the right to reconsider actions of committees. If no action on the part of the General Assembly is taken within 30 days of being informed by committees, either by distribution of minutes or in a report in the General Assembly, the action will become a faculty recommendation.
3. To avoid conflict of interest, any person specifically named in and directly affected by a change, request, proposal, etc., should be disqualified from voting on that issue on the committee of which the person is a member. However, while serving as a member of the Sabbatical Leave Committee, individuals may not submit leave applications to this group.
4. In order to balance both variety and continuity of experience, the following system of rotation or service will be observed. The term of committee service is one calendar year starting with the academic year. A faculty member may serve two consecutive years. After two consecutive years of service on a committee, a member shall be disqualified from further service on that committee until the passage of one academic year. This provision does not apply to the elective offices of President of Faculty Senate, Vice President of Faculty Senate, or Senator for Faculty Senate or any position where committee membership is determined by departments.

5. Should the University be subject to reorganization, the 'department' shall mean the smallest existing academic unit and shall have a faculty-elected chair who shall serve as a liaison between the faculty and dean of the college.

Revised 05/15

Section 304: Committees of the Faculty

Department Appointed Committees

ASSESSMENT COMMITTEE

The Assessment Committee is responsible for providing leadership and review to the process of student outcomes assessment. The committee will consist of one elected member from each of the academic departments and a maximum of six members appointed by the staff senate. Members of the administration who represent Academic Affairs, Student Affairs and Institutional Research/Academic Assessment, or their representatives, will serve as ex-officio, non-voting members.

ATHLETIC COMMITTEE

This committee shall be an advisory conduit between the Athletics program and faculty at Western New Mexico University. This committee will provide faculty perspectives on athletic related issues to ensure that all stakeholder voices are heard in planning and decision-making processes. In order to provide continuity and maintain clear lines of communication between faculty and the Athletics program, the Faculty Athletic Representative (FAR) shall chair the committee. The Director of Athletics and the SAAC Advisor are ex-officio, nonvoting members. Each academic department may select at most one department member to serve at will on the committee. There is no designated term limit. The Athletic Committee will also provide members for an appeal board ensuring due process for athletes. The appeal board has five (5) voting members: three from the athletics committee, and two (2) student government members (one female and one male). *In the event of a conflict of interest, potential members of the appeal board should recuse themselves and a replacement will be selected.

CURRICULUM AND INSTRUCTION COMMITTEE

This committee is responsible for developing policies governing the operation of the undergraduate curriculum and its instructional programs and shall review and make recommendations concerning any proposed changes to any undergraduate curriculum. The Committee will consist of one elected member from each of the academic departments, the library, and one student member. The Vice President for Academic Affairs and the Registrar are ex-officio, non-voting members.

GRADUATE COUNCIL

The Graduate Council is responsible for developing policies governing the operation of the Graduate Division and the University graduate curriculum. These policies are administered by the Director of the Graduate Division and include admission to degree candidacy. The Graduate Council also serves as the Graduate Appeals Committee. The Council will consist of one elected member from each department participating in graduate programs and one student member. The

Graduate Council is chaired by a Council member elected by the Council. The Director of the Graduate Division is an ex-officio, non-voting member.

INSTRUCTIONAL RESOURCE COMMITTEE

This committee advises the library and the Media Services Department on the development of book, periodical, reference collections, and other instructional resources, on the distribution of library and media services resources among the various academic departments, and advises on such other matters of library policy requested by the University Librarian. The committee will have one elected member from each department, one of whom serves as chairperson. There are two student members. The University Librarian is an ex-officio, non-voting member.

ONLINE TEACHING AND LEARNING COMMITTEE (ONLINE TLC)

The Online Teaching and Learning Committee will provide leadership and support for the WNMU community engaged in the development and implementation of online degrees and coursework. To this end, the Online TLC will champion quality and best practices in online education, develop policies and procedures, encourage provision of training and resources, provide recommendations related to online teaching and learning, as well as undertake other efforts related to online initiatives and needs. The Committee will provide advocacy for and encourage inclusion of students, faculty, and staff located at a distance from the Silver City campus, advocating for access and convenience of access to all WNMU functions and resources. The Committee will develop criteria and procedures that instructional designers, chairs/associate deans, or deans, are to follow in determining whether individual, fully on-line courses are suitable for listing in the University's course schedule. The committee's criteria and procedures do not replace requirements for on-line courses imposed by accrediting bodies and the Public Education Department/Higher Education Department. The committee, or a sub-committee thereof, will also hear the appeal from any faculty member whose course has been rejected by an instructional designer, chair/associate dean, or dean. Final appeal is to the Vice-President for Academic Affairs.

The committee will strive to be the stewards/champions of quality online education and its current and future position within the university. The Committee will have one elected faculty member from each academic department that offers on-line courses on a regular basis. The Vice President for Academic Affairs (or a designee), the designee of the Office of Online and Distance Education and the Instructional Designers (or appropriate title) are ex-officio, nonvoting members. Each academic year, the Online TLC will select the recipients of the annual "Best Online Course Design" and "Best Online Course Delivery" awards (see section 701).

SABBATICAL LEAVE AND FACULTY AWARDS COMMITTEE

The responsibilities of this committee are to receive and, according to the Sabbatical Leave Policy, evaluate the applications and make recommendations for sabbatical leave. The committee will also select the recipients of the annual "Excellence in Teaching" and "Excellence in Student Professional Service" awards (see section 701). The committee will annually determine the

dispersal of the Endowed Professorship funds for the following year. Themes: Innovation in Teaching, Economic Development, Contributions to the Community, Human Services, Technology, Outside visiting Professor, etc. Each academic department will elect one member to the committee, and one member will be selected to serve as chairperson.

SALARY AND BENEFITS COMMITTEE

The faculty Salary and Benefits Committee will review and monitor the WNMU Compensation Model to ensure it is appropriately and fairly applied. Some of its duties will include (but not be limited to) verifying faculty placement into the appropriate discipline (especially where a faculty member may be teaching in more than one discipline/area), rank, years in rank, years in WNMU service, and terminal degree status for existing faculty; and reviewing discipline, rank, terminal degree status and salary recommendations on future revisions in the Compensation Model. In addition, the Committee will advise the University regarding its fringe benefits package including insurance and tax-sheltered annuity packages. The committee will be composed of an elected member from each department and it is recommended that the individual serve at least 3 years and will be chaired by a faculty member elected at the first meeting. The Faculty Salary Advisor, Director of Human Resources, the Vice President for Business Affairs, and the Vice President for Academic Affairs (or their appropriate representatives) are ex-officio, non-voting members.

TEACHER EDUCATION COMMITTEE

The function of the Teacher Education Committee is to promote interdepartmental communication about the teacher education program. The committee will consist of one elected member from each department which offers “methods” courses for teacher education, the Dean of the School of Education, the Director of Clinical Experiences, and two students (education majors) to be appointed by the student body president. The chairperson must be a faculty member and will be elected by the Committee. The two- year limitation of service provision does not apply to this committee.

Senate Appointed Committees

ADMISSIONS AND ACADEMIC STANDING COMMITTEE

The Admissions and Academic Standing Committee is responsible for hearing and deliberating on irregular requests for admission to the University. The Committee makes recommendations on the formulation of policy and regulations concerning admission to the University. The Committee will have three faculty members appointed by the Faculty Senate, one of whom serves as chairperson. Three alternative faculty members shall be appointed by the Faculty Senate to serve in the event any of the regular members are unable to serve for any reason. There are two student members. Ex-officio, non-voting members include the VP of Student Affairs and Enrollment Management, Director of Admissions and the Registrar.

BUDGET REVIEW COMMITTEE

The responsibilities of this committee are to preview the budget during its formulation, review monies (i.e., state appropriations, tuitions and fees, grants, rents, and other) to assist in prioritizing their allocations and to assist in monitoring their expenditure. The Committee shall be responsive to the concerns of the general faculty and will seek written input regularly from the faculty. The Committee reports to the Faculty Senate at least quarterly. The Committee will have five faculty members appointed by the Faculty Senate for terms of at least three years per faculty member. The Vice President for Business Affairs is an ex-officio, non-voting member.

EVALUATION COMMITTEE

It is the responsibility of this committee to set up procedures for student evaluation of faculty. The Committee will have five teaching faculty members appointed by the Faculty Senate, one of whom will serve as chairperson. There are two student members. The Vice President for Academic Affairs is an ex-officio, non-voting member.

HONORS PROGRAM COMMITTEE

The Honors Program Committee will provide overall guidance of the program and approve all policies and procedures. The committee will assist in the development and approve the designation of courses as honors courses, serve as honors advisors/mentors, hear appeals from decisions of the Honors Program Director, and collaborate in supporting activities of the Honors Program. The committee will have up to seven faculty members appointed by the Faculty Senate to two-year renewable terms. (The two-year term limit applicable to Faculty Senate appointed committees does not apply to this committee.) The committee will have up to two staff members, and up to four honors program student members, selected by the committee. The Vice President for Academic Affairs and the Honors Program Director are ex-officio, non-voting members.

RESEARCH COMMITTEE

The function of this committee is to evaluate and make recommendations regarding faculty proposals for research projects and their publication. The committee will also select the recipient of the annual “Excellence in Research” award (see section 701). The committee will consist of five teaching faculty members, each from a different discipline, appointed by the Faculty Senate, one of whom serves as chairperson. The Vice President for Academic Affairs is an ex-officio, nonvoting member.

STUDENT AID COMMITTEE

The Student Aid Committee is responsible for the formulation and implementation of University policies for the various financial aid programs and the committee for hearing and deliberating on irregular requests for student aid. The committee will have two faculty members appointed by the Faculty Senate, one of whom serves as chairperson. Two alternate faculty members shall be appointed by the Faculty Senate to serve in the event any of the regular members are unable to serve for any reason. There are two student members. The Director of Financial Aid and Director of Admissions are ex-officio, non-voting members.

ACADEMIC INTEGRITY COMMITTEE

The Academic Integrity Committee shall be a standing Faculty Senate committee which replaces all previously established committees for the resolution and disposition of violations of academic integrity non-residential issues (Academic Integrity Panel).

AD HOC COMMITTEES

These may be appointed from time to time by the President of the Faculty Senate, as necessary. These committees will be automatically dissolved at the end of each academic year, unless otherwise specified by the President of the Faculty Senate.

Student Conduct Committee

The Student Appeals Committee is an appellate committee to which decisions of the Student Aid Committee may be appealed. This committee will also hear appeals from student academic complaints that have been denied by the department chair, the dean, or the dean’s designee. The Student Appeals Committee will have three teaching faculty members appointed by the Faculty Senate, one of whom serves as chairperson and are expected to serve over the summer. There may be up to three student members. Both faculty and student members of the Student Appeals Committee should not serve on committees over which this committee has appellate jurisdiction.

University Committees with Faculty Representation

- Alumni Affairs
- Foundation
- Athletic Rep-NCAA
- UPC

University Planning Council—Faculty Senate Representatives

Sub-Committee
Budget
1.
2.
3.
4.
Facilities
1.
2.
Enrollment /Retention
1.

University Quality
1.
Technology
1.
Environmental Sustainability
1.
2.
Health and Wellness

2
3.
4.

1.
2.

Revised 05/15

Section 305: Amendments to the Faculty Handbook

1. Amendments to this Faculty Handbook may originate within the Faculty, the Administration, or the Board of Regents. All amendments must be approved by the Board of Regents before they become effective.

2. Procedures.

a. Amendment originated by Faculty. An amendment may be proposed by an individual faculty member, a faculty standing committee, a group of faculty members or by a special faculty ad hoc committee appointed for the purpose by the President of the Faculty Senate. In any case, the proposal must first be agreed to by a minimum of three faculty members whose signatures shall be affixed. The draft proposal will be handed to the President of the Faculty Senate, who will schedule discussion of the proposal at the next meeting of the Senate. The Senate will discuss the proposal and by a simple majority will arrive at one of three possible recommendations:

- (1) Recommend rejection (with reason expressed)
- (2) Recommend adoption
- (3) Recommend adoption as amended

The proposal with the Senate's recommendation will then be placed on the agenda for the next Faculty General Assembly for explanation and discussion, with a vote scheduled for the following Faculty General Assembly. If a two thirds majority vote approves the proposal (or amends and approves the proposal) at a Faculty General Assembly, it will then be submitted to the President for endorsement and inclusion on the agenda for the next meeting of the Board of Regents for final acceptance or rejection.

b. Amendment originated by the Administration. An amendment proposed within the Administration shall be discussed with and approved by the Vice President for Academic Affairs. After review and approval by the President, it will then be submitted to the President of the Faculty Senate and will then follow the same procedures specified in sub-paragraph 2a. above.

c. The Board of Regents may propose an amendment and invite faculty review and recommendations when time permits. The Board may also, as required for effective management of the University, make any amendment at any time.

3. Amendments to the Faculty Senate Constitution, which is included in this Handbook, are covered by separate provisions in Article IV, Section II of that Constitution on page 102-4 of this Handbook.



**Section 400 Tenure, Appointments,
Rights, Responsibilities, Policies**

Section 401: Regulations on Academic Freedom, Employment, Tenure

Forward

The quality of Western New Mexico University is sustained through the dedicated and creative work of our faculty. Objective, systematic, and thorough appraisal of each candidate for initial and continued appointment, for promotion in academic rank, and for the granting of tenure is therefore essential.

The purpose of the Promotion, Tenure, & Reappointment (PTR) guidelines is to protect the rights of faculty and meet the needs of the institution

Promotions in rank and the granting of tenure are based on specific criteria and should never be assumed to be automatic. Promotions should be awarded to recognize the level of faculty members' contributions to the mission of the University specific to their teaching, advising, service, and scholarship and /or creative activity.

Reviewers base their recommendations on carefully prepared portfolios which must include the PTR form and other required information that document and evaluate the accomplishments of each candidate.

Responsibility for promotion and tenure recommendations rests principally with the senior members of the departmental faculty including the department faculty chair, Dean, Provost, and President, final responsibility resting with the Board of Regents.

I. Statement of Terms of Appointment

A. The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understanding of any notices incumbent upon either party to provide, will be stated or confirmed in writing and a copy will be given to the faculty member.

B. With the exception of special appointments clearly limited to a brief association with the University, and reappointments of retired faculty members on special conditions, all fulltime appointments to the rank of Instructor or higher are of three kinds: (1) probationary appointments; (2) appointments with continuous tenure; and (3) temporary appointments. Temporary appointments shall refer to those faculty members who are not working towards tenure appointment.

C. Except for faculty members who have tenure status, every person with a teaching or research appointment of any kind will be informed each year in writing of their appointment and of all matters relative to their eligibility for the acquisition of tenure.

II. Probationary Appointments and Attainment of Tenure*

A. Probationary appointments may be for one year, or for other stated periods, subject to renewal or non-renewal at the discretion of the administration.

B. The faculty member will be provided, upon initial appointment or within a reasonable time thereafter, with a copy of the substantive standards and procedures generally employed in decisions affecting renewal and tenure as specified in this handbook. Any additional evaluation criteria or procedures adopted by the faculty member's department will also be brought to the faculty member's attention. At the time when decisions affecting tenure are ordinarily made, the faculty member will be given the opportunity to submit materials which they believe will be helpful to the adequate consideration of their circumstances. It is important for faculty seeking tenure status to compile and document evidence consistent with criteria used in the review process.

* Academic tenure shall apply to academic positions only. Administrative positions and other non-academic appointments or duties are not eligible for tenure.

C. The probationary period shall, however, be suspended when a faculty member is on a leave of absence for work on an advanced degree, and may be suspended in cases where an absence from campus would demonstrably interfere with the proper evaluation of the member's progress toward a tenure appointment contract in the opinion of the faculty member's department chair, the College Dean, the Vice President for Academic Affairs, and a majority of the tenure appointment contract members of the department.

D. The progress toward tenure appointment contract of each faculty member on probationary status shall be reviewed annually by the department chair following criteria and procedures contained in "Criteria for Promotion, Tenure, and Post tenure Review." The Department Chair, in making the evaluation, shall solicit the opinions of other tenured members of the department.

E. Regardless of the stated term or other provisions of any appointments, written notice that a probationary appointment is not to be renewed will be given to the faculty member in advance of the expiration of their appointment, as follows: (1) not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or, if a one year appointment expires at the end of that year, at least three months in advance of its termination; (2) not later than December 15 of the second academic year of service if the appointment expires at the end of that year; or, if an initial two year appointment terminates during an academic year, at least six months in advance of its termination; (3) at least twelve months before the expiration of an appointment after two or more years of service at Western New Mexico University. Proof that the above notice has been given is a receipt signed and dated by the faculty member, or the opportunity to sign and date such a receipt in the presence of a faculty senator, or a certified mail receipt. The University will normally notify the faculty members of the terms and conditions of their renewals no later than April 15.

F. It is to be clearly understood that during the probationary period of employment, termination of appointments may be made without implication of criticism or bias.

G. If the faculty member alleges that the decision against renewal was based on a violation of academic freedom, they may seek relief via the normal grievance procedures.

III. Promotion, Tenure, and Post-Tenure Review

The weight of recommendations for promotion and/or tenure rest with the Department and will be provided to the faculty member. Any recommendation contrary to that of the Department will be issued in writing to the faculty member and the Department Chair prior to the next step in the process. The Board of Regents will act upon the President's recommendation at its next scheduled meeting.

A. Promotion

Years of teaching and/or service to the field do not have to be negotiated at date of hire to be counted for promotion. Eligibility for promotion is guided by evaluation criteria in Section 403.

B. Tenure

Only the Regents may grant tenure. Effective with those faculty initially hired after January 1, 1993, the total period of full-time teaching service prior to the acquisition of continuous tenure or the offer of a terminal contract will not exceed seven years, at least one year of which must be fulltime employment at Western New Mexico University. Tenure track faculty whose start date is in August should apply for tenure the year their contract reads "6 years towards tenure," and tenure track faculty whose start date is in January should apply for tenure in the year their contract reads "6.5 years towards tenure." Previous full-time teaching service with the rank of Instructor or higher in other institutions of higher learning may be negotiated for credit toward tenure only at the time of initial appointment. Acquisition of tenure shall be according to the procedures outlined in the Faculty Handbook section 402.

C. Post-Tenure Review

Faculty are required to complete post-tenure review during their fifth year after they have been awarded tenure and every five years thereafter (for post-tenure review policies, refer to Section 403 in Faculty Handbook). NM statute 21-1-7.1 requires that faculty complete the post-tenure review process, and any faculty member that does not do so risks loss of tenure.

D. Timeline for Promotion, Tenure, and Post-tenure Review

The following table lists the steps and dates in the application processes:

Step in the approval process	Timeline for all promotions and for tenure for faculty with August start dates	Timeline for tenure for faculty with January start dates
Faculty initiates promotion or tenure application by submitting application materials to department chair	February 1	September 1
Application materials forwarded by department chair to College Dean along with recommendation	February 15	September 15
Application materials forwarded by College Dean to Vice President of Academic Affairs along with recommendation	March 1	October 1
Recommendation of Vice President of Academic Affairs made to the President	April 15	November 15
Recommendation of the President is made to the Board of Regents	May 1	December 1
Board of Regents acts on the President's recommendation at the next scheduled meeting		

Section 402: Evaluation Criteria: Tenure, Promotion, Post-Tenure Review

The faculty at Western New Mexico University recognizes that evaluation of individual performance must be an ongoing responsibility. Faculty evaluations shall be used to make decisions for promotion, tenure and performance-based compensation. The amount of compensation is determined by the Board of Regents. Every faculty member shall be evaluated annually. Evaluation techniques are doomed, however, without the cooperation of the evaluatee. The supervisor and the evaluatee are jointly and severally responsible for ensuring that the evaluation process is completed in the prescribed timeliness. The method herein described is an attempt to ensure the cooperation of the individual faculty member by placing the responsibility for setting goals and the means by which to measure their attainment on each individual. The process is known as Management by Objectives (MBO). The goals are meant to be set to assure continuation of past performance as well as to establish ways to demonstrate improvement. This process has four phases:

- 1) The overall objectives of the University are clearly communicated to everyone in the academic departments (and hopefully everyone throughout the University). These long range objectives are worked out by the Board of Regents and the University Administration headed by the President and Vice President for Academic Affairs preferably with the participation of department chairs, the General Assembly and College Deans.
- 2) Department chairs will meet with department members, then with the College Dean by the end of the spring semester to discuss department goals and objectives for the following academic year. These departmental goals, in addition to the overall goals, are also communicated to faculty members in each department, respectively. After this communication, while in the first six weeks of the contract period, each faculty member works out measurable personal goals that mesh with the objectives of the University and department. Each department chair shall communicate goals to be reviewed by the College Dean. The goals shall fall into the five key criteria areas:
 - Teaching effectiveness
 - Student advisement process
 - Scholarship, research, or other creative activity
 - Professional contribution
 - Collegial and Collaborative relationships

For library faculty the evaluation criteria of resource management may be substituted for student advisement process.

After discussion and agreement with the department chair (The College Dean reviews Chair's goals), these goals are written on a standard form for later review. It is intended that individual weakness will be acknowledged and each faculty member will initiate objectives that will lead to improvement of weaknesses. Department chairs are encouraged to suggest alternatives and to work with faculty members to generate goals

that are realistic and achievable as well as being appropriate. The College Dean shall review and approve all forms to ensure a standard process across all departments.

3) A midpoint review shall be conducted within 28 calendar days of the first day that faculty are directed to report for Spring semester. Midpoint review for faculty in the first two years will occur before December. The department chair shall meet with each faculty member to discuss progress toward the written goals. The Department Chair, in making evaluations, shall solicit the opinions of the other tenured members of the department. The Department Chair shall notify a faculty member in writing within 1 week of the midpoint review if their services are unsatisfactory. Unless he/she has been so notified, a faculty member in probationary status can assume that their services have been satisfactory. Except for termination for adequate cause, a faculty member may not be given notice of non-renewal of contract unless they have been given the above letter. Tentative decisions by the department chair on recommendations for tenure or promotion are made at this time based on current and previous performance and conveyed to the College Dean and the Vice President of Academic Affairs. Recommendations for termination are also conveyed to the College Dean, the Vice President of Academic Affairs and the faculty member at this time. The comments and recommendations of the Department Chair must be made part of the faculty member's personnel record. Also, a record will be kept on the progress toward the objectives. In the first week of February, the College Dean shall review the individual progress of the department chairs toward their written goals. A final performance review is conducted by the department chair with each faculty member not more than 6 weeks nor less than 2 weeks before the end of the contract period. A similar review of department chairs shall be carried out by the College Dean during the last month of the contract period.

4) All participants (Vice President for Academic Affairs, deans, department chairs and faculty members) hold an annual review during the March General Assembly of the MBO process and instrument to judge whether long range objectives are being met. The cycle will then be refined and repeated.

The key word in the term "management by objectives" is not the word "objectives" but the word "management". The process is only an attempt to encourage active management with the active participation of those being managed.

Specifically for the written objectives the faculty member and department chair should discuss what the goals are that the faculty member should strive to attain in a given academic year. The means to attain the goals might change each year and the weights for the aforementioned five criteria will also vary yearly, with the key emphasis, however, always being on teaching effectiveness. The mission of the University as stated by the Board of Regents is that the University will serve primarily as a teaching institution. The emphasis is on classroom performance, primarily teaching the clients, the students of Western New Mexico University. One method of measuring teaching effectiveness is through the administration of student evaluations of all faculty members each year. All courses taught by non-tenured and adjunct faculty will be evaluated. In the case of

tenured faculty, three courses per year will be evaluated. The three courses will be determined by the faculty member. Additional evaluations may be administered at the discretion of the faculty member.

In order to have some type of balanced performance in the five key criteria areas, all should be counted with various weights (but with none of the other four weighted less than 5%). The weight of the teaching effectiveness criterion should never be less than 40% nor more than 60% for a faculty member. The five weights must total 100%. The faculty member and department chair should decide upon the weights for the given academic year regarding the faculty member's objective. This will allow the faculty member to develop strengths in all areas of evaluation over time. The College Dean shall ensure that there is relative uniformity over all departments within the College in setting and measuring goals.

Each evaluation shall rate the performance in each of the five criteria according to a numerical scale from zero (0) to ten (10) with zero (0) being poor performance (none of the individual objectives met) and ten (10) being excellent (with all objectives meet maximum potential). These numerical values shall be weighted according to the pre-agreed upon weights to obtain an overall evaluation score. The form for implementing this process is provided by the Office of Vice President of Academic Affairs.

5) Peer Teaching Observations:

Teaching observations are an important part of professional development, and as such all who teach must have their teaching observed on a regular basis as described below. Such observations shall be conducted with the aim to benefit both parties to the observation by fostering a collegial and collaborative spirit. Observation reports are to be made available to the faculty member observed and their department chair by the end of the semester in which the observation is made.

Observations are to be made by faculty of equal or higher rank than the faculty member to be observed.

It is the duty of the department chair, or associate dean to observe the teaching of all new tenure-track faculty during their first year of service, and all non-tenure track faculty teaching for their department, although the chair may ask other tenured members to assist with this task.

Observation of traditional in-person teaching may be made using an evaluation rubric or form, or a written narrative evaluation, or both, at the discretion of the observer. Faculty Senate shall be responsible for creating any rubric or form for evaluation of in-person classroom teaching. In all cases the faculty member being observed shall reserve the right to choose which day their teaching is to be observed. Recorded class sessions may be used for observations, given they are from the appropriate year and semester.

Observation of online or other forms of teaching that use online course delivery methodology as a significant portion of the course, shall be made using an evaluation rubric or form developed for this purpose by the Online Teaching and Learning Committee. In all cases the faculty member being observed shall reserve the right to choose when the observer is allowed in the course and shall designate which portion of the course is to be observed. The portion to be observed must be approximately the equivalent of one day of traditional teaching, e.g., an individual module or unit of the online course. The course to be observed may be completed but should be from within the last year.

Frequency of Teaching Observations:

The frequency of teaching observations for faculty on the tenure-track or who have been granted tenure is determined by rank as follows:

The department chair shall observe one or more class sessions (or approximate equivalent of an online course) for all faculty each semester **during their first year of service** regardless of rank or tenure-track status. The chair may ask other tenured faculty to assist with this task as needed.

Assistant Professors shall have one class session (or approximately equivalent portion of an online course) observed each year after their first year of service.

Associate Professors shall have one class session (or approximately equivalent portion of an online course) observed three times prior to promotion to Full Professor.

Faculty at the rank of Full Professor shall have one class session (or approximately equivalent portion of an online course) observed at least once every five years.

Faculty who are not on the tenure track shall be observed as frequently as the department chair or program director deems necessary. The department chair or program director may ask other tenured faculty members to assist with these observations. Specific procedures, if any, for non-tenure track faculty may be developed at the department level.

Enhancing Teaching Excellence

After the first year of supervision under the department head, faculty members are encouraged to invite tenure-track colleagues of equal or higher rank to observe their teaching. To guarantee a wide array of feedback, it is important that the individuals serving as observers or reviewers change for each observation when possible. Additionally, to sustain excellence throughout all courses, faculty members should select a variety of classes to be evaluated.

At the start of the academic year, when it is time for the faculty member to undergo teaching observations, the department head or associate dean will remind the faculty member to add the relevant objective to the Teaching Effectiveness area in MBO. The

faculty member will provide a concise plan that includes the course subject to review, the invited reviewer, and the review's timeline. The faculty member will also document the progress, outcome, and plan for improvement in the subsequent MBO reviews.

6) Every five years after date of tenure, each faculty member will participate in post tenure review as part of the MBO process. Peer review and student evaluations of teaching are required elements of post tenure review. If teaching deficiencies are noted, the faculty member will be placed in a two-year-long faculty development program. If improvement is not noted after two years, tenure will be revoked.

7) The evaluation criteria and procedures provided for in the Faculty Handbook do not preclude departments from implementing additional evaluation criteria and procedures which do not conflict with the Faculty Handbook.

Personnel Files

Anytime during the probationary period or prior to the time of a decision concerning promotion, the faculty member may submit statements, letters, documents, and special reports that bear on his/her effectiveness in any of the aforementioned areas. All faculty members shall have access to their own personnel files.

Revised 05/18

Section 403: Policies Governing Promotion in Academic Rank and Faculty Presence

Academic Rank

Academic Rank at Western New Mexico University shall include Instructor, Assistant Professor, Associate Professor, Professor, Lecturer, and Emeritus. For regularly appointed full-time Library faculty there are three levels of rank, Assistant Librarian, Associate Librarian, and Full Librarian. Promotion to the next rank and initial appointment shall be by merit as determined in accordance with the Criteria for Promotion, Tenure and Post Tenure Review Decisions herein set forth:

The following qualifications are essential for appointment to the rank of

I. Instructor

The promise of a successful professional career in teaching and/or research and will normally possess at least a master's degree or, lacking the degree, will hold appropriate credentials to teach within the specific discipline.

II. Assistant Professor

The qualifications under one of the alternatives listed below are essential for appointment or promotion to the rank of Assistant Professor:

A. The doctorate or appropriate terminal degree. There is no experience requirement.

B. A master's degree or other appropriate non-terminal degree, and a minimum of four (4) years teaching in higher education or ten (10) years of relevant professional experience.

III. Associate Professor

The rank of Associate Professor is a senior rank in the University and is a rank of distinction. The criteria for appointment or promotion to an Associate Professor differ from those for Professor in degree rather than kind. The qualifications under one of the alternatives listed below are essential for the appointment or promotion to the rank of Associate Professor:

A. The doctorate or appropriate terminal degree and a minimum of six (6) years teaching in higher education, four (4) years of which must have been served in the rank of Assistant Professor or ten (10) years of relevant professional experience beyond the doctorate.

B. A master's degree or other appropriate non-terminal degree and a minimum of ten (10) years in higher education, four (4) years of which must have been served in the rank of Assistant Professor or fifteen (15) years of relevant professional experience. Recommendations to the rank of Associate Professor shall also be based on the Evaluative Criteria for Promotion and Tenure Decisions.

IV. Professor

The rank of Professor is the highest academic rank which the University confers and, like all other ranks preceding it, is not to be made on the basis of long tenure alone. The qualifications under one of the two alternatives listed below are essential for appointment or promotion to the rank of Professor.

- A. The doctorate or appropriate terminal degree and a minimum of ten (10) years' experience in higher education, four (4) years of which must have been served in the rank of Associate Professor or fifteen (15) years of relevant professional experience beyond the doctorate.
- B. A master's degree or other appropriate non-terminal degree and a minimum of fifteen (15) years' experience in higher education, four (4) years of which must have been served at the rank of Associate Professor or twenty (20) years of relevant professional experience.

Recommendations to the rank of Professor shall also be based on the Evaluative Criteria for Promotion and Tenure Decisions.

V. Lecturer

The position of Lecturer constitutes a temporary appointment and therefore does not include the privileges associated with tenure. It is a title that may apply to a person not entirely qualified for any of the traditional ranks, but not a permanent member of the faculty. The title is frequently given to a new faculty member who may be qualified for an Assistant Professor rank on all scores except completion of the doctorate, which they plan to complete within their first year of appointment to the faculty. This enables the University to match their experience and preparation with the appropriate step on the salary scale. The title of Lecturer carries no privileges or expectations of tenure.

VI. Emeritus

The rank of Emeritus is conferred upon retirement to faculty (or administrators) who have led a distinguished career and the title Emeritus is then added to the rank held at the time of retirement.

Faculty named to Emeritus rank shall be allowed reasonable use of office space, including clerical, mail, and telephone support in the pursuit of academic endeavors and where applicable, laboratories, studio, library, and computer access and other such emoluments and prerequisites as are normally attributable to this high office.

The qualifications to be considered for recommending individuals to Emeritus rank will include, but are not limited to the following:

- A. Achievement of the age or eligibility for retirement and fifteen (15) years fulltime service to Western New Mexico University.

- B. An outstanding professional record.
- C. Significant and sustained scholarly, creative, or research activity.
- D. Excellence in teaching.
- E. The attainment of professional and personal esteem of colleagues and students.
- F. Recommendations to the rank of Emeritus shall be made by the department and forwarded to the administration for recommendation to the Board of Regents.

VII. The prefix “Visiting” may be attached to any of the above ranks for faculty on short-term appointments (one year or less).

VIII. The prefix “Adjunct” is assigned to part-time faculty and maybe attached to any of the above ranks for part-time faculty who meet at least the stated minimum rank requirements.

IX. Library Faculty Ranks

Assistant Librarian

This rank is the entry level for a tenure-track position, assigned to individuals who are beginning their library professional careers. In addition to fulfilling library faculty responsibilities, library faculty holding this rank must have earned a Master’s degree in Library Science (M.L.S.) from an ALA-accredited program; or, in the case of the Media Services manager’s position, an appropriate Master’s degree.

Associate Librarian

This rank represents maturity, experience and leadership in the academic library profession. Education and experience alone do not ensure appointment to this rank. The qualifications under one of the alternatives listed below are essential for appointment or promotion to the rank of Associate Librarian:

1. A Master’s degree in Library Science (M.L.S.) from an ALA- accredited program or, in the case of the Media Services manager’s position, an appropriate Master’s degree; and six (6) years of full-time professional library experience.
2. A Master’s degree in Library Science (M.L.S.) from an ALA- accredited program or, in the case of the Media Services manager’s position, an appropriate Master’s degree; a second graduate degree; and four (4) years of full-time professional library experience.

Librarian

The rank of Librarian, like the ranks preceding it, is not to be conferred solely on the basis of long tenure. The qualifications under one of the two alternatives listed below are essential for appointment or promotion to the rank of Librarian:

1. A Master's degree in Library Science (M.L.S.) from an ALA- accredited program or, in the case of the Media Services manager's position, an appropriate Master's degree; and ten (10) years of full- time professional library experience, including at least four (4) years in an academic library.
2. A Master's degree in Library Science (M.L.S.) from an ALA- accredited program or, in the case of the Media Services manager's position, an appropriate Master's degree; a second graduate degree; and eight (8) years of full-time professional library experience, including at least four (4) in an academic library.

Post-Tenure Review *

A. Tenured faculty members shall be subject to a post tenure review five years after their attainment of tenure and every five years hence. Post tenure review and any subsequent evaluation shall be conducted by a committee of three or five faculty members. A majority of the committee must be from the faculty member's home department unless there are too few tenured faculty in the department, or if eligible members choose not to serve. If there are two members outside the department, one may be from outside the university. The faculty member under review may choose the membership of the committee and notify their department chair or associate dean. If no committee is formed by the end of the term prior to the semester that ends the five-year period, the chair will appoint a committee. Department chairs and associate deans may also serve on committees.

B. The progress toward post tenure review of each faculty member shall be reviewed annually following criteria and procedures contained in "Criteria for Promotion, Tenure Appointments, and Post tenure Review." These criteria will include (1) an evaluation of the faculty member's teaching, (2) an evaluation of the faculty member's research and scholarly output, and (3) an evaluation of the contributions made by the faculty member in the areas of public and professional service to the institution and the community. These evaluations will, as a minimum, rely upon student evaluations and input from the other tenured faculty (peer review). The materials to be evaluated should be compiled for committee review. The committee shall notify a faculty member and the department chair in writing of the specific services which are unsatisfactory and specific improvements that need to be made. Unless they have been so notified, a tenured faculty member can assume that their services have been satisfactory. It is mandatory that the chair annually meet (no later than the full week prior to March 1) with a faculty member to discuss their evaluation and progress toward post tenure review. Comments and recommendations resulting from these evaluations must be given to the faculty member and made a part of the faculty member's personnel record in the Human Resources Office.

Academic Freedom

These regulations are designed to enable Western New Mexico University to protect academic freedom and tenure and the requirements of academic due process. The principles implicit in these regulations are for the benefit of all who are involved with or are affected by the policies of the institution. A department or university is a marketplace of ideas, and it cannot fulfill its purposes of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. In the words of the United States Supreme Court, “Teachers and students must always remain free to inquire, to study and to evaluate, to gain maturity and understanding; otherwise our civilization will stagnate and die.” *

All members of the faculty, whether tenured or not, are entitled to academic freedom.

Academic Freedom: (Quotes from the 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments, as developed by representatives of the American Association of University Professors and the Association of Colleges in 1969. The governing bodies of the associations adopted several changes in language in order to remove gender specific references from the original text.)

“(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.”

“(c) College and 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 people of learning 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.

The faculty and administration of Western New Mexico University collectively accept the responsibility for maintaining an atmosphere in which scholars may freely teach, conduct research, publish, and serve humanity. Faculty will uphold standards of intellectual honesty at all times while engaging in scholarly activities that benefit our students, our university, our community and our respective disciplines.

Every faculty member of the university who teaches face-to-face or online has the obligation of allegiance to one’s discipline, department and university always mindful of the university’s commitment to protecting academic freedom and freedom of expression. Furthermore, the faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. The faculty sets the requirements for the degrees and authorizes the president and board to grant the degrees thus achieved.

Faculty status and related matters are primarily a faculty responsibility; this area includes appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence and /or expertise for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments.

* American Association of University Professors, Policy Documents and Reports, January, 1977, p. 15

Section 404: Faculty Rights and Responsibilities

- A. All faculty members have the same rights and responsibilities as those of any other persons. It should be made clear, however, that faculty members as well as other employees of the University and all students are subject to the guidelines and stipulations about conduct included in “General Policies and Principles” as set forth in the Board of Regents Manual, pp. 6-24.
- B. Faculty members have the responsibility of being familiar with the contents of this Faculty Handbook and the Board of Regents Manual and appropriate appendices.

Board of Regents Manual –section I.5 (p. 7)

Shared Responsibility

The purpose of this statement is to help clarify relationships between the Regents and the Administration, Faculty, and Students of the University.

Management and control of the University are vested in the Regents. Inevitably, the responsibilities of the Regents must be delegated, and so is much of their authority to govern the affairs of the institution subject to overall policy which they establish.

1. As limited by the applicable law, these policies, and other actions of the Regents, the Board recognizes and approves:
 - a. the authority and responsibility of the University President and Administration in all matters relating to the operation of the University;
 - b. the authority and responsibility of the Faculty, in cooperation with Administration, to set educational policies, to screen faculty personnel, and in general, to deal with all matters relating to teaching and research; and
 - c. the rights and responsibility of the Students of the University to provide for their own self-government with authority in the affairs of the student community.

There presently exist adequate procedures for determining most matters affecting University operation. In order that the University may function properly under the authority of those in direct charge of its activities, the Regents ordinarily will not interfere with actions of the Administration, the Faculty, or Student Government. The Regents cannot, however, ignore the responsibilities of management and control vested in them by the Constitution and laws of the State of New Mexico. Thus, they reserve unto themselves the right to consider and determine, if deemed necessary, any matter relating to the University.

Board of Regents Manual – section 1.8 (pp. 9-12). Conduct Leading to Disciplinary Action One of the important aspects of academic due process is a clear statement of the kinds of conduct that will lead to University disciplinary action. It is deemed important, therefore, to clarify the type of conduct which shall be considered to affect adversely the University’s educational function, to disrupt community living on campus, or to interfere with the right of others to the pursuit of their education or to conduct the University duties and responsibilities. In an effort to accomplish this, but without intending the statement to be all inclusive, the following is hereby set forth:

- I. Any member of the University community -- student or member of the faculty or staff -- who commits or attempts to commit any of the following acts of misconduct shall be subject to appropriate disciplinary procedures and sanctions:
 - i. Obstruction or disruption, by any means, of teaching, research, administration, disciplinary procedures, or other University or University-authorized functions, events, or activities.
 - ii. Unauthorized or prohibited entry into or onto, or unauthorized or prohibited occupation or use of, any University facility, building, vehicle, or other University property.
 - iii. Physical abuse, the threat of physical abuse, or intimidation of any person on campus or at any University authorized function or event, or other conduct which threatens or endangers the health, freedom of action, or safety of any such person.
 - iv. Theft of, damage to, or defacement of property of the University or the property of any person on campus. (Any student or member of the faculty or staff who steals, damages, or defaces University property shall reimburse the University to the full extent of the University’s loss).
 - v. Denial of, or interference with any person’s lawful right of access to, use of, or exit from any University facility or with any other lawful right of any person on campus.
 - vi. The destruction of, or damage to, property of the University or of others on campus by setting fire.
 - vii. Use or possession on the campus of firearms, ammunition, or other dangerous weapons, substances, or materials, or of bombs, explosives, or incendiary devices, except as authorized.
 - viii. Forgery or alteration or destruction of University documents or furnishings of an intentionally falsified information document submitted to the University or making intentionally false accusations against any member of the University by filing a complaint or charges under these rules.

- ix. The repeated use of obscene or abusive language in a classroom or public meeting where such language is beyond the bounds of generally accepted good taste and which, if in a class, is not significantly related to the teaching of the subject; the use of obscene or abusive language against another member of the University, faculty, staff, or students.
- x. Disorderly, lewd, or indecent conduct occurring on campus or at a University recognized or University sponsored activity off campus.
- xi. Aid to others in committing or inciting others to commit any act of misconduct set forth in 8.a. (i) through 8.a. (x).
- xii. Any act that demonstrates the probability that the person constitutes a physical danger to themselves or others on campus.
- xiii. Willfully refusing or failing to leave the property of, or any building or other facility owned, operated, or controlled by the Board of Regents upon being requested to do so by the President, if the person is committing, threatening to commit, or inciting others to commit, any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures, or functions of the University. As used herein, "President" means the President (or acting President) of the University or any person[s] designated by the President to act on their behalf.
- xiv. Use of alcoholic beverages on campus.
- xv. Any other acts or omissions which affect adversely the University's educational function, disrupt community living on campus, interfere with or affect adversely the processes of the University.

II. Sanctions

- a. Any student who violates any of the rules set forth in 8.a. (i) through 8.a. (xv) shall be subject to censure, warning, disciplinary probation, suspension, or expulsion, as well as restitution, if applicable.
- b. Any member of the faculty or staff who violates any of the rules set forth in 8.a. (i) through 8.a. (xv) shall be subject to censure, warning, disciplinary probation, or dismissal, as well as restitution, if applicable.
- c. As used in 8.b. (i) and (ii).
 - i. "Warning" means a notice, oral or written, that continuation or repetition, within a stated reasonable period of time, of conduct found to be wrong doing may be cause for more severe disciplinary action.

- ii. “Censure” means a written reprimand for violation of a specific regulation, including the possibility of a more severe disciplinary action in the event a conviction for a later violation of a University regulation committed within a stated reasonable period of time.
- iii. “Restitution” means the requirement to reimburse the legal owner for loss due to defacement, damage, or misappropriation of property.
- iv. “Disciplinary Probation” means that individuals violating the aforementioned regulations may be placed on probation for a period not exceeding one (1) year. The person placed on probation shall be notified in writing that repetition of the act or other acts prohibited by these regulations will lead to more severe sanction. The official transcript of a student shall be marked “Disciplinary Probation” for the period of probation and any “exclusions” noted. The parents will be notified of the action for students under majority age. For faculty violations, a notice of probation will be placed in the faculty member’s personnel file.
- v. “Suspension” means exclusion of a student for a definite period of time from attending classes and participating in other University activities as set forth in a notice to the student. The official transcript of the student shall be marked “Disciplinary Suspension, effective to,” and parents of students under majority age will be notified of the action.

A student who is not currently enrolled at the University and was not registered during the previous semester or graduated at the end of the previous semester may request that the notation of “Disciplinary Suspension” be removed from a permanent record when two (2) years have elapsed since the expiration of the student’s suspension. Such request must be submitted in writing to the President. If the request is not granted, the student may submit another request after one (1) year.

- vi. “Expulsion” means a termination of student status for an indefinite period of time. Permission of the President shall be required for readmission. The official transcript of the student shall be marked, “Disciplinary Expulsion effective to” and parents will be notified of the action for students under majority age.
- vii. “Dismissal” means termination of employment for cause, either for a stated time period or indefinitely.
- viii. If any of the acts of misconduct set forth in 8.a. (i) through 8.a. (xv) are committed by a person who is not a student or member of the faculty or staff such persons may be denied admission, readmission, or employment by the University.

- ix. Appeals: Any appeals from any sanction imposed shall follow the same channels and procedures as established for other grievances.

C. Faculty Presence

Preamble—Be it known that most faculty exceed forty (40) hours per week through the combination of teaching, course preparation, student consultation and advisement, grading, assessment, research, and service including but not limited to field trips, contributions to student and community organizations, external organization contributions and leadership, committee activities, and participation in academic governance. This service extends throughout the academic year, in and out of semester, without regard to business hours and weekends. Therefore, this section addresses faculty rights and responsibilities.

The Board of Regents Manual Section IV.8 notes “Each faculty member is expected to be available for campus duty during the period specified by the individual contract.” Faculty are expected to be present physically and/or virtually for scheduled academic commitments (e.g. class sessions, student consultation hours, committee and departmental meetings, campus-wide events). All faculty members have discretion over the time and location of all other instruction and research-related activities except as specified in annual contracts.

Selected Rationales: This draws on the Board of Regents Manual to detail presence expectations and faculty standing as professionals who may conduct instruction and research-related activities routinely outside of normal business hours, often totaling far in excess of forty hours per week. Administrators retain the right to require alternate arrangements through contract negotiations.

- D. It is expected that as part of faculty presence, each full-time faculty member will post specified student consultation availability for five (5) hours per week (subject to proration for part-time), times and days to be noted in faculty physical and virtual spaces (offices, syllabi). Consultation may take the form of face-to-face meetings, online video conferencing, telephone conferencing, or other mutually agreed on modes of communication as stated in the syllabus. The student consultation hours are set aside specifically for meeting with students. In addition, students can schedule appointments to meet with faculty in person or via electronic communication.

Selected Rationales: This formally states the variety of methods faculty may use to provide student advisement and the general expectations for duration. It allows for faculty corresponding with students electronically, often on evening and weekends, partially or fully in lieu of in-person office hours. This in turn promotes flexibility in scheduling (given heavy committee loads and other scheduled commitments on- and off campus) and allows for greater responsiveness to students’ busy schedules.

Section 405: Severance: Faculty Termination and Dismissal

A. Termination of Appointment by the Faculty Member

1. Termination occurs on the death of a faculty member.
2. Resignation (voluntary termination before retirement age)
 - a. A faculty member may terminate their appointment effective at the end of an academic year, provided that they give notice in writing at the earliest possible opportunity, but not later than May 15, or 30 days after receiving notification of the terms of their appointment for the coming year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.
 - b. If a faculty member with a tenure appointment contract resigns from the University and is rehired within three years as a fulltime member of the same department, they shall have a tenure appointment contract upon their return. If rehired by the same department after more than three years absence, the faculty member may be given not more than a one-year probationary period at the recommendation of the department and approval by the President and the Board of Regents. If, after resigning from the University, the faculty member is rehired as a fulltime member of an academic department other than the one in which they held a tenure appointment contract, they may be given not more than a one-year probationary period at the recommendation of the department. A faculty member with a tenure appointment contract who has left their academic department to accept fulltime employment by the University in an administrative capacity may, at the request of the department involved, return to a teaching position in their original department or in a different department, their return would be at a salary appropriate to their academic rank.
3. Retirement
 - a. A person may continue at the University beyond retirement in an advisory capacity or on a $\frac{1}{4}$ time basis at the request of their department and with the approval of the department chair, the College Dean, the Vice President for Academic Affairs, President, and the Board of Regents. Their contract shall be approved on a year to-year basis and may be terminated at any time.
 - b. Early Retirement. A faculty member may retire at minimum age as determined by New Mexico ERA regulations. The faculty member must notify the department chair at least one year in advance of their planned early retirement.

- c. Privileges of Retirement. Any retired faculty member should be entitled to the following privileges:
 - (1) Retired faculty members may take courses at the University, with waiver of tuition fees in accordance with practices accorded to faculty and staff.
 - (2) Free campus parking.
 - (3) Notices of major campus activities will be mailed to them.
 - (4) Voluntary participation in commencement exercises.
 - (5) Admittance to regularly scheduled athletic events at no charge.
 - (6) Library privileges.

B. Termination of Appointments by the University (cancellation of contract at the end of the contract period)

- 1. Non-tenured faculty members may be terminated during their probationary period without specified cause.
- 2. Financial Exigency
 - a. Termination of an appointment with continuous tenure or of a probationary or a temporary appointment before the end of the specified term may occur because of a demonstrable bona fide financial exigency.
 - b. Before terminating an appointment because of financial exigency, the University, with faculty participation, will make a good faith effort to place the faculty member concerned in another suitable position within the University.
 - c. In all cases of termination of appointment because of financial exigency the faculty member will be given notice or severance salary as prescribed herein.
 - d. In all cases of termination of appointment because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.
 - e. The final decision of which faculty member shall be terminated will be that of the Board of Regents.
- 3. Termination for Medical Reasons

Termination for medical reasons of an appointment with tenure, or of a probationary or temporary appointment, will occur only if the faculty member can no longer perform the essential functions of the appointment, with or without a reasonable accommodation. The decision to terminate will be reached only after there has been appropriate consultation, and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis for the proposed action, and has been afforded an opportunity to present the faculty member's position, suggest possible reasonable accommodations, and respond to the evidence.

- a. The University has the right to require medical/mental examinations of the faculty member at the University's expense at any time of the year, provided that the examination is job related and there is evidence of performance problem or safety issue, or the faculty member has requested a reasonable accommodation. The examination will be conducted by a licensed physician mutually acceptable to the faculty member and the University.

4. Discontinuance of Program or Department Not Mandated by Financial Exigency

Termination of an appointment with continuous tenure, or of a probationary or specified appointment before the end of the specified term, may occur as a result of a bona fide formal discontinuance of a program or department of instruction.

If a program or department is discontinued, tenured faculty shall receive at least a twelve month notice before the expiration of an appointment at Western New Mexico University. Before terminating an appointment, because of discontinuance of program or department not mandated by financial exigency, the University with faculty participation, will make a good faith effort to place the faculty member concerned in another qualified position within the University.

In all cases of termination of appointment because of Program or Department discontinuation closure not mandated by financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

C. Dismissal (cancellation of contract at any time during the semester)

1. Adequate cause for dismissal will be related directly and substantially to the fitness of the faculty member in their professional capacity as a teacher or researcher. Adequate cause may normally be defined as:
 - a. Incompetence in performing the duties for which the faculty member is employed.
 - b. Failure to perform the duties for which the faculty member is employed.

- c. Conviction of a felony or any crime involving moral turpitude. A faculty member convicted of a felony or any crime involving moral turpitude shall be subject to immediate dismissal without notice.
 - d. Repeated acts of insubordination.
 - e. Unprofessional conduct.
 - f. Habitual drunkenness or habitual use of narcotics or dangerous drugs, as defined in the State of New Mexico Statutes.
 - g. Falsification of employment application or document submitted thereto or other false or fraudulent representations made in securing employment.
2. Recognizing that dismissal for adequate cause may arise due to unforeseen circumstances, there shall be no fixed requirement for notice prior to University action. The University shall give notice as soon as the facts indicating adequate cause are known to it.

D. Severance Provisions

1. For those individuals who, for any reason, do not complete the period of the time specified in the contract, payment will be prorated in accordance with the terms of the contract. Release of final checks will, at all times, be subject to the usual clearance provisions.
2. Faculty or staff members who do not anticipate continuing in other employment covered by New Mexico Educational Retirement may apply to the Office of Educational Retirement for a refund of personal contributions. Application forms are available at the Office of Business Affairs.

E. Grievance Procedures

If any faculty member feels that they have cause for grievance in any matter not covered by the procedures described in the foregoing Regulations, they may petition the Faculty Senate to invoke the grievance procedure for redress.

Section 406: Intellectual Property Rights

Intellectual Property:

Intellectual Property includes but is not limited to:

Consulting Activities: Intellectual property developed by a member of the faculty (1) during that person's allowed consulting time and (2) without the significant use of University resources, belongs to the originator. Ownership of Intellectual Property developed as the result of consulting activity by a university employee, and to which the University is a party, will be determined in accordance with the terms of the consulting agreement.

Instructional Materials: Intellectual property developed for any course offered by the University but without significant use of university resources belongs to the originator.

Scholarly and Artistic Works: Intellectual property developed by a member of the faculty engaged in scholarly or artistic activity without significant use of university resources belongs to the originator.

Grants and Contracts: Ownership of intellectual property developed by a faculty member as a result of externally-funded projects through a contract or grant (even those administered through and by the University) belongs to the originator.

* **Significant Use:** Significant use shall mean use of university resources that imposes on the university costs or liabilities that otherwise would not be incurred.

WNMU owns the intellectual property that is collaboratively created by university committees including curriculum documents submitted to the Curriculum and Instruction Committee.

The University should have no claim on intellectual property created by faculty unless the faculty member receives an additional, internally funded contract to create the related work product. If a faculty member receives a supplemental, internally funded contract to complete a specified task that has a work product, then the intellectual property ownership would be equally split between the author and the University, unless a different percentage split is negotiated prior to beginning the project.

Faculty, who are conducting University-sponsored, internally funded research or supported research, would equally split the intellectual property ownership between the author and the University unless a different percentage split is negotiated prior to beginning the project. Faculty who receive a research grant from the University have the option of purchasing back the face value of the research grant from the University or equally splitting the intellectual property ownership unless a different percentage split is negotiated prior to beginning the research grant.

Sources: United States Copyright Office

AAUP

University of California

University New Mexico

New Mexico State University – Arrowhead Center

Section 407: Faculty Load

Nine-Month Faculty Teaching Load

The full-time load for tenured, tenure-track, and limited term faculty members on nine-month contracts will be equivalent to a 12-credit hour teaching load each fall and spring semester, as overseen by the VPAA or appointed representative of the VPAA (such as, deans). Because faculty salaries in Applied Technology are calculated outside of the faculty salary formulas, this policy does not apply to Applied Technology.

Section 408: Remote Work Policy

Western New Mexico University supports short- and long-term remote work assignments, as mutually agreed to by the individual faculty member, the department chair or associate dean, and with the approval of their academic dean and VPAA. The Remote Work Policy is established in consideration of technological advances, market demand for online and distance education, and in recognition that some positions may be conducive to less traditional work site arrangements. In addition, remote work assignments may offer benefits such as the recruitment of diverse and quality candidates, as well as contributing to enhanced student learning and retention.

Procedures

1. Eligibility

All faculty are eligible to be considered for this type of work assignment.

2. General

Department chairs or associate deans may approve remote work assignments as an alternative work arrangement for individual faculty members where it is in the best interest of the University and the member of the faculty. Such arrangements should ensure that operational needs and impact are considered.

3. Definition

A remote work assignment is an agreement by which an employee regularly performs their contractual duties at an alternative or an off-campus location.

4. Authority

Department heads or associate deans have the authority to approve or deny remote work assignments. These decisions shall be made in conjunction with their academic dean and subject to final approval by the Vice President of Academic Affairs. Copies of the request for a remote work agreement and of the decision made regarding that request shall be shared with Human Resources. Department heads or associate deans, academic deans, and the VPAA are encouraged to give serious consideration to all reasonable requests but shall give the highest priority to the effective functioning of the division or department. The Grievance Process may be used to appeal instances of denial and/or termination of the remote work assignment in the application process.

5. Performance and University Policies

All work shall be performed according to the same standards as is expected at the primary worksite. The chair or associate dean will meet at regular intervals through the MBO process to review the faculty member's work performance. WNMU policies, rules and practices shall apply at the remote work site. Consideration for and promotion to tenure track status, as well as the *Promotion and Tenure* process shall not be affected in any way by this remote work policy. Failure to follow policy, rules, MBO objectives, and

procedures may result in termination of the remote work arrangement and/or disciplinary action.

6. Guidelines

The primary criterion for determining approval of a remote work assignment for any faculty member is whether the arrangement meets the business and academic needs of the department. Eligibility may vary for different types of work arrangements and may depend on the nature of particular disciplines and faculty duties.

All proposals shall be treated equitably. The following guidelines are applicable:

- a. Faculty will be expected to meet performance standards as set through the MBO process
- b. Faculty members who have previously negotiated remote work assignments are welcome to reopen the terms of their agreements subject to this new policy.
- c. Faculty who accept a remote work assignment should ensure a safe and suitable workspace that is appropriately confidential and free of distractions and interruptions that may interfere with work. Similarly, the university has the obligation to provide reasonable and fair resources for remote faculty in carrying out their duties.
- d. The faculty member's duties, obligations, responsibilities, and conditions of employment with the University remain unchanged when the agreement involves only a change in work location. Salary, retirement plan benefits, and University sponsored insurance coverage will not change. Job responsibilities, standards of performance, and performance evaluations remain the same as when working at the regular University work site.
- e. In accepting a remote work assignment, the faculty member agrees to comply with all pertinent University rules, policies and practices, and instructions that would apply if the employee were working at the regular University work site.

7. Duration of Agreements

Remote Work assignments will remain in effect unless terminated in accordance with the procedures set forth in this policy or as outlined in the faculty member's contract term and conditions.



Section 500 Grievance Policies

Section 501: Grievances and Appeals

Section I. Grievances

- A. Definition: A grievance is a claim based upon an event or condition that affects the terms and conditions of employment. Such a circumstance must contain grounds for formal complaint with the expectation of change or correction. A grievance does not include dissatisfaction with University policy challenged on grounds that the policy is unfair or inadvisable.

- B. Definition: “Days.” In this grievance policy, the word “days” refers to business days in the fall and spring semesters, excludes Saturdays, Sundays, the summer session, school holidays, and other official non-work periods such as, but not limited to, snow days and the like. The day of the act or event from which a designated period of time begins to run shall not be included in computing any period of time. If the last day of a designated period falls on a Saturday, Sunday, school holiday, or vacation period or during summer session or a non-work day, the period shall run until the end of the next day which is not a Saturday, Sunday, school holiday, or vacation period, or during any summer session or non-work day. The term “vacation period” or non-work day does not include the week of final exams. The number of days is calculated from the perspective of the campus in Silver City, NM.

- C. Definition: Grievant. Any member of the General Assembly as defined under Section II, Membership, Part A has the right to initiate a grievance procedure with the “burden of proof” resting with that member, except in a grievance arising from the termination of a tenured faculty member or when a university official is required to perform a duty or meet a time limit, in which case the burden of proof shall rest with the University.

- D. Definition: Respondent. Any member of the General Assembly as defined under Section II, Membership, Part A, with whom mediation is sought, or against whom a grievance is filed.

Section II. Grievance Procedure

A lack of confidentiality compromises the integrity of the grievance process and with this in mind, all parties involved in any stage of the grievance, are urged to maintain confidentiality.

- A. Faculty are encouraged to resolve disputes with involved parties directly, and encouraged to consult the university ombudsperson. If these attempts prove unsuccessful, faculty will follow the procedure outlined below.

- B. Before filing a grievance, the Grievant shall schedule a mediation meeting with a mutually agreed upon mediator or a licensed mediator (e.g. NM Alternative Dispute Resolution [ADR] Bureau) for the purpose of resolving conflicts. If the Respondent does not agree to participate in mediation within ten (10) business days from the request for mediation, then the Grievant shall proceed with next step in the process.

If the mediation is conducted, a document indicating the names of participants and the date the mediation took place, as well as a simple statement regarding whether or not resolution occurred, will be forwarded to the Vice President of Faculty Senate. The nature and content of the mediation session will not be revealed by mediator.

- C. If the mediation attempt is unsuccessful, the Grievant will attempt to resolve the dispute through the University administrative structure. The President of the Faculty Senate, Dean, Director of Employee and Labor Relations, or Vice President of Academic Affairs shall be available to assist in this attempt.
- D. If the dispute is not resolved through the administrative structure, the Grievant shall initiate a grievance by serving a written statement clearly specifying the alleged violations of the Faculty Handbook to the Vice President of the Faculty Senate, who acts on behalf of the eventual grievance committee, with a copy also directed to the Respondent, the party against whom the grievance is being filed. In the event that the Vice President of Faculty Senate is a party in the grievance, the Faculty Senate President or their designee shall assume these responsibilities. A grievance shall be filed within sixty (60) days after the occurrence of the most recent example of the action or behavior that is being grieved, or after the conclusion of the mediation and administrative structure attempt. The grievance statement shall present the facts upon which the grievance is based, the specific contractual or Handbook provision that was violated, specify the remedy sought, be dated, and signed by the Grievant. In a later step, both Grievant and Respondent may gather evidence and details to support this initial statement of facts. They do not have to submit their entire package of evidence at this stage.
- E. The Vice President of the Faculty Senate, upon receiving the filed grievance, shall randomly draw the names of five (5) eligible faculty members to serve on the Grievance Committee. Only tenured faculty who are not a party to the grievance (either a Grievant or a Respondent), who are not the faculty President or Vice President, and who have not served on a grievance committee within the past two semesters shall be eligible to serve on a grievance committee. Within five (5) days of the filing of the grievance, the Grievant and Respondent will be notified of who has been selected for the grievance committee.
- F. Within five (5) days of written notice of the selected grievance committee, the following process must be completed: the Grievant, and then the Respondent (or

their respective academic counsel), shall state whether either wishes to disqualify any individual from service on the grievance committee. The Vice President shall then draw a number of names equal to the number of disqualifications that were exercised. The parties shall then state whether either wishes to disqualify any individual from that group. This process shall continue until five (5) committee members have been selected. The Grievant and each individual Respondent (if there is more than one named Respondent) may exercise no more than four (4) disqualifications. The exercise of disqualifications is a confidential matter which may not be disclosed by the parties. The Vice President shall notify the selected grievance committee members of their selection at the conclusion of this 5 day (or less) process.

It is the duty of every tenured faculty member to serve on a grievance committee during a contract period, if nominated, with the exception of faculty on sabbatical leave. Therefore, selected committee members may not recuse themselves, but may request recusal from the Grievant and Respondent, and only if both parties agree, will the recusal be accepted.

If the request for recusal is not accepted but a selected faculty member still refuses to serve on the Grievance Committee, the faculty member shall lose their voting rights at General Assembly for a period of one year

- G. Within five (5) days of the selection of the Grievance Committee members, and written notice of the selection, the following process must be completed:
1. Grievance committee selects a Chairperson and Recorder with the assistance of the Vice President. All committee members sign a confidentiality agreement regarding the process and parties involved and submit it to the Vice President.
 2. The grievance committee shall decide whether to move the grievance forward based on whether the complaint meets the definition of a grievance (section I, A above).
 3. The Grievant and Respondent are notified in writing if the grievance is not moved forward, or if it is, of the date and time the grievance hearing is scheduled. This date may not be more than 30 days from the day the grievance committee was notified in writing of their selection by the Faculty Vice President. This time limit may be waived only with the written consent of all parties.
 4. The Grievant or Respondent may, if either chooses, select a person from the University faculty/staff or other sources herein designated as academic counsel to attend the hearing. While a grievant is entitled to legal counsel, cost of such will be the Grievant's responsibility. Neither the Respondent nor Grievant is permitted to legal counsel within the hearing.
- H. A minimum of five (5) days before the grievance hearing, the Grievant and Respondent shall provide to the Chairperson their package of evidence and requested

remedy. The Grievant and Respondent will also submit to the Chairperson and the opposing party the name of their faculty or staff counsel, and a list of witnesses to be called. Any subsequent evidence submitted at the time of the hearing will be accepted at the discretion of the Grievance Committee Chair.

Section III. Conduct of the Hearings

- A. The hearing shall be closed.
- B. The Grievance Committee chairperson shall preside over the hearing, and a majority of the Committee as well as the Grievant and Respondent (or their respective academic counsel) must be present at the hearing.
- C. No-show provision: If either party or their academic counsel fails to appear for the formal hearing after receipt of notice according to the provisions contained herein, the Committee may rule for the opposite party by default.
- D. The Chairperson will introduce themselves and instruct the other committee members, the Grievant and their academic counsel, and the Respondent and their academic counsel, to introduce themselves.
- E. The Recorder will announce that the entire grievance hearing will be audio-recorded, and that the Recorder will be in charge of announcing time limits.
- F. The Chairperson will present ground rules for the grievance hearing:
 - 1. All physical documents shall be presented at the beginning, with no additional items provided once the presentation of evidence has commenced. The taking of rebuttal evidence shall be at the discretion of the committee.
 - 2. One person speaks at a time.
 - 3. Time is limited to sixty (60) minutes per party, with tracking of time done by the Committee and the party presenting. The Grievant and/or the Respondent may ask the Grievance Committee for an extension of the time limit, which the committee may or may not grant.
 - 4. Both parties may question witnesses to elicit pertinent information only. No witnesses may question any parties.
 - 5. Although both the Grievant and Respondent or their academic counsel must be in attendance at the hearing, neither party can be required to testify.
- G. Presentation of evidence by the Grievant.
 - 1. The Grievant and their faculty counsel will be given an opportunity for presentation of evidence and witnesses first, in accordance with the Faculty Handbook.

As witnesses are presented, the Respondent has a right to question those witnesses, but not for longer than five (5) minutes per witness, and only for the purpose of eliciting pertinent information.

2. The committee may question the Grievant and their witnesses, but not longer than fifteen (15) minutes total.

H. Presentation of evidence by the Respondent.

1. The Respondent and their faculty counsel will be given an opportunity for presentation of evidence and witnesses.

As witnesses are presented, the Grievant has a right to question those witnesses, but not for longer than five (5) minutes per witness, and only for the purpose of eliciting pertinent information.

2. The committee may question the Respondent and their witnesses, but not longer than fifteen (15) minutes total.

I. Closing the Hearing

1. If the time allotted does not allow both parties the opportunity to present their cases in full, either or both may request a second meeting of the committee, the necessity of which will be determined by the committee and sent in written notice.
2. If all evidence and witnesses have been presented, the committee will dismiss all parties and hold a closed-door meeting. If consensus and findings are not achieved during that time, the Chairperson may call a subsequent committee meeting. If the grievance committee determines it needs legal counsel from a university lawyer, the chairperson may request this from the university president, along with a suggested time frame.

Section IV. Resolution of the Grievance

- A. Within ten (10) days of the conclusion of the hearing, the Grievance Committee shall issue a written report which includes:

1. Findings of fact (those relevant facts and/or dates it found to be true)
2. The specific contractual or Handbook violation identified by the grievant
3. A statement asserting whether or not the grievance committee agrees that said contractual or Handbook provisions were, in fact, violated.
4. The requested remedy (if the committee found a violation(s) did occur)

- B. The Chairperson of the committee will send all materials pertinent to the hearing (notes, written evidence submitted by both parties, lists of witnesses, tape

recording, etc.) to the Director of Employee and Labor Relations for storage on the same day the written report is sent to the Vice President of Faculty Senate.

- C. The written report of the findings of the committee will be transmitted to the Vice President of Faculty Senate only for verification of its completeness. If complete, the Vice President will submit the report to the President of the University and to the Grievant and Respondent within five (5) days of receiving the report.
- D. The President of the University will accept or reject the grievance committee's recommendation, and shall notify the parties of the decision in writing, within ten (10) days of receipt of the report.

Section V. Appeal

The grievant or the respondent may request review of the President's decision by the Board of Regents. Such request must be made within ten (10) days of receipt of the President's decision. The Board, at its next scheduled meeting, will review and by a majority of its quorum will approve, reject, or amend the findings, recommendations, or suggestions of the Grievance Committee and the subsequent action taken by the President.

Reasons for approval, rejection, or amendment will be stated in writing and given to the parties. Most appeals to the Board of Regents shall be handled by a review of the record of the Grievance Committee. In such circumstances, as the Board in its absolute discretion deems appropriate, the Board may consider oral arguments. The parties shall be allowed academic counsel for any such oral arguments.



Section 600 General Academic Policies

Section 601: Extra Pay Regulations

Faculty teaching overloads may develop in emergency or other unique situations. The faculty member has the option of rejecting an overload. Teaching assignments and payment for overloads are made according to the Student Unit Record (SUR) schedule policy.

Section 602: Summer Session Teaching

Faculty members on nine-month contracts are under no obligation to teach during the summer sessions. Furthermore, there is no understanding, either stated or implied, that an opportunity for summer session employment will be accorded to any faculty member except when it has been definitely established by the administration that the faculty member's services are necessary. Tenured and tenure-track faculty will be granted first preference in their particular area of specialization for summer session employment when available. The department chair, after consultation with the faculty of their department, shall make an initial recommendation regarding summer session class offerings. Innovations are encouraged and courses of proven popularity and general acceptance should be given priority in planning.

All professors to be employed will be notified, normally by March 1, of proposed assignments and salaries. A full teaching load shall consist of six (6) credit hours compensated as determined by the Board of Regents. Teaching loads of less than six credit hours shall be prorated accordingly. Exceptions to the March deadline may be made for visiting professors.

Section 603: Code of Ethics Pertaining to Outside Employment

Full time members of the Faculty are encouraged to engage in outside professional activities such as writing, consulting, lecturing, or activities of a similar nature which will enhance their professional growth or reputation, subject to the following:

1. Since the faculty member's primary responsibility is to the University, all outside activity is considered secondary. Outside activities will be deemed excessive when, in the judgment of the chair and the Vice President for Academic Affairs, they are of an extent which interferes with the discharge of the faculty member's full obligation to the University. An individual faculty member will usually consider themselves the best evaluator of their professional energies; nevertheless, the member is enjoined to consult with the chair whenever there might be any doubt as to whether the sum total of external obligations incurred could detract from the member's ability to give adequate continuing attention to primary University obligations.
2. Outside professional activities shall not significantly conflict with classes, office hours, or other assigned duties and commitments. When outside activity does not involve absence from assigned duties and commitments, the faculty member is nevertheless responsible for keeping the chair of the department fully informed, in writing, about the nature and extent of any current outside professional commitments.
3. Except in cases specifically approved in writing by the President authorizing official University involvement, the faculty member in undertaking such employment shall act as an individual and not as an agent of the University and shall not use the name of the University nor official University stationery in connection with such work, nor shall the faculty member solicit such employment through use of their University position.
4. The amount of earnings from outside activities is not a concern of the University. However, in order to avoid possible charges against the University of unfair competition, a faculty member should charge fees at least as great as would be charged by firms or individuals doing similar work, except when advice or legal services are given free in the public interest.
5. In undertaking outside employment, the faculty member shall not make use of University facilities nor personnel without prior written approval of the department chair responsible. (Authorization for use of University facilities will not be given when comparable facilities are available in the immediate area or when the project will involve use of equipment on a continuing basis.)
6. Great care should be taken to avoid a conflict of interest or appearance of conflict situation in carrying out any type of consultant or research activity.

7. When exceptions to this policy are necessary in the interest of the University, they must have the advance written approval of the Vice President for Academic Affairs.

Section 604: Policy on Release of Personnel Information

[This policy, while it affects Western New Mexico University faculty, is not a part of the Faculty Handbook.]

It shall be the policy of the Board of Regents and Administration of Western New Mexico University (WNMU) to protect the privacy of current, former and prospective employees to the extent permitted by law. Accordingly, all personnel information retained by WNMU shall be considered confidential unless the Inspection of Public Records Act, NMSA 14-2-1 et seq., requires otherwise.

Confidential personnel information will not be released without the affected person's written consent unless an administrator, who is responsible for maintaining the relevant records, determines that exceptional circumstances justify such action. Other personnel information will be made available pursuant to the Inspection of Public Records Act, as interpreted by the New Mexico courts.

The Act and decisions interpreting it provide that the following types of personnel information may be treated as confidential:

1. letters of reference concerning employment, licensing or permits;
2. letters or memoranda which are matters of opinion in personnel files, including documents concerning infractions and disciplinary actions, performance evaluations, and related materials, opinions as to whether a person should be rehired or reasons why an applicant was not hired, and any other material expressing an opinion as to a current or former employee or an applicant for employment;
3. medical and related information pertaining to illness, injury, disability to perform a job task, or sick leave;
4. names or other identifying information on applicants for positions with WNMU, until and unless a candidate is selected for a final applicant pool;
5. other types of personal information, such as military discharge or arrest records, (a) which is solicited by WNMU; (b) which is considered vital to the employment procedure; (c) which was furnished after a promise to keep the information confidential, and (d) for which disclosure would not appear to serve any identifiable public interest.

Western New Mexico University will treat these types of information as confidential to protect the privacy of current, former and prospective employees and to encourage qualified persons to apply for positions with assurance that the mere fact of their application for another job need not become public information. Western New

Mexico University shall be entitled to ask persons seeking disclosure of personnel records to provide reasonable justification for such disclosure.

Section 605: Department Chair Appointment and Removal

The chair shall be elected by a plurality of their respective department faculty for a three-year term with yearly evaluations in late April by departmental faculty. The chair shall serve as a liaison between departmental faculty and the dean of the college. A department chair can be removed by a $\frac{3}{4}$ majority vote of departmental faculty. Removal shall occur either at the end of a semester or academic year.

Section 606: Political Activities of Faculty Members

Faculty members, as citizens, are free to engage in political activities. With administrative approval, leaves of absence may be granted for the duration of an election campaign or a term of office, on timely application, and for a reasonable period of time. The terms of such leave of absence shall be set forth in writing, and the leave will not affect unfavorably the tenure status of a faculty member, except that time spent on such leave will not count as probationary service nor as time in rank.

Section 607: Mail Delivery

No university employee or anyone under the direction of a university employee will open, inspect, hold or in any way delay the delivery of mail addressed to university faculty and delivered to a university employee or anyone under the direction of a university employee by the U.S. Mail or any private delivery service.

It is the unconditional policy of Western New Mexico University that mail under the control of a university employee or under the control of anyone under the direction of a university employee be placed in the department mail box within 24 hours of the mail's delivery to a university employee or anyone under the direction of a university employee.



Section 700 Faculty Awards & Benefits

Section 701: Faculty Awards

I. Excellence in Research

Nominations for the Excellence in Research Award must be submitted to the Faculty Senate President by February 15. Nominations may be made by students, faculty, staff, or administrators. The nomination should include a letter detailing the reasons for the nomination. The nomination may also include supporting letters and documentation.

The President shall notify all nominees who should submit a current vita and evidence of their research and creative activity for the preceding two years to the Research Committee by March 15. The Committee should evaluate:

- the quantity and quality of the nominee's work;
- the impact of the nominee's work on the knowledge base of his/her discipline; the potential for the nominee's work enhancing the subject content in the classroom; and
- the potential for the nominee's work contributing to the enhancement of life, the human condition, and the natural environment.

The Committee shall select the award winner by May 1 and notify the Faculty Senate President of the selection. This award will be considered, but not necessarily awarded, each academic year.

II. Excellence in Teaching Award

Nominations for the Excellence in Teaching, Award must be submitted to the Faculty Senate President by February 15. Nominations may be made by students, faculty, staff, or administrators. The nomination should include a letter detailing the reasons for the nomination. The nomination may also include supporting letters and documentation. The Faculty Senate President will provide the nomination materials to the Sabbatical Leave and Faculty Awards Committee by March 15.

The President shall notify all nominees who should submit the documents listed below to the Sabbatical Leave and Faculty Awards Committee by March 15:

- current vita
- at least two years of student evaluations for courses taught at WNMU
- MBO evaluations in the area of teaching for the preceding two years course syllabi for the preceding two years for the evaluated courses
- a one-page summary from the nominee substantiating their excellence in teaching

- The committee may conduct in-class evaluations. The committee may also consider any other documentation of excellence in teaching submitted by the nominee.

Excellence in teaching should be evidenced by:

- unusual effort devoted to insure the quality of the student's learning experience;
- possession of high scholarly standards for both the rigor and currency of course content, and for the level of student performance, and
- effective use of creative teaching approaches.

The Committee shall select the award winner by May 1 and notify the Faculty Senate President of the selection. This award will be considered, but not necessarily awarded, each academic year.

III. Excellence in Professional Service Award

Nominations for the Excellence in Professional Service Award must be submitted to the Faculty Senate President by February 15. Nominations may be made by students, faculty, staff, or administrators. The nomination should include a letter detailing the reasons for the nomination. The nomination may also include supporting letters and documentation. The Faculty Senate President will provide the nomination materials to the Sabbatical Leave and Faculty Awards Committee by March 15.

The President shall notify all nominees who should submit the following documents to the Sabbatical Leave and Faculty Awards Committee by March 15:

- current vita
- a one-page summary of service that documents the work done, time invested, and the benefits to the community and/or students
- two years of evidence of service conducted at WNMU.

The committee may also consider any other documentation submitted by the nominee that demonstrates excellence in student and professional service during the preceding two year period.

Excellence in professional service should be evidenced by:

- the nominee's use of knowledge and expertise in service to the professional community and the community at large;
- a commitment to the student advisement process and student's personal, ethical, and professional development;
- service to the university in the spirit of the concept of shared governance.

The Committee shall select the award winner by May 1 and notify the Faculty Senate President of the selection. This award will be considered, but not necessarily awarded, each academic year.

IV. Excellence in Online Teaching

Nominations for two awards, Best Online Course Design and Best Online Course Delivery, must be submitted to the Online Teaching and Learning (OTL) Committee by February 15. Nominations may be made by students, faculty, staff, or administrators. Nominees will be contacted by the OTL committee, and if the nomination is accepted, must submit supporting documentation by March 15.

Supporting documentation should include the following:

- Permission to access a specific course for review.
- Narrative (1-2 pages) highlighting their excellence in online teaching with substantiating evidence. This includes any scholarly activity related to online teaching and learning, as well as continuing education. In addition to the narrative, artifacts of teaching and learning may also be included.
- Up to two years of WNMU student course evaluations related to the course for which the instructor is being nominated.

The committee may also consider any other documentation of online teaching excellence submitted by the nominee.

Excellence in online teaching should be evidenced by:

- Unusual effort devoted to ensure the quality of the student's learning experience online.
- Possession of high scholarly standards for both the rigor and currency of course content, and for the level of student performance.
- Effective use of creative teaching approaches
- Nominee's use of quality standards of online teaching and learning in practice, including effort to stay up-to-date in online standards.

The Committee shall select the award winner by May 1 and notify the Faculty Senate President of the selection. Nominations for these awards will be requested and considered each year. While the OTL committee will aim to award both categories, Course Design and Course Delivery, it reserves the right to consolidate those two categories into one, Best Online Teaching, if appropriate in a given academic year.

Revised 12/08 701-2

Revised 5/17, 701-1 through 701-3

Revised 7/23 701-4

Section 702: Faculty Leave Policies

I. Leaves of Absence

A leave of absence, without pay, is available to any faculty member regardless of tenure or length of service. A faculty member may apply for such leave to the chair of their department who will approve leaves on the basis of convenience to the University, and worthiness the faculty member's plans for said leave time. It is assumed that the faculty member on leave will retain all rights and privileges; however, time on leave will not count as time in rank towards promotion and tenure.

Role and responsibility of faculty on leave:

- A. Instruction: faculty on leave will not teach courses or supervise independent study, directed study, internships and the like on the main campus of WNMU or off campus locations during the term of the leave.
- B. Advising: faculty on leave will make arrangements for a faculty colleague on campus to assume this responsibility. Student advising files will remain in the department office.
- C. Service: faculty on leave will not serve on university committees during the term of the leave.

II. Sabbatical Leave

The sabbatical leave program is established in order to provide faculty members the opportunity to teach, study, or conduct research which will benefit the University.

A. Prerequisites

- 1. Applicants must have served in full-time employment with faculty rank and must have tenure in a state funded position at Western New Mexico University with a minimum of six years service at Western.
- 2. A faculty member may repeat sabbatical leave after a minimum of four years has passed. First time applicants will be given precedent in the awarding of sabbatical leaves.
- 3. Applicants may not serve on the Sabbatical Leave Committee during the year their proposal receives consideration.

B. Time/Salary Options

1. One semester, either fall or spring, at full salary.
2. Academic year or two consecutive semesters at two thirds salary. C. Application and Procedure
 1. Applicants shall submit a Sabbatical Leave Application form to their department chair and the Sabbatical Leave Committee.
 2. The application shall be reviewed and decision made to recommend or reject by the following (in sequential order):

Sabbatical Leave Committee
Vice President for Academic Affairs
President

Upon securing final approval through this sequence, the President of the University submits the application to the Board of Regents for ratification.

In view of the need for adequate planning time, applications will need to be processed by each office or committee in order that a final decision may be rendered by November 15.

3. A sabbatical leave will be granted only upon the submission of an exemplary proposal, not merely upon record of years of service.
4. Applicants shall support the application with evidence of their research, creative activity, or other academic achievement.
5. Upon approval of an application, a supplementary contract shall be tendered stipulating that the faculty member is under obligation to return to the University to serve a minimum of one year as a fulltime faculty member. The contract will specify that the faculty member is on sabbatical. Receipt of the signed supplementary contract will indicate final granting of the leave.
6. The University shall plan for appropriate staff on a temporary basis to fill instructional needs.

D. Obligations

1. Faculty
 - a. Sabbatical leaves will be approved only with the clear understanding of the faculty member's obligation to return to the University to serve a minimum of one year as a fulltime faculty member after the leave. Failure to fulfill these

obligations will require full refund of all salary paid by Western New Mexico University during the leave.

- b. After returning to the University, the faculty member shall submit to the President, with copies to the department chair and Vice President for Academic Affairs, a full report of the research, creative work, publication, or other results of the leave. This will include documented evidence of such work.

2. University

- a. Sabbatical leave is counted toward retirement. While a person is on sabbatical leave, the University will continue to pay its share toward retirement, group insurance, and social security benefits.
- b. The sabbatical leave will not adversely affect salary increases or promotions. A faculty member on sabbatical is eligible for normal advancement in salary.
- c. A faculty member on sabbatical leave may request reasonable travel support for participation in professional meetings through the department chair. Consideration will be given if the faculty member is an officer of the professional organization or is to participate in some significant way.

If travel is to be reimbursed by other sources, then faculty will not receive compensation from the University.

- d. Personnel on leave will continue to be listed among the faculty of the University.

III. Academic Leaves

Faculty may take academic leaves for other opportunities to teach, study, or conduct research which will benefit the University.

A. Prerequisites

1. Applicants must have served in full-time employment with faculty rank and must have tenure in a state funded position at Western New Mexico University with a minimum of six years' service at Western.
2. A faculty member may only have an academic leave every four years.

B. Application and Procedure

1. Applicants shall submit an Academic Leave Application to their department chair.
2. The application shall be reviewed and decision made to recommend or reject by the following (in sequential order):
 - Department Chair
 - Dean
 - Vice President for Academic Affairs
 - President

Upon securing final approval through this sequence, the President of the University submits the application to the Board of Regents for ratification.

In view of the need for adequate planning time, applications will need to be processed by each office by November 15th for the following academic year.

3. An academic leave will be granted only upon the submission of an exemplary proposal, not merely upon record of years of service.
4. Applicants shall support the application with evidence of their research, creative activity, or other academic achievement.
5. Upon approval of an application, a supplementary contract shall be tendered stipulating that the faculty member is under obligation to return to the University to serve a minimum of one year as a fulltime faculty member. The contract will specify that the faculty member is on academic leave. Receipt of the signed supplementary contract will indicate final granting of the leave.
6. The University shall plan for appropriate staff on a temporary basis to fill instructional needs.

C. Obligations

1. Faculty
 - a. Academic leaves will be approved only with the clear understanding of the faculty member's obligation to return to the University to serve a minimum of one year as a fulltime faculty member after the leave. Failure to fulfill these obligations will require full refund of all salary paid by Western New Mexico University during the leave.
 - b. After returning to the University, the faculty member shall submit to the

President, with copies to the department chair, dean and Vice President for Academic Affairs, a full report of the research, creative work, publication, or other results of the leave. This will include documented evidence of such work.

2. University

- a. Academic leave is counted toward retirement. While a person is on academic leave, the University will continue to pay its share toward retirement, group insurance, and social security benefits.
- b. The academic leave will not adversely affect salary increases or promotions. A faculty member on sabbatical is eligible for normal advancement in salary.
- c. Personnel on leave will continue to be listed among the faculty of the University.

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Section 703: Faculty Benefits

I. Sick Leave

A maximum of ten days sick leave with pay is allotted each year, cumulative to 30 school days. This policy is applicable to employees of Western New Mexico University holding academic rank and will include no pay-off or cash benefit provisions. The sick leave policy is effective as of November 1, 1964, and no equity is accumulated prior to this date.

II. Family and Medical Leave

Family and medical will be granted for one semester with 2/3 pay for the following the birth of a child and to care for the newborn child within one year of birth; the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement; to care for the employee's spouse/domestic partner, child, or parent who has a serious health condition; a serious health condition that makes the employee unable to perform the essential functions of their job; any qualifying exigency arising out of the fact that the employee's spouse/domestic partner, son, daughter, or parent is a covered military member on "covered active duty."

III. Tuition Waiver

All Western New Mexico University fulltime employees, their spouses/domestic partners, and each dependent child are eligible for a waiver of tuition fees not to exceed 12 credits per academic year per person. The forms are available in the Personnel Office and must be filled out before registration.

IV. Activity Tickets

All faculty members, spouses/domestic partners, and dependent children are admitted to all regularly scheduled athletic events at no charge.

V. Bookstore Discount

All full-time employees will be eligible for discounts at the Western New Mexico University Bookstore upon presentation of ID cards.

VI. Parking Stickers

All faculty members may receive parking stickers free of charge.

VII. Faculty, spouses/domestic partners and Dependent children Recreational Fee is determined by the University

VII. Insurance Coverage Provided by the University, Liability and Catastrophe:

- A. **Personal Injuries:** The University purchases Workmen’s Compensation Insurance which provides coverage for all employees of the University including students who work as part-time employees. In the event that an employee is injured on the job or in the line of duty, their expenses will be provided for under this policy to the limits provided by law. Loss of time benefits is also included in this coverage. This protection is in effect on or off the campus as long as the employee is in the process of performing their duties for the University at the time of the injury. In the event on-the-job injury occurs, reports must be filed with Campus Police, and the Office of Business Affairs should be notified at the earliest possible moment in order that proper notification to the insurance company can be made.
- B. **Employee personal car liability protection:** The University carries a specific liability policy which is designed to protect private car owners deemed liable for damages arising out of automobile accidents while in the course of using such car for University prescribed business when authorized through proper travel procedures.
- C. **General Liability:** The University maintains a general liability policy which covers personal injuries which occur on campus, providing such injuries are determined to be caused by negligence of the University.
- D. **Fire and Extended Coverage Insurance:** A fire and extended coverage insurance policy is carried which provides loss protection on University property only. This coverage does not extend to personal effects kept on the campus by employees or students.

IX. Domestic Partner/Spousal Hire Policy

In cases where the spouse/domestic partner is qualified for an existing, open faculty position, upon submission of an application for the position, the spouse/domestic partner will automatically be placed on the list for a telephone or videoconferencing interview. Hiring of the spouse/domestic partner depends upon the qualifications of the spouse/domestic partner, the availability of a suitable position in each case, and is subject to the approval of the position’s search committee. Placement must not violate the “Nepotism in the Workplace” policy.

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