UNIVERSITY OF NEW MEXICO-VALENCIA CAMPUS
FACULTY PROCEDURAL HANDBOOK
Approved Spring 2025[1]

PREFACE

The University of New Mexico-Valencia Campus *Faculty Procedural Handbook* (hereafter referred to as the *Valencia Campus Faculty Handbook*) is compiled in furtherance of and in accordance with the policies of the *University of New Mexico Faculty Handbook* and the *University of New Mexico-Valencia Campus Faculty Constitution* (hereafter referred to as the *Valencia Campus Faculty Constitution*). The scope of the *Valencia Campus Faculty Handbook* is established by the *Valencia Campus Faculty Constitution* Article 1, Section B (Rights and Responsibilities) and only as policies and procedures herein do not conflict with the Main Campus *UNM Faculty Handbook* and governing documents. The *Valencia Campus Faculty Handbook* shall take precedence in matters pertaining to faculty governance, delivery of instruction, faculty evaluation, and academic freedom. It is not the purpose of the *Valencia Campus Faculty Handbook* to serve as a manual of programmatic or divisional policies or procedures. The purpose of the handbook is to organize and clarify the regulations, procedures, and policies of UNM-Valencia that apply to all faculty at UNM-Valencia Campus and only to faculty at UNM-Valencia, not to faculty at other UNM campuses.

All regulations, procedures, and policies herein, not already established by the *UNM Faculty Handbook* or other established university policy, have been reviewed by the UNM-Valencia Faculty Handbook Committee (a Standing Committee of the UNM-Valencia Faculty Assembly), the UNM-Valencia Faculty Assembly, the UNM-Valencia Campus Administration, and the UNM Provost's Office. The *Valencia Campus Faculty Handbook* is to serve as a guide to faculty members in the fulfillment of their teaching, service, and professional obligations, while clarifying their rights and freedoms. Each item in the *Valencia Campus Faculty Handbook* refers to policy, procedure, or information. Please note the distinction, as there will be some items copied here from the *UNM Faculty Handbook* as needed, or links will be provided to the pertinent sections. If there is inconsistency on informational items, the *UNM Faculty Handbook* will take precedence. It is important to note that UNM-Valencia Faculty Assembly (FAC), in consultation with UNM-Valencia administration and the UNM Provost's Office, can only decide policies or procedures that pertain to UNM-Valencia faculty and in the areas designated by the *Valencia Campus Faculty Constitution* Article 1, Section B (Rights and Responsibilities); under Subsection 1h of Section 1B, "general faculty welfare" includes faculty governance, delivery of instruction, faculty evaluation, and academic freedom.[2]

[1] Updated version was approved by UNM-Valencia Faculty Assembly November 2021, included are Spring 2025 approved changes.
[2] Changes approved by UNM-Valencia Faculty Assembly March 2015 and by UNM Provost's Office July 2015.

UNIVERSITY OF NEW MEXICO-VALENCIA CAMPUS
MISSION, VISION, AND CORE VALUES

Mission Statement

To provide educational opportunities and community engagement that will foster academic achievement and increase the prosperity of the diverse population throughout our rural region.

Vision Statement

To improve the quality of life in the Middle Rio Grande Valley through excellence in education, student, staff, and faculty success, and community partnerships.

Core Values

- Excellence - *We value excellence in all of our work and strive to perform and achieve at the highest levels.*
- Inclusion - *We respect and celebrate the differences of all persons and value a collaborative working and learning environment where diversity and belonging are cherished.*
- *Integrity - We act with equity, honesty, and transparency in accordance with the highest academic, professional, and ethical standards*
- Place - *We honor the peoples and places of our community and respect our local culture and history.*

Success – We value student success, and foster a welcoming, creative, and academically-engaging campus environment.

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PROCEDURES

I. Faculty Handbook Committee and Handbook Policy Adoption

All policies that are subject to review and recommendation by the Faculty Assembly shall be included in the *UNM-Valencia Faculty Handbook* according to the following procedures:

A. The UNM-Valencia Faculty Handbook Committee serves as a standing committee of the Faculty Assembly with members appointed by the president of the Faculty Assembly, in consultation with the Dean and Chancellor. This committee will review all changes proposed for the handbook and have oversight over each new faculty handbook edition. The committee shall include at least five faculty members, at least three of whom shall be full-time faculty members. Committee members serve for two-year terms.

B. Amendments or changes to the handbook may be initiated or proposed by either Faculty or Administration:

1. **Proposing a New Policy/Procedure or Changes to Existing Policy/Procedure.**

Any member of the UNM-Valencia Faculty Assembly (FAC) or member of the UNM-Valencia administration wishing to propose a change to an existing *Valencia Campus Faculty Handbook* policy or procedure, or wishing to propose a new policy or procedure should send their request to the UNM-Valencia Faculty Handbook Committee (FHC). The Committee will review the request and work with the appropriate committees or individuals to determine the most effective course of action.

2. **Approval by UNM-Valencia Faculty Assembly.**

Proposed new faculty policy or procedure statements or changes to existing statements will be forwarded by the FHC, in their entirety, with rationale as appropriate, to the UNM-Valencia Faculty Executive Committee (FEC). Proposed changes should be submitted with the original section in its entirety with the proposed changes highlighted or underlined within the document. Once reviewed by the FEC, any proposed policy or procedure that needs further action from the FAC will be posted on the UNM-Valencia Faculty Webpage, will be sent in an email to the UNM-Valencia faculty email distribution list, and will be presented by the FHC at the next Faculty Assembly meeting. Please submit all proposed changes to the FHC no later than 10 days prior to the upcoming assembly. The 10 day time period allows for review of proposed changes by the FHC, corrections or adjustments if needed, and proposed changes to be distributed to the UNM Valencia Faculty prior to the Faculty Assembly.

The proposed changes or additions submitted to the UNM-Valencia Faculty Assembly for approval will be reviewed at least once by the Faculty Assembly prior to any vote and the FHC will address any comments, changes, or suggestions given by FAC members. Approval of proposals will be by majority

vote of the FAC unless otherwise indicated in the *Valencia Campus Faculty Constitution*.

3. **Other Approvals as Needed.**
After review and approval by the FAC or standing committee of the FAC (as appropriate), all approved changes will be submitted by the FHC to the Dean of Instruction and the Chancellor for review, and then to the UNM Provost's Office for final approval.[3]

C. The policies set forth in this handbook are subject to revision at any time. The information contained in the *UNM-Valencia Faculty Handbook* will be updated as necessary. A publication such as this can never be fully current, since University policies, procedures, regulations, and benefits and services are constantly under review and continually changing and will require modifications or additions to the handbook.

[3] Changes approved by UNM-Valencia Faculty Assembly March 2015 and UNM Provost's Office July 2015

II. Instructional Divisions and Faculty Administration

A. ACADEMIC DIVISIONS AND PROGRAMS

1. **Business and Industrial Technologies**
   - 3-D Printing
   - Automotive Technology
   - Business Administration
   - Architectural Drafting
   - Construction Technology
   - Game Design and Simulation
   - Information Technology
   - Manufacturing
   - Welding

2. **Health Sciences**
   - Emergency Medical Services
   - Health Information Technology
   - Medical Assistant
   - Nursing
   - Nursing Assistant
   - Personal Care Attendant
   - Phlebotomy

3. **Humanities**
   - English
   - Liberal Arts

4. **Fine Arts, Film, and Digital Media**
   - Art Studio
   - Film and Digital Arts
   - Film Technology

5. **Mathematics, Engineering, and Computer Science**
   - Computational Mathematics
   - Pre-Engineering
   - Mathematics

6. **Science and Wellness**
   - General Science
   - Health Education

7. **Social Sciences**
   - Criminal Justice

- Criminology
- Early Childhood Education
- Elementary Education
- Secondary Education
- Integrative Studies

B. OTHER INSTRUCTIONAL DIVISIONS AND EDUCATIONAL SERVICES:

8. Adult Education
- Career Readiness
- College Preparation
- English for Non-Native Speakers
- Preparation for High School Equivalency Exams

9. Library
- Acquisition and maintenance of library resource materials
- Faculty Development
- Faculty Research support
- Student Research support

10. Teaching and Learning Center
- Management and Maintenance of Instructional Technology Equipment
- Professional Development Opportunities for Faculty and Staff
- Instructional Technology Tutorials
- Point-of-Contact for Instructional Software and for Classroom Capture

11. The Learning Commons
- Tutorial Services
- Math Center
- STEM Center
- Writing Center

C. FACULTY ADMINISTRATION

1. **Dean of Instruction:** serves as the Campus' Chief Academic Officer

2. **Division Chair:** Division chairs at the Valencia Campus are similar to academic department chairs at our main campus and are subject to the same governing policies. The primary difference between a division and a department chair is that the former oversees multiple departments and disciplines. The job description, duties, term of office, and responsibilities are detailed in the UNM Faculty Handbook under Departmental Chairpersons.

3. **Division Manager:** A division manager has similar responsibilities to that of a division chair with the difference that it is a 12-month position, specifically hired for the stated duties, and not subject to the same selection process and terms in office as that of chairs.

4. **Program Coordinator:** Program coordinators assist their respective division chair by assuming various curriculum-related responsibilities for specific programs under the supervision of their chair. Except in specific instances as delegated by the division chair, program coordinators are not responsible for supervising division faculty or staff.

5. **Program Manager:** Program managers assist their respective division chair or manager with supervision of a major area or program within the division. As such, these are generally 12-month position. As is the case with coordinators, program managers are responsible for curriculum development but are also responsible for supervising faculty and staff in their respective areas of responsibilities.

III. Faculty Rights and Responsibilities

D. Faculty Appointments, Terms

The *UNM Faculty Handbook* describes four different types of faculty appointments in Section 3.1 as follows:

> *Faculty appointments may be probationary, tenured, continuing non-tenure-track, or temporary. Prior to awarding of tenure, tenure-track faculty appointments are probationary appointments; following the award of tenure, such appointments are tenured. All faculty members holding probationary appointments at the rank of assistant professor or above are eligible for consideration for tenure. (For a definition and discussion of tenure, see Sec. 4.7.1 and Appendix I.) Non-tenure-track appointments do not lead to tenure. However, the presumption with continuing non-tenure-track appointments is that they will be continued if the faculty member is not duly notified to the contrary. Non-tenure-track appointments where there is not a presumption of continuation are temporary.*

The following is a summary of the four types of appointments at UNM-Valencia Campus:

1. **Tenured:** The term "tenured" indicates that the faculty members 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.

2. **Probationary:** The term "probationary" is synonymous with "tenure-track." These faculty members carry the rank of Assistant Professor and, if successful, will achieve tenure and the rank of Associate Professor at the end of their probation period of six years.

3. **Lecturer:** The term "continuing non-tenure track" refers to faculty who are issued annual contracts and who have "expectation" that their contracts will be renewed for the subsequent year. These faculty members generally carry the rank of Lecturer I, II or III, depending on degree and other criteria.

   Faculty may be appointed to the position of Lecturer I, II, or III. These appointments are for professionals with appropriate academic qualifications, who are demonstrably competent in the relevant areas of their disciplines. While not eligible for tenure, lecturers in each numerical class may hold the rank of Lecturer. Senior Lecturer, or Principal Lecturer.

   a. Lecturer I—The title used for individuals who have qualifications equivalent to teaching assistants or graduate students and who are not currently graduate students at the University in the same department as their academic appointment.

   b. Lecturer II—The title used for qualified professionals who have completed all

requirements except the dissertation for the terminal degree (or equivalent) in their fields of study and who are not currently graduate students at the University in the same department as their academic appointment. It may also be used for professionals who have the terminal degree but only limited experience in teaching or scholarly work, or for professionals who do not have the terminal degree but have extensive experience.

c. Lecturer III—The title used for qualified professionals who hold the terminal degree (or equivalent) in their fields of study and who have additional experience in teaching and scholarly work.

4. Temporary: The term "temporary" refers to faculty who are hired for one or two terms without "expectation" of being hired beyond the current term of appointment. Temporary faculty members are generally designated as "adjunct" faculty. Adjunct faculty members are hired on a semester-by-semester basis by means of a competitive process. There are also one-year (i.e., two terms) temporary assignments on a full-time basis. These appointments are usually made in the interim period between the retirement or resignation of a continuing faculty member.

E. Faculty Selection, Hiring, Orientation, and Performance Evaluation

Full-Time Faculty

1. New full-time instructors are selected by a UNM-Valencia Campus search committee in accordance with UNM's guidelines for hiring faculty. They are issued full 9-month contracts prior to the start of each academic year.

2. The search for new full-time instructors (if positions are available) normally takes place each spring.

Adjunct Faculty

1. New adjunct faculty are selected through a competitive process based on the college's need to offer a course(s) in the candidate's field of expertise; approval of candidate's credentials to teach the particular course, teaching experience, and excellence in teaching as presented in the following:
   - UNM-Valencia adjunct instructor application
   - interview with the appropriate supervisor(s)
   - professional vitae
   - official academic transcript(s)
   - student and supervisor evaluations
   - professional references

2. Postings for adjunct positions are made when there is sufficient enrollment in the course; sufficient funding to offer the course; and the need for adjunct faculty to supplement the UNM-Valencia full-time teaching staff. Adjunct instructors should be aware that their classes can be reassigned to full-time instructors if a full-time instructor needs an additional class when one of his/her originally assigned classes is canceled because of insufficient enrollment. If an adjunct instructor's class is

canceled, there is no compensation for preparation time.

3. Adjunct instructors are hired on a semester-to-semester basis. Continued approval for employment is based on need and satisfactory performance (which includes results of student evaluations). Adjunct instructors are given Letters of Understanding, which, if signed, designate teaching responsibility. Teaching agreements are issued during the summer session only, not during fall or spring semesters.

4. UNM-Valencia advertises for adjunct instructors as needed each year in order to replenish its pool of potential faculty members.

All Faculty

1. UNM-Valencia Campus strictly follows UNM's Equal Opportunity and Affirmative Action rules and regulations. UNM-Valencia is firmly committed to the policy of providing equal employment opportunity to all of its employees and applicants for employment regardless of race, color, creed, national origin, sex, age, or handicap. Additional information may be obtained through the UNM-Valencia Human Resources and /or the Office of Human Resources Department on the Main Campus.

2. An orientation session for new faculty is coordinated by the Dean of Instruction at the start of each academic year. Many important topics are covered at this session, including:
   - introduction of UNM-Valencia chairpersons, Faculty Assembly officers and administrators
   - review of the UNM-Valencia mission and strategic plan
   - completion of personnel forms needed for compensation

Faculty Rehiring

1. Full-time instructors who are not on tenure track status are rehired from year to year based on documented performance, institutional need in their fields, sufficient funding, and other important considerations. Written notice that a faculty member serving as a full-time lecturer is not to be continued in service will be given according to the following minimum periods of notice:
   - Not later than March 31 of the first academic year of service,
   - Not later than December 15 of the second or subsequent year of service. (see UNM faculty handbook, p B5, Section 5, Part C).

2. Full-time instructors on tenure track are rehired based on the tenure and promotion criteria and procedures adopted by the UNM-Valencia Tenure and Promotion Committee in 1994/95. For more information see the Tenure and Promotion procedures herein as well as "Appointment and Retention of Faculty" in the *UNM Faculty Handbook.*

Faculty Performance Evaluation

1. The Faculty Annual Performance Review is a mandatory evaluation instrument to be completed by all full-time faculty (see Appendix 1). In accordance with the *UNM Faculty Handbook*, the Faculty Annual Performance Review evaluates faculty performance on the basis of Teaching Excellence, College and Community Service, Professional Development, and Personal Characteristics

2. The Faculty Annual Performance Review will cover an academic year beginning in June and going through May.

3. Evaluation for continuing faculty consists of the Faculty Annual Performance Review, a summary evaluation from their Division/Program Chair, and a summary evaluation from the Dean of Instruction. These documents will become part of the faculty member's dossier or supporting documents for retention and, if applicable, promotion and tenure.

4. Adjunct Faculty are evaluated every other semester by their Department/Division Chair or his/her designee using the "Adjunct Faculty Evaluation Report" instrument (see Department or Division Chair).

F. Requirements and Expectations of Faculty

Regardless of appointment type, faculty members are expected to:

1. **Teach assigned courses.**

2. **Maintain office hours**. Continuing and adjunct faculty should hold office hours for one hour per week for each three-credit-hours of courses taught. Office hours should be listed on their syllabi and noted with the Academic Affairs Office.[4]

3. **Have teaching evaluated**. All faculty's teaching is evaluated by students using the UNM Main Campus-designed course evaluation tool (CET). All new faculty members teaching during their first semester at UNM-Valencia will also be required to be evaluated using a simplified version of CET designed by UNM-Valencia. In addition, all faculty can expect a class visit from their supervisor and, as appropriate, from a peer with written evaluation.

4. **Prepare and submit a quality syllabus**. A syllabus is tantamount to a contract between the instructor and his/her students. All policies and course requirements should be clearly stated in the syllabus. A PDF electronic version of your syllabus should be sent to the Academic Affairs Office Unit Administrator by the first week of class of every semester.

[4] Changes approved by UNM-Valencia Faculty Assembly April 2022.

5. **Select and order textbooks.** Each faculty member should consult with his/her department or division chair about textbook selection and requests for desk copies, and should submit orders in a timely manner.

6. **Keep up with pertinent information for faculty.** As provided by campus resources, online sites, informational meetings, email communications, and memos faculty should keep abreast of information pertinent to their job requirements.

7. **Be respectful to others.** In accordance with Section C09: Respectful Campus of the Faculty Handbook of UNM-Albuquerque, UNM-Valencia is also committed to providing a respectful campus, free of bullying in all of its forms as described in the same section. All faculty members are expected to foster an environment that reflects courtesy, civility, and respectful communication for all members of the UNM-Valencia community. Implemented university-wide on February 4, 2014, Section C09 defines destructive actions to a respectful campus as: bullying, sexual harassment, retaliation, unethical conduct, and "conducts that can affect adversely the University's educational function…or interfere with the right of others to the pursuit of their education or to conduct their University duties and responsibilities." Section C09 also describes the procedures for reporting and investigating complaints of such destructive actions. The detail of such policy is posted online at: http://handbook.unm.edu/policies/section-c/employment-appointment/c09.html

   Additionally, all faculty members are expected to demonstrate "personal traits that influence an individual's effectiveness as a teacher, a scholar, researcher, or creative artist, and a leader in a professional area. Of primary concern are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. There must also be demonstrated collegiality and interactional skills so that an individual can work harmoniously with others while maintaining independence of thought and action. Attention shall also be given to an individual's moral 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 (e.g., letters of recommendation for new appointees, or written evaluations prepared by colleagues for promotions or for other departmental reviews) and must be handled with great prudence. By necessity, the category of Personal Characteristics requires flexibility in its appraisal" (1.2.4 of Section B1: Professional Activities of Faculty and Criteria for Evaluation at http://handbook.unm.edu/policies/section-b/b1.html).[5]

8. **Adhere to policies and procedures.** All faculty should be aware of and should follow all policies and procedures as set forth in the *UNM Faculty Handbook* and the *UNM-Valencia Campus Faculty Handbook* as well as any other pertinent departmental or division policies and procedures.

[5] Changes approved by UNM-Valencia Faculty Assembly April 2015 and UNM Provost's Office July 2015.

G. Regular Compensation for Faculty

1. Adjunct instructors' pay is prorated the first and last month of the semester and made in equal payments in the second, third, and fourth months.

2. Levels of compensation are awarded to adjunct and full-time faculty based primarily upon the academic degree attained. For current salaries for adjunct and full-time faculty at Valencia Campus, see *Instructional Council Policies and Procedures*.

3. A new full-time instructor's salary is negotiated individually based on:
   - funds available in the particular recruiting year,
   - a person's teaching field--faculty in hard to recruit teaching fields (i.e., math, science, and the technical fields) may be offered higher initial salaries,
   - and professional qualifications.

4. Full-time instructors are paid on the last working day of each month. They can elect to receive payments over 10 or 12 installments during the calendar year. Faculty who elect to receive 10 installments will be paid from August through May. For these instructors, benefit deductions for the month of June will be deducted from May's salary installment and benefit deductions for the month of July will be deducted from August's salary installment.

H. Compensation for Special Teaching-Related Services

1. High school teachers cooperating with a college instructor in dual credit courses will be paid $100 per high school section (see Appendix 2).

2. College instructors cooperating with a high school teacher in dual credit courses will be paid contingent on the amount of work necessary to deliver the instruction. The following guidelines will apply:

   a. If the college instructor has no obligations other than participating in the articulation process and entering grades issued by the high school teacher (this is the case with most career-technical dual credit courses), the college instructor will receive a $100 stipend per college section, per semester. Established guidelines for class caps will be followed for dual credit courses.

   b. If the college instructor has additional obligations beyond entering grades issued by the high school teacher, such as making classroom visits or supervising instruction, the college instructor will receive a $200 stipend per college section, per semester. Established guidelines for class caps will be followed for dual credit courses.

   c. For instruction consistent with a regular class (traditional or online), the instructor will be compensated as if teaching a regular college course.

I. Selection and Compensation for Independent Studies, Practicums and Course Challenges

Full-time and adjunct faculty are sometimes called upon to assist students in independent courses, to supervise practicums/cooperative education assignments or to administer a course challenge. Instructors are encouraged to contact their Division Chair regarding this policy. In those cases where the faculty member is so called upon, the following method of compensation will be used:

1. For independent studies and practicums/cooperative education classes, all participating faculty will be compensated as follows: 10 percent of overload/adjunct salary (based on degree held) per student per credit hour (each student counts as 0.01 FTE irrespective of credit hours). This pattern will continue until the amount of payment is equivalent to the standard rate of adjunct payment for a contract course is met, at which point a full course section will be created to accommodate the students, and faculty will be compensated at typical adjunct pay levels.

2. Course challenges will receive no compensation and may be considered "college and community service" for full-time faculty.

Faculty will be asked to serve in this role on a voluntary basis. However, if no faculty is found to participate in this respect, the Division Chair will require that pertinent full-time faculty fill this role on a rotating basis.

J. Summer Teaching Compensation

1. Regular Summer Session courses last for four or eight weeks and run in the time period between early June to late July, leaving roughly a two-week break after commencement and another two-week interval before the beginning of the fall semester.

2. Regular contract faculty will be remunerated for teaching an eight-week summer course based on a set amount per three credit hours, which will be adjusted for more or less credit hours or based on a maximum specified each summer for a full load of six semester hours (see Appendix 3).

3. Generally, adjunct, visiting faculty and emeriti faculty are paid within the salary guidelines used for Temporary, Part-time Faculty during the academic year.

4. The total FTE, which includes any teaching, summer research and outside consulting, of a faculty member during any given week of the Summer Session cannot exceed 125% from all sources.

K. Merit Pay

The University of New Mexico and its branch campuses are committed to the concept of merit pay for all contract full-time faculty when merit funds for pay raises are available. Merit pay for full-time faculty at UNM-Valencia, when available, is determined from his/her Faculty Annual Performance Review. Copies of the Faculty Annual Performance Review are available from the Division Chair or at the Academic Affairs Office.

L. Teaching Loads, Course Releases, Overloads, and FTE limits

1. Full-time faculty are required to teach 27 credit hours per academic year, which includes the fall and spring semesters.

2. Full-time, tenure-track faculty are required to teach 12.0 credit hours for each fall and spring semester. Full-time, teaching lecturer faculty are required to teach 27.0 credit hours per academic year for fall and spring semesters, which can be chosen as either 12.0 credit hours for Fall and 15.0 credit hours for Spring, or vice versa.

3. Course releases may be granted to individual faculty for special assignments, such as managing grants, working on institutional projects, coordinating programs, or administering tasks in general for example.

4. Full-time faculty may teach a one-course overload during each of the fall and spring semesters for which they will be paid on the same basis as an adjunct instructor. According to EEO policy guidelines, full-time faculty who teach an overload course outside of the discipline area for which he/she was hired must be selected through a competitive process.

5. Summer employment is optional for full-time faculty (see Summer Teaching Compensation herein for details).

6. Adjunct faculty may teach a maximum of 22.0 credit hours at UNM and its branches each academic year. This means that if an instructor teaches 11 hours in the fall, for example, he/she can only teach 11 hours during the following spring. Exceptions can be made in emergencies when, for instance, an additional section of a course is needed after registration is completed. Summer employment is not considered in the 22.0 hours maximum.

7. Staff members who teach adjunct may not exceed a total of 1.25 FTE. Given that each three credit-hour course taught during the fall or spring semesters counts as .2 FTE, a full-time staff person may teach only up to three credit hours during the regular academic year. During the summer semester, a three credit-hour course counts as .33 FTE. Therefore, a full-time staff person may not teach a three-credit-hour course in the summer.

8. Exceptions to any of the policies described above are possible through special permission from the UNM Provost's office. The process of requesting any such exceptions is initiated through the UNM-Valencia Campus Dean of Instruction.

M. Promotion and Tenure for Tenure-Track Faculty (Part 1)

The University of New Mexico-Valencia Campus is committed to Academic Freedom and Tenure system as set forth in section B of the UNM *Faculty Handbook*. The statements written herein outline the policies, procedures and processes of the UNM-Valencia Promotion and Tenure Committee for tenure and promotion at UNM-Valencia for tenured and probationary (tenure-track) faculty.

N. Purposes of the Promotion and Tenure System

The intention of having tenured faculty at UNM-Valencia is to provide academic integrity, stability and support for the success of the Mission Statement, Vision Statement and Core Values:

- Mission Statement-A quality education—a lifetime of success;
- Vision Statement-Excellence in teaching, learning, and service to our community, and
- Core Values-Student centered, quality education and services, diversity and community, ethics and academic integrity, creativity and initiative, and responsible stewardship.

The purposes of the tenure system at the University are stated in Section B 4.7.1 of the UNM Faculty Handbook:

> 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 serve 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.

O. Promotion and Tenure Timeline

Assistant Professor is an appropriate rank for someone at the beginning of their career and at the beginning of a probationary service to UNM. Probationary periods and rank status are determined by the hiring official at the time of the candidate's initial appointment. Normally a new Assistant Professor is hired on with a six-year probationary period, with a mid-probationary review in the third year. At the completion of the six-year probationary period, a candidate undergoes a review for promotion to the rank of Associate Professor and tenure. Both promotion and tenure may be granted simultaneously. The tenure clock for a six-year probationary period of faculty at a 1.0 FTE status is as follows:

Tenure Clock	Years of probation	Faculty Review
Code 001	Year 1 or 1.5[1]	• Annual Performance Review by division chair - September
Code 002	Year 2 or 2.5	• Annual Performance Review by division chair - September
Code 003	Year 3 or 3.5	• Annual Performance Review by division chair – September • Mid-probationary Review[2] – January
Code 004	Year 4 or 4.5	• Annual Performance Review by division chair - September
Code 005	Year 5 or 5.5	• Annual Performance Review by division chair - September
Code 006	Year 6 or 6.5	• Annual Performance Review by division chair – September • Promotion and Tenure Review[3] - January

1 – faculty whose initial appointment begins at the start of the spring semester will have an additional o.5 year on their clock.
2 – the policies and procedures of the mid-probationary review are outlined below.
3 – the policies and procedures of the promotion and tenure review are outlined below.

Associate Professors seeking promotion to rank of Professor have an anticipated length of service prior to consideration of at least five years.

P. Performance Criteria

UNM-Valencia strives for excellence in all of the University's major functions: teaching, scholarly work and service. Each academic unit has an obligation to contribute to each of the three functions of the University. Faculty play a central role in the realization of these functions and help fulfill the obligations of their academic unit by contributing their expertise and competence.

The categories in which faculty performance will be evaluated are the following:

- Teaching
- Service
- Scholarly Work (Research/Creative Works), and
- Personal Characteristics

1. From Section B.1.2 of the UNM Faculty Handbook: "In order to earn either tenure or promotion or both, faculty are required to be effective in all four areas. Excellence in either teaching or scholarly work constitutes the chief basis for tenure and promotion." UNM-

Valencia, however, has as its primary mission "…the highest quality of education for students pursuing postsecondary education." (See Section F10 in the UNM Faculty Handbook and New Mexico Statute NMSA Chapter 21, Article 14, 21-14-1.)

Q. Teaching

1. Excellent teaching is one of the primary qualifications for promotion and tenure. The educational experience provides a student with the increased knowledge base, an opportunity to develop thinking and reasoning skills, and an appreciation for learning. An excellent teacher is best characterized as an individual who successfully promotes these goals. Although individual teachers bring to bear different sets of talents in pursuit of these goals, an excellent teacher should, at a minimum:
   - 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.

2. Teaching is evaluated by students, faculty, and administration. Evidence to be evaluated for teaching during mid-probationary, tenure, and promotion reviews must include student course evaluations; descriptions of courses taught and developed by the faculty member (as reported on the Annual Faculty Performance Evaluation), and written reports of supervisor and peer observations of teaching. Specific teaching areas that are listed on the Dossier Review Form, which is a tool used for determining the evaluation of *Excellent*, *Effective*, or *Not Effective*, are:

R. Service

There are two broad categories of faculty service: service to the University and service to the profession. Evidence of performance in this area includes committee work at the University, college and department levels, and active participation in professional organizations of the discipline.

Service to the university can be further categorized by: 1) service to UNM-Valencia, 2) service to other branch campuses, and 3) service to UNM-Albuquerque. Service to the university 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, facilitating the day-to-day operations of academic life, and mentoring students and colleagues. Faculty members, particularly senior faculty members, have a responsibility to contribute to the government of the University through timely participation on committees and other advisory groups at the division, branch campus, and University levels.

Service to the profession consists of activities that arise from a faculty member's role in the University. These activities normally involve the sharing and application of faculty expertise to issues and needs of the local, national and international communities beyond the University.

S. Scholarly Work

The term Scholarly Work, as used here, comprises scholarship, research, creative work, or professional development. Scholarship embodies the critical and accurate synthesis and dissemination of knowledge. To qualify as scholarship or creative work, the results of the endeavor must be disseminated and subject to the critical peer evaluation in a manner appropriate to the field in question. The term research is understood to mean systematic, original investigation directed toward the generation, development, and validation of new knowledge or the solution of contemporary problems. Creative work is understood to mean original or imaginative accomplishment in literature, the arts, of the professions. Professional development takes into consideration any opportunity that advances the candidate's expertise and competence in fulfilling the University's major functions.

T. Personal Characteristics

From the UNM Faculty Handbook Section B 1.2.4:

This category relates to the personal traits that influence an individual's effectiveness as a teacher, a scholar, researcher, or creative artist, and a leader in a professional area. Of primary concern are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. There must also be demonstrated collegiality and interactional skills so that an individual can work harmoniously with others while maintaining independence of thought and action. Attention shall also be given to an individual's moral 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 (e.g., letters of recommendation for new appointees, or written evaluations prepared by colleagues for promotions or for other departmental reviews as well as other faculty members' oral reports regarding the candidate's personal characteristics) and must be handled with great prudence. By necessity, the category of Personal Characteristics requires flexibility in its appraisal.

U. The Dossier

The dossier serves to provide documentation as to the candidate's performance and contributions in the University's major functions: teaching, scholarly work and service. Candidates for retention, promotion, and/or tenure bear the primary responsibility for assembling review materials and are obligated to put forward a complete dossier of their work for review. Thus, it is incumbent upon the candidate to present documents that summarize and evaluate a candidate's accomplishments in teaching, scholarly work and service and contain evidence of personal and professional effectiveness. For any documentation that requires signature, the candidate shall

submit documentation signed by all parties. Documentation submitted that is unsigned warrants the dossier incomplete.

A dossier at mid-probationary review will include documentation from the start of the candidate's appointment through the mid-probationary review. Documentation prior to the start of Code 001 is not appropriate to be included in the dossier. A dossier at tenure and promotion review will include material since mid-probationary review, including the mid-probationary letter from the Tenure and Promotion Committee. A dossier at promotion to Professor will include material since tenure and promotion to Associate Professor.

The dossier is prepared and submitted electronically for review. Each year the Office of the Provost publishes the guidelines in which candidates must follow for dossier submittal for retention, promotion, and tenure decisions. Candidates must use UNM's online system for dossier-building and review management found at RPT.UNM.EDU. Access to the RPT application is controlled by UNM's Central Authentication Services via NetID and password.

The Provost recognizes that no single template can meet all needs. However, the more consistent the organizational structure is, the more comprehensible and accessible the materials will be for reviewers at every level, especially reviewers from outside UNM-Valencia. The RPT dossier-building automatically indexes all PDFs using a 0-9 and A-Z filing system. The only exception is audio and video files, for which links should be provided via an open URL (not password protected). Thus, should a candidate want documents viewed in a particular order, the files must be named accordingly. All files, outside of supplemental materials, must be converted to PDF prior to being uploaded. Dossier components must be uploaded as segments into the following sections:

- Curriculum Vitae – includes education and professional experience, courses taught, scholarly work, and service to the University and profession. The CV may include material prior to the start of Code 001, however this will not be taken into consideration for retention, promotion and/or tenure.
- Teaching Statement – a narrative written by the candidate regarding teaching philosophy, goals, objectives, strategies, methodologies and provides an organization, description and analysis of teaching records and course materials.
- Teaching Record
    - Student Evaluation – student course evaluations from UNM's designated course evaluation tool. Student course evaluations must be complete including all courses and all semesters under review and include student comments. It is recommended that candidates summarize the data into a graphical and/or table representation.
    - Peer teaching evaluations/observations – candidates must have one peer review of teaching per academic year. Candidates at Code 003, Code 006 or Professor review, should have peer review complete in the fall semester of the review year.

    - Supervisor teaching evaluations/observations – candidates must have one supervisor review of teaching per academic year. Candidates at Code 003, Code 006 or Professor review, should have supervisor review complete in the fall semester of the review year.
- Course Materials – candidates should provide materials that allow the Promotion and Tenure committee evaluate performance in teaching. These include but are not limited to:
    - curriculum development,
    - assessment, and
    - course design and implementation.
- Research Statement – a narrative written by the candidate regarding scholarly work. The narrative provides philosophy and the argument as to how the candidate has contributed to their scholarship, research, creative work, or professional development. From Section B.1.2 of the UNM *Faculty Handbook*: "In order to earn either tenure or promotion or both, faculty are required to be effective in all four areas. Excellence in either teaching or scholarly work constitutes the chief basis for tenure and promotion." UNM-Valencia, however, has as its primary mission "…the highest quality of education for students pursuing postsecondary education." (See Section F10 in the UNM *Faculty Handbook* and New Mexico Statute NMSA Chapter 21, Article 14, 21-14-1.) Therefore, a candidate's narrative regarding scholarly work shall highlight the work directly related to teaching. Scholarly work includes but is not limited to:
    - Scholarship,
    - Research in one's field (or a related field) or pedological research,
    - Creative work(s),
    - Publication in one's field (or a related field) or pedological publication,
    - Conference/meeting/workshop presentation,
    - Honors or awards, or
    - Professional development, including but not limited to:
        - Completion of an advanced degree,
        - Completion of course work in one's field (or a related field) or in college teaching methodology, or
        - Attendance at relevant educational workshop, pedagogical summit, or conference.
- Service Statement – a narrative written by the candidate regarding service to the University and to the profession. Service to the University has many aspects, thus candidates should include all service to the University. Service to the University includes but is not limited to:
    - Administrative responsibilities,
    - Committee work,
    - Faculty mentoring, such as performing teaching evaluations/observations,
    - Student advisement,
    - Student tutoring,
    - Mentored undergraduate research,

  - Writing letters of recommendation,
  - Organizing student events, or
  - Chaperoning students on field trips.

  Service to the profession includes but is not limited to:
  - Professional committees,
  - Conference/meeting/workshop planning, organizing, and/or hosting, or
  - Community (local, regional, national, or international) programs.

- Supplemental Materials – the candidate will upload any material that is not defined within the previous sections or cannot be converted to PDF format. The candidate will describe the contents of the Supplemental Materials section within one or more of the narratives. Supplemental Materials must contribute to the evaluation of the candidate for Teaching, Scholarly Work, Service, or Personal Characteristics.
- Annual Reviews – the Annual Performance Review conducted by the division chair are placed here. The annual Dean's Summary Evaluations are placed here. Documentation must be provided for each year of the review period. Note: candidates do not have access to this section. The candidate must provide the Annual Performance Reviews and Dean's Summary Evaluations for upload.
- External Reviews – external letters of evaluation are required as part of promotion and tenure review. External reviews are not required at the mid-probationary review. Each candidate for promotion to Associate Professor and tenure or Professor must have a minimum of three external review letters. These letters will be solicited by the Promotion and Tenure committee, with input from the candidate or candidate's division chair as needed. External reviews must not be performed by any individual who has conflict of interest with the candidate, i.e. dissertation advisors, co-authors, collaborators on sponsored research, or former students. The majority of external reviewers must be affiliated with R1 academic institutions. Where possible, the external reviewer should be tenured colleagues within the candidate's discipline. Most importantly, the external reviewer must have the experience and knowledge to evaluate critically the candidate's teaching performance. All external reviewers shall be advised that UNM will keep the reviewer's identity confidential, to the extent permitted by law. Note: external reviewers may receive the aforementioned documents via SharePoint or OneDrive. The application rpt.unm.edu is not configured to sharing of documents or sections of the dossier with external reviewers. The Department Administrator will add the external review letters to the dossier by uploading them to rpt.unm.edu.

V. The Review and Approval Process

Mid-probationary Review Purpose and Standards
From the UNM *Faculty Handbook* Section B 4.6.1:

> (a) The purpose of the mid-probationary review is to enable the Promotion and Tenure Committee to evaluate progress towards tenure, to inform the probationary faculty

> member of his or her strengths and weaknesses, and to decide whether or not to continue the faculty member's appointment.
> (b) The mid-probationary review requires identification of the specific areas of strength and weakness demonstrated by the faculty member and the evidence supporting conclusions to that effect. The aim of the required identification of areas of strength and weakness is to give the faculty member a clear picture of the performance levels by which he or she is to be judged and offer the opportunity to correct any noted deficiencies prior to subsequent reviews. The existence of some identified deficiencies in this review are considered normal, as it is not anticipated that the probationary member will have fully attained the standards required for the award of tenure by the time of the mid-probationary review.
> (c) For a positive mid-probationary review there should be demonstration of, or at least clear progress toward, the competence or effectiveness in all four evaluation categories expected of tenured faculty, as well as promise of excellence in teaching. If the University concludes that insufficient progress towards tenure has been made and that deficiencies are unlikely to be corrected in the time remaining before the tenure decision, then a negative mid-probationary decision is both appropriate and necessary.

The candidate for continuation at the mid-probationary review must receive an evaluation of at least *Effective* in Teaching and at least *Effective* in either Service or Scholarly Work.

Promotion and Tenure Review Purpose and Standards
From the UNM *Faculty Handbook* Section B 4.7.2:

> The awarding of tenure is the most serious commitment the department, college/school, and University make to a faculty member. Tenure is a privilege, not a right, and is awarded only after the most serious deliberation and review. For a positive tenure review, the faculty member must have demonstrated competence or effectiveness in all four areas, and excellence in teaching.

For a positive promotion to Associate Professor and tenure review, the candidate must attain a majority vote with a rating of *Excellent* in Teaching. The candidate must attain a majority vote with a rating of at least *Effective* in both Scholarly Work and Service categories. Personal Characteristics shall promote effectiveness in all three categories. Personal Characteristics does not receive a rating.

For a positive promotion to Professor, the candidate must attain a majority vote with a rating of *Excellent* in Teaching and in either Scholarly Work or Service. The candidate must attain a majority vote with a rating of at least *Effective* in the third category. Personal Characteristics shall promote effectiveness in all three categories. Personal Characteristics does not receive a rating. To receive a rating of *Excellent* in Teaching candidates must have at least one publication that has been subject to the critical peer evaluation in a manner appropriate to the field in question.

Mid-probationary, Promotion and Tenure, and Promotion Review Year Timeline

Candidates are responsible for knowing their own tenure clocks. In consultation with their division chair, the candidate will inform the Promotion and Tenure committee chair (and/or co-chair) when they are due for review. Candidates will inform the committee chair (and/or co-chair) prior to the beginning of the fall semester of the review year. Probationary faculty can confirm the status of their tenure clock via the Employee tab in LoboWeb, in the Pay Information Faculty Contract Summary.

The committee chair (and co-chair) will establish a schedule of dated deadlines based on the final deadline determined by the Office of the Provost. The committee chair (and/or co-chair) will provide to the candidate and Promotion and Tenure committee the dated deadlines by the start of the fall semester of the review year. Normally the dossier is due the Wednesday prior to the date of campus duty for the spring semester, by 5:00pm (*Mountain Standard Time*). This requires candidates to, by that time, have completed the process for upload of the Annual Performance Reviews and Dean's Summary Evaluations by the Department Administrator. Late submission of the dossier will not be accepted. Candidates may not access the dossier once it has been submitted.

Promotion and Tenure committee members will individually review and evaluate the *entirety* of the dossier by accessing the rpt.unm.edu application. Committee members will be asked to provide a summary of their review and evaluation at the candidate's evaluation meeting.

Normally the evaluation meeting is scheduled on the first Friday of the spring academic semester.

Mid-probationary, Promotion and Tenure, and Promotion Process for Review

1. Evaluation of dossier
    a. Teaching, Scholarly Work, and Service are evaluated by students, tenure-track and tenured faculty, and the candidate's direct supervisor. The areas to be evaluated are listed on the Dossier Review Form (see Appendix 4). The Dossier Review Form is a tool that provides guidelines for items to be evaluated, however is non-binding. Faculty are expected to at least write on the form their summary rating (Excellent, Effective, or Not Effective) of the candidate's performance in each of the areas of Teaching, Service, and Scholarly Work.
    b. Personal Characteristics are commented upon, evaluating the candidate's effectiveness as a teacher, a scholar, a researcher or creative artist, and a leader in their professional area. The area of Personal Characteristics is not assigned a rating. Comments written in this area may be based not only on the Dossier, but also on reports from other faculty, staff, and students, as well as on one's own personal experience with the candidate.
2. Evaluation of Candidates

The sequence and procedures for mid-probationary, tenure and promotion and promotion reviews are set forth below.

a. An *ad-hoc* review committee will be formed for each candidate. This committee shall consist of all eligible faculty members of the candidate's division. "Eligible faculty" are defined as those having been granted tenure and who are at the rank for which the candidate is applying or higher. The division chair shall serve as the committee chair. If the candidate's division has fewer than five eligible members, the appropriate number of eligible faculty members will be selected from other divisions by the committee chair. If the chair of the candidate's division is not eligible, an eligible member will be chosen by the Dean of Instruction to serve as committee chair. If there are fewer than five eligible faculty members, the Dean of Instruction may reach out to other branch campuses to recruit the appropriate number of committee members. Committee members recruited from other campuses will be subject to the same rank eligibility guidelines as Valencia campus committee members.
b. The committee chair, in consultation with at least the tenured members of the candidate's department, conducts a formal review of the faculty member's achievements in teaching, scholarly work, service, and personal characteristics. The criteria are presented in this Policy and in any supplemental policies within academic units. This review shall take account of all materials in the dossier, including, but not limited to, the annual reviews of the faculty. All committee members are expected to submit written evaluations of the candidate which (1) indicate rankings of excellent, effective, or not effective in each of the areas of teaching, service, and scholarly work, (2) comment on personal characteristics, and (3) either a positive or negative mid-probationary, tenure, and/or promotion recommendation. The committee chair shall also include their own evaluation. The committee chair may also solicit input from other members of the candidate's division. Information acquired from these division members will be summarized in writing and verified by the committee chair prior to inclusion in the dossier. The committee will also be advised of these additions, if any.
c. The committee chair shall prepare a report that will be added to the member's dossier. The report shall summarize the faculty evaluations of the candidate, external reviews as required, teaching evaluations and other documented evidence. Based upon documented information and the evaluations of the committee members, the committee chair shall make a positive or negative recommendation. This recommendation shall be considered a product of the committee. Committee members shall keep the entire review process, including all materials and deliberations, completely confidential. This confidentiality is essential to maintain the integrity of the Promotion and Tenure System.

d. The committee chair shall discuss the review and recommendation with the candidate. Thereafter, the committee chair shall forward the candidate's dossier, written summary of the committee review, any external evaluations, and committee recommendation to the Dean of Instruction. The candidate shall be advised in writing whether the recommendation is positive or negative. If the recommendation is negative, a copy of the committee chair's report, the internal peer reviews and external letters (all redacted as necessary to preserve confidentiality), if requested by the candidate, shall be furnished to the candidate.

3. Recommendation to UNM-Valencia Dean of Instruction
    a. The chair (and/or co-chair) are responsible for composing a letter of recommendation addressed to the Dean of Instruction based on the proceedings of the candidate's Evaluation Meeting. The chair (and/or co-chair) may seek input from committee members for revision of the recommendation letter.
    b. The recommendation will include a narrative of committee members evaluation, maintaining anonymity of each committee member, and a record of the ratings provided by voting members.
    c. The chair will provide the final version of the recommendation letter to the Department Administrator for upload. This process adds the recommendation letter to dossier for review by the Dean of Instruction.
    d. The chair shall discuss the review and recommendation with the candidate. The candidate shall be advised whether the recommendation is positive or negative.

Review by the UNM-Valencia Dean of Instruction

From the UNM *Faculty Handbook* Section B 4.3.2:

> The college dean is to review the candidate's dossier and the chair's recommendation and shall provide a written assessment and recommendation for promotion, continuation (mid-probationary review), or tenure and promotion. The dean shall normally abide by the chair's recommendation. The dean shall forward the assessment and recommendation together with the entire dossier to the office of the Provost/VPHS. If the dean's recommendation is negative, or conflicts with the chair's recommendation, a copy of the dean's letter (redacted as necessary to preserve confidentiality) shall be provided to the candidate and the department chair.

Review by the UNM-Valencia Chancellor

The UNM-Valencia chancellor is to review the candidate's dossier, the Promotion and Tenure committee's recommendation, and Dean of Instruction's recommendation and shall provide a written assessment and recommendation for promotion, continuation (mid-probationary review), or tenure and promotion. The chancellor shall forward the assessment and recommendation together with the entire dossier to the Office of the Provost.

Review by the UNM-Albuquerque and Branch Faculty Advisory Committee
Chaired by the Senior Vice Provost, this committee reviews all retention and tenure and promotion files. This committee is comprised of the Deans of Instruction from all branch campuses and the Senior Vice Provost. The Senior Vice Provost shall forward the assessment and recommendation together with the entire dossier to the Provost.

Review by the Provost
The Provost reviews the faculty member's dossier and the recommendations of the Promotion and Tenure committee, Dean of Instruction, Chancellor, and Senior Vice Provost. The final decision shall be made by the Provost. Candidates will be notified of the Provost's decision no later than June 30 of the review year. In the case of mid-probationary and tenure reviews, if the decision by the Provost is negative, a terminal contract is issued for the following year.

Appeal Process for 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 their views to the next level of review before the next recommendation, or the final decision, is made. In addition, if the Provost makes a negative decision, the faculty member may request reconsideration by the Provost. Such request shall be made in writing by July 15. The Provost shall respond within 10 working days of receiving the request.

IV. (Part II) Lecturer Track Promotion[6]

Lecturer Track positions, being separate from and ineligible for tenure, still require capacity for upward mobility in order to stay competitive and in order to encourage persistence in our Lecturer Track faculty. The following policy and procedure provide similar upward movement as at UNM Main Campus, as outlined in UNM Faculty Handbook policy B3.3.

W. Lecturer I, II, and III

Lecturer Level (I, II, and III) refers to the level of degree that a Lecturer Track faculty member has at entry, or has attained since entry, at UNM-Valencia. As a general guideline, Lecturer I would be baccalaureate level, Lecturer II would refer to master's level, and Lecturer III would refer to doctoral or terminal degree level (these can be primarily instructional or primarily administrative Lecturer positions). This axis of advancement is primarily to reflect educational advancement and UNM-Valencia's dedication to further the education of not just our students, but our faculty.

[6] Section II (J. Part II) was amended and approved by Faculty Assembly and updated by the Handbook Committee on April 20, 2016.

X. Advancement from Lecturer I to Lecturer II:

If a faculty member has a bachelor's degree upon entry and then attains a master's degree*, they are eligible for advancement to Lecturer II.

Y. Advancement from Lecturer II to Lecturer III:

If a faculty member with a master's degree (upon entry or gained while working at UNM-Valencia) attains a doctoral or terminal degree, they are eligible for advancement to Lecturer III.

Z. Lecturer, Senior Lecturer, and Principal Lecturer

Entry-level faculty on this track will be entering as Lecturers (I, II, or III dependent upon degree and contract). Lecturers at any level can, by putting time in and showing excellence in their professional capacity, move up to Senior, and then Principal Lecturers. (This is not dependent upon degree or Lecturer I, II, or III status.)

AA. Promotion from Lecturer to Senior Lecturer

Once a faculty member (working consistently at .5FTE minimum) has attained five years of service, they become eligible for promotion to Senior Lecturer. Time alone does not guarantee this movement; other considerations (excellence in professional capacity as mentioned above) will be made, but the time of service is a prerequisite for movement along this axis. Senior Lecturers become eligible (with available funding) for a renewable two-year term appointment (section B4 of policy C190).

BB. Promotion from Senior Lecturer to Principal Lecturer

Once a faculty member (working consistently at .5FTE minimum) has attained eleven years of service, they become eligible for promotion to Principal Lecturer. Time alone does not guarantee this movement; other considerations (excellence in professional capacity as mentioned above) will be made, but the time of service is a prerequisite for movement along this axis. Principal Lecturers become eligible (with available funding) for a renewable three-year term appointment (section B5 of policy C190).

CC. Lecturer-Track Promotional Committee and Process

A new standing committee for Lecturer track promotions would be required and added to the current list of Standing Committees of Faculty Assembly at UNM-Valencia. Mirroring the make-up of the Tenure and Promotion Committee, the Lecturer Promotion Committee would be comprised of the Lecturer track faculty at UNM-Valencia. After a Lecturer meets the time prerequisite for advancement to Senior or Principal Lecturer, he or she must seek approval from the supervisor. If the supervisor recommends the faculty member to seek advancement, then the candidate will need to prepare a dossier with specific required materials for their committee to review. A guide for the candidate's construction of their dossier will be provided to the candidate. The Lecturer Promotion Committee will look at the applicant's dossier, review and

evaluate the material and artifacts presented with provided rubrics (see Appendix 5), and make a recommendation to the applicant's immediate supervisor for either promotion or continued service at the same rank. The candidate's supervisor will provide a written statement (cc: to the Committee) to be sent to the Dean of Instruction and Chancellor of UNM-Valencia for approval.

The Dean of Instruction and the Chancellor of UNM-Valencia will make the final recommendation on the candidate's promotion to the Office of the Provost. They will issue a letter to the candidate (cc: supervisor and Committee) informing them of the decision, and in the case of a negative decision, the reasoning behind it. A candidate who does not attain a promotion can reapply after a two-year period.

V. Full-Time Faculty Privileges

Full-time faculty enjoy the following privileges during their employment at UNM-Valencia Campus:

1. UNM Libraries: borrowing privileges at the UNM-Valencia Library and all Main Campus libraries.
2. UNM Recreational equipment: tents, camping stoves, backpacks, snowshoes, cross-country ski equipment, etc. may be rented for a small fee from Johnson Gym. Johnson Gym facilities, including the swimming pool, are also available.
3. UNM Museums: free admission to the Fine Arts Museum, the Maxwell Museum of Anthropology, the Geology Museum, the Student Art Gallery, the Biology Greenhouse.
4. UNM Student Union facilities: admission to restaurants, shops, recreation areas, and movie theaters. Fees are charged in some areas.
5. Speech analysis and speech therapy discounts at the UNM Speech Center.
6. Safety glasses may be purchased at reduced rates from the Campus Safety Office on main campus.
7. Dental x-rays, cleaning, and fluoride treatment services are provided at special rates at the UNM Dental Program.
8. Medical services at the UNM Employee Health Clinic.
9. Portraits and photo supplies may be purchased at good prices at the UNM Photo Service.
10. Use of UNM-Valencia stationary for professional purposes.
11. Professional development funds available through the Faculty Professional Development Committee.
12. The University of New Mexico has assumed administration of the tuition remission and dependent education process for the branch campuses. As such, policies indicated in the *University Business Policies and Procedures Manual* of the University of New Mexico (policy 3700) and the *Faculty Handbook* (page C-1) will be adhered to (see http://policy.unm.edu/university-policies/3000/3700.html for the tuition remission form).
13. Office space.
14. Campus Mailboxes.
15. Gratuitous teaching materials when they are available from publishing houses or university presses.
16. Graduation robes.

DD. Faculty ID Cards

UNM Faculty ID Cards for adjunct and full-time faculty [currently called LOBO cards] are required for most of the activities listed above as instructor privileges. These IDs are available through UNM and are also provided by the UNM-Valencia library. A government-issued form of photo identification, such as a driver's license, and UNM ID number are required.

VI. Faculty Assembly and Faculty Assembly Meetings

EE. Faculty Assembly Membership

- All full-time and contract faculty are voting members of the Assembly.
- All instructors employed by the branch for the current semester to teach credit-bearing courses and Adult Education/non-credit courses are voting members of the Assembly for that semester. Those employed each spring semester are also voting members until the following fall semester begins, upon which, they must be reemployed to continue their membership and voting status.
- The Chancellor, Chief Academic Officer (if not a faculty member), Director of Student Services, Librarian(s), Business Manager, Staff Association President, and Student Body President are non-voting, ex-officio members of the Assembly.
- Any subsequent membership issue shall be decided by a ballot and by all voting members of the Assembly. (see http://valencia.unm.edu/academics/faculty-resources/faculty-constitution.html)

FF. Rights and Responsibilities

1. Subject to the provisions in the Faculty Constitution --Article 1, Section 2; Article II, Section 1, and Article 11, Section 4(a)--Faculty Assembly has the right of review and action in the following:
   - Formulation of institutional aims.
   - Creation of divisions, departments, and programs.
   - Approval of major curriculum changes upon recommendation from branch campus administration and forwarding to appropriate UNM entities for final approval.
   - Recommendation of standards for admission graduation, honors, scholastic performance.
   - Approval of candidates for degrees.
   - Procedures of appointment, dismissal, and promotion in academic rank at Valencia Campus, and administration of such procedures.
   - Creation and administration of faculty academic freedom grievance procedures at Valencia Campus.
   - Recommendation of action in regard to general faculty welfare.
2. Officers of the Faculty Assembly or their appointees will work with the instructional Council and Advisory Board to compose the annual budget for approval by the director and Board.

GG. General Procedures

- Quorum: Members of the voting faculty present, but at least 30 % of full-time faculty, constitute a quorum at Faculty Assembly meetings.
- The Assembly and its Committees shall follow "Robert's Rules of Order" for parliamentary procedure.
- The Assembly shall meet a minimum of three times during each semester of the academic year, usually on the second Friday of the month.
- Term of Office: The Faculty Assembly President serves a fiscal-year term, July 1 through June 30.
- Succession for Vacancy During a Term: If the President is unable to continue, the President-Elect assumes the presidency for the remainder of the current fiscal year.
- Spring Mid-Year Assumption; Eligibility for Full-Term Extension: For purposes of this section, “mid-year assumption” means assuming the presidency during the spring semester of a fiscal year (on or after the first day of the spring semester and on or before the final day of that semester) because of a vacancy, rather than beginning service on July 1, the start of the fiscal year.
- Eligibility to Petition. A President who assumed office mid-year may petition the Faculty Assembly to serve the immediately following fiscal year as President in order to complete a full, uninterrupted term of service.
- Procedure and Notice: The petition must be submitted in writing to the Faculty Assembly Secretary at least 14 calendar days before the second regular Faculty Assembly meeting of the spring semester. The Secretary shall include the petition with the published agenda for the second spring meeting and for the final spring meeting at which the vote will occur.
- Consideration and Vote: The Assembly shall consider and vote on the petition at the final regular meeting of the spring semester. If that is not feasible, the Assembly may convene a special meeting prior to June 30 to consider and vote on the petition. Approval requires a simple majority of members present and voting at a meeting with quorum.
- Effect of Approval. Upon approval, the President continues in office through June 30 of the next fiscal year.
- Effect of Non-Approval. If the petition is not approved, the President’s service ends on June 30 of the current fiscal year, and the President-Elect assumes office on July 1 pursuant to standard succession procedures.
- Effect on President-Elect. Approval of an extension defers the scheduled ascension of the President-Elect by one fiscal year. The President-Elect remains in that role during the extended year unless they resign, in which case a replacement shall be selected pursuant to standard procedures.
- Limit. Only one such extension may be granted for any single mid-year assumption. Nothing in this section supersedes any term-limit provisions elsewhere in the Handbook.
- Continuity of Elections: Regular elections for President-Elect shall proceed on the normal schedule. If an extension is approved, the President-Elect’s assumption of

the presidency is deferred by one fiscal year; the election cycle remains otherwise unchanged.

HH. <u>Faculty Assembly Structure</u>

Officers and Representatives:

The Assembly shall nominate and elect faculty to the following positions

A. Faculty President - Officer
B. Faculty Vice President - Officer
C. Faculty Secretary -Officer
D. Two representatives from separate discipline areas other than the faculty president's, to serve on the Faculty Executive Committee

The officers and representatives (A - D above) constitute the Faculty Executive Committee (FEC) of the Assembly.

Duties of Officers

The Faculty President shall:

- Preside over the Assembly as its chief Executive Officer and chair the Faculty Executive Committee.
- Represent faculty before community, college or main campus groups and officials (e.g. monthly reports to Advisory Board) where not inconsistent with Article III, Section 3 of the Faculty Constitution .
- Serve on the Instructional Council and supervise faculty administrator's evaluations issued by the Instructional council.
- Oversee any official documents issued by the Assembly.
- Appoint faculty to Assembly and Valencia Campus Standing Committees, in consultation with appropriate faculty and campus administrators, with the concurrence of the FEC.

The Vice President shall:

- Serve on the Executive Committee and actively assist the President.
- Perform the duties of the President in the absence of the President (at the President's request).
- Function as the Assembly and Executive Committee parliamentarian.
- Act as Treasurer, responsible for the Assembly budget and financial reports.

The Secretary shall:

- Serve on the Executive Committee.
- Distribute to members, Advisory Board, Administration, and others, and post announcements and documents of the Executive Committee and Assembly (e.g. minutes, agendas, policies) in a timely manner.
- Record minutes of meetings of the Assembly and Executive Committee.
- Act as custodian of official Assembly documents.
- Conduct the correspondence of the Assembly.
- Maintain a list of names, addresses, and phone numbers of Assembly members and compile a phone information network, if deemed necessary, to expedite communication among Assembly members.

Election of Executive Committee Members:

- The election of Assembly Officers and Representatives of the Executive Committee shall be conducted annually at the last regular Assembly meeting of the spring semester or at the first meeting thereafter.
- The election shall be chaired by the outgoing President of the Assembly.
- The new officers and Executive Committee shall take office immediately upon election.
- Nominations for Faculty officers and Representatives may be submitted to the Executive Committee through the Secretary before the election meeting; additional nominations may be made from the election meeting floor.
- The President, Vice President, and Secretary shall not all be from the same discipline area.
- No Executive Committee member shall also be serving at a chair level or above.
- Executive Committee Members are elected for one-year terms. If any Member resigns before the end of his/her term, the Executive Committee will temporarily fill the vacancy and hold a special election to officially fill the vacancy at the next Assembly meeting following the resignation.

II. Faculty Assembly Meetings

At least three regular Faculty Assembly meetings shall be called each semester with the dates announced in advance to the faculty by the Faculty Executive Committee (FEC). All faculty members are urged to attend since important faculty matters are discussed and voted upon at these sessions. These meetings will be held in-person as well as via Zoom.

JJ. Disbursal of UNM-Valencia Faculty Assembly Funds

Designated use of the funds include:

1. Parking at main campus and mileage from and to UNM-Valencia for Faculty Senate Representative and members of main campus academic committees that is not division specific, i.e. Curriculum Committee, Undergraduate Committee.
2. Duplicating materials for distribution to faculty assembly.
3. Other allowed expenses, such as honorarium to a speaker at a general faculty event, as approved by UNM-Valencia Faculty Executive Committee.
4. May not be used for professional development and all disbursals dependent on availability.[7]
5. May be used to purchase meals or light refreshments per UNM Policy 5.1.

VII. UNM-Valencia Campus Faculty Representation on UNM-Valencia Campus and Main Campus Committees and Advisory Groups

Faculty are expected to serve on two campus committees in addition to either the Tenure-Track Promotion and Tenure Committee or the Lecturer-Track Promotion Committee. One of these campus committees can be a main campus committee that provides for branch

[7] Changes approved by UNM-Valencia Faculty Assembly April 2015 and UNM Provost's Office July 2015.

participation.[8] The composition, structure, and process for Committees of the Faculty Assembly are listed below. Current membership on these committees can be found on the Faculty Executive Committee web page and in the Instructional Council Policies and Procedures manual. The composition, structure, and process for all other UNM-Valencia Campus committees, as well as current membership, can be found in the Instructional Council Policies and Procedures manual.

Most committee appointments are for two years and are made based on petition for membership. The appointments are to be staggered so that the committee always has at least one member who served the previous year.[9]

At the end of each academic year the dean and the faculty president will review the current committee appointments to determine which faculty should bid for committee membership the next academic year. Only those members who have served their two-year term, have resigned from a committee before their term expired, or are new faculty will bid in any given year. Bids for committee membership will occur in August.[10]

At the beginning of each academic year or at the beginning of each two-year term, each committee will elect a chair who will oversee the work of the committee and will report progress to the appropriate entity, e.g. Faculty Assembly committee chairs report to the Faculty Executive Committee.

KK. <u>Committees Under Instruction</u>

- STEM Committee

LL. <u>Committees Under Staff Association</u>

- Rewards and Recognition
- Staff Professional Development
- Campus-Wide Events

MM. <u>Committees under Student Services:</u>

- Scholarship
- Student-of-the-Month
- Student Affairs

NN. <u>Committees under the Chancellor's Office</u>

- Advisory Board Budget
- Strategic Planning
- Campus Technology

[8] Changes approved by UNM-Valencia Faculty Assembly in April 2021.
[9] Approved by UNM-Valencia Faculty Assembly in February, 2014.
[10] Approved by UNM-Valencia Faculty Assembly in April 2014.

- Strategic Enrollment Management

VIII. Faculty Senate Representative

UNM Faculty Constitution, Article I, Section 6(b) states:
". . . The number of senators for each academic unit (school, college, or branch with a full-time academic faculty) shall be determined yearly by first dividing the set number of senators (63) into the total number of voting faculty in the University followed by using this resulting number to determine the proportional representation for each of the units with academic faculty. This calculation will be subject to modification as specified by the following rules."

UNM Faculty Constitution, Article I, Section 6(c)(7): "Voting members of the Faculty Senate shall be elected for terms of two years…. No one shall serve more than four consecutive years as a voting member. And Section 6(c)(6) "…Faculty Senate election results must be received by the Office of the University Secretary no later than the last working day of the sixth week of the spring semester."

a. In keeping with these policies, the UNM-Valencia Faculty Assembly shall elect at least one faculty senator and one alternate from among Faculty Assembly members as representative of Valencia Campus in the UNM Faculty Senate.
b. The UNM –Valencia Faculty Assembly shall elect these individuals either during the last Faculty Assembly meeting of the fall semester or the first Faculty Assembly meeting of the spring semester, preceding expiration of the term of the current Faculty Senator.[11]
c. The UNM-Valencia Faculty Senators will serve on the Branch Community Colleges Council, a standing committee of the UNM Faculty Senate.[12]

OO. Standing Committees of the Faculty Assembly

Faculty Professional Development Committee

a. The Faculty Professional Development Committee is charged with the responsibility of organizing, implementing, and evaluating appropriate opportunities for professional development for faculty.
b. The committee shall consist of three faculty members, including one adjunct instructor.

EIRG/Faculty Program Development Committee[13]

The committee is charged with the creation, review, implementation, and maintenance of DEI- related faculty professional development in the areas of curriculum, instruction, and assessment, and to foster a culture of belonging within classrooms, Divisions, and the campus. The committee will also serve as

[11] Approved by UNM-Valencia Faculty Assembly in March 2014,
[12] Approved by UNM-Valencia Faculty Assembly in November 2021.
[13] Consolidation of EIRG and Program Development Committees and revision of mission and guidelines approved by the Faculty Assembly in February 2025

collaborators with faculty, staff, students, and other community members on relevant culturally responsive campus events.

Membership of this committee is open to all interested faculty, staff, and students at Valencia Campus. Full-time faculty members will be directly responsible for completing necessary trainings and actively collaborating on committee-related DEI-initiatives; additionally, all members will be expected to serve as advocates on campus for the work of the committee.

1) Membership:
   - at least five (5) faculty representatives from at least two (2) Divisions
   - at least one (1) representative from Student Support Services
   - at least two (2) representatives from other Staff Divisions
   - at least two (2) representatives from the Student Division
   - preferably three (3) ex-officio representatives (from Administration, for marketing and outreach; from Libraries, for resource curation and networking; and from Faculty, for teaching and curriculum development)

2) Duties:
   (A) New committee members will actively participate in two (2) to three (3) internal and/or external trainings/workshops with a focus on issues related to race, gender, class, ethnicity, disability, etc. over the course of their first Academic Year.

   (B) During their second Academic Year, new committee members will develop a DEI- focused training/workshop/program curriculum relevant to their respective Division for the purposes of actively sustaining DEI-related work outside the committee.

   (C) Committee members of 3+ years may choose to serve in a direct DEI-related advisory role in hiring committees, Tenure & Promotion committees, Strategic Planning sessions, grant initiatives, focus groups, etc.
   (D) Committee members will participate in and/or develop cultural/diversity awareness events in collaboration with other committees, Divisions, student clubs, etc.
   (E) Chair(s) will be responsible for identifying training needs and methodologies as well as organizing and/or implementing trainings for Committee members.
   (F) Chair(s) will be responsible for collecting input from UNM-Valencia stakeholders on the various initiatives and programs that are hosted/supported."

Tenure and Promotion Committee[14]

[14] Section N-V-3 was amended and approved by the Tenure and Promotion Committee on December 1, 2015, and updated by the Faculty Handbook Committee on July 4, 2016.

a. Responsibilities: The UNM-Valencia Tenure and Promotion Committee is charged with promoting the mission of UNM-Valencia in the areas of academic freedom and promotion and tenure for all tenure-track faculty, in accordance with UNM Faculty Handbook. The responsibilities of the committee include the following:

i. Propose, advocate for, and implement the tenure and promotion policies and procedures described in the UNM-Valencia Faculty Handbook, in accordance with the Academic Freedom and Tenure policies and procedures described in the UNM Faculty Handbook. In particular the Committee shall:
   - Ensure that no one is appointed to review a candidate with whom there is a conflict of interest. A conflict of interest can occur, but is not limited to instances when the candidate is the supervisor of a person who might review, or if the candidate is, or has been in the past, in the same family as the person who they might review.
   - Prevent any person from voting more than once at different levels in the process when considering a candidate for recommendation for promotion and/or tenure. Examples of this include, but are not limited to, instances where a member of the UNM-Valencia Tenure and Promotion Committee also serves on a committee at main campus with a similar charge.

ii. Review dossiers of candidates seeking promotion and/or tenure using criteria agreed upon by the UNM-Valencia Tenure and Promotion Committee that are in accordance with the UNM Faculty Handbook. This includes the following:
   - Mid-probationary review of candidates for continuation to Associate Professor and tenure (at three years of service as full-time, tenure-track faculty).
   - Review for promotion to Associate Professor, and if recommended, then review for tenure (at six years of service as full-time, tenure-track faculty).
   - Review for promotion to Full Professor (at a minimum of nine years of service as full-time, tenure-track faculty, if faculty member desires).

iii. Communicate in writing the recommendations of the UNM-Valencia Tenure and Promotion Committee and the supporting rationale for continuation, promotion, or tenure as appropriate. See Promotion and Tenure Procedures Section II.J. in this handbook for description.

b. **Membership:** Members of the UNM-Valencia Tenure and Promotion Committee include tenure-track and tenured faculty from all disciplines. All members will vote on proposed changes to policies and procedures for promotion and tenure set forth herein. There are two types of membership:

i. Tenured Members shall consist of all tenured faculty at UNM-Valencia, including Associate and Full Professors. These members shall vote on and provide recommendation concerning continuation, promotion, and/or tenure, as appropriate.

ii. Probationary Members shall consist of all tenure-track, probationary faculty at UNM-Valencia. These members may review dossiers of candidates for promotion and/or tenure, and offer comments during the evaluation process. They do not vote on recommendations for continuation, promotion, and/or tenure.

c. **Officers:** Each academic year near the beginning of the fall semester, members of the UNM-Valencia Tenure and Promotion Committee shall elect officers who will serve one-year terms (August to July). These officers are as follows:
   i. Chair or Co-Chairs. If co-chairs are selected, they should not be members of the same division. The Chair or Co-Chairs must be Tenured Members of the committee and cannot also be a Division or Department.
   ii. Secretary. The Secretary will take minutes during meetings when there is discussion of policies and procedures, and will distribute and archive minutes as needed. The out-going Secretary will ensure that new officers receive archived documents. No archived record will be kept of confidential discussion of candidates for promotion and/or tenure. Either a Tenured or Probationary Member of the committee may serve as Secretary.
   iii. Main Campus Review Committee Member. One Tenured Member of the committee will be elected to serve for one full year (August to July), upon approval by the Dean of Instruction, on the UNM review committee that serves under the auspices of the UNM Provost's Office. The elected member will not re-evaluate any candidate from UNM-Valencia campus while serving on this UNM committee.

Lecturer Track Promotion Committee[15]

a. The Lecturer Track Promotion Committee is charged with the responsibility of
   i. Implementing the promotion policies described herein and in accordance with the policies described in the UNM Faculty Handbook.
   ii. Proposing, advocating, and implementing procedures consistent with the Lecturer Track Promotion policy and with the mission of UNM-Valencia Campus.
   iii. Communicating the policy, procedures, and rationale for lecturer track promotion to the UNM-Valencia Campus community, in particular the faculty.
   iv. Reviewing and recommending to the Dean of Instruction and Chancellor candidates for promotion.

b. Lecturer track faculty are automatically members of this committee.

Curriculum and Assessment Committee

a. The UNM-Valencia Curriculum and Assessment Committee is charged with the responsibility of:
   i. considering relevant data from annual program assessment reports and academic program reviews
   ii. recommending program and curriculum revisions based on these data and of best practices in curricular design
   iii. partnering with other appropriate offices to improve student outcomes as measured by assessment procedures
   iv. supporting program assessment through recommendations about areas of focus, appropriate measures, and opportunities to link assessment with improvement efforts

[15] Section N-V-4 was amended and approved by Faculty Assembly and updated by the Handbook Committee on April 20, 2016.

v. assessing participation in, contributions to, and student outcomes in the university General Education curriculum
vi. making recommendations to the Dean of Instruction and the Office of the Provost/Academic Affairs about possible areas of improvement in assessment, academic degree programs, and the general education program
vii. coordinating and liaising on initiatives with the Faculty Senate Curricula Committee, the Provost's Committee on Assessment, and the Associate Provost for Student Success

b. Curriculum recommendations and actions by the UNM-Valencia Curriculum and Assessment Committee proceed as follows:

i. Initiator of the change to the course or program prepares supporting documentation for changes/additions and forwards to the Division Chair.
ii. Division Chair presents request to the UNM-Valencia Curriculum and Assessment Committee for approval.
iii. Curriculum and Assessment Committee reviews changes/additions and approves or denies.
iv. If approved, Division Chair submits online forms to the UNM-Valencia Dean of Instruction.
v. If approved, the Dean of Instruction then submits online forms to the curriculum workflow.

c. The UNM-Valencia Curriculum and Assessment Committee shall report to the Faculty Assembly, the Dean of Instruction, and the Chancellor on an ongoing basis.

d. Committee membership shall consist of

i. Dean of Instruction (ex officio), Library Director, and Registrar (automatically members).
ii. One faculty representative from each of the Academic Divisions (see list of Divisions herein).
iii. One representative from the student advising staff.
iv. One student representative (ex officio).

e. One member of this committee will serve on the Faculty Senate Curricula Committee at UNM-Albuquerque.

Faculty Handbook Committee

a. The Faculty Handbook Committee is charged with the responsibility of creating and maintaining the UNM-Valencia Campus Faculty Handbook in accordance with the policies in the UNM Faculty Handbook.
b. The committee shall consist of at least five faculty members, at least three of whom shall be full-time faculty members.

Adjunct Faculty Committee

a. The Adjunct Faculty Committee is charged with the responsibility of discussing and recommending to the Faculty Assembly issues of importance to part-time faculty.
b. Membership composition is open, though the Adjunct Faculty Representative to the Faculty Assembly shall automatically be a member.

Faculty Communications Committee

The Faculty Communications Committee maintains the Faculty Web Site on a regular basis, updates the Faculty Web Site following each Faculty Assembly meeting, updates and maintains the Faculty Distribution List(s) for all email correspondence, and publishes the Faculty Newsletter. There should be a minimum of two faculty members on this committee; one member should have Web page design and coding skills.

Faculty Online Teaching and Review Committee[16]

The Faculty Online Teaching and Review Committee, in consultation with the Dean, is charged with the responsibility to:

- Provide and coordinate quality assurance peer reviews of all online courses based on a nationally recognized quality assurance instrument and review process as approved by the FOTRC and UNM-Valencia Faculty Assembly.
- Consult with Division Chairs to review or confirm certification of faculty who plan to teach online courses.
- Provide in-house training and workshops or coordinate professional development opportunities for faculty teaching or who plan to teach online courses.
- Provide and/or coordinate training for faculty teaching online or hybrid courses.
- Maintain and monitor an introductory orientation module/course/workshop for students and faculty to become familiar with the current UNM-supported Learning Management System.

Committee membership shall consist of:

- Seven faculty members. These seven should come from at least three different divisions and include at least one adjunct faculty member.
- Four ex officio members. One Teaching and Learning Center representative, one Library representative, one campus Quality Assurance Coordinator, and

[16] Faculty Online Teaching and Review Committee accepted as a standing committee of the UNM-Valencia Faculty Assembly in October 2015. Revisions submitted to UNM-Valencia Handbook Committee in February 2018. Revisions approved by UNM-Valencia Faculty Assembly April 2018.Additional revisions approved by UNM-Valencia Faculty Assembly April 2021.

the Dean of Instruction. An ex officio member shall not serve as the chair of the committee.

Qualifications and term of service for committee members:

- Members of the committee will be trained (or prior training will be confirmed) to conduct peer reviews of online and hybrid courses, and to provide training for other faculty.
- Term of service for this committee will be three years. Duties of the committee
- members over the three years of membership shall, in general, be as described below:
    1. First Year: Complete appropriate training needed to conduct quality assurance reviews of online classes. Help with other duties of the committee not having to do with review of courses.
    2. Second and Third Years: Participate in at least two initial quality assurance course reviews during the academic year. Other committee work as appropriate.
    3. Third Year: Participate in at least one quality assurance Peer Review Workshop during the academic year. Other committee work as appropriate.
    4. The chair of this committee shall also serve as the UNM-Valencia Distance Learning
    5. Coordinator (DLC) and shall receive one course release each semester while serving as chair and DLC.
    6. A chair-elect will be selected by the committee members to serve in coordination with the chair for at least one year before the chair steps down from that position, with the understanding that the chair-elect will then serve as chair of the FOTRC for the next three years. The chair-elect will have served as a regular member of the FOTRC for at least two years before being selected as chair-elect.

PP.<u>Other Valencia Campus Committees</u>

1. Teaching and Learning Assessment Committee
2. Rewards and Recognition Committee
3. Staff Professional Development Committee
4. Scholarship Committee
5. Student-of-the-Month Committee
6. Student Affairs Committee
7. Cultural Enrichment Committee
8. STEM Committee

QQ. Additional and Ad Hoc Committees

1. Instructional Council—an advisory group for the Dean of Instruction, consisting of supervisors from different instructional areas.
2. Ad Hoc and Search Committees can also be volunteered for as a service to the institution. Adjunct instructors can volunteer to serve by seeing either their Chair or the Dean of Instruction. Preferences can also be indicated on Committee Bid forms distributed every two years

RR. Advisory Groups

1. Strategic Planning Committee
2. Chancellor's Advisory Committee-- consists of the UNM-Valencia Chancellor and the elected Presidents of the Student, Staff and Faculty Associations.
3. Advisory Board Budget Committee
4. Campus Technology Committee

SS. UNM Main Campus Committees[17]

UNM branch campuses are represented by selected representatives on the following UNM main campus committees:

1. Admissions and Registration
2. Curriculum
3. Information Technology
4. Library
5. Policy
6. Teaching Enhancement Committee

TT. Academic Freedom

UU. As stated on page 161 of the UNM Faculty Handbook:

1. 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.

2. 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. [2] 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. [3]

3. 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

[17] Updated April 2021 to reflect actual current campus committees.

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. [4]

4. 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.

5. **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.**

VV. <u>Academic Freedom for Branch Campus Faculty in Tenure and Promotion Process</u>

1. If the Branch Chancellor makes a negative recommendation concerning tenure or promotion, or in the case of promotion makes no recommendation, an aggrieved faculty member has the right of appeal to the Branch Chancellor, UNM Associate Provost, and the UNM Provost-Vice President for Academic Affairs.

2. If this appeal is denied and the faculty member thinks that academic freedom has been violated, appeal then should be directed to the UNM Academic Freedom and Tenure Committee, according to UNM procedure for adjudication prescribed in Sections 4-6 of the Policy on Academic Freedom and Tenure.

According to *The UNM Faculty Handbook*, UNM's Academic Freedom and Tenure Committee

1. is responsible for reviewing significant decisions affecting faculty tenure, promotion, sabbatical leave and employment, and determining if any of the following influenced the decision-making process:
   a. violation of academic freedom,
   b. improper consideration in which a decision on substantive issues was not based upon impartial professional academic judgment and resulted in prejudice to the faculty member, or
   c. procedural violations of *Faculty Handbook* policies that resulted in prejudice to the faculty member.

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

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

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

WW. Faculty Development and Wellness Opportunities

Professional Development Funds
Funds for professional development are available through the Faculty Assembly's Faculty Professional Development Committee. To apply for these, faculty members need to complete the "UNM-Valencia Campus Faculty Professional Development Stipend Request Form" (available at http://valencia.unm.edu/academics/faculty-resources/forms/prof-dev-2017-18.pdf or in the Academic Affairs Office) and send it to the committee chair for processing.

Performance Improvement Workshops
Workshops intended to help faculty improve performance (including technology training courses and workshops which often also provide credit and stipends) are offered through the Teaching and Learning Center.

Physical Fitness Programs
Faculty are encouraged to take advantage of Wellness Center courses, programs, and facilities. A brochure for the Wellness Center is available on campus as well as the WC web site: http://valencia.unm.edu/wellness-center/index.html .

To make use of the Wellness Center facility, faculty will need to enroll in the Introduction to Fitness course in the section of PENP 193 entitled "T/Intro Fitness/Mandatory Orientation" [in the schedule of classes]. Also, see the *Faculty Orientation Manual* for more details, including how to audit the course.

Services available at the Wellness Center to faculty enrolled in PENP 193 include free individual specific training sessions, body fat testing; nutritional assessments, and fitness tests. Services available at the Wellness Center to the campus and community members at large include a fitness tip of the week, wellness presentations, and events.

XX. Faculty Mailboxes

Faculty mailboxes for most faculty are located in the Academic building. Mailbox assignments are distributed by the Academic Affairs Office at the start of each semester. Adjunct faculty

mailboxes are not differentiated in location from full-time faculty. Instructors should check their mailboxes regularly so that they may:

- read announcements and relay them to their classes as appropriate,
- distribute information and/or documents to their classes,
- read and act on campus memos and directives.

YY. Faculty email Distribution List[18]

There are three email distribution lists maintained by the Faculty Communications Committee. These are closed distribution lists, meaning only members or allowed others can send emails in the list. All members to the list must use their UNM email account, no other account names will be used in the lists. All members who use the list must follow *Policy 2500: Acceptable Computer Use* as posted in the UNM Administrative Policies and Procedures Manual; note in particular Section 3.3: Other Misuse and Section 4: Incidental Personal Use (https://policy.unm.edu/university-policies/2000/2500.html).

The lists are:

3. VCFULL-L@list.unm.edu, which is for all full-time faculty and select administration at UNM-Valencia.
4. VCPART-L@list.unm.edu, which is for all part-time/adjunct faculty and select administration at UNM-Valencia.
5. VFAC-L@list.unm.edu, which is for all faculty and select administration at UNM-Valencia.

The VFAC-L list is the one to use for most purposes. To subscribe to a list go to http://valencia.unm.edu/academics/faculty-resources/listserves.html for instructions.

ZZ. Graduation Ceremonies

Faculty are encouraged to attend graduation ceremonies in May. Faculty who attend are asked to wear robes, and full-time faculty may request robes free of charge.

U. Faculty Sabbaticals

UNM-Valencia tenured faculty (already tenured or notified of successful tenure application) are eligible to apply for a sabbatical, as described in UNM Faculty Handbook policy C200. (https://handbook.unm.edu/c200/

[18] Section II S was amended and approved by the UNM-Valencia Faculty Assembly, and updated by the Handbook Committee, on March 23, 2016.

IX. Teaching at UNM-Valencia Campus

AAA. Syllabi

Instructors can obtain copies of syllabi previously used for their courses from the Dean of Instruction's office or from their Department or Division Chair. Instructors are required to submit their own syllabus for each course taught at UNM-Valencia Campus. Each student enrolled in the course should receive a copy of your syllabus by the end of the first week of classes so that they know:

1. What material the course will cover, and
2. What is expected of them in your course.

A PDF electronic version of your syllabus should be sent to the Academic Affairs Office, Unit Administrator by the first week of class.

A sample syllabus is given in Appendix 6. Please contact your chair or coordinator with any questions or problems in preparing your syllabus.

BBB. Textbooks

Faculty members who are teaching different sections of the same course are encouraged to adopt a single primary text (or texts) in consultation with their Chair or Coordinator.

In program courses such as English and Math, instructors are required to use the adopted text(s). Additionally, faculty members are discouraged from changing texts too frequently so that our students may purchase used textbooks and may resell their texts. This should ensure that textbook costs are kept to a minimum.

Chairs or Coordinators will consult with faculty about text selection and may actually choose a course text or texts for a new instructor who has been hired after text-order deadlines or help a new instructor choose course texts as part of new-faculty orientation.

Faculty members will submit textbook orders to the bookstore manager on the "UNM-Valencia Campus Book Request Form" (see Department or Divisional Chair, or Bookstore Manager). The Dean of Instruction or the chair or coordinator will supply these forms to the instructor.

Every course assigned to an instructor should be listed on the "Book Request Form" with the appropriate information or the notation "NO BOOK REQUIRED."

CCC. Class Meeting Times and Places

It is expected that classes will be taught at the times and in the places listed on the UNM-Valencia printed schedule of classes each semester. Any permanent changes must be requested in writing and approved by the appropriate Chair and Dean of Instruction before they are made.

Should any changes in meeting times and places become necessary (this includes changes for final exams or other assignments that are part of the course grade), an instructor must make sure that such changes are:

3. convenient for all registered students, or accommodation can be made for registered students;
4. unanimously agreed to without pressure, by all registered students in the class, rather than simply those present on the day the changes are discussed;
5. approved by the appropriate Chair and Dean of Instruction before they are instituted;
6. does not conflict with other regularly scheduled classes.

DDD. Class Caps or Maximum Class Enrollments

In order to provide a quality educational environment in line with our stated mission, enrollment in many courses is often limited. For current enrollment limitations, consult your Division Chair. Do not exceed class caps without seeking permission.

EEE. Proposing New Courses and Academic Programs

Instructors interested in designing new courses or revamping established ones are urged to submit their suggestions in writing to their chairpersons or the Chair of the Curriculum Committee. These suggestions should be submitted as early as possible in the academic year, as it may take at least one year for the Main Campus to process and approve the forms. Instructors should not petition students to propose particular courses.

Suggestions on curriculum changes and new academic programs are welcomed at any time, however, they need to go through the appropriate functional department and to the UNM-Valencia Campus Curriculum Committee.

FFF. Course Assignments

7. Instructors are notified of their next semester's assignments when course plans are made. Notification of future assignment is in the form of a memo to be signed and returned to the Dean of Instruction to confirm acceptance.

8. Instructors are strongly encouraged to recruit students for their upcoming class(es) by:
   - talking to their current students about upcoming classes,
   - talking to other potential students about these classes,
   - posting notices about the classes on campus bulletin boards, and
   - submitting information to Valencia Campus' Public Information person for news releases to the news media.

9. Normally, instructors are notified a week before the start of classes if their course(s) has/ve sufficient enrollment to offer the course(s). Most cancellation decisions are made during the week prior to the start of classes. In a few cases where the enrollment is

"close," a cancellation decision is not made until the first day of class or sometime later. Instructors with "at risk" enrollments in their course(s) will be notified as to the status of their course(s) as soon as that information becomes available. Instructors may periodically check on the enrollment status of their upcoming classes through LoboWeb, and they are free to contact the Academic Affairs Office or Registrar's Office.

~~10.~~ The Adjunct Faculty Letter of Understanding form, which is issued by the Office of Faculty Affairs and Services, states, "You acknowledge that cancellation of classes due to under enrollments, significant mid-year budget rescissions (as determined by UNM administration) or other necessary changes in the work schedule of the department, may result in revision or cancellation of this agreement. Please check with your department, college, or branch campus administrators for specific policies they may have regarding minimum enrollments and/or class cancellations related to online or other specialized courses."

GGG. Online, Hybrid/Blended, and Web-Enhanced Course Teaching Policies[19]

For the purposes of these policies and procedures, the following definitions for online, hybrid/blended, and web-enhanced courses will be used.

- Online: A fully online course is one that is at least 95 percent online, with few, if any, face-to-face meetings. The online components of the course use pedagogically sound design elements that are appropriate for learning in the online environment. Synchronous meetings held online or in person must have meeting time(s) clearly stated in the schedule of classes.
- Hybrid/Blended: A hybrid/blended course is one that is 25 to 94 percent online. The course is expected to meet at regular times in a face-to-face classroom as clearly stated in the schedule of classes. A hybrid/blended course is designed to integrate face-to-face and online activities so that they reinforce, complement, and elaborate one another. The online component should not be an "add-on" or duplicate of what is taught face-to-face, and the face-to-face component should be an integral part of the course.
- Web-Enhanced: A web-enhanced course is a traditional face-to-face course that uses UNM's official Learning Management System or another online platform for communication, posting assignments, and other teaching materials. The online components are not pedagogically integrated for learning online.

We will adhere to the standards set forth and published by the Higher Learning Commission as presented below:

- Best Practices for Electronically Offered Degree and Certificate Programs (at http://www.aaup.org/NR/rdonlyres/BBA85B72-20E9-4F62-B8B5-CDFF03CD8A53/0/WICHEDOC.PDF), and
- Guidelines for the Evaluation of Distance Education (On-line Learning) (at http://download.hlcommission.org/C-RAC_Distance_Ed_Guidelines_7_31_2009.pdf)

[19] Section G was amended and approved by Faculty Assembly, and updated by the Handbook Committee, on March 23, 2016.

Provided below are the policies concerning qualifications of faculty teaching online or hybrid/blended courses, and processes used for periodic and continual review of online courses and programs. Online Teaching Best Practices Guidelines will be updated regularly by the UNM-Valencia Faculty Online Teaching and Review Committee and are given in Appendix 7.

Faculty Qualifications, Support and Certification:

- The UNM-Valencia Faculty Online Teaching and Review Committee (FOTRC) must review and approve online teaching qualifications of all faculty who plan to teach online or hybrid/blended courses. This will be done *before* a faculty member is regularly scheduled to teach a course. In the case of extenuating circumstances, such as emergency hires or last minute changes in schedule, a faculty member not yet approved by the FOTRC may be assigned to an online or blended course, but will need to be approved before being regularly scheduled to teach the course.
- The minimum qualifications for faculty to teach online or hybrid/blended courses are listed in the Online Teaching Best Practices Guidelines in the Appendices. Continued professional development in online teaching is encouraged and opportunities for continued professional development will be provided by the FOTRC.
- The FOTRC will coordinate training of faculty in best practices and pedagogically sound integration of web tools in the design of online and hybrid/blended courses.
- The Teaching and Learning Center will coordinate training of faculty in the use of the online tools.

Course Development and Review:

- Faculty who design a new online or hybrid/blended course will work with a member of the FOTRC to ensure quality design of the course. The instructor is expected to use an approved review rubric during the design phase for the course (see Online Teaching Best Practices Guidelines).
- The FOTRC will conduct periodic internal design reviews of all online and hybrid/blended courses and programs. An online or hybrid/blended course will not go through a complete review until it has been taught at least twice.

Evaluation and Assessment of Online and Hybrid/Blended Courses: Hybrid/Blended and online courses are subject to the same evaluation procedures and criteria as face-to-face courses in terms of core course assessments, supervisor or peer observations, and student course evaluations.

Student Assessment and Authentication: Faculty members are expected to exercise due diligence in authenticating that the student receiving a grade for a course is in fact the person who completed the work for the course. Some options are listed in the Online Teaching Best Practices Guidelines.

Accessibility: During the design of an online or hybrid/blended course attention will be given to student accessibility issues. The course design should follow Sections 504 and 508 of the Federal Electronic and Information Technology Accessibility and Compliance Act and state guidelines (see http://www.dol.gov/oasam/regs/statutes/sec504.htm,

http://www.section508.gov/, and https://webnew.ped.state.nm.us/wp-content/uploads/2018/03/Section504.pdf).

HHH. Team Teaching

Given the potential benefits to faculty and students alike, instructors are encouraged to develop courses to be offered in a team teaching environment. In order to be cost effective, a minimum number of students in team-taught classes will be determined by the Dean of Instruction. If this enrollment goal is not realized, the team may have to be split, with all but one of the originally assigned instructors being reassigned to teach other courses as available.

Moreover, in order to share this teaching opportunity, instructors are usually limited to two team-taught courses per academic year.

III. Faculty Attendance and Emergency Dismissal of Classes

It is expected that instructors will meet their students at every assigned class time for the entire class period. However, should emergencies, such as an illness, an accident, or a family crisis, prevent attendance, instructors should contact their chair or the Dean of Instruction through the Academic Affairs Office at 505-925-8600 as soon as possible so that the students can be notified of the canceled class.

Non-emergency absences are permissible only with approval of the faculty member's supervisor and the Dean of Instruction at least one week prior to the non-emergency absence. Dismissal of Class forms are available in the Academic Affairs Office.

Occasional emergencies, ranging from inclement weather to bomb scares, may force the college administration to dismiss classes for some or all of a teaching day. Messages will be sent via email as possible. Also check the Valencia Campus web site and local television or radio stations for closure notices, or you may call the Inclement Weather line at 505-925-SNOW (7669).

In general, individual instructors must not dismiss class in such emergencies without prior approval from the administration. These canceled classes will not usually have to be made up unless their total numbers become excessive.

JJJ. Class Lists, Student Attendance, and Class Drops

Class lists will be available via UNM LoboWeb at the beginning of each semester.

Students on class rosters are expected to attend all class sessions, unless otherwise excused by their instructors. Instructors are therefore urged to take attendance at each class meeting. This is especially important for students receiving government funding from the Veterans Administration and JTPA. Attendance should regularly be electronically submitted in the approved/required program.

SAGE: This program is used to make attendance and performance information about students available to Student Services' advisors. Contacting students by the third week greatly enhances their chances for success in the class. However, intervention at any time is critical. Using SAGE to flag students with low performance is not intended as a substitute for the instructor informing students of their academic progress. Advisors will encourage students to speak with their instructors, as well as refer them to campus services for assistance (see Academic Affairs Office or Advising Center).

Instructors may drop students with excessive documented absences, but the instructor must have included a statement about this policy in the syllabus for the course. Student absences greater than 15% of course content hours have historically been used as a guideline for excessive absences.

Instructors can process drops themselves through LoboWeb.

KKK. Typing, Duplicating, and Other Support Services

Faculty are provided with access to computers and can produce their tests, syllabi, and other course materials on campus. Faculty should not duplicate entire articles or long readings for each member of his/her class. Instead, one or two copies of these readings may be put on reserve for your students in the UNM-Valencia Campus library, or they may be scanned and made available through UNM Learn. This will help us to conserve copying resources. The faculty should be aware of the "fair use" copyright laws and can consult with the librarian about the best way to make these materials available to students.

Instructional support staff in the Academic Affairs Office can provide the following services:

1. making copies of course materials with advanced notification
2. ordering supplies and equipment for instructional use
3. making arrangements for transportation and use of university vehicles for field trips
4. taking phone messages
5. coordinating the administration of the UNM designated course evaluation tool (CET) as well as the simplified version of CET
6. coordinating travel vouchers for instructors
7. assigning mail box for instructors each semester
8. supervising work-study students
9. assigning copy codes to faculty.

LLL. Instructional Equipment

All classrooms come equipped with Audio-Visual equipment in the form of "Sympodiums." The Teaching and Learning Center staff can provide assistance in the use of this equipment and provides keys for access to Sympodiums.

Classroom Capture (recording of class lectures) is also available in many classrooms. Contact the Teaching and Learning Center for information about using this technology and about training workshops.

The library has a catalog of videos (DVDs) for checkout. Contact the librarian for a current list and for films online that are available on demand.

MMM. Information Systems and Computer Usage

All computer systems on Valencia Campus are managed by a Systems Administrator and technical staff (925-8911). The Systems Administrator is responsible for maintenance of all computers and the campus' network system. Maintenance of the computers includes the installation of additional software and hardware by the technical staff in the open labs and on faculty computers. Additionally, the Systems Administrator serves a consultant role determining future information systems needs for our campus and connectivity to systems on the Main Campus and other institutions.

Each full-time faculty member is issued a personal computer for instructional and administrative use. Adjunct faculty are issued computers in the Academic Affairs Office adjunct area. Purchases of software or additional hardware must be made using funds in the instructor's academic unit. It is recommended that the Systems Administrator be consulted before purchasing software to ascertain compatibility and hardware expansion and software license issues.

All computers at the Valencia Campus are connected to a campus-wide network system. Faculty are encouraged to use this network for a variety of reasons that include, but are not limited to:

1. sending/receiving electronic mail
2. sharing printers and other equipment
3. sharing data in files and databases
4. electronic collection of student assignments
5. accessing various applications programs

To gain access to the network system, the instructor will need to contact the Systems Administrator to be issued a login ID and password. Once the login ID and password are issued, the instructor will have access to the network system from any of the campus computers.

Equipment in the Business and Technology building open lab is primarily intended, although not exclusively, for classroom-related use by UNM-Valencia students who have been given proper authorization. Faculty, staff and students may use the equipment according to the following guidelines (listed in order of priority)

1. Usage directly related to classroom assignments. Instructors should coordinate with the Systems Administrator to ensure proper software is installed.
2. Usage directly related to UNM functions. These include clerical work, formulation of reports, faculty dossier, in-house equipment training, etc. Usage for these purposes is both acceptable and encouraged.

3. Personal usage. Included in this category are classroom assignment papers, reports, theses, or dissertations as well as any other personal usage. For-profit use is definitely prohibited. For any usage where material resources are expended, use is limited to a maximum of ten hardcopies per person per month.

Use of other computer labs must be scheduled as any other classroom in the Academic Affairs Office.

Computer support staff can provide instructional assistance to faculty and students in the open computer labs.

Ethics Policies for Computer Use: The University Administrative Policies of the University of New Mexico, policy 2500.6, lists regulations for the ethical use of computer systems (http://policy.unm.edu/university-policies/2000/2500.html).

Open lab hours in the Business and Technology building change from one semester to another and are available upon request from the Business and Industrial Technologies Division office (925-8700). A lab may be closed without prior notice in the rare event that a lab attendant is not available to supervise. Business and Technology building staff and work studies may not be used by any faculty, staff or student for any services outside of their normal duties (e.g., helping to enter a report or other paper into the word processor, repairing a computer, helping with software, etc.) except with prior approval from the Division Chair or on the staff or work study's own time (preferably with compensation).

Except by special permission from the Systems Administrator, Business and Industrial Technologies Division Chair or higher administration, individuals who are not affiliated with UNM-Valencia Campus will not be given access to Business and Technology building open labs.

An open lab is available in the Learning Commons; hours available through the Learning Commons (925-8907). Computers are also available in the UNM-Valencia Library for use by students and community members, though student use takes priority.

NNN. Faculty Office Hours[20]

1. Faculty are encouraged to make every effort to meet with their students.
2. Whenever feasible, faculty will schedule office hours directly before and after classes and always endeavor to set office hours most convenient for students; faculty are also encouraged to meet with students outside of posted office hours, by appointment.
3. It is not permissible to have “by appointment” as the only stated office hours.
4. All posted office hours will be followed by the phrase "or by appointment.”
5. All office hours will be clear and well-defined, with day and time specified.

[20] Section IV (N) 8 and 9 were amended and approved by UNM-Valencia Faculty Assembly in Spring semester 2022.

6. If a faculty member must be away from the office during posted office hours, arrangements will be made for student messages to be documented and delivered promptly to the faculty member, should any student call or drop by.
7. Faculty will post the schedule of their office hours on their office doors, prominently in their online courses, and in their syllabi by the second week of the semester. [Please see page 14 (Requirements and Expectations of Faculty) of the UNM Valencia Faculty Handbook for more information on preparing a syllabus.] Alongside posting office hours, the office hours schedule will be submitted to the faculty member's supervisor and the Academic Affairs Office.
8. Full-time faculty
    a. Full-time faculty will hold a minimum of 1 office hour for every 3 credit hours of courses taught, per week.
    b. Full-time faculty will align office hours with course format: 1 hour in-person for each 3 credits of face-to-face class, 1 hour virtual for each 3 credits of online courses, and for a 3 credit hybrid course a half-hour will be in-person and the remaining half-hour will be virtual.
9. Adjunct faculty
    a. Adjunct faculty will hold one office hour for every 3 credit hours of courses taught, per week.
    b. Adjunct faculty will align office hours with course format: 1 hour in-person for each 3 credits of face-to-face class, 1 hour virtual for each 3 credits of online courses, and for a 3 credit hybrid course a half-hour will be in-person and the remaining half-hour will be virtual.

OOO. Teaching Environment

1. UNM regulations prohibit smoking, drinking, or eating in classrooms and teaching laboratories before, during, and after class sessions.

2. Tables and chairs should be returned to their original positions at the end of each class.

3. The whiteboard should be cleaned after your class so that the room is ready for the next group assigned to use it.

4. Classroom lights should be turned off after class to conserve energy.

5. Projectors and computers should be tuned off when you are finished with the equipment and sympodiums should be locked.

6. Please inform your Chair, the Dean of Instruction or the Academic Affairs Office if there are problems, defective heating or cooling, or inadequate seating arrangements, in your classroom. If technology problems occur with the sympodium or projector, please notify the Technology Support Department.

PPP. Guest Speakers

1. General

Departments may pay an honorarium to an individual of special achievement or renown, in return for that individual's willingness to visit the University and participate in a University event of short duration (such as speaker, reviewer, seminar participant, etc.), with the understanding that the payment does not constitute compensation commensurate with the actual services provided. An honorarium check should be presented to the recipient on completion of the service and requests for payment of honoraria should be approved before the event. An honorarium is not intended to be a payment for services rendered by either an independent contractor or an individual working in an employment relationship. Honoraria cannot be paid to employees.

2. Payment Procedures

To request an honorarium payment, the department must complete a request in Chrome River Expense. A detailed description of the purpose or function of the honorarium payment must be included in the request. The requestor should provide some biographical information on the payee, to establish how the payee met the criteria noted in section 1 above. All honorarium requests must be approved in Chrome River by the applicable dean, director, or department head (or delegate).

3. Taxability Reporting

The University must report honorarium payments on form 1099; therefore, a social security number from the recipient is required. The entire amount of the honorarium will be reported on the recipient's 1099 unless the recipient chooses to include a signed itemization of travel expenses or submit original receipts related to the service. These expenses will be deducted from the total amount of the honorarium.

4. Foreign Nationals

There are restrictions on honorarium payments and expense reimbursements to foreign nationals. Contact the appropriate accounting office prior to making any commitment for an honorarium payment or expense reimbursement to a foreign national.

QQQ. Keys

Classroom buildings are unlocked by 7:00 am and locked by 10:00 pm during the week, so instructors do not normally need keys to enter their buildings and classrooms. However, should a faculty member need access to a classroom or lab at a different time, they can do so by contacting security.

Keys to offices or storage areas in cubicles in the Adjunct Faculty area are issued via the support staff in the Academic Affairs Office.

Lockers are provided for Adjunct Faculty but require a personal lock.

Sympodium keys can be requested at the beginning of each semester through the Teaching and Learning Center.

RRR. Disciplinary Procedures

Instructors who experience disciplinary problems with their students should

1. refer to the Student Disciplinary procedures section of the UNM-Valencia Catalog
2. refer to the UNM code of conduct
3. discuss the issue with your Chair, the Dean of Instruction, and/or the Director of Student Services as soon as problems develop and before they become serious.

If threatening student behavior occurs during class or office hours or other times on campus do not hesitate to call campus security at 925-8570.

SSS. Security and Parking

Instructors who experience immediately threatening security problems while on campus, or otherwise notice disruptions on campus, should immediately alert the Academic Affairs Office. If there is no one in the office, please contact the security guard. The security guard's campus extension is 925-8570. Instructors who teach off campus should inquire about the security rules at each off-campus site.

All faculty members are required to display a current and numbered UNM-Valencia parking permit on the vehicle(s) they bring to campus. Parking stickers should be ordered online at http://valencia.unm.edu/campus-resources/campus-police/parking-permits.html and picked up at the security office at the Student Center (office in the northeast corner of the Student Center). Any vehicle parked in a Visitor's parking spot will need a permit from the Security office. Vehicles displaying UNM-Valencia Campus parking permits that are parked in Visitor spaces will be ticketed.

Faculty who must park at UNM main campus while representing Valencia Campus may request a parking permit ahead of time from the Administrative Office. The cost of the parking permit will be charged against the department or division the faculty member is representing, or against the Faculty Assembly account if the faculty member is representing the Faculty Assembly.

TTT. Promoting Your Courses

Instructors are encouraged to submit information about newsworthy aspects of their courses to the Public Information office so that press releases may be distributed to the local media. Articles in the press are extremely important for our image in the community and letting the public know how we are serving the community. The Public Information office is located in the Administration Building.

Instructors are encouraged to use the display case in the Arts and Sciences Building to display class projects, promote upcoming classes, and so on. Reservations to use the case can be made in the Academic Affairs Office for various lengths of time, although it will be reserved on a first come, first served basis, and a limit of three weeks will be used as a guideline. If no other

requests are made for the space, additional time beyond the three weeks will be considered. Please see the Administrative Assistant in the Arts and Sciences Building to reserve the display case**.**

UUU. Instructor of the Year Awards

The UNM-Valencia Instructor of the Year Awards are sponsored by the UNM-Valencia Student Government. These are highly prestigious award created to honor instructors who are recognized for teaching excellence and college service by our students. There are two awards for faculty in each academic division: one for a full-time instructor and one for a part-time instructor.

VVV. Student of the Month Award

Each month a top student is honored as the UNM-Valencia's Student of the Month. This student is selected by the Student of the Month Committee based on recommendations made by the faculty and staff using Student of the Month Nomination forms (see chair of the committee). Instructors are strongly encouraged to make nominations from month to month so that we may honor our best students in this important way.

WWW. Student Retention

UNM-Valencia instructors are expected to be actively involved in the retention of our students each semester (to prevent drops) and from semester to semester (to prevent drop-outs). The following is a partial list of the ways in which instructors can assist in retention efforts:

1. Use the currently approved electronic submission reporting system (SAGE) to report the names of students who have poor attendance records to Student Services so that advisors can contact these students.
2. Urge students who are doing poorly to make use of the extra help available at the Learning Commons.
3. Urge particularly good students to apply for UNM-Valencia Scholarships.
4. Use the Student of the Month Nomination form to nominate your best students for recognition.
5. Fair and timely grading and help in explaining mistakes.
6. Be accessible to your students by faithfully keeping office hours from week to week, have an "approachable" attitude, and respond to emails in a timely manner.

X. Grading

XXX. Grading Policy Statement in Syllabus

It is essential that your students know how they are to be academically evaluated in your course(s). Course grading policies should, therefore, be clearly described in each course syllabus. These grading policies exist so that students:

1. know what you expect of them academically, and
2. can perform to their highest potential.

An instructor's failure to adhere to his or her stated grading policies could result in a legitimate student grievance over a final grade.

YYY. Academic Progress

Students should be periodically informed of their grades and progress during the semester so that they can work to continually improve their academic work. Students should be informed of their responsibility to actively check their progress, either through formal consultation during office hours, a brief after-class inquiry, through email contact, or via posting of grades in the currently approved Learning Management System. Students should be advised that at least three hours of out-of-class study is usually necessary for every 50 minutes of in-class time. Additionally, courses that include laboratory work may require two or more hours outside of class time for completion of assignments. Instructors should be more than "generally aware" of each current student's progress; i.e. they should have means to check student progress in a timely manner at any given point throughout the semester.

ZZZ. Academic Help

Students experiencing academic difficulties in their class(es) should be primarily assisted by their instructor, counseled in the Student Services office and/or referred to the Learning Commons for tutoring or additional assistance in such areas as reading, writing, math and study skills. It is the general policy of the Learning Commons to apprise each class of the importance, welcoming attitude, and general concern to provide help for student's benefits by a class visit, usually early in the semester.

AAAA. Tests and Quizzes

Tests and quizzes are prepared by instructors for their courses, unless a uniform test or final is provided by UNM or UNM-Valencia Campus departments, as in the case of English composition courses or Mathematics courses.

Students with special needs and/or requiring make-up exams and quizzes are to be referred to Student Services. Procedural details are available from Student Services.

BBBB. Academic Honesty

As stated in the UNM Catalog, "Each student is expected to abide by the highest standards of honorable conduct in academic matters. Dishonesty in quizzes, tests or assignments, whether in the classroom or out, may be cause for dismissal from the University." Instructors are encouraged to discuss individual cases of dishonesty with their immediate supervisor and/or the Dean of Instruction to determine the appropriate course of disciplinary action.

For additional information regarding UNM policies on academic dishonesty, refer to the UNM Faculty Handbook. A statement regarding the definition of plagiarism and the penalties for dishonesty should be included in your syllabus.

CCCC. Final Grades

1. **Grade Reporting.** Grades for all students are submitted online through the Web Grade site for all courses completed at the end of 8 weeks and at the end of the semester. This includes all miscellaneous start and end date courses that occur during those time frames. It is the responsibility of the faculty to be able to advise students of progress in their courses, especially from the midpoint of the semester to its conclusion. A special class list (Web Grade List) by which the grades are to be entered and submitted is available on line. Web Grades will be available the last day of the 8-week session and the last Friday before final exam week for entering and submitting grades. Web Grade will be available for all short courses on the last scheduled day of the class. The faculty will be notified by e-mail of a successful submission of their grades.

2. **Deadlines.** Faculty grades are expected to be entered and submitted using Web Grades within 48 hours after the final exam

3. **Incomplete Grade.**[21] Per UNM Registrar office, "Incomplete grades should be 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. In these cases, the Last Attend Date will be required and should be set to the last day of the class." (https://unm-student.custhelp.com/app/answers/detail/a_id/3525)

At UNM-Valencia, if an Incomplete grade is to be recorded, the student and instructor of record are required to complete a form entitled "Contract for Completion of Requirements to Replace an I (Incomplete) Grade." This form documents the reason for assigning an Incomplete grade and an agreement about the course of action for the student. Such form can be downloaded from the faculty resource page at: https://valencia.unm.edu/academics/faculty-resources/index.html

DDDD. Returning Exams and Papers

[21] Addition of F. 3 was approved by UNM-Valencia Faculty Assembly in Spring semester 2021.

1. Instructors should make arrangements to return all exams and papers to students by the end of the semester, but not in a public place, such as the library or outside office doors. Students can, for example, provide self-addressed, stamped envelopes for this purpose or instructors may leave papers in the Academic Affairs Office for student retrieval (a photo ID will be required). Another option would be for students to pick up their exams and papers the following semester during their instructors' office hours.

2. Exams and papers that are not picked up may be destroyed by the instructor at the end of the following semester.

3. Instructors should check with the department or division chair before returning final exams. For example, Mathematics final exams are not returned to students though students may look at them. Also, English portfolios, final exams, and essays are kept on file for one semester.

EEEE. Administration of the Designated Course Evaluation Tool (CET)

CET is of utmost importance in maintaining the quality of education at our campus. Without this form of evaluation our students would have no formal way to evaluate instruction, and instructors would have no regular way to monitor their classroom performance.

1. Faculty do not need to administer the CET and are encouraged to announce to students about the course feedback survey. According to the Course Feedback website, "students receive an email invitation form the Course Feedback Support Team for each course that they are enrolled in that is utilizing the Course Feedback service. These email invitations will be send when course evaluations commence – usually during the last two or three weeks of class. Students also receive reminder emails every few days if they haven't completed all of their course evaluations." (http://coursefeedback.unm.edu/students.html) Faculty may ask students to provide a certificate of completion after they submit their online survey.

2. Results from the CET are generally available "no less than two weeks after the end of the final examination period for all courses on the same schedule, or after the last day of the instruction period if no final examination period is defined." (http://coursefeedback.unm.edu/faq/faculty.html)

XI. Procedural Amendments, Additions, and Changes to the UNM-Valencia Constitution

A. **Archival of minutes of the Faculty Assembly**

In Article II, Section A.3.c of the UNM-Valencia Faculty Constitution, it states that the Secretary shall…

(4) Act as custodian of official Assembly documents.

In keeping with this charge, after each meeting of the Faculty Assembly, the Secretary shall send a complete copy of the minutes to the Faculty Communications Committee for publication in the next UNM-Valencia Faculty Newsletter for review and approval. Any changes, additions, or corrections to the minutes should be conveyed to the Faculty

Newsletter editor for inclusion in the archived copy. The UNM-Valencia Library will keep an archived hard copy of the approved newsletter and the approved minutes will be archived on the faculty website.

APPENDICES

1. Faculty Annual Performance Review Form
2. Compensation for Special Teaching Assignments (Dual-Credit Courses)
3. Full-Time Faculty Summer Pay Table
4. Tenure-Track Promotion Dossier Review Form
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XII. 1. Faculty Annual Performance Review Form

(Begins on next page) Revised version approved by Faculty Assembly on March 23, 2016.

Faculty Annual Performance Review Form

Name _____

Name of Division, Department or Program _____

Title _____

Date _____

Review Period: AY2016-2017 (summer, fall, spring)

Faculty Member Responsibility:

- Completes the top portion of each area in the Performance Review Form (PRF) by indicating yes or no for each category.
- Provides list of all applicable activities
- Provides supporting documents

Supervisor Responsibility:

- Review all material submitted by the faculty member
- Determines a performance ranking for each category
- Provides justification for the performance ranking given in each area
- Determines the final overall performance ranking of the faculty member including justification.
- Meet with faculty member to discuss and sign PRF

Teaching Category (to be filled out by faculty member)

The evaluation of teaching effectiveness should be measured through careful consideration of a broad range of evidence, both direct and indirect, including peer observations of teaching,

teaching materials, student evaluations (numerical evaluation scores, representative comments from narrative evaluations), and/or curriculum development.

___ Quality of Teaching Materials (attach examples)

___ Supervisor Reviews (attach evaluation)

___ Peer Reviews (attach evaluation)

___ Assessment of Student Learning (if applicable) (attach examples)

___ Curriculum Development (if applicable)

___ Student Evaluations (attach copies)

___ Other (please provide a list plus any accompanying support documents)

Rating for Teaching (to be filled out by supervisor):

_____

Performance Rating	Criteria
Excellent	• Lessons are designed to challenge and engage students by utilizing multiple means to convey content. Assignments and materials reflect higher-level learning and critical thinking. • Reviews from supervisors demonstrate excellent classroom management and content delivery, plus steady improvement in any key areas indicated. • Reviews from peers demonstrate excellent classroom management and content delivery, plus steady improvement in any key areas indicated. • Consistent assessment practices and data are evident across all areas of teaching and can serve as an example to others. • Creative application of innovative curricular development with sound and current theory supporting practice. • Above average evaluation scores with positive reviews. May include specific notes about excellence.
Effective	• A variety of materials exist to convey content and engage students. • Acceptable reviews from supervisors are present. • Acceptable reviews from peers are present. • Evidence of assessment practice is present but shows room for improvement. • Evidence of curricular development is present with working justification. • Evaluations present with solid scores.
Not Effective	• Lesson materials are of questionable quality and do not promote critical thinking or engagement. May have no materials. • Supervisor reviews may be present, but improvement through time is not shown or unacceptable practices are demonstrated. • Peer reviews may be present, but improvement through time is not shown or unacceptable practices are demonstrated. • Some evidence of assessment is present, but may not be thorough, consistent, or in keeping with best practices. May have no materials. • Some evidence of curricular development is present but may lack justification. May have no materials. • Evaluations may be present, but scores show a need for improvement or they are unacceptable.

Supervisor comments that support this rating:

Service Category (to be filled out by faculty member)

The evaluation of service should highlight contributions to the department, College, University, profession, or community in one's professional capacity. Please include list of specific activities.

___ Committee Work

___ Campus Community Service

___ Off-Campus Community Service (defined in Section B.1.2.3 of the UNM Faculty Handbook)

___ Service to Students

___ Other (please provide a list plus any accompanying support documents)

Rating for Service (to be filled out by supervisor):

_____

Performance Rating	Criteria
Excellent	• Has served on multiple committees each semester with active or leadership roles in at least one. • Initiative is shown in service to the campus; leadership roles or event creation and organization is shown. • Has represented the campus at the community level on several occasions during the year. • Has taken initiative to address student needs on a larger or campus-wide level.
Effective	• Has served on at least one committee each semester. • Steady activity in campus events and service, but with little leadership displayed. • Has represented the campus at the community level at least once during the year. • Solid evidence of service to students outside of basic job requirements.
Not Effective	• No committee work is present. • Minimal activity at the campus level. May have no activity. • Minimal off-campus service is present. May have no activity. • Minimal evidence beyond minimal job requirements of service to students. May have no evidence.

Supervisor comments that support this rating:

Scholarly Work Category (to be filled out by faculty member)

The evaluation of professional activity must describe attendance or presentations at conferences, describe publications that contribute to scholarship or pedagogy in the field, identify creative work in the arts, and practice in a professional field; provide highlights of other activities to provide support for the overall professional activity evaluation such as on-going projects or grants and long-term plans.

___ Conference Attendance

___ Conference Presentations

___ Continuing Education

___ Professional Organization Participation

___ Publications (*only required for tenure-track faculty moving to full professor*)

___ Other (please provide a list plus any accompanying support documents)

Rating for Scholarly Work (to be filled out by supervisor):

_____

Rating	Criteria
Excellent	• Regularly attends national or regional-level conferences relevant to the discipline or academic interest area – two or more per year. • Presents regularly at national, regional, or local conferences on relevant subjects – two or more per year. • Consistent effort shown toward relevant skills improvement and documentation of implementation. • Regular and active participation in professional organizations evident—may include higher level service or integral event participation. • Several publications of any type (book review, article, manuscript, etc.) in peer-reviewed journals or other peer-reviewed platforms.
Effective	• Steady attendance at conferences relevant to the discipline or academic interest area - at least one per year. • Presents at conferences on relevant subjects – at least once per year. • Evidence of regular attendance/effort at events, classes, workshops, etc. • Regular participation in professional organizations. • Some evidence of publication, of any type (book review, article, manuscript, etc.).
Not Effective	• Limited conferences attended, or unclear relation to the discipline or academic interest area. May have no conference attendance. • Some presentations, but limited in number or scope. May have no presentations. • Some evidence of advancing relevant skills present, but limited in scope or applicability. May have no evidence. • Some evidence of participation in professional organizations. May have no participation. • No evidence of publication.

Supervisor comments that support this rating:

Overall Evaluation (to be filled out by supervisor and reviewed with faculty member prior to obtaining signatures):

The overall evaluation is based on ratings in the areas of teaching, service and scholarly work.

_____ Excellent

_____ Effective

_____ Not Effective

Supervisor comments that support this rating:

Signatures

Faculty Member _____ Date_____

Chair _____ Date_____

Dean of Instruction _____
Date_____

XIII. 2. Compensation for Special Teaching Assignments (Dual-Credit Courses)

College instructors who work with high school teachers in dual credit courses where the high school teacher is the primary instructor for the course, the college instructor will be paid contingent on the amount of work necessary to deliver the instruction, according to the following guidelines:

1. If the college instructor has no obligations other than participating in the articulation process and entering grades issued by the high school instructor (this is the case with most career-technical dual credit courses), the college instructor will receive a $100 stipend per college section, per semester. Established guidelines for class caps will be followed for dual credit courses.

2. College instructors will be paid $200 per college section if, 1) they provide the syllabus; they make multiple classroom visits throughout the semester to engage with the class and the teacher for planning and assessment; and, 3) in consultation with the teacher, they determine and post the grades.

3. If the college instructor carries out instruction consistent with a typical course (traditional, hybrid or online), the instructor will be compensated according to the following guidelines:
   a) College instructor carries out 67-100% of instruction (i.e. prepares at least two-thirds of the course materials and assignments and conducts at least two thirds of course assessments) -- full pay for the number of credits the class usually carries;
   b) College instructor carries out 34-66% of instruction (i.e. prepares at least one-third of the course materials and assignments but less than two-thirds, and conducts at least one-third of course assessments but less than two-thirds)–
      - Paid for 2.5 cr. hrs. if it is usually a 4 cr. hr. course;
      - Paid for 2 cr. hrs. if it is usually a 3 cr. hr. course;
      - Paid for 1 cr. hr. if it is usually a 2 cr. hr. course;
   c) College instructor carries out 0-33% of instruction (i.e. prepares some of the course materials and assignments but less than one-third of them, and conducts some of the course assessments but less than one-third of them)–
      - Paid 1.5 cr. hrs. if it is usually a 4 cr. hr. course
      - Paid 1 cr. hr. if it is usually a 3 cr. hr. course
      - Paid 0.5 cr. hr. if it is usually at 2 cr. hr. course.

*The fraction of instruction provided by the college faculty will be determined by what is presented in the syllabus and what portion the college faculty actually grades. Final determination of faculty pay levels will be approved by the division chair.

4. If the instructor is full-time, contractual faculty, the course may be part of the instructor's full-time load or may be an overload, in which case it would be paid according to the current adjunct faculty pay scale.
5. If the number of students enrolled in a class exceeds the normal class cap, the instructor will be paid according to the Faculty Handbook policy for an additional section if the number of students that exceeds the cap is at least 12.

XIV. 3. Full-Time Faculty Summer Pay Table

Credit Hours Taught	% of Base Salary
1	2.5%
2	5%
3	7.5%
4	10%
5	12.5%
6	15%
7	17.5%
8	20%

*Cap at $8,000.00

**Effective Summer 2017; subject to change without notice

XV. 4. Tenure and Promotion Dossier Review Form

(Begins on next page) Revised version approved by Tenure & Promotion Committee on December 1, 2015.

VALENCIA

Name of Evaluator: _____ Date of Dossier Review: _____

Name of Candidate: _____

Circle one:

Mid-Probationary Review Associate Professor/Tenure Review Full Professor Review

Confidential

REVIEW AREA A: TEACHING				
Mark Column: ***Exc – Excellent*** ***Eff – Effective*** ***Not – Not Effective***	**Exc**	**Eff**	**Not**	**Rationale (review comments):**
Quality of Teaching Materials				
Administrator Reviews				
Peer Reviews				
Assessment of Student Learning				
Curriculum Development				
Student Evaluations				
Other (please designate):				
Please designate your overall evaluation in this area. **Excellent _____ Effective _____ Not Effective _____**				
REVIEW AREA B: SERVICE				

Mark Column: ***Exc – Excellent*** ***Eff – Effective*** ***Not – Not Effective***	**Exc**	**Eff**	**Not**	**Rationale (review comments):**
Committee Work (consider the effect of contributions and leadership)				
Campus Community Service (e.g., event organization and/or attendance, administrative and supervisory work)				
Off-Campus Service				
Service to Students				
Other (please designate):				
Please designate your overall evaluation in this area.				

Excellent _____ Effective _____ Not Effective _____				
REVIEW AREA C: SCHOLARLY WORK				
Mark Column: ***Exc – Excellent*** ***Eff – Effective*** ***Not – Not Effective***	**Exc**	**Eff**	**Not**	**Rationale (review comments):**
Conference Attendance				
Conference Presentations				
Publications				
Continuing Education (e.g., Classes, Workshops)				
Active Participation in Professional Organizations				
Honors and Awards				
Other (please designate):				

Please designate your overall evaluation in this area.

Excellent _____ Effective _____ Not Effective _____

REVIEW AREA D: PERSONAL CHARACTERISTICS

Please make comments about the candidate's personal traits that influence his or her effectiveness as a teacher, a scholar, a researcher or creative artist, and a leader in his or her professional area. Of primary concern are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. There must also be demonstrated collegiality and interactional skills at all levels (with other faculty, with administration, and with students), so that the candidate can work harmoniously with others while maintaining independence of thought and action. Attention shall also be given to an individual's moral stature and ethical behavior, for they are fundamental to a faculty member's impact on the University.

Indicate your recommendation concerning promotion or continuation (for all applicants)

Enter Excellent, Effective, or Not Effective in each of the categories below.

A – Teaching	
B – Service	
C – Scholarly Work	

The candidate for continuation at the mid-probationary review must receive an evaluation of at least *Effective* in Teaching and at least *Effective* in either Service or Scholarly Work. The candidate for promotion to Associate Prof. and for Tenure must receive an evaluation of *Excellent* in Teaching and at least *Effective* in both Service and Scholarly Work. For recommendation for promotion to Full Professor, the candidate must receive an evaluation of *Excellent* in Teaching and in either Service or Scholarly Work, and an evaluation of at least *Effective* in the third category.

Recommend for continuation or promotion, select one: _____ Yes _____ No

Indicate your recommendation concerning Tenure (for candidate considered eligible for promotion to Associate Professor)

Recommend for tenure, select one: _____ Yes _____ No

XVI. 5. Lecturer Track Promotion Dossier Review Form

(Begins on next page) Revised version approved by Faculty Assembly on April 20, 2016.



Name of Evaluator: _____ Date of Dossier Review: _____

Name of Candidate: _____

Candidate's Application Objective:

Senior Lecturer

Principal Lecturer

REVIEW AREA A: TEACHING				
Mark Column:	Excellent	Effective	Not Effective	Rationale (review comments):
Quality of Teaching Materials				
Supervisor Reviews				
Peer reviews				
Assessment of Student Learning				
Curriculum Development				
Student Evaluations				
Other (please designate):				

Please designate your overall evaluation in this area.

Excellent _____ Effective _____ Not Effective _____

REVIEW AREA B: SERVICE				
Mark Column:	Excellent	Effective	Not Effective	Rationale (review comments):
Committee Work (consider the effect of contributions and leadership)				
Campus Community Service (e.g., event organization and/or attendance, administrative and supervisory work)				
Off-Campus Community Service (defined in Section B.1.2.3 of the UNM Faculty Handbook)				
Service to Students				
Other (please designate):				

Please designate your overall evaluation in this area.

Excellent _____ Effective _____ Not Effective _____

REVIEW AREA C: SCHOLARLY WORK				
Mark Column:	Excellent	Effective	Not Effective	Rationale (review comments):
Conference Attendance				
Conference Presentations				
Continuing Education (e.g., Classes, Workshops)				
Professional Organization Participation				
Other (please designate):				

Please designate your overall evaluation in this area.

Excellent _____ Effective _____ Not Effective _____

SUMMARY OF REVIEW

Please make comments about the candidate's personal traits that influence his or her effectiveness as a teacher, a scholar, a researcher or creative artist, and a leader in his or her professional area. Of primary concern are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. The determination that must be made in this category is whether or not the personal characteristics of the faculty member are such to facilitate a successful navigation of the promotion and tenure process.

Indicate your recommendation concerning promotion or continuation (for all applicants)
Enter Excellent, Effective, or Not Effective in each of the categories below.

A – Teaching	
B – Service	
C – Scholarly Work	

Recommend for promotion: **Yes** _____ **No** _____

XVII. 6. Sample Syllabus Elements

Course Number and Name: _____

Meeting Place and Time: _____

Instructor's Name: _____

Office Room Number: _____

Instructor's Campus Phone: _____

Office Hours: _____

COURSE DESCRIPTION: Your course description should be based on descriptions from the UNM-Valencia or UNM main campus catalog. The description should clearly list all prerequisites for your class.

COURSE STUDENT LEARNING OUTCOMES: These have been provided by UNM Main for all core courses. For non-core courses, please include your own student learning outcomes. In addition to the student learning outcomes, you may also include any other goals that you have for the course.

TEXTBOOK (S): List the authors, titles, and editions of all required and suggested texts for your class.

ATTENDANCE POLICY: Include a student attendance policy statement. Your statement should clearly state (1) what you consider to be "excessive" absences, (2) what are the penalties for missing your class, and (3) your policy related to dropping students.

GRADING POLICY:

State your grading methodology by listing all the criteria used to evaluate student performance. When appropriate, the weight of each criterion should also be indicated. For example (this is only an example):

Tests = 20% of student's grade

Homework Assignments: = 25% of student's grade

Quizzes = 25% of student’s grade

Class Participation = 10% of student’s grade

Projects = 20% of student’s grade

Total = 100%

Also include:

1. a late assignment statement;

2. make-up policy on quizzes, tests, and assignments;

3. an extra credit policy (if you have one);

4. definition of plagiarism;

5. penalties for plagiarism or cheating.

Your statement on plagiarism or cheating may include an academic integrity policy, such as the following from UNM Main:

Academic Integrity

Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy:

https://policy.unm.edu/regents-policies/section-4/4-8.html. The policy states:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic Dishonesty is defined as:

"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

ELECTRONIC DEVICE USAGE:

If you do not wish students to use cell phones, computers, or other electronic devices in class, or if you wish them to limit their usage, state your policy in the syllabus.

LIBRARY USAGE:

If applicable, a course syllabus should include a statement indicating how your students will make use of the UNM-Valencia library during the semester.

STUDENTS WITH DISABILITIES: Include a statement such as the following:

If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8910 or jmlujan@unm.edu.

COURSE OUTLINE: Your outline should include the following:

1. weekly lecture and discussion topics

2. weekly reading/homework assignments

3. films or slides to be shown in class

4. guest speakers to appear in class

5. required library work

6. due dates for class projects and assignments

7. quiz and exam dates

8. dates of holidays

9. drop/add dates

EQUAL OPPORTUNITY AND NON-DISCRIMINATION: Optional, but an approved statement from UNM Main Office of Equal Opportunity is:

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see page 15 - http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the

Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html.

SAFEZONE POLICY: If you have received the proper training, you may include a statement about your SafeZone policy.

STUDENT DEMOGRAPHICS AND EMAIL: It is always helpful to remind students to check their contact information in Banner and keep it updated. Also, you should remind students to use their UNM email as our official form of communication.

XVIII. 7. Online Teaching Best Practices Guidelines

Section 1: Faculty Qualifications and Certification

The UNM Valencia Faculty Online Teaching and Review Committee (FOTRC) will regularly provide to the Dean of Instruction, Division Chairs, and Program Coordinators a current list of approved credentials for faculty who plan to teach online or hybrid/blended courses. Division Chairs, Program Coordinators, or others involved in hiring faculty who will teach in the online environment, should match credentials of the faculty member to this list before assigning them to teach an online or hybrid/blended course. If the faculty member has bona fide credentials that are not on the approved list, the FOTRC will review those credentials before the faculty member can be assigned to teach an online or hybrid/blended course.

Any bona fide training or credentialing program, course, or workshop approved by the FROTC will include minimum technological and pedagogical readiness criteria in the following areas.

Minimal Technological Readiness Standards: The faculty member…	Minimal Pedagogical Readiness Standards
Demonstrates proficiency in electronic file management	Constructs appropriate student learning objectives as needed
Demonstrates mastery of email or other electronic communication formats	Engages with students by creating an online presence and communicating in a timely manner
Demonstrates knowledge of approved Learning Management System (LMS)	Integrates technology with content in a meaningful way
Uses UNM account or messaging in the UNM approved LMS to communicate with students (due to FERPA considerations faculty may not use a personal email account)	Authenticates that student completing assessment activities or materials is the student enrolled in the course

Demonstrates mastery of word processing skills	**Refers to the QM rubric or other accepted rubric during design phase for the course**
Demonstrates knowledge of video recording options (including available closed captioning)	**Provides for accessibility in materials, activities, and required technologies**
Demonstrates knowledge of presentation software	**Provides for learner support**
Demonstrates correct use and citation of Internet sources	**Follows copyright policies and other policies of use**

All faculty teaching online or hybrid/blended courses are encouraged to continue in professional development in this area. The FOTRC will maintain a "group" of faculty currently teaching online and hybrid/blended courses in the UNM email platform, and will use it, the faculty email distribution list, and the faculty newsletter to publicize opportunities that are appropriate for faculty professional development.

Section 2: Course Development and Peer Design Review

Any course offered at UNM Valencia may be designed as an online or hybrid/blended course, as deemed appropriate by the Division Chair and Dean of Instruction. A faculty member designing an existing course for the online environment for the first time, or re-designing an existing online or hybrid/blended course that does not meet review standards, is expected to refer to the current QM (Quality Matters) rubric, or other approved design rubric.

Any faculty member designing a course for the online environment must already be certified to teach online (see Section 1). If the faculty member has never before designed a course for the online environment, the faculty member is strongly urged to complete the Designing Your Online Course or Designing Your Blended Course workshop offered through Quality Matters. Upon request, a member of the FOTRC may assist the instructor in the design process to ensure quality design.

An online or hybrid/blended course is eligible for an internal QM peer review by the FOTRC after it has been taught at least twice. If a faculty member teaching the course wishes to be the Course Representative for the QM review, that faculty member must first complete an Applying the QM Rubric workshop. Each semester the FOTRC will select mature online or hybrid/blended courses for internal review. The FOTRC will give the Division Chair or Program Coordinator notice the semester before the course will come up for review to allow him/her to discuss with the faculty member(s) teaching the course what is expected as Course Representative.

A QM Internal Peer Review of course design for online and hybrid/blended courses requires 4 people:

- **Course Representative – this should be a person who has taught the course in the online environment more than once, or the person who designed the course to be taught as an online or hybrid/blended course.**

- **Subject Matter Specialist – this person must have received the Peer Reviewer training through Quality Matters and should have knowledge of the content area of the course.**
- **Master Reviewer – this person must have received Master Reviewer training through Quality Matters and will coordinate the review.**
- **Other Reviewer – this person need not have complete knowledge of the content of the course but must have Peer Reviewer training through Quality Matters.**

Section 3: Evaluation of Teaching and Delivery

Online Instructor Evaluation
Periodic peer and supervisor reviews of online instructors should also be performed. This is not the same as a course design peer review conducted by the FOTRC. It should be possible for a supervisor or peer to conduct the same sort of evaluation of the online course as is done for a face-to-face course, including the use of a similar or the same evaluation instrument. In the online environment, a classroom visit (face-to-face) can be analogous to an online visit to a unit or module in the online course. Upon request, the FOTRC can provide a rubric for evaluating course delivery (student-student, student-instructor, and student-content interactions), which differs from the QM rubric which evaluates course design.

The *results* of course design peer reviews (either internal or QM certified) should not be used for evaluation of faculty for merit or promotion. An instructor serving as the Course Representative, however, should receive recognition in their overall evaluation for participating as a Course Representative.

Course Evaluation and Assessment
Hybrid/Blended and online courses are subject to course/program review conducted by the UNM-Valencia Curriculum Committee and core course assessments required by the Teaching and Learning Assessment Committee. Online instructors are expected to follow the same procedures, conduct data collection, and meet other criteria required of those teaching a face-to-face section of the course.

Student Evaluation
Students evaluating hybrid/blended and online courses will use the currently approved student evaluation instrument.

Section 4: Accessibility

All instructors must create or modify content for their hybrid/blended or online classes so that it is accessible to students with disabilities, and design the course so that is easily navigable and readable with alternative options for students with special needs. Specific statutes concerning accessibility include the following:

- **UNM Main Campus Accessing College Curriculum Equals Student Success (ACCESS) Faculty Handbook: A Faculty Guide to Accommodating Students with Disabilities**

- **Accessibility Checklist for Web Content and Online Courses**

Section 5: Student Privacy

The Family Educational and Privacy Rights Act (FERPA) protects privacy of student education records for students attending any school that receive funds under an applicable program of the U.S. Department of Education. This requires that all class communications with students in online or hybrid/blended learning must occur either in the Learning Management System or by official UNM e-mail (not a personal e-mail account.) Helpful links would include the following:

- **Family Educational and Privacy Rights Act (FERPA)**
- **UNM Registrar FERPA**

Other helpful links about online student privacy include:

- **Privacy Technical Assistance Center (PTAC)**
- **Online Assignments and Student Privacy**

Section 6: Academic Integrity and Authentication

Faculty members are expected to exercise due diligence in authenticating that the student receiving a grade for the course is in fact the person who completed the work for the course. At the very least, the instructor must have in place stringent authentication procedures for major exams or other assignments that count a major portion of the course grade. For example, the instructor may require students to take final exams in person in an officially proctored setting, or an instructor may require a student to download a program on their home computer that will authenticate who is taking an online exam or assignment.

Other strategies to address student authentication issues may include the following:

- **Multiple, varied assessments changed each semester rather than one single exam**
- **Greater weight on written discussion and assignments**
- **Unique timed tests for each student drawn from test banks**
- **Increasing student awareness of appropriate conduct**
- **Plagiarism detection software (SafeAssign)**
- **Browser lock-downs (may require software/equipment purchase)**
- **Proctors - real-time monitoring or face to face at a designated location (remote proctoring may require equipment purchase)**
- **Student Affirmation Statement in Course**

Students in online and hybrid/blended classes are expected to follow the same policies on cheating as students in face-to-face classes. Unacceptable behavior includes academic dishonesty which is defined as including, but not limited to, dishonesty in quizzes, tests, or assignments: claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the university; and nondisclosure or misrepresentation in filling out applications or other university records.

The instructor may also need to specifically address policies regarding language, service agreements regarding use and access to software, proper netiquette, and specific examples of disruptive online behavior. Helpful links may include the following:

- **UNM Valencia Code of Conduct**
- **UNM Learn SafeAssign**
- **UNM Academic Integrity UNM Valencia Campus Library page on plagiarism resources (under revision)**
- **UNM IT iThenticate (for research related materials)**
- **Best Practices for Preventing Plagiarism**

Section 7: U.S. Copyright Law for Online Courses

Faculty teaching online and hybrid/blended classes are expected to provide course materials following U.S. copyright law, fair use guidelines, or the Teach Act. Materials that are open educational materials should be indicated as such in the syllabus. Informational links on these issues are found below.

- **UNM Copyright Matters**
- **U.S. Copyright Office**
- **"Fair Use"**
- **Essential Copyright**
- **Copyright Terms and Public Domain**

Section 8: Full-Course Peer Design Review Workflow Process[22]

1. In consultation with the Dean and/or Division Chairs, the FOTRC Chair will determine up to five courses for which the committee will conduct a Full-Course Peer Design Review each Academic Year in the Fall and/or Spring semester.

2. The Dean and/or Division Chair will indicate which faculty member is to serve as Course Representative. Each course will also be assigned an FOTRC Committee Team Leader along with two committee Review Members for the Review.

3. The Course Representative and their Division Chair will be given notice by the Quality Assurance Coordinator via email before the end of the semester prior to the scheduled Review. The rubric outlined in the faculty handbook will be provided at this time. Faculty will also be encouraged to schedule and/or attend a Peer Review Design Workshop with the Director of Teaching and Learning to become familiar with the rubric and how the course will be reviewed.

[22] Section 8 FOTC Appendix addendum was approved by UNM-Valencia Faculty Assembly in Spring semester 2022.

4. At the beginning of the semester in which the Review will take place, the Quality Assurance Coordinator will send out a second email to the Course Representative alerting them of who the committee Team Lead is and that the Team Lead will contact them to schedule a date for the Review.

5. The Team Lead for each review will coordinate schedules for the team and set a date for the Review and post-Review meetings. The Team Lead is responsible for the logistics of how and when the Review will be conducted. Each FOTRC Team Member will compile a draft of the Rubric and draft of an Action Plan for members of their Review team to use in preparation for the pre-Review meeting.

6. The Course Representative will add the FOTRC Team Lead and Review Members into their online course in the UNM-Valencia Learning Management System using the appropriate role according to FERPA regulations.

7. The FOTRC Team Lead and Review Members will individually review the course using the rubric prior to the post-Review meeting date.
8. The Review Team will meet discuss their individual suggestions and ratings from the Review. The Team Lead will compile a final draft of the Rubric and Action Plan based on the Review and Team Member drafts. The Team Lead will share this Rubric and Action Plan with the Course Representative. The Plan should include the rubric standards and specific evidence from the course for suggestions of improvement. The Team Lead and Course Representative will determine a date by which revisions need to be completed, which is generally by the end of the following semester.

9. The FOTRC Chair, Team Lead, Review Members and Course Representative will sign the completed Action Plan and send it along with the final Rubric draft to the Team Lead and Quality Assurance Coordinator for follow-up and archiving purposes.

Section 9 : Application for Extra Compensation for Development of a Fully Online Master Course[23]

What is a Master Course?
The interpretation of that term can be very broad. We will follow the criteria given below in determining what is a Master Course.

- The course is one that UNM-Valencia offers on a regular basis – in particular those that are part of the General Education Core Curriculum but not limited to those.
- The course is one that is required by at least one of our degree or certificate programs or may be required as workforce training.
- The course will continue to be offered by UNM-Valencia on a regular basis for the foreseeable future.

[23] Section 9 FOTC Appendix addendum was approved by UNM-Valencia Faculty Assembly in Spring semester 2022.

- The course has met the standards for an Initial Course Review and has met standards in the adopted UNM-Valencia rubric as described in the faculty handbook and as reviewed during a **Full-Course Peer Design Review**.
- A "course shell" will be created from this course for future instructors to use when teaching that course. This means enough of the course materials, assignments, etc., must exist in the course shell so that another instructor could teach the course on short notice using the shell with minimal modifications and/or additions.
- This should be a course that the Course Representative (faculty member) has taught at least twice, preferably in two different semesters that are in succession.

Who is the Course Representative?
The Course Representative is chosen in consultation with the Dean and/or Division Chair and is the faculty member (full-time or part-time) who has primarily been involved in the development of the Master Course. The Course Representative should plan to represent the course or should have represented the course through the Initial Course Review conducted by the FOTRC and through a Full-Course Peer Design Review to ensure the course meets standards as given by the UNM-Valencia adopted rubric. The Course Representative is also the faculty member who will be compensated in the amount of $1000 for creating this Master Course.

Intellectual Property Rights
UNM-Valencia will follow the UNM policies concerning intellectual property and copyright for artifacts and course materials created in the process of teaching a course offered through UNM-Valencia.

Course Representative, please fill in the following:

Full name as it appears on your teaching contract with UNM-Valencia:
Click or tap here to enter text.

Semester and/or year completed approved training/certification to teach online classes for UNM-Valencia:
Click or tap here to enter text.

Course proposed to become a Master Course:
Click or tap here to enter text.

Semester and year in which course met standards for a UNM-Valencia Initial Review:
Click or tap here to enter text.

Semester and year in which course met standards in a UNM-Valencia **Full-Course Design Peer Review**:
Click or tap here to enter text.

☐ I declare that I have followed copyright laws in providing materials in the course developed.

☐ I understand that the course as a whole or in part becomes the intellectual property of UNM-Valencia as described in Section E70 of the Faculty Handbook http://handbook.unm.edu/policies/section-e/e70.html.

☐ I declare that I have taught this course at least twice, preferably in two successive and different semesters (not two sections in the same semester).

Course Representative's Signature Date

_____

By signing above, you agree to create an archived version of this course – a course shell – in the current LMS adopted by UNM and that you will submit that course shell to the Dean and/or your Division Chair as well as the Distance Learning Coordinator/FOTRC Chair.

For administrative use only

☐This course is a course that is offered regularly by UNM-Valencia and I anticipate this course will continue to be offered regularly.

☐ This course is required in at least one of the certificate or degree programs offered by UNM-Valencia or meets a workforce training requirement.

☐ I/We have made arrangements to archive the subsequent course shell in order to make it available to future instructors teaching this course.

Division Chair's Signature Date

_____

Dean's Signature Date

☐This course has met standards at the acceptable level in an Initial Course Review. Semester and Year:Click or tap here to enter text.

☐This course has met standards in the UNM-Valencia adopted design review rubric at the acceptable level in a Peer Course Design Review. Semester and Year:Click or tap here to enter text.

Distance Learning Coordinator Signature Date

Confirmation of approval for the sum of $1000 extra compensation to be paid to the Course Representative listed above.

Dean's Signature Date

Confirmation of creation of a Course Shell for this Master Course that has been appropriately submitted to the Dean and/or Division Chair and Distance Learning Coordinator

Course Representative's Signature Date
