

## **Constitution and By-laws**

### **Faculty Assembly of the University of New Mexico—Gallup Branch**

#### **Gallup, New Mexico**

Proposed changes to Faculty Assembly: March 2018

## **Final Approval by Faculty Assembly: October 19, 2018**

### **Four Divisions:**

1. Arts and Sciences
2. Education, Health and Human Services
3. Business and Applied Technology, Workforce Development, Community Based Education, and CTE
4. Library

## **CONSTITUTION**

### **I. FACULTY ASSEMBLY STRUCTURE**

#### **A. MEMBERSHIP**

All full-time (permanent) faculty members have voting privileges. Part-time faculty shall be represented by four (4) of their number elected by them; these shall have voting privileges. The Chief Executive Officer of the Branch Campus, the Dean of Instruction, the Director of Business Operation/CFO, and Student Affairs professional staff are invited to attend meetings and speak, but they shall not have voting privileges.

#### **B. RIGHTS AND RESPONSIBILITIES**

- 1. 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 of review and action in regard to the following:**
  - a. 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
  - b. 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
  - c. Approval of major curriculum changes, upon recommendation from the Branch Campus administration, and forwarding to appropriate UNM entities for final approval
  - d. Establishment of requirements for admission, graduation, honors, and scholastic performance in general, with approval of appropriate Branch Campus and Main Campus personnel
  - e. Approval of candidates for degrees
  - f. Recommendation of policies of appointment and promotion in academic rank
  - g. 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.
- 2. Actions taken by the Faculty Assembly shall be subject to the authority of the UNM-Gallup Branch Community College Advisory Board, the Regents, and such other persons the Regents shall delegate in matters involving finance, personnel, and general University policy.**

## **C. OFFICERS**

- 1. The Assembly shall elect the following officers and representatives from its membership, as defined in Article I, Sec. A, annually:**
  - a. President
  - b. Vice-President
  - c. Secretary

- d. Three (3) members of the Assembly Operations Committee designated in Article I, Sec. E, para. a
- e. Nominating Committee of three (3) members who shall not be themselves candidates for elected office

## **2. Duties of Officers.**

- a. The President shall have the following duties:
  - 1. Serve as chairperson of the Faculty Assembly and of the Operations Committee
  - 2. Represent the faculty before groups on UNM-ABQ, Campus Committees, UNM-G Advisory Board, University administrators, and community organizations as appropriate
  - 3. Appoint ad hoc committees and a Parliamentarian as necessary to conduct Faculty Assembly business
  - 4. Be responsible for Faculty Assembly budget development and control
- b. The Vice-President shall have the following duties:
  - 1. Serve on the Operations Committee
  - 2. Perform the duties of the President in the absence of the President
- c. The Secretary shall have the following duties:
  - 1. Serve on the Operations Committee
  - 2. 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;
  - 3. Deliver an electronic copy of the written minutes and audio recordings of each meeting to Zollinger Library staff for archival

## **3. Election of officers, operations committee members, nominating committee members and members of standing committees**

- a. The election of the President, Vice-President, Secretary, 3 members of the Operations Committee, and Nominating Committee shall be conducted at the final scheduled meeting of the Assembly in the Spring Semester

- b. The election shall be chaired by the chair of the nominating committee
- c. 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
- d. 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, para 1.

## **D. NOMINATING COMMITTEE**

### **1. Membership**

- a. Three (3) Assembly members elected annually who shall not be themselves candidates for elected office.
- b. Members may serve for three consecutive years with a possible renewal of another term.
- c. Members shall be representative of the entire faculty.
- d. Nominees for President shall not be members of the Nominating Committee.

### **2. Duties**

- a. Prepares the slate for the annual election of Assembly officers, Operations Committee, and Nominating Committee.
- b. Presents the slate and chairs the election at the final meeting of the Assembly in the Spring Semester.
- c. Nominations for elected office may be made from the floor on the day of the election provided that the person nominated agrees to serve and meets the membership criteria presented above in Article I, Sec. D, para. 1.

## **E. OPERATIONS COMMITTEE**

### **1. Membership**

- a. The elected officers (President, Vice-President, and Secretary) and three (3) additional Assembly members elected by the full Assembly shall be the members of the committee.

- b. The membership term is one year. Operations Committee member may serve up to three consecutive terms. Faculty interested in serving an additional year 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-voted appointed position, these rules do not apply to that position.
- c. The President of the Assembly shall serve as Chairperson of the Assembly Operations Committee.
- d. The Parliamentarian serves on the operations committee in a non-voting advisory capacity as required.

## **2. Duties**

- a. Perform basic administrative functions to facilitate the work of the Assembly and the Assembly committees.
- b. Establish priorities and set agenda for Assembly meetings
- c. 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.
- d. Distribute the scheduling of all Assembly committee meetings and related activities
- e. Study Assembly procedures and structure, and make recommendations for their improvement
- f. 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
- g. Function as a “committee on committees” – supervises all other Faculty Assembly committees.

## **F. OTHER FACULTY ASSEMBLY COMMITTEES 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. The Standing committees are:

## **1. Faculty Committee on Student Affairs**

### **a. Membership:**

1. Membership shall consist of a minimum of five (5) assembly members, one Student Affairs staff member and one Student Assembly representative, each of which shall be voting committee members.
2. Members may serve for three consecutive years with a possible renewal for another term.
3. The committee shall designate a member to serve as committee chair who shall coordinate the scheduling of meetings.
4. The committee shall meet once at the beginning of each semester and other times as needed.

### **b. Duties:**

1. Serve as faculty liaison among students, staff and administration
2. Assist students in the resolution of academic disputes through both informal resolution and formal grievance procedures
3. Conduct investigation of formal academic grievance cases including hearings and make recommendations to the Dean of Instruction
4. Report to the Faculty Assembly via the Operations Committee the activities of this committee
5. Assist division chairs in the determination of credit hour or course waivers
6. Assist the Student Affairs with retention programs and strategies
7. Review and update information on resolution and formal grievance procedures

## **2. Budget Review Committee**

### **a. Membership:**

1. Membership shall consist of a minimum three assembly members one of whom is chair.
2. Members may serve for three consecutive years with a possible renewal of another term.

3. The committee shall designate a member to serve as committee chair who shall coordinate the scheduling of meetings.
4. 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.

b. Duties:

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

### **3. Curricula Committee**

a. Membership:

1. A range of seven (7) to nine (9) members of the Faculty Assembly, with at least one member from each division. One member shall be the UNM-Gallup Faculty Assembly Representative to the Albuquerque Campus Curricula Committee. An alternate representative to the Albuquerque Campus committee shall be identified by the local committee to serve as needed.
2. In Accordance with Article II, Section E, the committee shall elect a chair biennially. A vice-chair shall be elected annually.
3. A Librarian shall attend the committee's meetings.
4. 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.

5. Members of the committee serve initially for a three-year term and may renew for a second three-year term. Faculty members must have a three-year absence before returning to the committee for a further term.
6. 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.

b. Duties:

1. 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
2. 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
3. The procedures for developing new or changing courses, certificates and degrees are detailed by steps and shall be distributed to all department chairs annually and as revised. These procedures are available from the office of the Dean of Instruction
4. Notification letters about upcoming program reviews are to be sent to department chairs two semesters before the completed review is due
5. A second notification will be sent one semester previous to the due date of the program review
6. Program reviews are due to the committee by the sixth week of the semester of the scheduled review
7. 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
8. Under extreme circumstances, an extension of one semester may be granted for completion of the program review

9. 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
10. Programs that do not comply or do not pass the review process will be referred to the Dean with recommendations for further action
11. 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

#### **4. Faculty Assembly Strategic Planning and Resources Committee**

##### **a. Membership:**

1. The committee shall consist of at least five Assembly members, one of whom is elected chair. Each academic division should have representation on this committee.
2. The committee will regularly invite input from other campus areas (Faculty Assembly, Student Services, CEO, Cao, CFO, etc...)
3. Members may serve for three consecutive years with a possible renewal of another term.
4. The committee shall designate a member to serve as committee chair who shall coordinate the scheduling of meetings.
5. The committee will meet on the second Friday of each month during the Academic Year.

##### **b. Duties:**

1. Involvement in campus Strategic Planning and development, including but not limited to:
  - a) Acting as the faculty's voice in UNM-Gallup Strategic Planning discussions, recommendations and actions.
  - b) Aiding the implementation of faculty driven Strategic Plans for Academic Division/Programs/Areas.
  - c) Having representation on UNM-Gallup Facilities and Strategic Planning Committees.
  - d) The committee shall give input to the Curricula Committee on the Strategic Planning aspect of Program Review.

- e) Acting as faculty's voice in decisions involving additions/changes to new and existing building construction plans, academic departments and academic divisions.
2. The chair of the committee will act as the representative from LRPRC to the campus Strategic Planning Committee.

## **5. Library Committee**

### a. Membership:

1. The committee shall consist of six (6) Assembly members with three (3) required for quorum.
2. 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 (limit).
3. Membership shall include equitable representation from each division.
4. Ex-Officio Members: Zollinger Director and Faculty Librarians shall serve as non-voting members
5. Monthly meetings will be held during the academic year, except in December and May.

### b. Duties:

1. Address issues, give support and advise, and make recommendations related to the Zollinger Library's needs
2. 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 undergraduate and graduate students

## **6. Ethics and Academic Freedom Committee has been dissolved**

### a. Membership:

1. The committee shall consist of nine (9) Assembly members with at least one from each degree-granting department, but no more than one from any one discipline.
2. Members serve a two-year term and are allowed to renew for another two-year term.
3. The committee shall elect a chair who shall coordinate the scheduling of meetings.

4. Committee shall meet once each semester in November and April and more often as necessary.

b. Duties:

1. Review alleged faculty ethics violations
2. Review issues of *academic freedom* according to the faculty handbook

## **7. Committee on Teaching Excellence**

a. Membership:

1. The committee shall consist of seven (7) members with a maximum of two (2) faculty members from any single division. A committee quorum consists of one-half of the members present, which is four (4) members, including the chair.
2. Membership is limited to a three-year term with a possible renewal of another term.
3. The committee shall elect a chair who shall coordinate the scheduling of meetings and who shall serve for no more than two (2) years.
4. The committee shall meet on a monthly basis; however, no meetings will be held in the months of May or December.

b. Duties:

1. Encourage and support quality teaching. The TEC will in no way infringe upon the academic freedom of faculty members in searching for or imparting knowledge
2. 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

## **8. Constitution and By-Laws Committee**

a. Membership:

1. The committee shall consist of a minimum of three (3) Assembly members who represent with no more than 2 members from one division.
2. Members may serve three consecutive years with a possible renewal for another term.
3. The committee shall elect a chair who shall coordinate the scheduling of meetings and who shall serve for no more than 2 years.

4. The appointed parliamentarian shall meet with this committee as often as requested by committee members.
  5. The committee will meet once a month or as needed.
- b. Duties:
1. Review Faculty Assembly and standing committee by-laws.
  2. Review proposals from Assembly members regarding by-laws.
  3. Submit any proposed amendments or changes in, or additions to, their by-laws through the Operations Committee to the Faculty Assembly for action.

## **9. Assessment Committee**

### **a. Membership**

1. The committee shall consist of no fewer than five (5) Assembly members preferably with a representative from each degree-granting division.
2. 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 need.
3. The members of the committee may serve for a term of three years with a possible renewal for another term. The committee shall elect a chair who shall coordinate the scheduling of meetings and who shall serve for no more than 2 years.
4. The campus institutional researcher or designee, the campus assessment coordinator, and the campus CEO.
5. Such expert assistance or appointees of the Assembly President as needed.
6. All faculties on the committee are voting members.
7. The committee will meet as needed, but at least three (3) times a semester.

### **b. Duties:**

1. Assist in the development of program assessment plans to include program goals, student learning outcomes and measures of learning.
2. Review and score program assessment plans for reporting and recommendation to the Dean of Instruction
3. 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

4. Proceedings of the committee will be reported to the Operations Committee of the Faculty Assembly

## **10. Rank and Tenure Committee (is on hiatus)**

### **a. Membership:**

1. The committee shall consist of seven (7) elected tenured faculty members. A quorum will consist of five (5) members.
2. Members will serve three-year terms which are staggered to insure continuity. Members of the committee serve initially for a three-year term and may renew for a second three-year term. Faculty members must have a three-year absence before returning to the committee for a further term.
3. The election for Chair will be held at the last meeting of the academic year as the position is vacated.
4. A full professor will be elected to serve a term of two or three years on the Provost's Panel; the election of this representative will take place in September.
5. As openings on the committee occur, tenured faculty may volunteer, or elections held if several people are interested in serving.
6. If a member is unable to attend meetings, (2 in a row) or does not submit letters of recommendations, they can be replaced after a consensus is reached by committee members.
7. Work of the committee is intermittent.
8. During the summer Orientation Week a workshop will be held for junior faculty.
9. The first meeting of the committee will take place during the first two weeks of the semester. At this time, a timeline will be compiled for the candidates.

### **b. Duties:**

1. Discharge the functions assigned to it in the faculty handbook
2. Review the handbook statement of policy and recommend appropriate revisions as needed

3. When operating pursuant to its charge, the proceedings of this committee shall be confidential. To ensure confidentiality, members of the committee will review the dossiers and take notes. A discussion will be held by the committee, but the members will not share their vote verbally. They will then write up a letter of recommendation with a vote and submit it to the chair of Rank and Tenure. Comments must be substantiated by the material in the dossier. The chair of Rank and Tenure will synthesize the letters; he/she will not vote, but can take the opportunity to write a separate letter with relevant information. This committee's letter will be sent forward to the Dean of Instruction. This letter, along with the Dean's letter, shall be sent to the candidate. The candidate will have ten (10) working days to submit a response.

## **II. ASSEMBLY OPERATING POLICIES**

### **A. THE ASSEMBLY AND ALL COMMITTEES SHALL ACT IN ACCORDANCE WITH ROBERTS RULES OF ORDER.**

### **B. PROCEDURES**

1. The Assembly shall normally meet during the academic year on the third Friday of each month at 12:30 pm unless rescheduled by the vote of the Assembly during its first meeting of the semester in orientation week.
2. Those members of the voting faculty present, **but** at least thirty percent (30%) of the full-time faculty under contract at the beginning of each semester shall constitute a quorum for business at an Assembly meeting.
3. Special Meetings of the Faculty Assembly may be called:
  - a. By the President at her or his discretion
  - b. By no fewer than fifteen per cent (15%) of the full-time faculty under contract at the beginning of each semester, whenever a request is made in writing to the President

4. All meetings shall be audio-recorded. Written and recorded proceedings, and related documents of each meeting, shall be deposited in the Zollinger Library.
5. Each speaker is limited to three (3) minutes each time when speaking to an issue. Five minutes (Roberts' Rules limits each speaker to two responses to any one discussion.)

### **C. STANDING COMMITTEES**

1. During the Spring 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. The President of the Assembly shall make appointments to the standing committees as vacancies occur and their appointments confirmed by the Faculty Assembly.
2. Membership on any one committee is to a first three-year term, which may be renewed for a second three-year term.
3. Newly appointed and confirmed standing committee members shall take office on the date of their appointment and confirmation and serve for their respective terms.
4. Administrative officers (CEO, CFO, associate and assistant deans, managers) may be invited to serve as non-voting members of standing committees.
5. The Operations Committee will review committee membership lists to ensure membership represents the entire faculty.

### **D. ABSENTEEISM**

1. After a committee member has missed two (2) committee meetings in an academic year, the chairperson may recommend to the Assembly President that the committee position be declared vacant.
2. A vacancy will be filled by appointment of the President of the Assembly for the remainder of the term of the member vacated.
3. The President of the Assembly shall inform the membership, in writing, of such vacancies and appointments.

## E. PROCEDURES OF STANDING COMMITTEES

Standing committees shall

1. Report action items to (or through) the Assembly Operations Committee
2. Have membership with staggered terms so that there will be continuity on the committees.
3. Have a chairperson who is elected by the committee. The chairperson 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)

F. 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 AND RATIFIED BY THE CEO OF UNMG.

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 PRESIDENT OF THE UNIVERSITY. BALLOT MAY BE BY MAIL.

### C. DISTRIBUTION

The Assembly Secretary shall keep on file a copy of this Constitution, the By-laws and Amendments, and shall distribute copies to members of Assembly by publication in the Faculty Handbook or other suitable instruments.

**Committee members: Lilia Cuciuc – Chair**

**Dr. Shirley Heying – member**

**Joe Sanchez - member**