



Faculty Handbook

UNM-Los Alamos Faculty Handbook

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Preface

During Spring Semester 2004, at the request of the UNM Provost's Office, a special taskforce was appointed by the UNM Faculty Senate to review and revise the portion of the [UNM Faculty Handbook](#) pertaining to the branch campuses. That revised document, now known as "[Section F](#)" of the *UNM Faculty Handbook*, was approved and accepted by the UNM Regents and subsequently by the UNM Faculty Senate during Spring Semester, 2006.

In addition to information that pertains to all UNM branch campuses, the *UNM Faculty Handbook*, Section F, provides the guidelines for each of the branch campuses to re-create, or in some cases, create their respective handbooks. The current version that follows is based on those guidelines.

The *UNM-Los Alamos Faculty Handbook* is a resource for all faculty. It is the responsibility of each faculty member to be familiar with the material in the handbook and refer to it first when questions arise. Direct links to important documents, forms, and web sites are included and are considered an integral part of this handbook, and should be consulted accordingly as necessary.

This handbook provides answers to most questions regarding UNM-Los Alamos policies, procedures, and academic requirements pertaining to faculty, as well as personnel matters including rights, duties, and responsibilities, job descriptions, faculty evaluations, and grievance procedures. It details practical support available to faculty in such matters as copyright, the library, office space, and help from Student Services. It also includes links to the required syllabus formats, an explanation of the university grading system, and the attendance policy.

In addition to this handbook, faculty may consult the [UNM Faculty Handbook](#) for more information pertaining to faculty in the entire UNM system.

Corrections, updates, and suggestions regarding this handbook should be submitted to the Office of Instruction.

All policies and procedures contained in this handbook shall be reviewed and revised as needed by the UNM-Los Alamos Faculty Assembly. All revisions to procedural content of the handbook shall be approved by the UNM-Los Alamos Faculty Assembly and the UNM-Los Alamos Executive Administrative Cabinet. All policy content revisions shall be approved by the UNM-Los Alamos Executive Administrative Cabinet, the UNM Faculty Senate or a committee acting on its behalf, and by the Office of the Provost/Executive Vice-President of Academic Affairs.

Institutional Governance

Additional information on the governance and organization of the University of New Mexico-Los Alamos Branch is available through the Office of the Branch Chief Executive Officer (CEO).

State Governance

The Secretary of Higher Education, appointed by the Governor, oversees New Mexico's Higher Education Department (HED). The Secretary's cabinet approves the operating budget and capital outlay requests for the Los Alamos campus. The Los Alamos campus and UNM-Albuquerque maintain autonomy over academic and administrative matters.

UNM-Los Alamos Advisory Board

The UNM-Los Alamos Advisory Board serves as an advisory body to the campus and to the UNM Board of Regents. Although it approves the budget and can call for elections, policies and procedures in regard to the administration and educational programs and services at the campus are set by UNM, and UNM guidelines are followed.

UNM-Los Alamos Chief Executive Officer (CEO)

The Branch CEO is appointed by the University of New Mexico's Executive Vice President for Academic Affairs (Provost). The Branch CEO reports to the Executive Vice President for Academic Affairs. Responsibilities of the CEO of the College include:

- Providing leadership, direction, and planning for the UNM-Los Alamos
- Representing UNM-Los Alamos at local, state, and national levels
- Working with the Advisory Board
- Serving as the chief liaison between UNM-Los Alamos and UNM-Albuquerque
- Establishing educational and administrative policies, procedures, and guidelines
- Working with the State Legislature and the Higher Education Department
- Maintaining and managing effective financial, physical, and human resources to support the college's main mission and goals.

UNM Branch Campuses - General Information

Role and Function of UNM Branch Campuses

The University of New Mexico has established branch colleges to serve the citizens of New Mexico more fully and to provide the highest quality of education throughout the state for students in different locations pursuing postsecondary education. Branch colleges respond specifically to the unique needs and multicultural background of the citizens in their respective communities by offering community education programs; career education (including certificate and associate degree programs); and transfer programs that prepare students for upper-division entry into colleges and universities. Branch colleges utilize resources in the community, and therefore, also function as an integral part of the community. The branch campuses of the University of New Mexico are considered fully integrated component colleges, and they are committed to serving the needs of their communities in the manner of a comprehensive community college, offering a variety of academic, career, and community service programs. The branch colleges commit themselves to protect the quality and integrity of all academic curricula, and UNM-Albuquerque commits its resources, whenever appropriate and practical, to the fulfillment of the varied missions of the branches.

Statutory Provisions and Funding

The Branch Community College Act (section 21-14-1 NMSA 1978) was enacted in 1957, to provide (a) the first two years of college transfer education, (b) organized career curricula of not more than two years' duration designed to prepare individuals for employment in recognized occupations, or (c) both of the above. The New Mexico Higher Education Department is responsible for supporting two-year postsecondary education in New Mexico. Branch colleges are organized by one or more school districts with local public school boards or specially elected advisory boards serving each branch in an advisory capacity. The advisory boards have three major responsibilities: (1) calling elections for local property taxes for annual operating levies and capital outlay general obligation bonds; (2) approving operating budgets; and (3) certifying the local tax levy. Funding for the branch colleges comes from direct State appropriations and local tax levies. Budget requests for the branch colleges are approved by the local advisory boards, the University of New Mexico Board of Regents, and the New Mexico Higher Education Department, before being submitted to the Legislature.

Federal, State, and University Policies

UNM-Los Alamos operates under the policies of the University of New Mexico, which are set forth in the [University Administrative Policies and Procedures Manual](#) (UAPPM), many of which are based on state and federal law, including the policies specified below. Please refer to this manual for detailed information about the policies below as well as for all of the policies that govern The University of New Mexico.

General Policies

Applicability

These policies apply to recruitment, admission, extracurricular activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletic programs for students. These policies also apply to the recruitment, hiring, training and promotion of University employees (faculty, staff, and students) and to all other terms and conditions of employment. The University strives to establish procedures, which assure equal treatment and access to all programs, facilities and services. For more details about these policies, see <http://www.unm.edu/~oeounm/policies.htm>.

Anti-Harassment

It is the policy of the institution to prevent and eliminate forms of unlawful harassment in employment and educational settings. The University prohibits harassment of employees by supervisors or co-workers and harassment of students on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual orientation or gender identity, ancestry, medical condition, spousal affiliation or other protected status. The University makes special efforts to eliminate both overt and subtle forms of sexual harassment. All employees are required to complete Sexual Harassment training annually prior to December 31 through [Learning Central](#).

Equal Education Policy

The University of New Mexico is committed to providing equal educational opportunity and forbids unlawful discrimination and/or harassment on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual orientation or gender identity, ancestry, spousal affiliation, medical condition, or veteran status. Equal educational opportunity includes: admission, recruitment, academic endeavors, extracurricular programs and activities, housing, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment.

ADA Compliance and Reasonable Accommodation

The University of New Mexico is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA). The University makes reasonable accommodation to the religious observances/national origin practices of a student, an employee or prospective employee, and to the known physical or mental limitations of a qualified student, employee, applicant or program user with a disability, unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operation of the University. Qualified students, employees or program users with disabilities should contact the Office of Equal Opportunity or Accessibility Resource Center for information regarding accommodations in the employment and/or academic setting. To comply with the ADA and the Rehabilitation Act of 1973, UNM provides the information in this publication in alternative formats.

Confidentiality

Faculty are required by law as well as by UNM policy to respect and preserve the students' rights to confidentiality in academic matters. [The Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) restricts the release of information to anyone other than the student without the student's written permission. Because a student's right to confidentiality must be protected, faculty members should practice circumspection in handling and discussing student work (see Student-Related Policies and Procedures for additional details).

Employment-related Policies

Equal Employment Opportunity

University policy, state, and federal law and regulations forbid unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual orientation or gender identity, ancestry, spousal affiliation, medical condition, or veteran status in recruiting, hiring, training, promoting and all other terms and conditions of employment. The University of New Mexico commits itself to a program of affirmative action to increase access by, and participation of traditionally underrepresented groups in the University's work force.

Immigration Reform and Control Act of 1986

In order to be in compliance with the Immigration Reform and Control Act of 1986, UNM-Los Alamos faculty are required to verify employment eligibility by completing an [I-9 Form](#). Part of this form may be filled in before employment is made final. Completion of the form is dependent upon the employee's presentation of documents, which prove identity **and** legal employability. In most cases a driver's license **and** an original social security number card (other than a card stating it is not valid for employment) will be adequate. A U.S. passport alone verifies both identity and legal employability. Verification of these documents will take place during the final stages of employment at the beginning of the current semester/session before the first class meeting. Faculty are advised to familiarize themselves with this process by reviewing the I-9 Form.

Worker’s Compensation

All faculty members at UNM-Los Alamos are covered by Worker’s Compensation. Every three (3) months, a fixed amount, currently \$2.00, is deducted from the gross pay of all employees as required by state law. For more complete information see [UAPPM Policy #3630](#).

Retirement

As of July 1, 1971, University employees are required by New Mexico State law to participate in the Educational Retirement System. This policy does not apply to faculty whose full time equivalent (FTE) status is 0.25 or less. For more information about this policy see [UAPPM Policy #3625](#).

The New Mexico Educational Retirement Plan has two (2) components:

Defined Benefit Plan

The Defined Benefit Plan is a retirement system in which the benefit on retirement is determined by a set formula based on final average salary, number of years of service credit earned and allowed, and a multiplying factor.

Alternative Retirement Program

An amendment to the Educational Retirement Act (ERA) permits the establishment of an Alternative Retirement Plan (ARP) for regular full-time or part-time faculty and certain other regular full-time or part-time professionals hired on or after July 1, 1991 with no prior service in the current Educational Retirement Act Plan. The ARP is a defined contribution plan in which contributions are paid into an individual account for the employee. The contributions are invested and the returns on the investment (which may be positive or negative) are credited to the individual’s account. Investment risk and investment rewards are assumed by the individual and not the retirement plan. The total individual’s benefit on retirement is calculated on and limited to the cumulative dollar value of the contributions and the returns on the investments. Eligibility is designated by the Education Retirement Board.

For more detailed information about retirement see <http://hr.unm.edu/retirement/index.php>.

Social Security and Medicare Withholding

A percentage of gross pay is deducted for both FICA Tax (Social Security) and FICA Medicare Tax contributions. Social Security and Medicare tax withholding determinations are based on Section 218 of the Social Security Act or the State of New Mexico Master Agreement with the Social Security Department. Effective July 1, 1991, this applies to all University employees other than student employees.

Academic Policies

Articulation Policy

UNM-Los Alamos must follow and adhere to the **Articulation: Degree Approval, Transfer of Course Credit, and Faculty Approval Policy** as stated in [Article F70](#) in Section F of the *UNM Faculty Handbook*.

Copyright and Fair Use

Copyright laws are complicated and Fair Use guidelines are often vague; therefore, caution must be used in all situations in which copyrighted material is used. Faculty must familiarize themselves with and abide by the special copyright infringement regulations and conventions that apply in academic settings. Click [here](#) for a link to a list of web resources about copyright and fair use.

UNM-Los Alamos General Information

UNM-Los Alamos History

The University of New Mexico began its presence in Los Alamos in 1956 with the establishment of the UNM-Los Alamos Center for Graduate Studies. The Graduate Center has been in continuous operation since that time. It has a distinguished history of offering graduate degrees in scientific, engineering, management, and health-related fields. The first significant UNM undergraduate offerings in Los Alamos began with the establishment of the University of New Mexico Resident Center in Los Alamos in the fall of 1970. In 1973, the University of New Mexico Northern Branch College was absorbed by Northern New Mexico Community College (NNMCC). In 1980, after a local referendum and BEF and Legislative approval, the Los Alamos Branch Campus of the University of New Mexico was founded. It began operations on July 1, 1980, in the Little Valley School on Orange Street. The new director assumed his duties at that time, and several key NNMCC employees were transferred to the UNM-Los Alamos Branch College, which subsequently assumed the informal title of UNM-Los Alamos, abbreviated UNM-LA.

In October 1980, the Branch campus moved from the Little Valley School to its present site, 4000 University Drive. In January 1981, the staff of UNM-Los Alamos assumed, under a contractual arrangement, the daily operations of the UNM-Los Alamos Center for Graduate Studies from the Training Office of the Los Alamos National Laboratory, and the director of the Graduate Center moved his office to UNM-Los Alamos. During 1982-83, the UNM-Los Alamos facilities were remodeled and expanded. The new UNM-Los Alamos facility was dedicated by the Governor, Toney Anaya, on January 6, 1984. In 1989, Mesa Gymnasium was acquired from the Los Alamos Public Schools and was remodeled to provide additional classrooms. The new, sixth building was opened in spring 1990. The Learning Resource Center, an addition to the existing facility, was completed in early 1996. It houses the Library, Tutorial Center and the Adult Basic Education Program. The remodeled Student Services Center was completed and opened in the summer of 2000. The graduate and upper division programs offered in Los Alamos are part of the University of New Mexico's Extended University, the institution's Distance Education Program. The Mission of the center, in cooperation with Los Alamos National Laboratory and the Albuquerque and branch campuses of UNM, is the delivery of instruction in traditional face-to-face teaching, as well as through a variety of technologies, including televised programming via satellite, ITFS, video conferencing or the Internet.

Mission

The mission of UNM-Los Alamos is: ***Preparation for Transfer...Pathways for Careers...Passion for Life Long Learning!***

UNM-Los Alamos is an innovative, rigorous, and affordable comprehensive branch community college that provides foundations for transfer, leading-edge career programs, and life-long learning opportunities. We strive to prepare students who are capable, competent, and successful through high-

quality instruction and personalized attention. See the UNM-Los Alamos web site for the complete [Mission, Vision, Values, and Strategic Goals Statement](#).

The Educational Program

The University of New Mexico-Los Alamos has seven types of educational programs as defined by the mission statement and institutional goals. These programs constitute the heart of the institution.

1. Academic transfer programs for credit provide the first two years of high-quality university education. UNM-Los Alamos is authorized to offer any freshman or sophomore course that appears in the UNM-Albuquerque Catalog as long as an appropriate lecturer and facilities can be obtained. In addition, UNM-Los Alamos may design courses that respond to the needs of its students. All coursework taken by a student through UNM-Los Alamos appears on a UNM transcript. Thus students enrolled in academic transfer courses may complete most, and in many cases, all of the first two years of their UNM courses at UNM-Los Alamos before continuing their studies at UNM or any other institutions.
2. Associate of Arts degrees are offered in a variety of subject areas. See the [UNM-Los Alamos Academic Catalog](#) for a complete current list and description. These programs are considered to be transfer programs since all or most of the courses required transfer to UNM or other institutions.
3. Occupational and technical programs are offered through Associate of Applied Science degrees and certificates in a variety of subject areas. See the [UNM-Los Alamos Academic Catalog](#) for a complete current list and description.
4. An Associate of Applied Science in General Studies is offered to provide students with the opportunity to develop programs of study not available through other UNM-Los Alamos programs. The courses selected may reflect either specialized or broad patterns of educational experience.
5. Introductory Studies courses are offered in academics, Math, English, Reading and Natural Science. These courses are offered through the College Cornerstone Program, which is designed to serve the students by helping to strengthen their academic competencies as well as helping to ensure their successful transition into college-level programs.
6. The [Community Education Department](#) at UNM-Los Alamos offers a wide variety of programs, courses, and workshops to meet the educational and professional development needs of the community and to provide opportunities for learning new job skills, or upgrading old ones. These programs are designed for those students who are interested in learning in a more informal environment. All courses are non-credit; there are no examinations or grades, though certificates may be issued.
7. The Adult Basic Education Program provides services for acquiring basic skills through the 12th grade, including preparation for the General Education Development (GED) exam and English as a Second Language coursework. Services are available on-site at UNM-Los Alamos and at several sites throughout the service area.

8. A variety of Bachelor, Master, and Doctoral-level degrees are offered by the [UNM-Los Alamos Bachelor and Graduate Programs](#) through Extended University.

Accreditation

The University of New Mexico-Los Alamos is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Offices for the Higher Education Commission are located at:

30 North LaSalle Street
Suite 2400
Chicago, Illinois 60602-2504
(808)621-7440

Standards

Academic Standards

UNM-Los Alamos is committed to academic excellence. Each UNM-Los Alamos faculty member explicitly agrees to adhere to the following academic standards, developed by the UNM-Los Alamos Standards Committee and approved by the UNM-Los Alamos Faculty Assembly, Spring Semester 1987:

- Demonstrated professional ethics and conduct, dedicated to student needs, appropriate class management, commitment to relevant topics for classroom discussion, and adherence to required student contact hours
- Quality instruction through thorough preparation, effective communication skills, and the creation of a dynamic classroom environment
- Measure student proficiency in the course content by means of frequent written and/or oral tests, practical assessments of progress, and a final examination
- Insure equivalence of course offerings between UNM-Los Alamos and UNM-Albuquerque
- Adherence to prerequisites for the course
- Provision to the students of a well-defined course syllabus, a clear statement of grading policy, and a precise statement of expectations for out-of-class assignments
- Use of clear grading policy based on a recognized system of evaluation for the discipline accompanied by accurate record keeping
- Prompt evaluation of all student assignments and tests and prompt feedback of such evaluation to students
- Dedication to the promotion of effective communications skills across the curriculum

This statement, in combination with requirements of the governing bodies of UNM-Los Alamos and common practices employed by colleges and universities determine the customary duties and responsibilities expected of UNM-Los Alamos faculty, by which they are subsequently evaluated.

Student Outcomes Assessment

Student Outcomes Assessment (SOA) is an essential measure of the institution's effectiveness in achieving its goals as outlined in the UNM-Los Alamos Mission Statement. Faculty have the primary ownership and responsibility for the development, implementation, and monitoring of the student learning outcomes. The SOA Committee has identified core curriculum competencies to be attained by all students as a result of their educational experience at UNM-Los Alamos. Competencies at the course/program level are continually in the process of being identified as well as the assessment tools to measure these competencies. Outcomes assessment is an ongoing process intended to measure student academic achievement and adjust and adopt courses and programs as needed.

Faculty Governance

Faculty Assembly

UNM-Los Alamos has always welcomed faculty involvement in governance. All faculty, core and adjunct, including the Library Director are members of the Faculty Assembly. The Faculty Assembly Constitution provides the guiding principles for the role of the Faculty Assembly at UNM-Los Alamos. The Faculty Assembly conducts its business through the Operations Committee consisting of President, Vice President, Secretary, three members elected at-large, and the UNM-Los Alamos representative to The UNM Faculty Senate. The officers and at-large members are elected annually at the start of the fall semester.

Representation on Faculty Senate and its Committees

As stated in [Article F80](#) of the *UNM Faculty Handbook*, branch representation in the Faculty Senate and on Faculty Senate Standing Committees shall be in accordance with the procedures established by the Faculty Senate and its component committees. The Faculty Constitution (A51, Article 1, Section 6.b.i) states that “there shall be one senator for each thirty full-time faculty members or major fraction thereof from each school, college, and/or General Libraries or branch with a full-time academic faculty, elected by the members of that faculty. For purposes of calculating the number of full-time faculty members, the actual number of full-time contracted faculty shall be used. Budgeted positions not filled and part-time faculty will not be counted. No school, college, and/or the General Libraries or branch with a full-time faculty shall have less than one senator.” The UNM-Los Alamos faculty senator serves a two-year term, and elections are held every two years.

Constitution of the UNM-Los Alamos Faculty Assembly

I. The Faculty Assembly

A. Membership is open to:

1. All current faculty members appointed by the branch to teach credit-bearing courses
2. Faculty members similarly appointed in either of the two previous years who notify the Secretary by the second Assembly meeting of their wish to belong
3. The Director of the Learning Resource Center/Library

B. Responsibilities: The Faculty Assembly shall have the right of review and appropriate action in regard to the following:

1. Formulation of institutional aims
2. Creation of divisions, departments, and programs
3. Major curricular changes and other matters that affect the institution as a whole
4. Recommendation of standards for admission and graduation and for honors and scholastic performance in general
5. Approval of degree candidates
6. Policies and procedures of appointment, dismissal, and promotion in academic rank
7. Academic counseling of students
8. General faculty welfare, provided that actions proposed by the Assembly shall be reviewed with the UNM-Los Alamos Advisory Board and CEO and shall be subject to the direct and delegated authority of the Board of Regents

II. Assembly Structure

A. Officers

1. **The Assembly shall elect the following officers and representatives.**
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Three members of the Assembly Operations Committee
 - e. Los Alamos representative to serve on UNM's Faculty Senate
2. **Duties of Officers and representatives**
 - a. President:
 - i. Serves as chairperson for the Assembly and the Assembly of Operations Committee
 - ii. Represents the Faculty before the Regents, Advisory Board, Administration, and other groups as appropriate

- iii. Appoints **ad hoc** committees/task forces as necessary to conduct Assembly business
 - b. Vice President:
 - i. Serves on the Operations Committee
 - ii. Performs the duties of the President in the absence of the President
 - c. Secretary:
 - i. Records minutes of the meetings of the Assembly and the Operations Committee and distributes minutes and agendas of the meetings to the Faculty
 - ii. Acts as custodian of official documents of the Assembly
 - iii. Conducts the correspondence of the Assembly
 - iv. Maintains a list of names and addresses of the members of the Assembly
 - d. Faculty Senate representative
 - i. Attends monthly meetings of the Faculty Senate at UNM-Albuquerque
 - ii. Reports proceedings of Faculty Senate meetings that affect the Los Alamos Branch Campus to the UNM-Los Alamos Faculty and Administration
 - iii. Attends UNM-Los Alamos Faculty Assembly meetings
- 3. Election of Officers, Operations Committee Members, and Faculty Senator**
 - a. The election of the President, Vice President, Secretary, and Operations committee members shall be conducted annually within the first two months of the fall term.
 - b. The election of the Los Alamos Faculty Senator shall be conducted every two years, at the end of the term served by the current representative (usually by the beginning of Summer Session). The Los Alamos Faculty Senator must be a full-time faculty member.
 - c. Elections shall be conducted by the outgoing President.
 - d. Nominations for President, Vice President, Secretary, and members of the Operations Committee shall be solicited at the start of the fall term. Faculty members may submit nominations to any member of the Operations Committee or their designated representative. The Operations Committee will verify the willingness to serve of the nominees.
 - e. Nominations for the Los Alamos Faculty Senator shall be solicited near the end of the current senator's two-year term (Spring Semester).

- f. Voting shall be conducted by campus mail or other means approved by the Operations Committee. A third party not running for office, selected by the Operations Committee, shall tabulate the ballots.
- g. The new officers and Operations Committee members shall take office immediately upon election.
- h. The Los Alamos Faculty Senator's term begins at the beginning of the Fall Semester for the term elected.

B. Assembly Operations Committee

1. Membership

- a. The President, Vice President, Secretary, and three voting members of the Assembly elected by the Assembly
- b. The Los Alamos Faculty Senator

2. Procedures: The President of the Assembly shall serve as chair of the Assembly Operations Committee.

3. Duties

- a. Perform basic administrative functions to facilitate the work of the Assembly and Assembly committees
- b. Establish priorities and set agendas for Assembly meetings
- c. Study Assembly procedures and structure and make recommendations for their improvement
- d. Function as a committee on committees. Recommend to the Assembly the appointment of members and chairs of standing committees. Coordinate the activities of all Assembly committees.
- e. Appoint representatives to joint and off-campus committees
- f. Transmit to the Assembly with recommendations as to the adoption of all reports and proposals received from Assembly committees. The Operations Committee shall not change committee proposals without the approval of the originating committee. It may refer a proposal back to the committee for further study or it may present its own recommendations to the Assembly together with those of the originating committee. If additional comment appears necessary, it may refer a committee's proposal to another Assembly committee or directly to an appropriate college administrator or other officer.

III. Assembly Operating Policies

A. Committees

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

2. All faculty shall be asked to rank the various committees according to their preference for membership on the committees. The Operations Committee shall recommend appointments to committees based as much as feasible upon the stated preferences of faculty members.
3. Administrative officers shall not serve as Assembly-appointed committee members.
4. After a committee member has missed two meetings in an academic year, the chairperson may recommend to the Assembly Operations Committee that the committee position be declared vacant.

B. Procedure

1. Each speaker is limited to five minutes when speaking to an issue
2. The Assembly shall normally meet once a month during the academic year.

IV. Amendments and Bylaws

- A. Amendments:** This Constitution may be amended by two-thirds vote from the Faculty Assembly after being presented twice to the Assembly for debate in consecutive meetings at least four weeks apart.
- B. Bylaws:** this constitution may be supplemented by Bylaws adopted by a majority vote of the Assembly after a single presentation. Such Bylaws will normally include:
 1. Interpretations and implementations of this Constitution
 2. A statement of the duties and responsibilities of the Standing Committees of the Faculty Assembly
 3. Other faculty regulations

Distribution: The Secretary of the Assembly shall keep on file a copy of this Constitution, its Bylaws and Amendments, and shall distribute copies to all members of the Assembly by publication in the Faculty Handbook or otherwise.

Adoption of Constitution: This Constitution shall be effective when approved by a two-thirds vote of those attending an Assembly meeting subsequent to its first presentation.

Department of Instruction

Dean of Instruction

The Dean of Instruction as the Chief Academic Officer is responsible for all educational programs, faculty, academic and support services.

Course Scheduling

Selection of course offerings is at the discretion of the Dean of Instruction, who in collaboration with the Associate Dean of Instruction and Department Chairs chooses those which are best suited to provide degree preparation and/or completion options to those already enrolled in UNM-Los Alamos programs, to address identified educational needs in the geographical area served by UNM-Los Alamos, and to offer a range of choices. All course offerings are subject to institutional constraints and enrollment restrictions, and not all classes are offered every semester or session. The Dean of Instruction welcomes suggestions for course offerings from all segments of the College community.

Selection and Hiring of Faculty Members

The Dean of Instruction, who in collaboration with the Associate Dean of Instruction and Department Chairs, is responsible for selecting and hiring faculty members and making administrative assignments. Faculty positions are advertised annually or as needed. Appointment is at the discretion of the Dean of Instruction and is subject to budget, enrollment, evaluation, equal opportunity standards and practices, UNM-Albuquerque approval (Human Resources, Office of Faculty Contracts, and Office of Equal Opportunity), and Core Faculty contractual constraints (tenure-track, lecturer, 0.25 FTE, grant work), performance, budget restraints, and enrollment restrictions. While faculty continuity is highly desired, as appropriate, the administration seeks to provide students with a diversity of faculty member options. The hiring process is in compliance with UNM-Albuquerque Faculty Contracts Office and Office of Equal Opportunity policies and procedures. More details may be found in the section **Faculty Appointment and Retention** below.

Faculty Collegiality

In order to foster a spirit of collegiality, faculty members are encouraged to meet with administrative staff and other faculty on a regular basis. Orientations and faculty development meetings are specifically designed to encourage interaction, and the campus administration encourages the faculty to discuss informally any ideas or concerns about any aspect of the academic process.

Department Organization

The faculty is structured into eight departments, headed by a Department Chair and/or a Program Coordinator.

Department Chairs and Program Coordinators report directly to the Associate Dean of Instruction. The Associate Dean of Instruction, Department Chairs, and Program Coordinators encourage faculty to contact them with any suggestions, ideas, problems, concerns, and questions.

Applied Science

Drafting	Electro-Mechanical Technology
Emergency Medicine	Manufacturing Technology
Mechanical Technology (welding)	Nanotechnology
Solar Technology	Public Safety
Fire Science	

Business, Computer Science, and Information Technologies

Business Technology	Computer Science
Economics	Computer Technologies
Management	Information Technologies

Communications

Classics (schedules Greek Mythology and language, shares with General Studies)	Communications and Journalism
Comparative Literature	English
Foreign Languages	First Year Experience
Women's Studies	University Honors
Linguistics	

Fine Arts

Art History	Art Studio
Dance	Fine Arts
Music	Theatre

General Studies

American Studies	Anthropology (includes LING 101)
Classics (schedules all except Greek Mythology and languages, shares with Communications)	Geography
History	Sociology
Native American Studies	Philosophy
Physical Education Non-Professional	Political Science
Psychology	Religious Studies

Mathematics and Engineering

Mathematics	Early Childhood Multicultural Education
Statistics	Education
Engineering	

Science

Astronomy	Biology
Chemistry	Earth and Planetary Science
Materials Science	Environmental Science
Natural Science	Physics
Nutrition	Environmental Technology

Associate Dean of Instruction

The Associate Dean of Instruction is appointed by the Dean of Instruction in consultation with the CEO. The person who holds this position has three primary responsibilities:

1. To work with campus colleagues to put the college's human, physical, and financial resources to best use.
2. To provide leadership in identifying, prioritizing, and carrying out the tasks of the departments.
3. To help the Dean of Instruction, Department Chairs, and Program Coordinators complete their jobs quickly, harmoniously, and effectively through trouble-shooting and direct assistance.

Reporting to the Dean of Instruction, the Associate Dean of Instruction's main areas of responsibility include:

1. Curriculum Development
2. Scheduling
3. Staffing
4. Budgeting
5. Service to Students
6. Service to College

In each of these areas the Associate Dean of Instruction performs specific duties as well as teams with other officials of the university including the CEO, the Dean of Instruction, Associate director for Student Services, the Campus Resources Director, and the Department Chairs to help insure that UNM-Los Alamos remains a quality institution.

Department Chairs

The Department Chairs are appointed for one academic year by the Dean of Instruction in consultation with the CEO. The Associate Dean of Instruction teams with the Dean of Instruction to select, interview, and recommend candidates for Department Chair positions.

The person who holds this job has three primary responsibilities:

1. To ensure the integrity of the courses offered at UNM-Los Alamos
2. To maintain and enhance the quality of the faculty
3. To oversee the day-to-day operations of the department

Reporting through the Associate Dean of Instruction to the Dean of Instruction, a Department Chair's areas of responsibility include:

1. Curriculum Development
2. Scheduling
3. Staffing
4. Budgeting

5. Service to Students
6. Service to College

In each of these areas the Department Chair performs specific duties as well as teams with other officials of the university including the CEO, the Dean of Instruction, the Campus Resources Director, and the Associate Dean of Instruction to help insure that UNM-Los Alamos remains a quality institution.

Program Coordinators

The program Coordinators are appointed for one academic year by the Dean of Instruction in consultation with the CEO. The Associate Dean of Instruction teams with the Dean of Instruction to select, interview, and recommend candidates for Program Coordinator positions.

The person who holds this job has three primary responsibilities:

1. To provide administrative support in the development, implementation, and marketing of the program
2. To serve as principal liaison between students, faculty, staff, other departments and/or external constituencies on day-to-day programmatic, operational, and administrative issues
3. To monitor and administer program revenues and expenses (including the development of funding proposals for the program)

Reporting through the Associate Dean of Instruction to the Dean of Instruction, a program Coordinator's areas of responsibility include:

1. Curriculum Development
2. Scheduling
3. Staffing
4. Budgeting
5. Service to Students
6. Service to College

In each of these areas the Program Coordinator performs specific duties as well as teams with other officials of the university including the CEO, the Dean of Instruction, Department Chairs, the Campus Resources Director, and the Associate Dean of Instruction to help insure that UNM-Los Alamos remains a quality institution.

Faculty Appointment and Retention

This statement on Appointment and Retention of Faculty has been created by the UNM-Los Alamos Faculty Assembly with approval by the UNM-Los Alamos Faculty Assembly and Executive Branch Office. It has also been approved by the UNM Faculty Senate and the Office of the Provost/Executive Vice President for Academic Affairs.

Professional Credentials

Policy

In order to retain its North Central Association accreditation, UNM-Albuquerque must require of faculty members at its branch campuses, including UNM-Los Alamos, certain academic or professional credentials. UNM-Los Alamos cooperates with UNM-Albuquerque by seeking the approval of the appropriate department chairperson at UNM-Albuquerque for prospective UNM-Los Alamos lecturers who are assigned to teach UNM-Los Alamos Courses.

Procedure

Credentials are presented by prospective faculty members in the résumé and transcripts presented to the college during the application and appointment process. These are forwarded to the appropriate department chairperson at UNM-Albuquerque whose approval is required before appointment to the UNM-Los Alamos faculty can be completed.

Core Faculty

A person who holds one of these positions is selected by and reports to the Dean of Instruction (in consultation with the CEO) through the Department Chair/ Associate Dean of Instruction and helps fulfill the Mission of the College by:

- Teaching a designated (per FTE status) number of credit hours as follows (other part-time appointments are scaled appropriately):
 - .25 Core are obligated to teach a minimum of 7.5 credit hours per year.
 - .50 Core are obligated to teach a minimum of 15 credit hours per year.
 - .75 Core are obligated to teach a minimum of 22.5 credit hours per year
 - 1.0 Core are obligated to teach a minimum of 30 credit hours per year
- Posting and holding a minimum number of office hours per week as follows (other part-time appointments are scaled appropriately):
 - .25 Core are obligated hold at least 2 office hours per week.
 - .50 Core are obligated hold at least 3 office hours per week.
 - .75 Core are obligated hold at least 4 office hours per week.
 - 1.0 Core are obligated hold at least 6 office hours per week.

The primary purpose of office hours is to provide student advisement for both course content and degree achievement. A schedule of office hours should be posted and submitted to the Office of Instruction by the end of the first week of a semester/session.

- Serving on 1 standing committee as well as ad hoc committees.
- Assisting the Department Chairs and Program Coordinators in basic department service commensurate with the level of Core appointment. For example:
 - Textbook selection

- Outcomes assessment including writing, implementation, and data collection,
- Budget development and/or evaluation.
- Curriculum evaluation and or updates
- Mentoring students and/or serving as a point of contact for questions or concerns of students or student advisors
- Performing a self-evaluation and Department Chair & Program Coordinator evaluation
- Performing other minor or emergency duties as required for the proper function of the institution
- Abiding by the Statement of Academic Standards

Adjunct Faculty

Adjunct faculty serve a vital role in fulfilling the mission of the branch. These faculty members are valued and respected as indispensable citizens of the academic community. Policies and procedures set forth in this handbook apply to both adjunct as well as core faculty. Adjunct faculty have the same privileges for academic freedom, equitable compensation, consistent application of written personnel policies and procedures, professional support and development, recognition and career paths, and opportunities to participate in government bodies. Adjunct faculty members are selected each semester from among qualified applicants in the current applicant pool. Adjunct faculty explicitly agree to abide by the Statement of Academic Standards to perform the Customary Duties and Responsibilities of UNM-Los Alamos Faculty, and to follow the policies and procedures as detailed in this handbook. Adjunct faculty members are welcomed and encouraged to serve on committees, to participate in faculty development activities or projects, and to hold regular office hours, but are not currently required to do so.

Appointment Standards

UNM-Los Alamos is committed to hiring well-qualified individuals who meet our high standards for academic excellence. We strive to hire the best-qualified individuals, while following Office of Equal Opportunity procedures, UNM standards, developmental standards, and vocational/technical standards when applicable.

For each UNM-Albuquerque course that is taught at UNM-Los Alamos, we must hire instructors who meet UNM-Albuquerque qualifications for that course. These qualifications vary from course to course, but generally require at least an MS/MA in the pertinent field. While UNM-Los Alamos strives to meet UNM-Albuquerque qualifications as often as possible, we recognize that there may be extenuating circumstances (such as appropriate professional experience) that sometimes qualify an individual to teach a particular course. If the Department Chair, Program Coordinator, and Associate Dean of Instruction feel an applicant is qualified to teach a particular UNM-Albuquerque course but the applicant doesn't meet UNM-Albuquerque qualifications, then the Department Chair may request a special approval of this applicant by the appropriate UNM-Albuquerque department.

For each course that is not a UNM-Albuquerque course but is taught at the UNM-Los Alamos Branch, the Department Chair, Program Coordinator, or Associate Dean of Instruction will decide if the applicant is

appropriately qualified to teach that course. The qualifications will vary from course to course, but generally an advanced degree in the field (MA/MS) is desirable or a BS/BA with appropriate work experience. In some technical areas, certifications, associate degrees, and/or professional training and work experience may replace degree requirements.

Appointment Procedures

For Core Faculty positions: Tenure-Track or Lecturer:

A core faculty member is an individual who may be hired on a year-to-year basis as a lecturer to teach a guaranteed load each year, or as a tenure-track assistant professor, who must meet the terms of tenure by the tenure date in order to continue as a faculty member. A lecturer or a tenure-track faculty may be hired as a .25 core to teach 7.5 credit hours per year, a .50 core to teach 15 credit hours per year, a .75 core to teach 22.5 credit hours per year, a 1.0 core to teach 30 credit hours per year, or some percentage in between those common FTEs. The timeline for core faculty hiring is listed below:

For tenure-track professors:

In September for spring scheduling and February for summer and fall scheduling, department chairs request interest of existing tenure-track faculty for courses needed to be offered and what load they should meet (.25, .5, etc.). Tenure-track faculty have top priority consideration for courses. Rehires of this kind are now streamlined through EPAF forms through the UNM-Los Alamos Human Resources (HR) office.

For lecturers:

1. In September for spring scheduling and February for summer and fall scheduling, department chairs request interest of existing lecture faculty for courses needed to be offered and what load they should meet (.25, .5, etc.). Rehires of this kind are now streamlined through EPAF forms through the UNM-Los Alamos HR office.
2. If a core lecture position is still deemed necessary by the department for the following year, the core lecturer holding that position is given priority scheduling and is immediately assigned to courses on the schedule. Courses not covered by the core faculty within a department will then be taught by adjunct faculty.
3. As dictated by the needs of a particular department and as supported by the branch budget, new core tenure-track or lecture faculty positions are sometimes advertised. The postings are usually made in the spring to begin in the summer or fall semester that follows. Core faculty postings are advertised locally, regionally, or nationally, as determined by the particular position.
4. A tenure-track or lecturer position will be posted in UNMJobs, listed on UNMJobs website, Workforce Solutions and often local newspapers.
5. A search committee, led by a committee chair, is created for each core faculty position. The committee is composed of 3-4 qualified members of the faculty and staff, with at least one member

from the department in which the applicant is applying and one other member being a subject expert; minority representation is required. The Dean of Instruction may be on the committee as well, or may conduct separate interviews from the committee. The first job of the search committee is to review all of the applications and determine which individuals meet the minimum qualifications.

6. As dictated by the UNM Office of Equal Opportunity, at least three qualified individuals must apply for the position in order to hold a legal search. There are exceptions to this rule for certain subject or technical areas. If there is a question, the search chair should work with the UNM-Los Alamos HR officer to see if interviews can be held if there are fewer than three qualified applicants.
7. Once all finalists have been interviewed (preferably in person but occasionally by phone if appropriate) and have provided a teaching demonstration, the committee selects up to three preferred candidates. The three candidates are interviewed by the Branch CEO or Dean of Instruction, who, in consultation with the search committee, makes the final selection. If the applicant pool is small, the follow-up interview with the CEO or Dean of Instruction may be scheduled the same day as the committee interview.

For Adjunct Faculty Positions:

UNM-Los Alamos follows strict UNM Office of Equal Opportunity procedures when hiring adjunct faculty. An adjunct faculty is one that is hired to teach one or more courses for a single semester, and is not contracted for more than one semester at a time. The following timeline applies to the hiring of adjunct faculty at UNM-Los Alamos.

1. All new hires and rehires go through a UNMJobs process coordinated by the UNM-Los Alamos HR office.
2. In September for spring scheduling and February for summer and fall scheduling, department chairs solicit interest from existing adjunct faculty for courses needed to be offered. Rehires of this kind are now streamlined through EPAF forms through the UNM-Los Alamos HR office.
3. In fall, spring and summer semesters, if new adjuncts are needed, the Department of Instruction works with the HR office to post positions in UNMJobs and then these jobs appear on the UNM web site, Workforce Solutions, and possibly an advertised posting in newspapers of northern and central New Mexico. It also may be sent to targeted recruitment lists provided by the UNM Office of Equal Opportunity (OEO). The advertisement is posted on the UNM-Los Alamos web site.
4. Interested applicants should go through UNMJobs to apply. The application is reviewed by the search committee chair for the position for meeting minimum requirements. The entire committee will review the minimum qualified applicants and rate them to choose the top few for interviews (how many are interviewed may vary depending on the need and the pool).
5. Each applicant selected for an interview is contacted and an interview is conducted by phone or in person on the UNM-Los Alamos campus. At this time, the applicant is given a tour or virtual tour of the campus, and introduction to the mission and campus goals, an introduction to department goals, and the role of that particular part that course plays in the department/degree, a description of student demographics, and the expectations the department has for its instructors.

6. Successful applicants may then be scheduled to meet briefly with the Dean of Instruction. At the time that a successful applicant is chosen and agrees to teach, information is collected from the applicant necessary to create a teaching/payment contract. All necessary forms for hiring, including transcripts and I-9 forms required by the federal government must be delivered to the Office of Instruction or the HR office.
7. All faculty members are expected to attend the Faculty Orientation that is held prior to both Fall and Spring semesters. New faculty members are required to participate in a brief one-time training session regarding the American Disabilities Act (ADA) and the Family and Educational Rights and Privacy Act (FERPA).
8. In keeping with OEO procedures, an OEO form will be filled out by the interviewing individual (usually the Department Chair) for each faculty who is interviewed either in person or by phone. This form is then filed with the Office of Instruction or the HR office and later submitted to the OEO.

Faculty Assigned to Multiple Departments:

In instances where faculty teach in more than one department, the faculty member should consult with the Dean of Instruction, the Associate Dean of Instruction, and the Department Chairs and/or the Program Coordinators for the respective departments to determine:

- the level of commitment and service to each department
- portion of teaching load
- how the faculty member will be evaluated
- which department meetings should be attended
- other applicable issues

Because the situation will be differ for each faculty member to whom this applies, they will be handled on a case-by-case basis. Once the determination has been made regarding the above issues, a memo of understanding will be generated. A copy will be given to the faculty member and a copy will be placed in the faculty member's file.

Retention Standards and Procedures

UNM-Los Alamos is committed to faculty continuity and retention, as well as equal opportunity, and the policies necessary to implement these goals. Faculty continuity strengthens the branch college by providing a core of experienced professionals whose knowledge of the institution and the community enables them to serve students and citizens more effectively. Equal opportunity strengthens the branch college by providing a diverse faculty whose backgrounds and viewpoints complement those of the student body and the people of the community. Continuity and retention entail the re-appointment of successful faculty from semester to semester, the development of longer-term contracts, and the growth of tenured/tenure-track faculty at each branch. Equal opportunity entails targeted recruiting, developing a pool of qualified potential instructors with equal employment opportunities, and giving

clear, advanced notice to adjunct faculty that their appointments, even if renewed year after year, do not confer tenure or permanent employee status upon them.

Faculty Evaluation

UNM-Los Alamos evaluates each core faculty member in the classroom at least once every two years. Adjunct faculty members are evaluated in the classroom within a year of being employed. A faculty member may request to be evaluated at any time.

[Core Faculty Classroom Observation Form](#)

[Adjunct Faculty Classroom Observation Form](#)

Faculty Support

Office of Instruction

Please contact the Office of instruction with any questions or needs pertaining to your teaching position at UNM-Los Alamos. The Office of Instruction staff provides the day-to-day support services for all faculty.

Classroom Scheduling

Classrooms are scheduled by the Office of Instruction. Requests for change in classroom need to be addressed to the Office of Instruction after the first week of instruction has been completed. Accommodating a request for change in classroom is based on size and equipment needs for the particular course you are teaching.

Mailboxes

Mailboxes for faculty are assigned by the Office of Instruction staff and are located in the mail/work room of Building One. Mailboxes may be accessed during building open hours. Please check these boxes regularly.

Faculty Office Space

A limited number of faculty offices are available at the UNM-Los Alamos campus. Adjunct Faculty are encouraged to hold office hours when possible and will be granted office space on request, when such space is available. Arrangements for office or meeting space should be made with the Office of Instruction staff. Faculty may also reserve a group study room in the library to meet with students.

Classroom Supplies

Chalk, erasers, white board markers, grade books, and UNM-Los Alamos stationery and envelopes, are available from the staff in the Office of Instruction.

Faculty Contact Information

The Office of Instruction staff maintains a list of current phone numbers and addresses of faculty. A copy of this directory is distributed to staff and Core Faculty each semester/session. Please notify this office of any address or phone number changes.

Instructional Technology Center (ITC)

The Instructional Technology Center (ITC) provides technical support and training for all faculty and staff of UNM-Los Alamos. A wide variety of courses, seminars, and one-on-one training is available for subjects ranging from Microsoft Office to how to get the most from a digital camera. All ITC curriculum

focuses on helping UNM-Los Alamos faculty discover and usefully implement current teaching technologies. For more information, visit the [ITC web site](#).

The ITC also provides and manages all classroom and teaching support equipment, including all traditional audio-visual equipment and instructional computing equipment (computers, LCD projectors, etc.) An information handout with all policies and procedures for requesting and using the equipment is updated each semester and can be found on the ITC website.

myUNM/UNM NetID

Once a faculty member has been assigned a Banner ID number, he/she may setup an account through [myUNM](#), which will enable the generation of a UNM Net ID for an email account and access to 50mb of free web space for setting up course web pages. MyUNM also acts as a conduit to various functions in Banner; an online calendar; Blackboard Learn; LoboWeb, which enables faculty to check the status of classes, run class lists, submit grades, update personal information, print pay stubs, and many other functions; and LoboAchieve, which allows faculty to track and report student progress. For assistance with myUNM, please contact the Instructional Technology Center (ITC).

Lobo ID Card

All faculty must acquire a UNM Lobo ID card. The Lobo ID card is necessary for various transactions at all UNM campuses, including checking out library materials, recreational facilities usage, ticket discounts, and taking advantage of other perks and activities. Faculty members only need to get a Lobo ID card once, and it will remain active until employment at UNM is terminated. Inquire at the Office of Instruction for the current location of the ID card center at UNM-Los Alamos.

Textbook Requests

UNM-Los Alamos has contracted with Missouri Book Service (MBS) to maintain a virtual bookstore. UNM-Los Alamos is required by federal law to have all books listed on the web site and available to students to purchase when the semester registration opens so they can be prepared for the first day of class. Although students have the freedom to purchase their books from any source, UNM-Los Alamos is a state agency and cannot endorse any other vendor.

The textbook request deadlines are listed below, will allow the bookstore to prepare and submit textbook titles to our online vendor. The online bookstore will be open for business six (6) weeks prior to the start of classes.

Spring Semester – November 15

Summer Session – April 1

Fall Semester – July 1

For detailed information about submitting textbook requests, see the [Textbook Adoption Instructions web page](#).

Faculty members are responsible for obtaining their own desk/review copies of textbooks they are considering for use in courses. Assistance in this process and publisher telephone numbers can be obtained through the Office of Instruction.

Classroom or Laboratory Aides or Consultants

In some circumstances, classroom or laboratory aides or consultants may be hired if funding is available. Approval for making such arrangements must be received from the Department Chair and the Dean of instruction in advance and necessary paperwork and employment forms must be completed through the Office of Instruction.

Computer Facilities

A number of computer classrooms are available on campus, including Mac and PC computer classrooms. Contact the Office of Instruction to schedule use of a computer classroom.

For information about technical questions or troubleshooting, please visit the [Computing Services](#) web site.

Library

The Library is responsible for the delivery of library support services, including course reserves and information literacy instruction. Library services and policies can be found on the [Library web site](#). Library support services specifically for faculty are outlined in the [Faculty Library Guide](#), which is updated each semester. Please contact the library staff for help or information about any of the library's services.

All audio-visual and classroom technology equipment is handled by the Instructional Technology Center (ITC), Bldg. 3, Room 306. Please visit the [ITC website](#) for more information.

Parking

Parking is free at UNM-Los Alamos, and permits are not necessary.

Parking areas on campus are east of Buildings 1 and 2 and west of Building 6. These parking areas are accessible from both the Diamond Drive and 40th Street entrances. UNM-Los Alamos faculty members are also invited to use the parking lot east of Los Alamos High School's Sullivan Field.

Designated handicapped parking spaces are available in the east and west parking lots, as well as in the cul-de-sac parking area north of Building 1 at the 40th Street entrance.

Parking at UNM-Albuquerque is not free, and necessitates payment with cash or credit card, or acquiring a temporary parking permit. Faculty conducting official university business at UNM-Albuquerque, may request a temporary parking permit from the Office of Instruction, if they are using a personal vehicle. If permits are not available in the Office of Instruction, faculty may park in one of the paid parking

structures or in other designated pre-pay parking spaces, and then submit the receipt with the travel voucher for reimbursement upon returning to the UNM-Los Alamos campus.

Student Services

[Student Services](#) provides a wide range of services to all campus students. Faculty should consult with Student Services staff regarding student-related issues, such as admissions, advisement, registration, placement testing, accessibility services, attendance, early-alert intervention, and submission of grades.

Academic Support Center

The Academic Support Center (ASC) offers a range of services to supplement academic programs at UNM-Los Alamos. The ASC organizes and hosts homework/study groups, review sessions, and workshops, while offering additional course resources and various types of extra help and tutoring (drop-in, by appointment, and online). Services cover a wide range of academic subjects and special arrangements may be made for those subjects not currently covered.

For more information, visit the [ASC web site](#) or email asc@unm.edu.

Suggestions for Effective Classroom Management

Faculty may find these suggestions for effective classroom management helpful and are encouraged to share new ideas for inclusion in the list of suggestions.

- Arrive ahead of the students.
- Adhere, as closely as is reasonable, to the schedule of topics as outlined on the syllabus handed out on the first day of class.
- Learn the students' names early in the semester/session; printout class list updates from [myUNM](#).
- Keep an accurate attendance record.
- Transmit announcements found in mailbox.
- Make students aware of critical deadlines.
- Make sure that the course content has continuity.
- Take advantage of notes to stay on track but avoid reading a lecture.
- Provide time for questions.
- Encourage students to use the Library and Academic Support Center services.
- Incorporate multiple teaching styles in order to reach multiple learning styles.

At the first class meeting, **the faculty member should stress attendance and punctuality, explaining attendance and withdrawal policies as stated in the Academic Regulations in the Faculty Handbook and in the UNM-Los Alamos Catalog** and should emphasize the importance of student commitment to the course. Students should receive course syllabi, and the objectives of the course should be made clear. The faculty member should explain the grading policy and particular requirements; for example, a

number of tests, use of “pop” quizzes, midterm, and special projects, as well as the class format (lecture, lecture/discussion, group work, online enhancements) and attendance policy should be explained.

The attendance record will help keep track of the students. When an attendance or performance problem arises, the faculty member should consult with the Student Services advisement staff to report the concerns. Students will then be contacted by advisors or other intervening services for assistance.

UNM-Los Alamos Policies and Procedures

Mandatory Trainings

ADA / FERPA

Newly hired faculty must complete training for the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA). Training sessions are held immediately before the General Faculty Orientation held prior to the fall and spring semesters.

Sexual Harassment / Basic Safety

All faculty must complete *Sexual Harassment* and *Basic Safety* trainings annually, online through [Learning Central](#).

General Faculty Orientation

Prior to fall and spring semesters, the Dean of Instruction holds an orientation meeting for faculty, which will include a professional development component.

Faculty Absences

Policy

Faculty absences should be kept to a minimum. The maximum cumulative period of absence during fall or spring semester will be no greater than two weeks of total class time or its equivalent. During the summer session, this period should be no greater than one week of total class time or its equivalent. The College has developed several procedures to deal with unavoidable faculty absences. Every effort should be made to make up missed classes. The staff in the Office of Instruction can assist with arrangements for classrooms or test proctors.

Procedures

- Inform the Dean of Instruction as far as possible ahead of time
- Submit a Faculty Absence Form
- Provide appropriate educational opportunities for students if it is impossible to avoid being absent as follows:
 1. Find and compensate a substitute either by exchanging classes with a UNM-Los Alamos Faculty member or by personally reimbursing your substitute at the rate of \$25.00 per instructional contact hour or \$10.00 for a proctored contact hour.
 2. Conduct a make-up session after contacting the Dean of Instruction
 3. Provide work ahead of time for the students to do at home. (This alternative is discouraged, particularly for absences of more than one consecutive class period).

- If a faculty member must cancel class without warning due to an emergency, it is imperative that the office of Instruction and the appropriate Department Chair be notified of the cancellation.
- If a faculty member needs classroom space to make up missed classes, the staff in the Office of Instruction will help assist with the arrangements.

Computer Use

Policy

UNM-LA computers are to be used for UNM-Los Alamos course-related work only, and are to be used only by individuals who have a current UNM account. Faculty should sign up for a UNM NetID through [myUNM](#) to establish an email account and have access to the automated faculty functions through the UNM Banner System.

Procedure

All faculty members must abide by [UAPPM Policy #2500 – Acceptable Computer Use](#) and must direct their students to the policy.

Inclement Weather

Policy

UNM-Los Alamos will remain open and conduct classes in all kinds of weather, unless appropriate authorities have prohibited all travel and initiated closures. However, students, faculty, and staff are not expected to take unnecessary risks with their personal safety.

Procedures

Faculty who cannot meet their regular schedule due to inclement weather, should work with the Office of Instruction (661-4693) to notify all students as early as possible. Course cancellation notices will be posted on classroom doors. Arrangements to make up any cancelled courses will be made at the next regularly scheduled meeting.

On days when there is bad weather, please listen to local television and radio stations for information about UNM-Los Alamos. If you do not hear an announcement specifically referring to UNM-Los Alamos, then the campus is open and operating on a regular schedule. A delay means that classes scheduled before the late campus opening are CANCELLED (for example, if a two-hour delay is announced, then classes scheduled to start before 10:00 a.m. are cancelled. Classes that begin at or after 10:00 a.m. are on the regular schedule.

Announcement of campus closing will be made on the following television and radio stations:

KOB-TV 4

KRSN-AM 1490

KOAT-TV 7	KDCE-AM 950
KRQE-TV 13	KKOB-AM 770
KASA-TV 2	KKOB-FM 93.3
PAC 8	KKSS-FM 97.3
	KSFQ-FM 101

When necessary, a message will also be recorded on the UNM-Los Alamos telephone system indicating delayed classes or campus closure. **Please call 1-800-894-5919 or 662-5919 for inclement weather information.**

Emergencies

Policy

Faculty in all curricula are expected to react in a professional manner in case of an emergency or accident.

Procedures

A faculty member who witnesses or is involved in an emergency or accident while on the UNM-Los Alamos campus or while engaged in a UNM-Los Alamos activity on or off the college campus must document the incident and report it to the Dean of Instruction. Personal injury or damage resulting from such an incident must be reported in writing. Please see the [UNM Safety and Risk Services web site](#) for further information.

Safety

Policy

Faculty members are responsible for practicing and requiring their students to practice recognized safety procedures appropriate for the particular class under instruction.

Procedures

All faculty are required to complete the *Basic Safety Training* annually, online through [Learning Central](#).

Faculty must not conduct UNM-Los Alamos activities or allow any student to conduct such activities if there is any question of violating recognized safety procedures or regulations involving the physical plant, equipment, apparel, or physical ability of the student. Faculty must report immediately any suspected safety hazard in the physical plant or equipment to the Associate Director for Business and Finance and to the Dean of Instruction. Additionally, faculty in designated courses must ensure the

distribution and completion of Student Safety Forms/Procedures as appropriate. See the [UNM Safety and Risk Services web site](#) for more information.

Laboratory Safety

Policy

Every faculty member teaching in a laboratory environment is required to read and become familiar with the information and procedures on the Safety and Risk Services web site regarding “Lab Safety” and where applicable, “Chemical Safety” before his or her initial class meeting.

Procedure

Faculty members teaching in a laboratory environment must access, read the information, view videos, and follow the procedures and policies outlined in the [“Lab Safety,” “Chemical Safety”](#) and [“Important Forms”](#) sections of the UNM Safety and Risk Services web site . Safety Agreement forms should be signed and returned with the manual to the Associate Dean of Instruction. After review by the Associate Dean of Instruction, safety forms are kept in the Office of Instruction. The Safety Agreement form signed by each individual student should be collected by the instructor and submitted to the Associate Dean of Instruction by the end of the second week of class.

Computer Classroom/ Electronics Laboratory Safety

Policy

Every faculty member teaching in a computer classroom or electronic laboratory is responsible for practicing and requiring students to practice safety procedures regarding electronic equipment.

Procedure

Students in a computer classroom are not mandated to sign a safety waiver unless the course involves disconnecting/reconnecting the hardware. However, students must be informed by the instructor that computers may not be physically reconfigured without explicit consent of the instructor or Computer System’s Administrator.

Students in an electronic laboratory where equipment will be physically reconfigured, disassembled, and/or reassembled MUST sign a safety form verifying their awareness of safety procedures around electronic equipment. It is the responsibility of the instructor to inform students of proper safety procedures at the start of the course. Instructors should see their Department Chair for these procedures and safety forms.

Safety Agreement forms should be signed and returned with the manual to the Associate Dean of Instruction. After review by the Associate Dean of Instruction, safety forms are kept in the Office of Instruction. The Safety Agreement form signed by each individual student should be collected by the instructor and submitted to the Associate Dean of Instruction by the end of the second week of class.

Course-Related Expenses

Policy

Any course-related expenditures for supplies or equipment must be approved in advance by the appropriate Department Chair, Associate Dean of Instruction, and/or Dean of Instruction.

Procedures

UNM-Los Alamos Internal Purchase Requisition (IPR) forms are available from the Office of Instruction or [online](#).

Travel

Policy

Faculty members must have prior approval for travel for official university business in order to be eligible for mileage reimbursement (if personal vehicle is used) and/or per diem.

Procedure

The [Travel form](#) (for in-state travel) is available online and must be approved in advance by the Department Chair and the Dean of Instruction. If travel is out-of-state, the travel request form must be approved in advance by the Department Chair, the Dean of Instruction, **and** the CEO. Out-of-state travel forms are available in the Office of Instruction.

Use of UNM-Los Alamos Vehicles

Policy

University vehicles are available and should be used whenever possible. Arrangement to use a university vehicle is handled by the Business Services office.

Procedure

Before faculty can use university vehicles, they must take the required Defensive Driving course offered by main campus to get a permit. Contact main campus Safety and Risk Services office at (505) 277-2753 to make arrangements.

Use of Personal Vehicles

Policy

If personal vehicles are required (for example, if the UNM-Los Alamos vehicles are not available) an approved reimbursement will be made at the current rate set in the New Mexico Per Diem and Mileage Act. Contact the UNM-Los Alamos Business Services office for the current mileage rate.

Procedure

Those who are using a personal vehicle for travel to UNM-Albuquerque on official business may get a main campus parking permit from the Office of Instruction (if available), or by contacting main campus Parking and Transportation office at (505) 277-4230.

Field Trips

The details of arrangements for any field trips must be confirmed in advance with the Dean of Instruction. Planning well ahead is recommended, especially if UNM vehicles are to be used. The Office of Instruction can assist in arranging field trips. It should be noted that faculty are legally liable for students who are in faculty member's vehicles or for students whom the faculty assigned to ride with other students. Risk waiver forms are available in the Office of Instruction for the student to sign.

Faculty Rights and Responsibilities

Salary

Distribution

Policy

Payment schedule of salaries is established by the Payroll Office on the Albuquerque Campus.

- Fall Semester salaries for Invited and .25 Core Faculty are paid in September, October, November, and December.
- Spring Semester salaries for Invited and quarter-time Core Faculty are paid in February, March, April, and May.
- Core Faculty (.50 FTE or greater) are paid in ten monthly installments, August to May.
- Summer Session salary installments are stated on the UNM Summer Session Appointment Agreement.
- Faculty for short- term courses not following the regular semester are paid in monthly installments during the months when the class is taught.

Procedures

Paychecks for all UNM employees are directly deposited into employees' bank accounts. Please see [UAPPM Policy #2620 – Distribution of Pay](#) for more information. Use the [Automatic Check Deposit Authorization Form](#) to initiate or change direct deposit options.

Schedules

Policy

Adjunct Faculty are paid on a credit-hour basis; Core Faculty are paid on a nine-or ten-month salary basis.

Procedure

Courses taught during summer sessions do not count toward advancement, and salary increases are effective only with the fall or spring semester teaching assignment.

Adjunct Faculty	
(Effective July 1, 2018)	
Bachelor's Degree	\$692.00/credit hour
Master's Degree	\$744.00/credit hour
Doctoral Degree	\$796.00/credit hour

Core Faculty Schedule

Core Faculty salaries are calculated on an annual nine-month, full-time salary basis.

Payroll Deductions

Payroll deductions include all required federal, state, Social Security, and Medicare withholdings, as well as insurance benefits and additional retirement programs that UNM employees choose to enroll in. Additionally, all UNM employees contribute to the Educational Retirement Fund of New Mexico.

Banner ID Number

Once a faculty member has been hired, a Banner ID number is generated, uniquely identifying the faculty member in *Banner*, the integrated electronic system for UNM. The Banner ID Number is also used to access functions available through myUNM, including obtaining a UNM Net ID. See the Faculty Support section of this handbook for more information about myUNM and UNM Net IDs.

Benefits

UNM-Los Alamos faculty members may take advantage of the following benefits. Please follow the provided links for specific details.

- [Medical Benefits](#) (.50 FTE or higher regular faculty only) – (Medical, dental, and vision insurance options)
- [Educational Benefits](#) (.50 FTE or higher regular faculty only) – (Tuition Remission; Dependent Education Program)
- [Discounted Services](#)
- [Employee Assistance Services](#) – (Counseling and Referral Service; Employee Health Promotion; Employee Occupational Health Services; Employee and Organizational Development; Speech and Hearing Center)
- [LoboPerks](#) – provides for discounts and other perks with participating businesses and other establishments.
- [Discounted Tickets](#) – (Popejoy Presents; Athletic events)
- [UNM Facilities](#) – (Computer access; library services; museum stores; recreational services; golf courses)
- Other – see the [UNM Human Resources](#) web site and click on “Benefits” to access links to other available benefits.

If injured on site while conducting university business, UNM-Los Alamos faculty members are covered by Workers’ Compensation Insurance. For more information see [UAPPM Policy #3630](#).

Customary Duties and Responsibilities

The College is fortunate that all faculty are highly qualified in their areas of expertise, but many faculty have not before had the opportunity to serve as lecturers at the collegiate level. As a result, it is important that faculty be aware of the regulations necessary to meet North Central Association, State, and University of New Mexico requirements, as well as the obligations of faculty that spring from common habit and practice at colleges and universities in general. In order to provide an understanding of the basic elements that define professional academic performance and to establish a uniform basis for faculty evaluation, UNM-Los Alamos has established the following minimum standards of performance required of all who accept appointment to the college faculty. Although all obligations are ultimately to the student, four broad areas of customary UNM-Los Alamos faculty duties and responsibilities may be defined:

To The University of New Mexico

- Establish professional credentials
- Meet Federal and State employment eligibility requirements
- Maintain equivalency of content in course offerings between UNM-Albuquerque and UNM-Los Alamos

To UNM-Los Alamos

- Conform to campus faculty appointment, instruction, evaluation, and general policies as defined in the *UNM-Los Alamos Faculty Handbook*
- Abide by the Statement of Academic Standards
- Carry out the Customary Duties and Responsibilities of UNM-Los Alamos faculty
- Match course content to *UNM-Los Alamos Catalog* descriptions
- Require that all students meet prerequisites for the course
- Adhere to the required contact hours

To Curriculum Area(s)

- Require that all students attend class regularly
- Participate in academic activities and procedures unique to the department, and/or curriculum area
- It is expected that you will participate in creating or complying with student learning outcomes (SLOs), outcomes assessment, assessing your own course and possibly participating in program assessment if the courses you teach are a key component in a degree or certificate program or are identified by the New Mexico Higher Education Department (HED). Resulting materials from this assessment must be turned in to the Office of Instruction at the end of the semester.

To the Students

- In all classes, conduct yourself and require that students conduct themselves in a courteous and civil manner befitting the serious pursuit of higher education.
- Require the highest standards of honesty and ethics in all academic matters
- Provide a course syllabus outlining course goals, learning objectives, and class schedule and include all required elements ([See syllabus templates](#))
- Maintain a classroom structure and dynamic that promotes the goal of educational success
- Encourage student proficiency in the course content by means of frequent and appropriate examinations and assignments
- Provide a clear statement of the grading policy
- Evaluate and return assignments promptly
- Evaluate assignments fairly
- Protect students' rights to confidentiality
- Collect student evaluations of the instructor/course by administering the evaluation instrument adopted by UNM and provided by the Office of Instruction, at the end of the semester

Committees

UNM-Los Alamos has a number of administrative and faculty standing committees, which meet regularly to assist faculty, staff and administrators in the operations of the college. In addition to standing committees, ad hoc committees and task forces are formed as needed.

An essential component of Core Faculty status is committee service. Core Faculty members should consult with their respective Department Chairs and/or the Dean of Instruction regarding committee service requirements. While not required, Adjunct Faculty are encouraged and welcome to participate on committees, ad hoc committees, and task forces. Faculty will have an opportunity to specify committee assignment preferences at the beginning of the Fall Semester. Committee assignments will be made by the Faculty Assembly Operations Committee, and every effort will be made to assign faculty to their preferred committees.

Professional Development

UNM-Los Alamos operates with the fundamental assumption that each faculty member is a self-motivated professional with appropriate academic credentials who strives to be a good teacher, supports student success, and engages in college service. UNM-Los Alamos addresses faculty development through regular performance evaluations and professional development activities as developed through the Office of Instruction, the Professional Development Committee, and the Instructional Technology Center (ITC).

Professional Development Activities

Policy

Each UNM-Los Alamos faculty member is invited and encouraged to participate in any or all of the various faculty development activities provided on campus. All Core Faculty are expected to engage in professional development activities, including Faculty Orientation, which support the institution's mission of teaching and learning. Two essential components of Core Faculty status are student advisement and committee service. Also, Core and Adjunct Faculty are asked to provide development activities and/or service accomplished for each academic year.

Procedure

A faculty member who wishes to travel to an activity off of the UNM-Los Alamos campus must submit a [Travel Form](#) in advance to the Department Chair and to the Dean of Instruction, who will act on the request. Out-of-state travel also requires the prior permission of the CEO. The faculty member must itemize expenses anticipated. Since UNM does not advance payment, the faculty member must save and submit original receipts for reimbursement. If approved, UNM will typically pay registration fees for professional meetings in advance. The Dean of Instruction may allocate amounts for other activities. Approval of requests and expense reimbursement are subject to availability of funding.

Performance Evaluations

Policy

Faculty performance evaluation is ongoing and is the responsibility of the Dean of Instruction. Areas subject to performance evaluation are those identified as "Customary Duties and Responsibilities" and service on committees as described in the "Committees" section (see above); "Academic Standards" as outlined in the Standards section of this handbook, and any other duties/responsibilities outlined in this handbook. Every faculty member is evaluated, and good to excellent evaluation results are among criteria for appointment to faculty positions. The UNM-Los Alamos administration documents and retains evaluation information in a faculty member's personnel file.

Procedure

The Dean of Instruction will evaluate the faculty by a variety of means including student surveys, class visitations as appropriate by the Associate Dean of Instruction, Department Chairs, Program Coordinators and/or the Dean of Instruction, relevant information accumulated from discussion with faculty and

students, relevant observations or references, and any other information the faculty member wishes to present (e.g., class visitation by other faculty colleagues) – all of which are components of the UNM-Los Alamos Faculty Performance Evaluation Process.

Evaluation Forms

[Core Faculty - Classroom Observation Form](#)

[Adjunct Faculty - Classroom Observation Form](#)

[Core Faculty Self-Evaluation Form](#)

[Program Coordinator Evaluation of Core Faculty](#)

Student Evaluation of Faculty and Courses

The faculty and course evaluation instruments used at UNM (see the [Course Feedback](#) web site) are administered near the end of each semester or session. Summarized results are reported to the Dean of Instruction who follows UNM guidelines for their use. Faculty members may elect to conduct a less formal mid-term survey, receive the results directly from the students, and use the results for instructional development. The results of the mid-term evaluation are not part of permanent faculty files.

UNM-Los Alamos considers its faculty to be professionals in all aspects of their performance; however, the administration takes seriously student concerns regarding faculty performance.

Class Visitation

Each new faculty member will typically receive a class visit from the Associate Dean of Instruction, Department Chair, and/or the Dean of Instruction during the semester or session. UNM-Los Alamos has developed a systematic class visit schedule for returning faculty members. If requested, the visitor will arrange a time with the instructor after the visit to discuss the evaluation, to request oral and written comments about the evaluation results, and to secure the instructor's signature on the evaluation form.

Peer Evaluations

Peer visitation of classes is supported and encouraged but is not currently a required component of faculty evaluation.

Academic Information

The following is academic information that is the most crucial for faculty to know. Most of the information is as it is stated in the *UNM-Los Alamos Academic Catalog*.

Class Hours and Credit Hours

A class hour consists of 50 minutes. One class hour per week of recitation or lecture throughout a semester earns a maximum of 1 credit hour.

Course Syllabus

Course syllabi are to be submitted to the respective Department Chair(s) by the end of the second week of each semester/session. The [Syllabus Template](#) defines all information that must be included in the course syllabus. Online instructors should follow the format defined in the [Online Syllabus Template](#).

Master Syllabi

The Office of Instruction maintains a master file of UNM-Los Alamos and UNM-Albuquerque course syllabi. Please contact a member of the staff for a syllabus for courses you are teaching.

Enrollment Policy

Individuals attending classes at UNM-Los Alamos must be officially registered students. Please verify the enrollment of each student against your class lists, which can be accessed through [myUNM](#).

Grading System

UNM-Los Alamos is committed to a fair and equitable grading system. Faculty shall provide students with a syllabus that outlines the evaluation criteria for a course at the beginning of each semester/session.

UNM-Los Alamos utilizes a fractionated grading system. Following are the allowable grades and associated grade points:

A+	4.33
A	4.00
A–	3.67
B+	3.33
B	3.00
B–	2.67
C+	2.33
C	2.00
C–	1.67
D+	1.33
D	1.00

D–	0.67
F	0.00

CR Credit. Gives credit for the course but is not computed in the grade point average. CR credit is the equivalent of at least a grade of C. At the graduate level CR is used to report completion of a master's thesis or doctoral dissertation.

NC No Credit. Not computed in the grade point average. At the graduate level, NC is also used to report unsatisfactory completion of master's thesis or doctoral dissertation. Certain workshops and courses may be offered under CR and NC as defined above.

AUDIT. Audit is recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option.

W Withdrawal. After the third week a student may withdraw from a course until the end of the 12th week of the semester and is subject to a grade of W. After the 12th week, course withdrawals are only accepted with approval from the dean or director of the student's college. No withdrawals are accepted after the last day of instruction of the semester, prior to final exam week.

I Incomplete. The grade of I is given only when circumstances beyond the student's control have prevented completion of the work of a course within the official dates of a session. Please consider the situation seriously before assigning a grade of "I." Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received in order to resolve the "I" (incomplete) grade. If an instructor requires the student to repeat the class in order to resolve the Incomplete, the student must register for the course on an audit basis.

Some students have had difficulty finding the faculty members who promised to help them complete the course. If a faculty member issues a grade of incomplete, s/he is obligated to work with that student to complete the course requirements.

Removal of Incomplete Grade (I)

According to academic policy, incomplete grades must be completed before a student is eligible to graduate from the University of New Mexico-Los Alamos.

Incomplete grades must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy will be converted automatically to an F (failure) grade.

Students resolving Incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Student Services, Building 2) by the deadline. Students are responsible for informing instructors that they are graduating and the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester.

The instructor of record will report the final grade for the course in which the Incomplete was assigned to Student Services.

Change of Grade

Students who believe they have received a grade in error are directed to meet informally with the faculty member to resolve the issue. If a change is warranted, the faculty member initiates the change using the following procedure. If the issue is not resolved at this level, then the student has the right to formally petition the grade following the Grade Petition guidelines stated in the *UNM-Los Alamos Academic Catalog*.

The instructor of a course is responsible for any grade reported. Once a grade has been submitted online through LoboWeb, the instructor may change it by completing the Change Student Grade process through LoboWeb. Only the instructor who issued the original grade (instructor of record) may submit a change. Grade changes submitted more than 30 days after the end of a semester will be reported to the Dean of Instruction. **Any change in grade must be reported within 12 months after the original grade was issued and prior to graduation.** As necessary, grade changes may be referred to the Admissions and Registration Committee of the Faculty Senate for approval.

Grade Petition

The following are points excerpted from the Grade Petition policy as stated in the [UNM Course Catalog](#), pertaining to the role of faculty in the petition process.

- A student seeking retroactive withdrawal, enrollment or disenrollment; extension of time for removal of an incomplete grade or a grade option change; or further academic record changes involving exceptions to the rules governing registration and academic records, may submit petitions to the Student Services Office. This petition process does not cover disputes involving academic judgment (Refer to the UNM Pathfinder, “Student Grievance Procedure,” Article 2, Academic Disputes).
- Students may only petition grades up to one year after an instructor and dean grade change form can be utilized to change a grade. (Effective as of April 2005 as approved by Faculty Senate Operations Committee.) This means no grade change can be petitioned after two years in which the course(s) was/were taken.
- Upon receipt of student’s petition, the instructor(s) involved will be contacted for a statement concerning the request.
- The petition (along with instructor comments) will be forwarded to the Grade Petition Committee for review and a decision. If the petition is approved, appropriate modifications are made to the student’s record.
- The decision of the subcommittee is final.

Grade Point Average

An undergraduate student's grade point average is calculated by dividing the total number of grade points earned at The University of New Mexico by the total number of hours attempted. These hours must be attempted in courses with letter grades and the courses must be numbered 100 or above. Courses for undergraduate students given a grade of W, CR, NC, PR or I are excluded in the grade point average calculation.

The academic standing of all students is reviewed at the end of each semester and summer session. At such times, all students who are deficient in scholarship are placed on probation or suspended in accordance with the regulations of their college.

Student Progress and Early Alert Intervention

UNM currently uses the Starfish Retention Management Solution (LoboAchieve) for tracking students' progress in courses. Faculty will automatically receive notifications periodically during the semester to complete a survey identifying students for whom there is concern regarding their performance in courses. For more information, access the [LoboAchieve web site](#).

Changes in Enrollment

Once registered, students may process schedule changes through the drop/add procedures during appropriate periods. Procedures for schedule changes and deadlines are published in the Schedule of Classes.

Summer Session and Short Courses

Deadlines for processing drops, adds, withdrawals, and grade options for summer and short courses vary according to the length of the course. Consult the [Class Schedule](#) for specific dates.

For 16-week courses, the following applies:

1. **Add.** Students may add courses or change sections through the second week of the semester.
2. **Drop.** A student may drop a course or courses without a grade during the first six weeks of the regular (Fall or Spring) semester.

Withdrawal from a Course

After the third week a student may withdraw from a course until the end of the 12th week of the semester and is subject to a grade of "W." After the 12th week, course withdrawals are only accepted with approval from the dean or director of the student's college. No withdrawals are accepted after the last day of instruction of the semester, prior to final exam week.

NOTE: Faculty are not responsible for dropping students who do not attend. It is the student's responsibility to check the accuracy of their course schedule. As a consequence, students may earn a failing grade in a class that they stopped attending but did not officially drop.

1. **Change in Grading Option.** Changes in grading option (including audit, pass-fail option, letter grade or graduate credit option) in any course may be made through the fourth week of the semester. It is the student's responsibility to make certain that they are registered in any course for the proper grading option.
2. **Completion of Courses.** Students are responsible for completion of all courses in which they are enrolled at the University. Changes in enrollment, drops, or withdrawals must be officially processed. A student not following proper course or University withdrawal procedures may be given a failing grade and will be responsible for tuition changes associated with the course.

Repetition of a Course

A student may repeat any course but will receive credit only once unless otherwise noted in this catalog. ALL ATTEMPTS and ALL GRADES are computed in the student's grade point average. A grade replacement policy is available for repeated course work as stated in the [UNM-Los Alamos Academic Catalog](#).

Dean's List

UNM-Los Alamos students who demonstrate academic excellence are honored by inclusion in the Dean's List. Students are selected based on the following criteria:

1. Part-time students (6-11 hours) must complete a minimum of 6 undergraduate credit hours at UNM-Los Alamos with regular grading option in a given semester.
2. Full-time students must complete a minimum of 12 undergraduate credit hours at UNM-Los Alamos with a regular grading option in a given semester.
3. A semester Grade Point Average (GPA) of 3.5 is required.
4. No grade lower than a "C" (not "C-") is acceptable.
5. Students in Non-degree or Graduate status are ineligible for consideration.

Student-Related Policies and Procedures

Academic Conduct

In all classes, conduct yourself and require that your students conduct themselves in a courteous manner befitting the serious pursuit of higher education.

Academic Honesty

Policy

UNM-Los Alamos faculty will require that students abide by the highest standards of conduct in all academic matters, including tests, quizzes, and assignments, both in and outside of class.

Procedure

Faculty should require that no student give or receive help that prevents anyone's work from representing his own performance and should explain what plagiarism is and require that student work be free of it. Plagiarism may be briefly defined as using another's words or ideas as one's own. See [plagiarism guidelines](#).

Faculty members should include as part of the course syllabus a written statement of grading policy indicating what the consequences of academic dishonesty will be. Faculty should warn students that among the serious penalties cited in the [UNM-Los Alamos Catalog](#) and [The Pathfinder – UNM Student Handbook](#) for dishonest academic behavior are “a reduced grade for the work in question and/or a failing grade for the course, as well as other possible disciplinary action, including dismissal from the university.” The first step for either student or faculty member at UNM-Los Alamos with questions about academic dishonesty is to consult [The Pathfinder](#). Additionally, the Dean of Instruction will work to resolve the question.

Academic Regulations

Policy

To ensure consistency in grading, faculty are expected to assign grades in accordance with the academic regulations currently in effect at UNM-Los Alamos and to make every effort to see to it that students are informed of these regulations.

Procedure

Current information on academic policies and procedures may be found in the Academic Information section of this handbook. Such topics as withdrawal from class, incomplete grades, fractionated grades, and the effect of attendance on final course grades are discussed in detail in the sections that follow. Academic regulations are also explained in detail in the current [UNM-Los Alamos Catalog](#).

Americans with Disabilities Act (ADA) Services

UNM-Los Alamos offers services in compliance with the Americans with Disabilities Act (ADA). Arrangements for appropriate reasonable accommodations can be made through the Student Services Center. It is the responsibility of the student to notify the Student Services Center with any request for assistance. Faculty should direct students who self-identify to notify the Student Services Center to request services. For more information, see the [Accessibility web page](#).

Attendance

Policy

Faculty should require that students attend class regularly and punctually. While many students find it necessary to miss class occasionally because of work-related commitments, they must, nevertheless, conform to the same attendance requirements expected of other students. While it is the student's responsibility to initiate dropping a course, a faculty member has the option of dropping any student for excessive absences. Class lists are available on-line for access at any time including during enrollment periods. Faculty will need to obtain a UNM Net ID to access class lists, drop students, and submit grades at the end of the semester. Faculty need to access on-line class lists through [myUNM](#) (after logging in, select the **Faculty Life** tab, then click on **LoboWeb**, then select **Faculty and Advisor's Menu**).

Procedure

Follow Student Academic Regulations as defined in the current [UNM-Los Alamos Catalog](#) and in the Academic Information section in this handbook.

- Expect registered students to attend all meetings of their class unless excused.
- Do not grant extensions for vacations.
- Keep a record of class attendance. [LoboAchieve](#) may be used to record attendance if you prefer.
- Explain what constitutes excessive absences in all course syllabi. Most faculty members use as a guideline, the equivalence of 2-week absence for a 3-credit-hour course or a semester basis, (and/or the equivalent to 20% of class time); most faculty members treat unexcused absences severely.
- Report any student who has excessive absences using [LoboAchieve](#). Faculty will automatically receive surveys periodically during the semester, for reporting students with attendance problems.
- Assign students who are absent without approval from the final examination or other closing exercises of their classes a grade of "F" for the examination or exercise.

Military Students Information

Students who are withdrawing due to military obligations and who have or will receive imminent orders MUST contact the UNM-Los Alamos Registrar, 505-661-4688, before withdrawing from UNM. UNM has

a military policy that provides special grade and tuition options dependent on the specific circumstances of the military situation.

Classroom Structure and Dynamics

Policy

While each faculty member has a unique style of teaching that best suits his or her own subject matter, personal preferences, and gifts, certain professional practices transcend individuality and are fundamental to every successful educational experience. Each faculty member should follow these practices, which are subject to evaluation during the class visitation segment of the Faculty Performance Evaluation.

Practices

- Provide each student with a well-defined course syllabus or outline.
- Provide each student with a clear statement of your grading policy.
- Go over the syllabus and grading policy with your students so that they know what is expected from them and how their grades will be determined.
- Prepare thoroughly for class meetings.
- Whether you use a discussion or lecture format, focus on the subject matter appropriate to the course.
- Provide regular feedback to students on their performance by evaluating and returning assignments promptly.

Faculty may find helpful the suggestions for effective class management discussed in the Faculty Support section of the handbook.

Classroom Prohibitions

UNM-LA prohibits eating, drinking, smoking, and cell phone use in all classrooms and teaching laboratories.

Children

UNM-Los Alamos does not have child care facilities on campus. UNM-Los Alamos cannot be held responsible for injury, illness, or expense thereof for children brought to the campus property by parents who are attending the campus. Please do not allow students to bring children into the classroom.

Presence of Animals

Individuals are prohibited from having animals on campus grounds or in campus buildings (except for those needed to assist individuals with physical impairments). Anyone violating this policy is subject to disciplinary and/or legal action.

Confidentiality

Policy

Faculty members are required by law as well as by campus policy to respect and preserve students' rights to confidentiality in academic matters. [The Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) restricts the release of information to anyone other than the student without the student's written permission. See the [FERPA Reference Sheet](#) for Faculty for a summary of FERPA guidelines.

Procedures

Because a student's right to confidentiality must be protected, faculty members should practice circumspection in handling and discussing student work.

- Student assignments must be handled carefully to avoid loss. Faculty may not leave student papers, exams, quizzes, etc., in any public area. Grades may not be posted either in public or on a web site.
- Reasonable efforts must be made to assure that no unauthorized person has access to records of a student's performance.
- Faculty should obtain the student's written permission before discussing that student's academic matters with any unauthorized person, including the student's parent(s) if the student is 18 years of age or older.
- Faculty may not discuss a student's grade or level of performance in the presence of other students.
- Faculty who call students for conferences must make every effort to secure a meeting space in which the discussion with the student may be held in private. Faculty members who share office space may wish to arrange a private meeting room by contacting the Office of Instruction staff.
- Faculty must obtain written authorization from a student in order to provide that student with a letter of recommendation and/or reference.

General Examinations

Policy

Student proficiency in the course content should be encouraged by means of frequent and appropriate examinations. With few exceptions, students should take in-class examinations at the scheduled examination time.

Procedures

Any faculty concerns regarding particular instances related to exams may be discussed with the Department Chair, Associate Dean of Instruction, and/or the Dean of Instruction.

Make-up Examinations**Policy**

Consideration of individual excuses or requests for make-up examinations are at the discretion of the individual faculty member, subject to the following considerations: exceptional and unavoidable circumstances or notification in advance that a student will be absent because of conflicts with business, travel, or hospitalization. Such reasons as personal travel or lack of preparedness are not acceptable as justification for a make-up examination.

Procedure

Plan to schedule make-ups after the scheduled test time for security reasons. Any faculty concerns regarding particular instances may be discussed with the Dean of Instruction or Office of Instruction staff. Faculty members are responsible for making arrangements for administering make-up tests.

Academic Progress/ Course Grading Policy**Policy**

Probationary status serves as a warning to students that they are no longer in good academic standing and that they may be placed on academic suspension.

Undergraduate students who have 30 or fewer attempted hours must have a cumulative grade point average of at least 1.7 to be in good standing. Thereafter, the cumulative grade point average to remain in good standing is at least 2.0.

Undergraduate students are placed on probation at the end of any semester for which their cumulative grade point average falls below these minimum requirements. Special requirements may be placed on students who are on probation.

Procedures

- Provide a clear, written statement of grading policy on the syllabus to your students, to the Department Chair, and to the Dean of Instruction.
- Choose a grading policy based on a recognized system of evaluation in the discipline.

The significance of grades awarded in UNM courses and of fractionated grading is explained in detail in the Academic Information section of this handbook.

- Evaluate student performance with consistency, making a conscious effort to avoid the uneven grading that can result in such situations as your own fatigue, haste, or sympathy for a student who has worked diligently but has not performed well.
- Evaluate, return, and discuss student assignments promptly.
- Keep students informed of their academic standing in the class.
- Inform students of the [Academic Support Center](#) and encourage them to use it.
- Use [LoboAchieve](#) to report if students fall below “C” level or fail to attend class so that advisement or tutoring can be arranged.

Final Examinations

Policy

Faculty members are expected to give a final examination or project appropriate to the course content. Final examinations will be given at the time and place scheduled by the Office of Instruction.

Procedures

Final examinations are given at the end of each course during the final examination period—the last week of the fall and spring semesters and the last class period during Summer Session. The final examination schedule is published midway through the semester. Any requests for changes should be sent to the Office of Instruction staff. Summer Session classes continue to meet during the last week of the session with the last class meeting dedicated to the final examination.

Returning Final Examinations

Policy

Confidentiality will be maintained in reporting students’ final examinations and final course grades.

Procedures

Faculty will submit final grades online and print a copy for their records. Under no circumstances may students’ grades be posted. Final exams may be returned directly to students by faculty if left with the Office of Instruction for students to pick up.

An electronic copy of English composition finals are kept on at UNM-Los Alamos for three years. They may be reviewed by students through an appointment with the Department Chair but are in no case returned to the students.

Course Grades

Assigning Course Grades

Policy

Grades assigned in all courses are indicative of the quality of student work done. For a more complete explanation of fractionated grading, grade interpretation, and enrollment and withdrawal regulations, see the Academic Information section of this handbook.

Procedure

Grades must reflect accurately the students' command of the course content. While such elements as promptness, technique, and missing assignments may be considered at the faculty member's discretion in the awarding of a student's final course grade, such elements as effort and progress are not appropriate for consideration.

Fractionated Grading

Effective with the fall 1988 semester, grades using plus (+) and minus (-) are authorized. See the Academic Information section for a table of allowable grades and associated grade points.

Reporting Course Grades

Policy

UNM-Los Alamos follows the UNM-Albuquerque practices in reporting course grades.

Procedures

UNM-Los Alamos as well as the entire UNM organization utilize an online grade reporting system in Banner. Each faculty member (following guidelines provided by the UNM-Los Alamos Registrar) is responsible for the submission of his/her grades at the completion of each course taught each semester/session and must submit those grades by the designated deadline.

Statement on Academic Freedom and Tenure

The following statements, which serve as guiding principles, are taken from Section B, Appendix I of the UNM Faculty Handbook. The UNM-Los Alamos Academic Freedom and Tenure Policy contains specific information about the execution of these principles at UNM-Los Alamos.

Academic Freedom

- a) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- c) College or university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from Institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.
- d) At the University of New Mexico teachers recognize that they are responsible for the maintenance of appropriate standards of scholarship and teaching performance, aimed at the goal of training the students to think for themselves. While the students have a right to know the teacher's point of view on relevant controversial subjects, the teacher has an obligation to set forth fairly and clearly the divergent opinions of other scholars, so that the students may reach rational and independent conclusions.
- e) The efficient operation of any institution requires cooperation among its personnel. Teachers agree, therefore, to abide by all regulations of the University, consistent with this policy, and to perform to the best of their ability such reasonable duties as are assigned to them by authorized University officials.

Academic Tenure

After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their services should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies. In the interpretation of this principle it is understood that the following represents acceptable academic practice:

- a) The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
- b) Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.
- c) During the probationary period a teacher should have the academic freedom that all other members of the faculty have.
- d) Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute the accused teacher should be informed before the hearing in writing of the charges and should have the opportunity to be heard in his or her own defense by all bodies that pass judgment upon the case. The teacher should be permitted to be accompanied by an advisor of his or her own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from the teachers own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.
- e) Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

Policy on Academic Freedom and Tenure

Preamble

The following policy has been written and implemented based on the guidelines in [Section F90](#) of the *UNM Faculty Handbook*, which mandates that each branch of the University of New Mexico develop a detailed policy on Academic Freedom, Tenure and Promotion. The said policy at UNM-Los Alamos has been written in consultation with the corresponding policy in Section B of the *UNM Faculty Handbook* and similar policies of the other UNM Branch Campuses. This policy has been reviewed and approved by the UNM-Los Alamos Faculty Assembly, the UNM-Los Alamos Dean of Instruction, the Branch CEO, the Office of the Provost, the UNM Faculty Senate, and the UNM Board of Regents.

Introduction

The University of New Mexico-Los Alamos affirms the University of New Mexico's commitment to the philosophies, purposes, and processes of the Academic Freedom and Tenure system at the University of New Mexico as set forth in [section B6](#) of the *UNM Faculty Handbook*. UNM-Los Alamos is, therefore, committed to a long-range plan for the creation of faculty appointments that carry tenure.

This policy, and any subsequent revisions thereof, shall be created, reviewed at regular intervals, and, if necessary, revised and/or updated by the branch's Academic Freedom and Tenure Committee in consultation with, if necessary, the UNM-Los Alamos Academic Freedom and Tenure Committee, the administration of the branch, the Office of the Provost/Executive Vice President for Academic Affairs, and the UNM-Albuquerque Academic Freedom and Tenure Committee. The statement and any subsequent revision thereof shall become effective immediately upon approval by the branch's Academic Freedom and Tenure Committee and the UNM-Los Alamos Faculty Assembly, and all other necessary entities and shall supersede all previous actions or statements of policies relative to faculty tenure and promotion.

This policy shall be included in the UNM-Los Alamos *Faculty Handbook* and posted on the UNM-Los Alamos web site in PDF format.

Procedure for Updating the UNM-Los Alamos Policy on Academic Freedom and Tenure

It is incumbent upon the UNM-Los Alamos Faculty Assembly, at least every two years or as it becomes necessary and appropriate, to initiate periodic reviews and revisions of its standards and procedures for tenure and promotion. Input is welcome from all faculty and the Dean and Associate Deans of Instruction. Reviews will be done by the branch's Academic Freedom and Tenure Committee, which is a

standing committee of the Faculty Assembly. Upon completion of the review, if necessary, revisions will be made to the policy, which will then be forwarded for all necessary approvals as outlined above.

Academic Freedom

UNM-Los Alamos affirms the policy safeguarding academic freedom as stated in Section B of the UNM *Faculty Handbook*. All members of the faculty—tenured and non-tenured, full-time and part-time, on the Albuquerque and branch campuses—are entitled to academic freedom. The following excerpts from the policy are particularly appropriate and important to UNM-Los Alamos:

- A teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter that has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a man or woman of learning and an educational officer, he/she should be mindful that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she 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 he/she is not an institutional spokesperson.
- The teacher recognizes that he/she is responsible for the maintenance of appropriate standards of scholarship and teaching performance, aimed at the goal of training the students to think for themselves. While the students have a right to know the teacher's point of view on relevant controversial subjects, the teacher has an obligation to set forth fairly and clearly the divergent opinions of other scholars, so that the students may reach rational and independent conclusions.
- The efficient operation of any institution requires cooperation among its personnel. The teacher agrees, therefore, to abide by all regulations of the University, consistent with this policy, and to perform to the best of his/her ability such reasonable duties as are assigned to him/her by authorized University officials.
- The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties.

Grievances

The UNM-Los Alamos Academic Freedom and Tenure Committee, which is a standing committee of the UNM-Los Alamos Faculty Assembly, will hear grievances connected with issues of academic freedom. The Faculty Assembly Operations Committee determines the size and composition of the Academic Freedom and Tenure Committee, determines its charge, and appoints the members of the committee. Grievances of any faculty, full-time, part-time, or adjunct, must first be presented to this committee,

which shall conduct an inquiry and make a recommendation to the Branch CEO. If this recommendation is not satisfactory to the faculty member or if the Branch Director does not accept and implement it, the faculty member may then appeal to the Associate Provost for Academic Affairs and the Provost-Vice President for Academic Affairs. If still not satisfied at these levels, the faculty member then may request a hearing with the main campus Academic Freedom and Tenure Committee, as prescribed in [Section B6](#) of the UNM *Faculty Handbook*, Policy on Academic Freedom.

Tenure and Promotion

Faculty seeking tenure and/or promotion are responsible for reading and understanding the following policy and all related documents, including corresponding sections referenced in the UNM *Faculty Handbook*, and the separate [Code 003 – Mid-probationary Review](#), [Code 006 – Tenure and Promotion to Associate Professor](#), and promotion to Full Professor processes.

Faculty Ranks and Titles

Familiarity with faculty ranks and titles is essential to understanding the tenure/promotion system. At UNM-Los Alamos, invited/adjunct faculty are usually hired as “Lecturers” and are paid according to their degree level. Non-tenure track core faculty are usually hired as Lecturer I, II, or III, depending on their degree level. Tenure track faculty are hired into the rank of at least, Assistant Professor. For a full explanation of tenure-track and non-tenure-track faculty ranks and titles, see [Sections B 2.2 and B 2.3](#) of the UNM *Faculty Handbook*.

Tenure vs. Promotion

As a note of clarification, promotion to the rank of Associate Professor from Assistant Professor is usually granted at the same time as tenure, which is usually a 6-year process (based on full-time status – see table below for less than full-time status). In rare instances, a candidate could be granted tenure but not be promoted to Associate Professor. Promotion from Associate Professor to Professor is usually considered after 5 years of service at the rank of Associate Professor. The processes for both tenure and promotion are the same, with the submission of a dossier, and subsequent reviews by a committee and the administration, as indicated below.

Purposes of the Tenure/Promotion System

The purpose of having tenured faculty at UNM-Los Alamos is to provide academic integrity and stability. The purpose of the promotion of faculty members acknowledges contributions to their field and encourages continued excellence in teaching and development of scholarly work. This in turn reflects well on the academic integrity and professional contributions of the branch. The Los Alamos Branch affirms the University of New Mexico's commitment to the purposes of the tenure system, as stated in Section B.4.7.1 of the UNM *Faculty Handbook* quoted here in its entirety:

“The academic freedom of teachers and scholars is the means by which society is protected from hindrances to the search for knowledge and from limits on the dissemination of knowledge. The system of tenure for faculty members is the preeminent means of fostering and protecting academic freedom of the faculty. The tenure system consists of rules and procedures that establish an essentially self-regulated body of scholars, researchers, and creative artists enjoying the continuity of existence and economic security within which academic freedom is both fostered and protected. The protection of academic freedom shall be extended to all members of the faculty during their terms of appointment. The tenured faculty of a university serves the institution by providing continuity to the university and to its mission of instruction, scholarly work, and service. The awarding of tenure carries both benefits and responsibilities to the individual so recognized. As the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors (AAUP) notes, "freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society." It is the responsibility of faculty members, supported by the tenure system, to use the opportunities thus provided for the advancement of the purposes of the University and of the community it serves. These purposes include teaching, scholarly work, and service.”

Standards for Tenure/Promotion

Qualifications and Procedures for Tenure/Promotion Consideration

For academic faculty, the minimum required academic credential for placement on the tenure track is the master's degree in the field (or related field) of one's primary teaching area(s).

For technical faculty, the minimum required academic credential for placement on the tenure track is the bachelor's degree in the field (or a related field) of one's primary teaching area(s) plus at least three years of post-secondary teaching experience. Work experience in the technical field (or a related

technical field) can be used in lieu of the bachelor's degree, with five years of such experience required to satisfy the degree requirement. Two years of work experience in the faculty's technical field (or a related technical field) can be used in lieu of one year of the required two-to-five years of post-secondary teaching experience.

As at the UNM-Albuquerque campus, the standard academic ranks for term, probationary, and tenured appointments are Assistant Professor, Associate Professor, and Professor. However, due to differing professional requirements in the vocational-technical areas, branches may also use the following series of ranks for these areas: Technical Instructor I, Technical Instructor II, Technical Instructor III, and Technical Instructor IV. Faculty in this sequence of ranks shall be evaluated for tenure and promotion by the same procedures (see paragraph below) applied to those in the traditional ranks.

Core Faculty Hired in Non-Tenure-Track Status

The following applies to non-tenure track 0.5, 0.75, or 1.0 FTE (full-time equivalent) core master's or doctoral level faculty hired at UNM-Los Alamos prior to Fall Semester, 2007.

In the interest of creating a pool of tenured faculty at UNM-Los Alamos, the Office of the Provost has initiated and approved the following exceptional process. Faculty in this category may initiate pursuing tenure in consultation with the UNM-Los Alamos Dean of Instruction and the Office of the Provost at UNM. Each case will be handled on an individual basis. To initiate the process, the faculty member should make an appointment with the Dean of Instruction, who will gather eligibility data from the faculty member's permanent file and discuss options with the faculty member. Subsequently, in consultation with UNM's Office of the Provost, initial eligibility will be determined. Initial eligibility to pursue tenure will be determined by, but not necessarily limited to, length of service at UNM-Los Alamos, teaching record, record of collegiality, and service to the college. If the faculty member is initially determined eligible to pursue tenure, and upon OEO (Office of Equal Opportunity) granting of a "special exception," a timeline for the process will be determined, and the faculty member will be issued a new tenure-track contract with the rank of Assistant Professor. The formal tenure process outlined in the policy will then be convened. A faculty member pursuing tenure in this category may leave the tenure track but he or she may not return to tenure track once he or she has stepped off, unless approved by the Office of the Provost.

Core Faculty Hired in Tenure-Track Status

The following applies to tenure-track 0.5, 0.75, or 1.0 FTE (full-time equivalent) core master's or doctoral level faculty hired at UNM-Los Alamos at any time, having the ranks of Assistant Professor, Associate Professor, or Professor, and to optional* tenure-track faculty hired Fall Semester 2007 or later with the previously-mentioned ranks and titles.

*Optional tenure-track faculty refers to hires that occurred as the result of a national search for core faculty, in which the job advertisement contained language to the effect that a faculty member could convert to tenure-track status from non-tenure-track status if funding is available to make the position a tenure-track position.

Faculty in these categories are automatically eligible to pursue tenure as set forth in the processes and standards below. A tenure-track faculty member may also put the tenure track process on hold, but this must be negotiated with the appropriate administrators (i.e. Associate Dean of Instruction) and the Dean of Instruction and ultimately approved by the Office of the Provost.

Other Faculty

Core faculty who are less than 0.5 FTE, and non-core faculty (invited and adjunct) are not eligible for tenure.

Probationary Periods

A tenure-track faculty member at UNM-Los Alamos, having the rank/title of Assistant Professor, will normally serve the following periods of probation, respective to his/her FTE status, prior to and following the mid-probationary review (Code 003) process, before tenure can be granted. For the purposes of interpreting the data in the table below, a load of 30 credit hours taught in one year is considered full-time. For full-time faculty, the mid-probationary review occurs in the third year, and the tenure review occurs in the sixth year. For part-time faculty, the time is prorated according to the FTE status. Contracts are issued on an annual basis.

1.0 FTE	3 years → mid-probationary review → 3 years → tenure review
0.75 FTE	4.5 years → mid-probationary review → 4.5 years → tenure review
0.5 FTE	6 years → mid-probationary review → 6 years → tenure review

For faculty initially hired at the associate or full professor levels, see [Section B 3.2.1](#) of the UNM *Faculty Handbook* for information about probation periods.

The respective probationary periods may be shortened at the request of the faculty member upon approval of the Dean of Instruction, the Branch CEO, and the Office of the Provost. In such cases, a written agreement will be put into effect, specifying a timeline for the mid-probationary and tenure reviews. For more information, see UNM *Faculty Handbook*, [Section B3.2.1b](#).

Performance Criteria

The four qualifications (teaching; professional development including scholarship, research, or other creative work; service; and personal characteristics) constitute the criteria for tenure and promotion at the University of New Mexico (see the UNM *Faculty Handbook*, [section B.1.2](#)). The University recognizes, however, that conditions of employment at the branches, such as heavy teaching loads, curricular development responsibilities, student advisement duties, budget limitations, travel requirements, and lack of research facilities may require that somewhat different standards for the achievement of tenure and/or promotion be applied, especially in the area of research and publications. Other forms of professional development may, therefore, be weighted more heavily at the branch campus.

The primary criteria for the achievement of tenure and/or promotion at UNM-Los Alamos is prioritized as: 1) teaching excellence, 2) service, 3) professional development, (candidates must excel in their choice of criterion 2 or 3) and 4) personal characteristics. Time in rank is also a valid, though a secondary, consideration. Consideration is also given for administrative duties as appropriate to a branch campus. The criteria are described as follows:

1) **Teaching Excellence:** The University acknowledges that due to the variety of subject matters and student populations, along with other considerations, teaching occurs in various settings via diverse forms of instruction, such as lecturing, small group seminars, problem-based learning, online instruction, practicum placement, and supervision. The term “teaching” as used here includes, but is not restricted to, regularly scheduled undergraduate instruction, and the advising, direction and supervision of individual students. At UNM-Los Alamos, effective teaching is a primary qualification for continued employment, promotion or recognition, and where applicable, tenure. The educational experience provides a student with an increased knowledge base, an opportunity to develop thinking and reasoning skills, and an appreciation for learning. An effective teacher is best characterized as an individual who successfully promotes these goals. Although individual teachers bring different talents in pursuit of these goals, an effective teacher, at a minimum, should:

- demonstrate effective communication skills;
- show evidence of strong preparation;
- present material that reflects the current state of knowledge in the field;
- demonstrate effective classroom management skills;
- organize individual topics into a meaningful sequence;
- demonstrate an ability to interact with students in an encouraging and stimulating manner;
- demonstrate a commitment to the discipline;
- demonstrate cultural sensitivity;
- employ developmentally appropriate methods;
- address different learning styles appropriately;
- demonstrate current pedagogically appropriate methods, including the use of technology in teaching.

Evidence to be evaluated for teaching includes:

- administrative reviews;
- peer reviews (may include UNM-Los Alamos colleagues, other UNM faculty, and/or others (professional and academic) who are qualified to assess the faculty member's strengths and challenges;
- self-reviews;
- student evaluations (standard forms used by UNM and others);
- teaching portfolios (includes teaching materials such as course syllabi, sample tests, classroom handouts, samples of written and/or creative work related to teaching, PowerPoint presentations, course-related websites, videos, photographs, etc.);
- measurable outcomes, such as number of courses taught, number of students completing courses, descriptions of courses taught and developed;
- other information reflecting teaching excellence, such as curriculum and program development, will also be considered.

2) **Service:** Three kinds of service should be attended to: service to the university, service to the discipline, and service to the greater community.

- University service includes both the extraordinary and the routine service necessary for the regular operation of departments and colleges and the University as a whole, including, for example, advising students or mentoring new colleagues, attending meetings and contributing to program processes. Faculty members have a responsibility to contribute to the functioning of the University through timely participation on committees and other advisory groups.
- Discipline-based service includes work within academies and programs, and participation in professional organizations of the discipline and in the community in the faculty member's professional capacity. Beyond the University, professional service includes service to professional organizations and other groups that engage in or support educational and/or research activities.
- Community service consists of activities that arise from a faculty member's role in community activities, events, and organizations. These activities normally involve the sharing and application of faculty expertise to issues and needs of the civic community in which the University is located. Service to the local, national, and international communities beyond the University is also reviewed in this category.

Service will be evaluated based on:

- the quality and quantity of a faculty member's involvement in campus committee work (leadership positions, such as Committee Chair, will be considered);
- out-of-class student activities (such as recruitment, retention activities and the sponsorship of extracurricular programs);
- community involvement (such as presentations before and membership in community organizations);
- other branch service, such as administrative duties.

3) **Professional Development:** Professional development shall include, but not be limited to, research, scholarship, creative work, and publications. Professional development may also be demonstrated by the completion of appropriate new qualifications (e.g., degrees, licenses, and other certifications of training) and by an ongoing record of professional activities (e.g., continuing education, the acquisition of new skills, the maintenance and/or upgrading of licensure, participation in professional organizations, attendance and presentations at conferences, successful grant-writing and/or implementation of grants, development and implementation of innovative techniques and programs for a wide range of students). It is expected that faculty members be conversant with their disciplines. Such expertise is demonstrated by one's professional activities both locally (University, community) and regionally (state, national).

Full-time (non-tenure track, tenure track and tenured) faculty members should document their participation in professional development activities at the end of each semester and forward such information to the Dean of Instruction for review and inclusion in the instructor's file.

Professional development will be evaluated based on the quality and quantity of a faculty member's involvement in at least two of the following areas:

- continuing education, such as:
 - the completion of an advanced degree in one's field (or a related field);
 - the completion of course work in one's field (or a related field) or in college teaching methodology;
 - the demonstrable or measurable acquisition of new skills and knowledge outside the formal educational structure;
 - attendance at and participation in relevant educational workshops and conferences;
- active membership and participation in professional, local, regional, and national organization(s);
- scholarly and creative contributions, such as:
 - pedagogical research or research in one's teaching field(s);
 - pedagogical publications or publications in one's teaching field(s);
 - pedagogical presentations or presentations in one's teaching field(s) before scholarly conferences;
 - artistic creations (if the faculty member teaches an Applied or Fine Arts subject);
- professional honors in such areas as teaching excellence, scholarly excellence, or community service;
- other information reflecting professional development may also be considered.

4) **Personal Characteristics:** This category relates to the traits that influence an individual's effectiveness as a teacher, colleague, scholar, researcher, creative artist, or leader in a professional area. Of primary concern are intellectual breadth, emotional stability, and maturity. There must also be demonstrated collegiality and interactive skills so that an individual can work harmoniously with others while maintaining independence of thought and action. The collegiality of a faculty member may be assessed by the effect his or her interactions have on his or her colleagues' professional productivity. Attention

shall also be given to an individual's stature and ethical behavior, for they are fundamental to a faculty member's impact on the University.

Information used in the objective appraisal of personal traits may be acquired from:

- peer evaluations;
- letters of recommendation;
- written evaluations prepared by colleagues for promotions or for other departmental reviews;
- evaluations or testimonials that illustrate characteristics balancing such qualities as patience and clarity, encouragement and integrity, etc., qualities that are of particular importance for UNM-Los Alamos due to its multicultural, first-generation college student population;
- evaluations or testimonials that illustrate empathy and the recognition of the needs of adult learners.

Personal Characteristics are reflected by a candidate's good professional relations with fellow faculty members, administration and staff personnel, and students, as stated in the UNM *Faculty Handbook*:

- Clues to traits of characteristics may be found in the file of a candidate when letters of recommendation are solicited by the peer review committee from other professionals in his or her field.
- For promotion, confidential reports from colleagues and others acquainted with a candidate will constitute the primary source of information regarding personal characteristics. Such reports must obviously be treated with great circumspection. The candidate may review his or her file subject to the confidentiality of records policy in effect at UNM main campus at the time.

UNM-Los Alamos will comply with the following statements pertaining to the four performance criteria described above. These statements have been adapted from the corresponding statements in [Section B1.2](#) of the UNM *Faculty Handbook*.

(1) In order to earn either tenure or promotion or both, faculty are required to be effective in all four areas. At UNM-Los Alamos, excellence in teaching constitutes the primary basis for tenure and promotion. Service, professional development and personal characteristics are important but normally round out and complement the faculty member's strengths in teaching. Candidates must demonstrate secondary excellence in their choice of either service or professional development.

(2) In those cases in which specific assignments limit the faculty member's involvement in some major area of faculty responsibility, a written understanding to this effect shall be made by the department, approved by the Dean of Instruction and the Provost/VPHS and filed in the office of the Provost/VPHS at the time the assignment is made. (If the faculty member holds a probationary appointment, see [Sec. B3.2.4.](#))

The Dossier

Dossiers are required of all candidates being considered for mid-probationary review, tenure, and promotion. Tenure-track faculty should be gathering and formatting documentation for their dossier at the start of their appointment as faculty.

All dossiers must be prepared and submitted electronically.

For tenure and promotion, the dossier should be organized in electronic file folders, as prescribed by the Office of the Provost at the beginning of each academic year. The faculty member will submit an appropriate electronic device containing all necessary dossier files to the Dean of Instruction by mid-term of the Fall Semester of the review year.

The title page of the dossier should include:

Name of faculty member

Department/Institution

Date

The contents of the dossier will include elements of a teaching portfolio, plus additional items to demonstrate performance in the other three areas of academic evaluation: service, professional development, and personal characteristics.

Minimum required dossier contents – Code 003 Mid-probationary Review

- Complete CV (to include education, professional experience, service to the college and community, and professional development)
- Letter summarizing annual evaluations received from supervisor
- Annual teaching evaluations from department chair and peer evaluations as applicable
- Candidate statement/summary regarding teaching
 - Teaching Philosophy
 - Teaching Goals
 - Teaching Objectives, Strategies, Methodologies
 - Courses taught
- Candidate statement/summary regarding service
 - Service philosophy
 - To the college
 - To the community
- Candidate statement/summary regarding professional development activities and accomplishments

- Three letters of support obtained by candidate from within the institution, which speak to the candidate’s personal characteristics and collegiality
- Summary of course evaluation (IDEA, ICES, etc.) data presented in a table with a sampling of student comments
- Sample of syllabi, teaching materials, etc.

Minimum dossier contents required – code 006 and promotion to full professor

- Complete CV (to include education, professional experience, service to community and college, and professional development)
- Letter summarizing annual evaluations received from supervisor since code 003
- Letters from Mid-probationary review for those at code six; or from tenure for those candidates for full professor
- Yearly teaching evaluations (chair and peer) since code 003
- **Six letters of support** obtained by candidate (three from within AND three outside the institution)
- Three outside evaluators (from peer institutions) – NOT obtained by candidate, obtained by Dean of Instruction or designee – confidential letters (names of reviewers not known to candidate)
- Candidate statement/summary regarding teaching
 - Teaching Philosophy
 - Teaching Goals
 - Teaching Objectives, Strategies, Methodologies
 - Courses taught
- Candidate statement/summary regarding service
 - Service philosophy
 - To the college
 - To the profession
 - To the community
- Candidate statement/summary regarding professional development activities and accomplishments
- Summary of course evaluation (IDEA, ICES, etc.) data presented in a table with a sampling of student comments since code 003
- Sample teaching material (syllabi, tests, handouts) of courses taught since code 003

Note: for candidates at code 006 all documents presented should be since mid-probationary review; and for candidates going for full professor, all documents presented should be since obtaining tenure.

Supporting documentation to be included in dossier as appropriate – code 003, code 006, and promotion to full professor

Teaching - supporting documentation (see following suggestions as well as teaching performance criteria above)

- Details of teaching responsibilities

- Curriculum development
- Additional course syllabi
- Additional samples of course handouts, PowerPoint presentations, websites, etc.
- Videos, CD's or photographs of teaching
- Outcomes assessment
- Samples of student work
- Student evaluations forms
- Classroom observations from peers
- Teaching recognition and awards

Service – supporting documentation (see following suggestions as well as service performance criteria above)

- Details documentation of service to the university
 - Administrative Responsibilities
 - Committee work
 - Faculty mentoring
 - Student Advisement
 - Outcomes assessment
 - Documents of acknowledgement (certificates, letters, articles, photos, etc.)
- Details of service to the profession
 - Service on professional committees
 - Conference/meeting planning and/or hosting
 - Documents of acknowledgement (certificates, letters, articles, photos, etc.)
- Details of service to the community
 - Related to profession
 - Not related to profession
 - Documents of acknowledgement (certificates, letters, articles, photos, etc.)

Professional Development (see following suggestions as well as professional development criteria above)

- Detailed list of Professional Development activities/accomplishments (may be taken directly from CV)
- Details of continuing education including additional degrees earned, workshops, trainings, etc.
- Examples of scholarship and professional development (books published, articles, conference presentations, research, conferences attended, new skills acquired, etc.)
- Professional honors

Personal Characteristics (see following suggestions as well as personal characteristics criteria above)

- Additional letters of recommendation (from teaching colleagues, students, community members, administrators and others)
- Other documentation as appropriate

Note: for candidates at code six, all documents presented should be since mid-probationary review; and for candidates going for full professor, all documents presented should be since obtaining tenure.

The Review and Approval Process

In addition to the information below, please see the following documents for the Mid-Probationary, Tenure, and Promotion Processes, respectively.

- [Mid-Probationary Tenure Review \(Code 003\) Process](#)
- [Tenure and Promotion \(Code 006\) Process](#)
- [Section B4.8](#) in the UNM *Faculty Handbook* for complete information regarding Promotion

The Peer Review Process

Code 003 (mid-probationary review) candidates must obtain three letters of support from colleagues within the institution. Where possible, these should be tenured colleagues within the candidate's discipline.

Code 006 (tenure and promotion to Associate Professor) and promotion to full professor candidates must obtain six letters of support (three from within AND three from outside the institution). Again, where possible, these should be tenured colleagues within the candidate's discipline. Candidates must provide colleagues chosen from outside the institution with an electronic copy of all of the documentation in Volume 1 of the dossier. Peer evaluators should be identified and confirmed by the beginning of the Fall Semester of the review year. Letters of support should be added to Volume 1 of the dossier before it is submitted to the Dean of Instruction.

Anonymous Outside Evaluators (Code 006 and Full Professor candidates only)

Three outside evaluators in the candidate's discipline or appropriate related discipline, from peer institutions will be chosen by the Dean of Instruction or designee for all code 006 and full professor candidates. Outside evaluators will be provided with an electronic copy of Volume 1 of the candidate's dossier, along with a detailed explanation of the purpose, the evaluator's role, the criteria, and the deadline. It should also be made clear to evaluators that research and publishing is not a required activity for professional development at the UNM branches. Candidates must provide three electronic storage devices containing all Volume One documents except letters of support, to the Dean of Instruction or designee for subsequent distribution to outside evaluators. Outside evaluators are anonymous to the candidate, and the letters are confidential.

The Dean of Instruction or designee must identify and confirm outside evaluators by the beginning of the Fall Semester of the review year. Outside evaluators must receive the copy of Volume One of the dossier by mid-term of the Fall Semester of the review year. Letters of recommendation from outside evaluators must be received no later than the end of the Fall Semester of the review year. Upon receipt

of the letters, the Dean of Instruction or designee will add electronic copies to Volume 1 of the candidate's dossier, prior to the branch-level committee review.

The Branch-Level Tenure Review Committee

A review committee and chair will be appointed by the Dean of Instruction for each candidate during the Fall Semester of the year of the mid-probationary (code 003), tenure and promotion (code 006), and promotion to full professor review processes. The committee shall consist of at least four (4) faculty from UNM-Los Alamos, which will include tenured faculty (if any) and core faculty. The code 006 committee shall consist of at least four (4) tenured faculty, or if fewer or none exist at UNM-Los Alamos, a combination of core faculty members at UNM-Los Alamos and at least two tenured faculty from one or more of the other UNM campuses.

Each member of the review committee for both code 003 and code 006 candidates will review and evaluate the information presented in all volumes of the candidate's dossier. The committee will then make the appropriate positive or negative recommendation to the Dean of Instruction.

Dean of Instruction/Branch CEO

In making recommendations concerning tenure and/or promotion for a faculty member at a branch college, the Dean of Instruction shall act in accordance with [Section B](#) of the UNM *Faculty Handbook* ("Policy on Academic Freedom and Tenure") and with the standards and procedures set forth in the branch college policy on tenure and promotion.

The Dean of Instruction's recommendation, accompanied by a full, written evaluation report, including a summary of the evaluations of the members of the tenure committee, shall be forwarded to the Branch CEO. The Branch CEO will then write a letter with the appropriate recommendation.

The Provost/Executive Vice-President for Academic Affairs

Contents of the dossier along with the recommendations from the Branch CEO, the Dean of Instruction, the Branch Tenure Review Committee, outside evaluators, and where applicable, from the candidate's department will be forwarded to the Office of the Provost.

A panel of representatives from each of the branch campuses, appointed by the Deputy Provost for Academic Affairs, will conduct a final review and make a recommendation to the Provost/Executive Vice-President for Academic Affairs, who shall make the final decision. If a faculty member does not pass the mid-probationary review or does not ultimately receive tenure, he or she will be given a terminal-year contract. Thereafter, he or she may not teach anywhere within the UNM system.

Appeals of Decisions Affecting Tenure/Promotion

Upon being made aware of a negative recommendation, the candidate may appeal as outlined below:

Appeal of negative recommendations:

For negative code 003 and code 006 recommendations made at any point in the process, candidates wishing to appeal must follow the process outlined in Sections B4.3.6 and B4.3.7 of the UNM *Faculty Handbook* as follows:

4.3.6 Negative Recommendations

If at any level of review, the recommendation is negative, the faculty member shall be given a copy of the negative recommendation and may request a copy of all other reports, recommendations and internal peer reviews and external letters (all redacted as necessary to preserve confidentiality). The faculty member shall have **10 working days** after receipt of such materials, if requested, to present his/her views to the next level of review before the next recommendation, or the final decision, is made. In addition, if the Provost/VPHS makes a negative decision, the faculty member may request reconsideration by the Provost/VPHS. Such request shall be made in writing by July 15. The Provost/VPHS shall respond within 10 working days of receiving the request.

4.3.7 Appeal to the Academic Freedom and Tenure Committee or President

The faculty member may appeal the final decision by the Provost/VPHS to the Academic Freedom and Tenure Committee on grounds that the mid-probationary, tenure, or promotion review involved academic freedom violations, improper considerations or prejudicial violation of the Policy procedures (Sec. 6). The faculty member may appeal a negative decision to the President on any other grounds. The faculty member may appeal a negative decision to the President on any other grounds.

Non-Interchangeability of Tenured and Tenure-track Appointments

Appointments with tenure and probationary appointments leading toward tenure at a UNM branch campus are limited to that branch only. While transfers of faculty among branches or between branches and the main campus may be desirable in some cases, tenured and tenure-track appointments are not meant to be interchangeable.

Conflict Resolution Policy

Informal Discussions

Policy

The administration seeks to resolve all conflicts at the level of informal discussion between the faculty member and any or all of the following: the appropriate Department Chair, Associate Dean, and the Dean of Instruction.

Procedure

A faculty member's Department Chair, the Associate Dean or the Dean of Instruction may initiate requests made by the faculty member for informal discussions. Brief notes of informal discussions become part of the routine log of daily activities of administrators but not part of the permanent faculty files.

The Administrative Directive

Policy

In the event that informal discussion does not lead to a satisfactory resolution of the conflict, the Dean of Instruction may issue an Administrative Directive to the faculty member; however, the Dean of Instruction is required to issue an Administrative Directive upon request of the faculty member. Failure of the faculty member to abide by the terms of the Directive will prejudice the faculty member's current teaching position and future employment opportunities and may result in his or her immediate suspension from faculty status.

Procedure

The Dean of Instruction will meet privately with the faculty member involved in the conflict to present verbally the Administrative Directive and justification of the Directive to the faculty member.

The Dean of Instruction will present the Administrative Directive and justification of the Directive to the faculty member in writing within one week of the private meeting. The justification may include a summary report of the informal discussions, based on administrative logs.

Copies of the Administrative Directive and justification will be placed in the permanent faculty files.

The Dean of Instruction may, if s/he so chooses, supply copies of the Administrative Directive to the faculty member's Department Chair and/or the Associate Dean of Instruction.

Faculty Appeals of Academic Decisions

Policy

The appeal procedure may be initiated by any current UNM-Los Alamos faculty member who feels s/he has a significant professional or academic conflict with a member of the instructional staff of the college that has not been satisfactorily resolved by informal discussion or Administrative Directive. Policies listed below are common to all steps in the appeal process unless otherwise noted.

- The initiation of an appeal does not, in and of itself, relieve the faculty member of the obligation to comply with an Administrative Directive or protect him from the consequences of failure to comply with such a Directive. However, as a part of an appeal, the faculty member may appeal to the Faculty Assembly Operations Committee, or if the matter is an issue of academic freedom, the appeal may be made to the UNM-Los Alamos Academic Freedom and Tenure Committee, for interim relief.
- Each appeal will be strictly limited to the specific conflict or Directive described in the Declaration of Appeal.
- No conflict or Directive may be appealed more than once.
- Documentation of each step in the appeal procedure becomes a permanent part of both administrative and faculty files. Documentation of dates of issuance will be by receipt signed by both parties, by envelope postmark date, or by dated receipt of certified mailing.
- Failure of either the administration or faculty member to respond as directed or within the allotted time constitutes default. Upon default the appeal moves, automatically without prejudice, to Step 4 of the appeal procedure.
- Except by default described above, no step in the appeal process may be skipped, taken out of order, or repeated.
- Agreement among the parties at any point in the appeal procedure terminates the appeal and obligates all parties to abide by the agreement. Documentation of the conditions of the agreement becomes part of the permanent faculty and administrative files.
- Failure of the faculty member to abide by the terms specified in the resolution or termination of appeal will prejudice the faculty member's current teaching position and future employment opportunities and may result in the faculty member's immediate suspension from faculty status. Failure of the administration to abide by the same terms can be appealed.

Procedure

Step 1

A faculty member initiates the appeal procedure by presenting to the Dean of Instruction a written Declaration of Appeal, which must contain the following elements: the statement that the

communication is, in fact, a Declaration of Appeal; specification of the issue, conflict, or Administrative Directive the faculty member wishes to appeal; an explanation of the faculty member's reason(s) for initiating the appeal; and one or more alternative resolutions acceptable to the faculty member. The declaration may contain any other information the faculty member wishes to include.

Step 2

Within two weeks of the issuance of the Declaration of Appeal, the Dean of instruction will respond in writing to the faculty member, accepting or rejecting each of the alternative solutions presented by the faculty member in the Declaration of Appeal. If the conflict is resolved, the appeal is terminated. If no solution is reached, the appeal proceeds to Step 3.

Step 3

Within two weeks of the issuance of the Declaration of Appeal, the Dean of instruction's response to the Declaration of Appeal, the faculty member who wishes to pursue the appeal process will present a written request to the presiding officer of the Faculty Assembly for a hearing before the Operations Committee, or to the chair of the UNM-Los Alamos Academic Freedom and Tenure Committee if the matter involves a question of academic freedom. The request must include copies of all correspondence pertaining to the appeal. At the same time, the faculty member will present a copy of the request to the Dean of Instruction.

Step 4

In response to the communication described in Step 3 or in the event of default by either party, the Operations Committee/Academic Freedom and Tenure Committee will notify the faculty member of the date set for a hearing. Before concluding its deliberations, the Operations Committee/Academic Freedom and Tenure Committee will gather information from the Dean of Instruction and, at its discretion, from other interested parties. All appeal-related meetings of the appropriate Committee will be held in closed session; minutes of each session will become part of the Operation Committee's Executive Files but not of the general public Faculty Assembly minutes. Within two weeks of the hearing, the Committee will present in writing its position to the faculty member and to the Dean of Instruction. If resolution of the appeal is achieved, the appeal is terminated. If resolution is not achieved, the appeal moves to Step 5.

Step 5

If the conflict is not resolved in Step 4, the final step that can be taken at the UNM-Los Alamos Campus is the selection of, hearing by, and recommendation of an *ad hoc* committee. The composition of the *ad hoc* committee is as follows: one member named by the faculty member; one member named by the Dean of Instruction; a third member, who shall chair the *ad hoc* committee, named by the other two. These three members must all be current UNM-Los Alamos employees. The faculty member or the Dean of Instruction may call for the creation of the *ad hoc* committee by notifying the CEO within two weeks of the failure of Step 4.

The CEO will facilitate the creation of the *ad hoc* committee and call a preliminary meeting with the *ad hoc* committee, the faculty member, and the Dean of Instruction. The agenda of the preliminary meeting will be confined to the following: setting the date for the *ad hoc* committee's hearing; establishing the guidelines for the hearing; and defining the responsibilities of the participants in the hearing. The CEO will confirm the results of this meeting to both parties in writing.

The *ad hoc* committee will hold its hearing in closed session and, according to the guidelines set in the preliminary meeting, will report its recommendation to the Dean of Instruction, to the CEO, and to the faculty member within two weeks of the completion of its hearing.

Continuation of the Appeal

If the recommendation of the *ad hoc* committee is challenged either by the faculty member or by the UNM-Los Alamos administration, the appeal moves to the jurisdiction of UNM-Albuquerque where its procedures are governed by UNM-Albuquerque regulations. Currently, the process is continued, as described in the *UNM Faculty Handbook*, by appeal first to the Associate Provost/Associate Vice President for Academic Affairs. Failing resolution at that level, appeal is to the Provost/Vice President for Academic Affairs. Finally, the faculty member who believes that his or her appeal involves an issue of academic freedom may request a hearing with the Academic Freedom and Tenure Committee at UNM-Albuquerque, as prescribed by Section 16-B.8 of the Academic Freedom and Tenure Committee policies, the decision resulting from the procedures at UNM-Albuquerque is final.

Caveat

Those who accept faculty appointments explicitly agree to abide by the Statement of Academic Standards, to perform the Customary Duties and Responsibilities of UNM-Los Alamos Faculty, and to follow the policies and procedures as detailed in the *UNM-Los Alamos Faculty Handbook*. As a result, a faculty member can expect unfavorable recommendations to an appeal based on the following issues.

- non-appointment
- poor or non-performance of the Customary Duties and Responsibilities of the UNM-Los Alamos Faculty
- failure to abide by the Statement of Academic Standards
- refusal to follow the policies and procedures as detailed in the *UNM-Los Alamos Faculty Handbook*
- poor or non-performance of specific duties particular to the faculty member's appointment
- substantive student criticism of the faculty member's academic or professional conduct or performance
- refusal to participate in performance evaluations, including classroom visitations or IDEA evaluations
- any issue not defined by the faculty member in Step 2 of the appeal procedure
- appointments made null by unacceptable faculty qualifications and/or experience

- appointments made null by administrative cancellation of classes or sections of classes
- appointments made null by the administration for budgetary reasons

Faculty Appeals of Business and Administrative Services Decisions

Policy

The policy duplicates that defined in the Faculty Appeals of Academic Conflicts with the following exceptions: (1) the appeal shall be to a conflict or decision based on a Business or Administrative Services policy or procedure, and (2) that the CEO or the Associate Director for Business and Finance shall be defined as a party to the appeal rather than the Dean of Instruction. The Dean of Instruction may, at his or her discretion, choose to participate.

Procedures

The procedures duplicate those defined in the Faculty Appeals of Academic Conflicts, except that the CEO or the Associate Director for Business and Finance shall be defined as a party to the appeal rather than the Dean of Instruction.

Faculty Involvement in Student Grievances

Policy

A faculty member may be involved in a student grievance.

Procedures

UNM-Los Alamos uses as a guideline the current UNM Student Standards and Grievance Procedure which provides procedures for the resolution of disputes between students and faculty of the university as well as procedures for handling student disciplinary matters. Detailed information regarding the procedures to be followed is listed in the UNM Pathfinder and the UNM-Los Alamos Student Handbook available in the UNM-Los Alamos Student Services Office. The categories of grievances addressed are:

- Academic Disputes
- Academic Dishonesty
- Disciplinary Matters
- Academic Records Disputes

Retaliation

Retaliation against an employee for raising an issue or participating in a way in dispute resolution under this policy is strictly forbidden and shall be cause for disciplinary action if found to have occurred. Refer to [UAPPM Policy #2200 - Reporting Misconduct and Retaliation](#) for policies and procedures on retaliation.

Resources

The university has a number of resources that can provide faculty, employees, coworkers, and supervisors with advice and/or assistance in resolving work-related problems. These resources include:

- The management chain;
- The Dispute Resolution (DR) Department;
- The Faculty Dispute Resolution Office;
- The Counseling, Assistance, and Referral Service (CARS);
- The Human Resources Department;
- The Office of Equal Opportunity;
- The Staff Services Office, or
- other university resources.

If an employee, coworker, or supervisor is working with more than one of the offices mentioned above concerning the same issue, he or she should inform the other offices involved, in order to avoid duplication of services.