

Constitution and By-laws

Faculty Assembly of the University of New Mexico – Gallup

Gallup, New Mexico

Proposed changes to Faculty Assembly: Fall 2022

FINAL APPROVAL BY FACULTY ASSEMBLY:

Five Divisions:

1. Business and Applied Technology, Community Education, and Workforce Development
2. Education, Health, and Human Services
3. Fine Arts, Humanities, and Social Sciences
4. Mathematics, Physical, and Natural Sciences
5. Library

CONSTITUTION

I. FACULTY ASSEMBLY STRUCTURE

a. MEMBERSHIP

All full-time faculty members have voting privileges, including Library Faculty. Part-time faculty shall be represented by four (4) of their number elected by them; these four representatives shall have voting privileges. Part-time faculty representatives must be under contract for at least one academic term during the academic year. The UNM-G Chancellor, the Dean of Instruction, the Director of Business Operations/CFO, the Director of Student Affairs and other professional staff are invited to attend portions of meetings, but they shall not have voting privileges.

b. RIGHTS AND RESPONSIBILITIES

- i. Within the scope of the written agreements between the UNM-Gallup Branch Community College Advisory Board and the UNM Board of Regents, the Faculty Assembly shall have the right to review any action in regard to the following:**
- 1.** Formulation of institutional aims, viewed as mutual responsibility of faculty, Branch Campus administration, the UNM-Gallup Campus Community College Advisory Board, and the Board of Regents.
 - 2.** Approval of the creation of new divisions and programs upon recommendation from the Branch Campus administration and forwarding to appropriate UNM entities for final approval.
 - 3.** Approval of major curriculum changes, upon recommendation from the Branch Campus administration, and forwarding to appropriate UNM entities for final approval.
 - 4.** Establishment of requirements for admission, graduation, honors, and scholastic performance in general, with approval of appropriate Gallup campus and Albuquerque campus personnel.
 - 5.** Approval of candidates for degrees.
 - 6.** Recommendation of policies of appointment and promotion in academic rank.
 - 7.** Recommendation of action in regard to general faculty welfare including, but not limited to, faculty salary schedules, merit pay, benefits packages, academic freedom, and grievance policies.

- ii. **Actions taken by the Faculty Assembly shall be subject to the authority of the University of New Mexico Board of Regents, and such other persons the Regents shall delegate in matters involving finance, personnel, and general University policy.**

c. OFFICERS

- i. **The Assembly shall elect the following officers and representatives from its membership, as defined in Article I, Sec. A, annually:**

1. President
2. Vice-President
3. Secretary
4. Three (3) members of the Assembly Operations Committee designated in Article I, Sec. E, para. 1.
5. Nominating Committee of three (3) members who shall not be themselves candidates for other elected office.

- ii. **Duties of Officers.**

1. The President shall have the following duties:
 - a. Serve as chairperson of the Faculty Assembly and of the Operations Committee.
 - b. Represent the faculty before groups, such as UNM-ABQ, Campus Committees, UNM-G Advisory Board, University administrators, and community organizations as appropriate.

- c. Appoint ad hoc committees and a Parliamentarian as necessary to conduct Faculty Assembly business.
- d. Be responsible for Faculty Assembly budget development and control.

2. The Vice-President shall have the following duties:

- a. Serve on the Operations Committee.
- b. Perform the duties of the President in the absence of the President.

3. The Secretary shall have the following duties:

- a. Serve on the Operations Committee.
- b. Keep accurate written and audio-recorded minutes of Faculty Assembly meetings and meetings of the Operations Committee and submit the minutes to the campus webmaster who posts the minutes to the UNM-G website before the next meeting;
- c. Deliver an electronic copy of the written minutes and audio recordings of each meeting to Zollinger Library staff for archival records.

iii. Election of officers, Operations Committee members, Nominating Committee members, and members of standing committees

1. The election of the President, Vice-President, Secretary, three (3) members of the Operations Committee, and three (3) members of the Nominating Committee shall be conducted with an online vote, and the results shall be announced at the final scheduled meeting of the Assembly in the Spring semester.
2. The election shall be chaired by the chair of the Nominating Committee.
3. The new officers, Operations Committee members, and Nominating Committee members shall take office on the date of their election and serve until the next election.
4. Standing committee members shall take office on the date of their appointment and confirmation by the Faculty Assembly and serve their respective terms as defined in Article II, Sec. E.

d. NOMINATING COMMITTEE

i. Membership

1. Three (3) Assembly members elected annually who shall not be themselves candidates for other elected office.
2. Members may serve for three (3) consecutive years. Faculty members must then have a three-year absence before potentially returning to the committee.
3. Members shall be representative of the entire faculty.

ii. Duties

- 1.** Prepares the slate for the annual election of Assembly offices, Operations Committee, and Nominating Committee.
- 2.** When necessary, prepares the slate for the election of University of New Mexico-Gallup Faculty Senators.
- 3.** Administers the annual online election in accordance with Article I, Sec. C, iii.
- 4.** When necessary, and often simultaneously with the annual election, administers the election of University of New Mexico-Gallup Faculty Senators.
- 5.** Shall send out a call for nominations no later than one month prior to any election.

e. OPERATIONS COMMITTEE

i. Membership

- 1.** The elected officers (President, Vice-President, and Secretary), three (3) additional Assembly members elected by the full Assembly, and the elected University of New Mexico-Gallup Faculty Senators shall be the voting members of the committee.
- 2.** The membership term is one year. Operations Committee members may serve up to three (3) consecutive terms. Faculty interested in serving beyond those three (3) years must be elected to the President, Vice-President, or Secretary position. Faculty interested in serving on the Operations Committee, but not elected

to the position of President, Vice-President, or Secretary, can only be elected again after a three-year hiatus from the Operations Committee. Since the Parliamentarian is a non-voting appointed position, these rules do not apply to that position.

3. The President of the Assembly shall serve as Chairperson of the Assembly Operations Committee.
4. The Parliamentarian serves on the Operations Committee in an advisory capacity as required.

ii. Duties

1. Perform basic administrative functions to facilitate the work of the Assembly and the Assembly committees.
2. Establish priorities and set the agenda for Assembly meetings.
3. Transmit to the Assembly, with recommendations for adoption or rejection, all reports, recommendations, and proposals received from other assembly committees. In performing this function, the Operations Committee shall not change committee recommendations or proposals without the approval of the originating committee. It may present its own recommendations to the Assembly, with those of the originating committee, for final Assembly approval.
4. Distribute the scheduling of all Assembly committee meetings and related activities.
5. Study Assembly procedures and structure, and make recommendations for their improvement.

6. Refer reports, recommendations, or proposals submitted by an Assembly committee to another Assembly committee or directly to a University administrator or other officer if additional comment appears to be needed.

7. Function as a “committee on committees” – supervises all other Faculty Assembly committees.

f. OTHER FACULTY ASSEMBLY COMMITTEE AND REPRESENTATIONS

Standing committees are responsible to the Assembly, report to the Assembly Operations Committee, and have their faculty membership appointed by the President of the Assembly and confirmed by Faculty Assembly.

i. Budget Review Committee

1. Membership

a. Membership shall consist of a minimum of three (3) Assembly members, one of whom is chair.

b. Members may serve for three (3) consecutive years with a possible renewal of another term. After a second term of service, faculty members must have a three-year absence before returning to the committee for any future term(s).

c. In accordance with Article II, Section E, para. 3, the committee shall designate a member to serve as committee chair who shall coordinate the scheduling of meetings.

- d. Days, times, and agendas of meetings will be determined by the committee, according to need and to the New Mexico state legislative and University of New Mexico fiscal calendars.

2. Duties

- a. The Budget Review Committee has the responsibility to make reports and recommendation to the UNM-Gallup Faculty Assembly.
- b. Be involved in campus budget review and make recommendations to the UNM-Gallup Chief Financial Officer and Executive Team.
- c. The chair of this committee will act as the Faculty Assembly representative to the UNM-Gallup Chief Financial Officer and Executive Team.
- d. Committee members will identify, collect, and report faculty budget concerns to the committee.

ii. Curricula Committee

1. Membership

- a. A range of seven (7) to nine (9) members of the Faculty Assembly, with at least one member from each division. One members shall be the UNM-Gallup Faculty Assembly Representative to the Albuquerque Campus Faculty Senate Curricula Committee. An alternate representative to the Albuquerque Campus committee shall be

identified by the local committee to serve as needed.

- b.** In accordance with Article II, Section E, the committee shall elect a chair biennially. A vice-chair shall be elected annually.
- c.** A Librarian shall attend the committee's meetings.
- d.** The Registrar, Dean of Instruction, and a representative from Academic Advising are ex-officio members. Ex-officio members do not vote on matters before the committee.
- e.** Members of the committee serve initially for a three-year term and may renew for a second three-year term. After a second term of service, faculty members must have a three-year absence before returning to the committee for any future term(s).
- f.** The committee shall meet every month of the academic year and more frequently if required. A quorum of four (4) voting members present is required for committee action. Special meetings can be called by the agreement of four (4) voting committee members.

2. Duties

- a.** Oversee all matters related to the total curricula and shall initiate recommendations, receive recommendations from any other sources, and take action on such issues by recommending

policy and/or procedures to the Faculty Assembly for further action.

- b.** Review and approve, or disapprove, all changes in existing or new courses, certificates, and degree programs. Those approved shall be submitted to the Faculty Assembly for action. Those receiving Assembly approval shall be forwarded to appropriate administration and/or Faculty Senate committees on the Albuquerque Campus for their action.
- c.** The procedures for developing new or changing courses, certificates, and degrees are detailed by steps and shall be distributed to all division chairs annually and as revised. These procedures are available from the office of the Dean of Instruction.
- d.** Notification letters about upcoming program reviews are to be sent to division chairs two semesters before the completed review is due.
- e.** A second notification will be sent one semester prior to the due date of the program review.
- f.** Program reviews are due to the committee by the sixth week of the semester of the scheduled review.
- g.** Any updates, further information, or changes derived from review of the program should be completed before the end of the semester in which the review took place.

- h. Under extreme circumstances, an extension of one semester may be granted for completion of the program review.
- i. In the event that an extension is granted, the program review is still due by the sixth week of the next semester in order to undergo the review process.
- j. Programs that do not comply or do not pass the review process will be referred to the Dean with recommendations for further action.
- k. Guests who wish to address the committee about their programs during a meeting should contact the chair in sufficient time to be placed on the agenda.

iii. Faculty Assembly Strategic Planning and Resources Committee

1. Membership

- a. The committee shall consist of at least five (5) Assembly members, one of whom is elected chair in accordance with Article II, Section E, para. 3. Each academic division should have representation on this committee.
- b. The committee can invite input from other campus areas (Faculty Assembly, Student Affairs, Chancellor, Dean, CFO, etc...).
- c. Members may serve for three (3) consecutive years with a possible renewal of another three-

year term. After a second term of service, faculty members must have a three-year absence before returning to the committee for any future term(s).

- d. The chair shall coordinate the scheduling of meetings, and the committee will agree to the schedule of committee meetings for that semester.

2. Duties

- a. Involvement in campus Strategic Planning and development, including but not limited to:
 - i. Acting as the faculty's voice in UNM-Gallup Strategic Planning discussions, recommendations, and actions. For example: decisions involving additions/changes to new and existing building construction plans, academic departments, and academic divisions.

iv. Library Committee

1. Membership

- a. The committee shall consist of six (6) Assembly members (including the committee chair) with three (3) required for quorum.
- b. The committee shall elect a chair in accordance with Article II, Section E, para. 3.
- c. Members serve for a three-year term, rotating with two new people joining each year. Each

committee member may serve a second three-year term. After a second term of service, faculty members must have a three-year absence before returning to the committee for any future term(s).

- d.** Membership shall include equitable representation from each division.
- e.** All Faculty Librarians, including the Director of the Zollinger Library, shall serve as non-voting ex-officio members.
- f.** Monthly meetings will be held during the academic year, except in December and May. Members are expected to regularly attend the meetings.

2. Duties

- a.** Address issues, give support and advice, and make recommendations related to the Zollinger Library's needs.
- b.** Address policies, budget, and other issues in so far as they impact the teaching, research, and service responsibilities of the faculty, and the studies of students.

v. Committee on Teaching Excellence

1. Membership

- a.** The committee shall consist of five (5) members with a maximum of two (2) faculty members from

any single division. A committee quorum consists of four (4) members, including the chair.

- b.** Membership is limited to a three-year term with a possible renewal of another term. After a second term of service, faculty members must have a three-year absence before returning to the committee for any future term(s).
- c.** The committee shall elect a chair in accordance with Article II, Section E, para. 3, who shall coordinate the scheduling of meetings.
- d.** The committee shall meet on a monthly basis during the academic year; however, no meetings will be held in the months of May or December.

2. Duties

- a.** Encourage and support quality teaching. The Committee on Teaching Excellence will in no way infringe upon the academic freedom of faculty members in searching for or imparting knowledge.
- b.** Formulate and recommend policy to enhance teaching methods and curriculum development, reviewing and recommending the use of contemporary and developing tools including technology for teaching quality and productivity.

vi. Constitution and By-Laws Committee

1. Membership

- a.** The committee shall consist of a minimum of three (3) Assembly members who represent the

faculty, with no more than two (2) members from any one division.

- b.** Members may serve three (3) consecutive years with a possible renewal for another three-year term. After a second term of service, faculty members must have a three-year absence before returning to the committee for any future term(s).
- c.** The committee shall elect a chair in accordance with Article II, Section E, para. 3, who shall coordinate the scheduling of meetings.
- d.** The appointed Faculty Assembly Operations Committee Parliamentarian shall meet with this committee as often as requested by committee members.
- e.** The committee will meet once a month or as needed.

2. Duties

- a.** Review the Constitution of the Faculty Assembly and standing committee by-laws.
- b.** Review proposals from Assembly members regarding by-laws and the Constitution.
- c.** Submit any proposed amendments or changes in, or additions to, the Faculty Assembly Constitution or by-laws through the Operations Committee to the Faculty Assembly for action.

vii. College Assessment Review Committee

1. Membership

- a.** The voting members of the committee shall consist of no fewer than five (5) Assembly members, preferably with a representative from each degree-granting division.
- b.** The instructional Dean or designee shall serve as an advisor to the committee. The instructional Dean or designee is encouraged to attend the committee meetings, as needed.
- c.** The members of the committee may serve for a term of three (3) years with a possible renewal for another term. After a second term of service, faculty members must have a three-year absence before returning to the committee for any future term(s).
- d.** In accordance with Article II, Section E, para. 3, the committee shall elect a chair who shall coordinate the scheduling of meetings.
- e.** The campus Institutional Researcher or designee, the campus assessment coordinator, and the campus Chancellor shall serve as non-voting ex-officio members.
- f.** Other experts or appointees of the Assembly President as needed.

- g.** The committee will meet as needed, but at least three (3) times a semester.

2. Duties

- a.** Assist in the development of program assessment plans so as to align with the expectations of the University of New Mexico's Office of Assessment & Academic Program Review.
- b.** Review and score program assessment plans for reporting and recommendation to the Dean of Instruction.
- c.** Review and score program assessment annual reports for progress in implementing and revising plans for assessing and improving student learning outcomes and recommending complete reports to the Dean of Instruction.
- d.** Proceedings of the committee will be reported to the Faculty Assembly.

viii. Adjunct Faculty Affairs Committee

1. Membership

- a.** The committee shall consist of a minimum of four (4) Assembly members, preferably with representation from each division.
- b.** The committee shall include a minimum of one (1) adjunct faculty member. All adjunct faculty who are not currently serving as Faculty Assembly

adjunct representatives may serve as ex-officio members.

- c. Members may serve for three (3) consecutive years with a possible renewal of another three-year term. After a second term of service, faculty members must have a three-year absence before returning to the committee for any future term(s).
- d. In accordance with Article II, Section E, para. 3, the committee shall elect a chair who shall coordinate the scheduling of meetings.
- e. The committee shall meet on a monthly basis during the academic year, with the exception of the months of December and May.

2. Duties

- a. Support adjunct faculty teaching, with respect to matters including but not limited to technology, work space, and other resources.
- b. Identify and report adjunct faculty concerns to the UNM-Gallup Faculty Assembly.
- c. Investigate and recommend policies pertaining to adjunct faculty, including but not limited to professional development, compensation, and employment security.

ix. Distance Learning Committee

1. Membership

- a.** Membership shall consist of at least five (5) members (including the chair). Preferably, this committee shall have representation from each division that offers online or hybrid courses. The Dean of Instruction may serve on this committee as an ex-officio member. Members are expected to report the outcomes of committee meetings to their respective divisions.
- b.** Ex-officio members do not vote on matters before the committee.
- c.** All committee members should have some experience teaching online or hybrid courses.
- d.** A quorum shall consist of one half of the committee membership.
- e.** Monthly meetings shall be held during the academic year, except in December and May.

2. Duties

- a.** Recommend procedures and standards for distance learning and hybrid courses/instruction.
- b.** Recommend training for faculty teaching online and hybrid courses.

- c. Identify degree programs appropriate for online instruction as requested by Division Chairs or the Dean of Instruction.
- d. Recommend introductory orientation modules/courses to the current Learning Management System (LMS) approved and supported by UNM.
- e. Advocate for funding (e.g. stipends, licenses, professional development, etc.) for online or hybrid instruction.
- f. Utilize institutional data.
- g. Participate in online and hybrid course peer reviews, to provide teaching support and feedback, as requested by Division Chairs or the Dean of Instruction.

II. ASSEMBLY OPERATING POLICIES

a. THE ASSEMBLY AND ALL COMMITTEES SHALL ACT IN ACCORDANCE WITH ROBERT'S RULES OF ORDER.

b. PROCEDURES

- i. The Assembly shall normally meet during the academic year on the third Friday of each month at 12:30 pm unless rescheduled by a vote of the Assembly. In August and January, the Assembly will meet on the Friday before classes begin.
- ii. Those members of the voting faculty present, either remotely or in person, must be at least twenty-five percent (25%) of the Voting Faculty under contract at the beginning of each

semester to constitute a quorum for business at an Assembly meeting.

- iii. If a quorum is not reached, the meeting shall adjourn. After adjournment, reports may be given, but no discussion or action items may be entertained.
- iv. Special Meetings of the Faculty Assembly may be called:
 - 1. By the President at their discretion, or
 - 2. By no fewer than fifteen percent (15%) of the full-time faculty under contract at the beginning of each semester, whenever a request is made in writing to the President.
- v. All meetings shall be audio-recorded. Written and recorded proceedings, and related documents of each meeting, shall be deposited in the Zollinger Library.
- vi. Each speaker is limited to three (3) minutes each time when speaking to an issue. (Robert's Rules limits each speaker to two responses to any one discussion item.)

c. STANDING COMMITTEES

- i. During the Fall semester of each year, all faculty shall be asked to rank their preference for membership on committees. All members of the Faculty Assembly are eligible for appointment to standing Assembly committees or for election as faculty representatives on administrative and student committees. These members shall have voting rights on Assembly committees. The President of the Assembly, in consultation with the Operations Committee, shall make appointments to the standing committees as vacancies occur. These

appointments shall be confirmed by a vote of the Faculty Assembly.

- ii. Membership on any one committee is to a first three-year term, which may be renewed for a second three-year term.
- iii. Newly appointed and confirmed standing committee members shall take office on the date of their appointment and confirmation and serve for their respective terms.
- iv. Administrative officers (Chancellor, Dean, Director of Student Affairs, CFO, etc..) may be invited to serve as non-voting, ex-officio, members of standing committees. Under no circumstances will administrative officers be appointed as voting members to any Faculty Assembly committee.
- v. The Operations Committee will review committee membership lists to ensure membership represents the entire faculty.

d. ABSENTEEISM

- i. After a committee member has missed two (2) committee meetings in an academic year, the chair may recommend to the Assembly President that the committee position be declared vacant.
- ii. A vacancy will be filled by appointment of the President of the Assembly, in consultation with the Operations Committee, for the remainder of the term of the vacated position.
- iii. The President of the Assembly shall inform the membership of such vacancies and appointments.

e. PROCEDURES OF STANDING COMMITTEES

Standing committees shall

- i. Report action items to (or through) the Assembly Operations Committee.
- ii. Have membership with staggered terms so that there will be continuity on the committees.
- iii. Have a chair who is elected by the committee. The chair shall serve for two (2) years and may serve for no more than two (2) consecutive terms at a time. (The exception is the Operations Committee, which is defined in Article I, Sec. E.)
- iv. A designated person of each standing committee shall report to the body of the Assembly at all regular meetings and at other times when requested by the Operations Committee.

III. GENERAL

- a. THIS CONSTITUTION SHALL BE EFFECTIVE WHEN APPROVED BY A TWO-THIRDS (2/3) VOTE OF THE FULL-TIME FACULTY.
- b. THIS CONSTITUTION MAY BE AMENDED BY A TWO-THIRDS (2/3) VOTE OF ASSEMBLY MEMBERS AFTER PRESENTATION TWICE IN THE ASSEMBLY FOR DEBATE IN MEETINGS AT LEAST FOUR (4) WEEKS APART AND SUBSEQUENT APPROVAL BY THE UNIVERSITY OF NEW MEXICO FACULTY SENATE. THE VOTE SHALL TAKE PLACE THROUGH AN ONLINE BALLOT.
- c. The Assembly Secretary shall keep on file a copy of this Constitution, the By-laws, and Amendments, and shall distribute copies to members of the Assembly.

SIGNATURES:

UNM-Gallup Faculty Assembly President: **Matthew D. Mingus**

Date approved by UNM-Gallup Faculty Assembly: **9 December 2022**

Faculty Senate President: _____

Date approved by the Faculty Senate: _____