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# **Faculty Handbook**

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# Faculty Handbook

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# Faculty Handbook

## Preface

The purpose of the Faculty Handbook is to govern the relationship between the Faculty and the Administration and Board of Regents of Western New Mexico University.

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

# Faculty Handbook



*A University Worth Discovering*

## Section 100 Organizational Policies

## **GENERAL ASSEMBLY**

### **I. Purpose of General Assembly Meetings**

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

## **II. Membership**

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

## **III. Officers and Duties**

- A. The presiding officer of the General Assembly meeting is the President of the Faculty Senate.
- B. In the event of the absence of the President, the Vice President of the Faculty Senate will preside.
- C. The Secretary of the General Assembly meeting is designated by the President and acts as Secretary throughout the academic year.
  - 1. It is the duty of the Secretary to record and distribute the minutes to all faculty, administrative officers, and regents.
  - 2. It is the duty of the Secretary to receive and report proxy ballots.
- D. The Parliamentarian of the General Assembly meeting is designated by the President and acts as Parliamentarian throughout the academic year. The meeting will be governed by the latest edition of Robert's Rules of Order, Revised.

## **IV. Voting**

- A. When voting on ratifications and amendments to the Faculty Senate Constitution, Faculty Handbook changes, and other major policy changes, a secret ballot will be taken. Ballots will be provided and tellers will be designated. Quorum for this voting is the same as defined in Section II. Part B, Membership.
- B. Proxy votes are allowable in the event of illness or an irreconcilable schedule conflict. The written designation of proxy must be given to the secretary of

the General Assembly prior to the meeting at which the vote is to be taken. Proxy voting will only be done on agenda items. The secretary of the General Assembly will report the proxies held at the opening of the meeting.

- C. A winning vote on ratifications and amendments to the Faculty Senate Constitution, Faculty Handbook changes, and other major policy changes is a two thirds ( $2/3$ ) majority of those voting.
- D. Amendments to the Faculty Senate Constitution and the Faculty Handbook and major policy changes shall be presented at one General Assembly meeting and voted on at the following General Assembly meeting.

## **WESTERN NEW MEXICO UNIVERSITY FACULTY SENATE CONSTITUTION**

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

### **ARTICLE I—Name and Membership**

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

Section II. Membership

- A. The Faculty Senate will consist of one voting member from each department, one voting member from the library faculty. The two at large members elected to the Faculty Senate shall be the President and the Vice-President.
- B. The President and the Vice President shall be elected from a list of eligible members by secret ballot on the 13<sup>th</sup> week of the spring semester.
  - 1. Ballots shall be sent directly to qualified voting faculty only. Two envelopes should be sent with each ballot. One envelope, the larger, should be pre-addressed to election tellers and should include a space for the faculty member to sign. The other envelope should be blank.
  - 2. Upon receipt of each ballot the tellers should check-off the faculty member's name on a master list (to ensure no duplicate voting) and then discard the outer envelope to maintain confidentiality of each faculty member's vote.
- C. Departmental representatives will be chosen by election in the departments in the 14<sup>th</sup> week of the spring semester. The spring vacation week shall be included in the counting of the weeks.
- D. Any member of the Senate may be removed from office by a majority vote of the departmental faculty in the department which the senator represents. The voting must be done in a scheduled meeting of the department faculty (or General Assembly, whichever applies) which has

been announced at least three days in advance of the meeting, but this may be either a regular meeting or one scheduled especially for the occasion.

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

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

## **ARTICLE II—Powers and Functions**

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

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

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

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

## **ARTICLE III – Organization**

### **Section I. Officers**

- A. Nominations for the position of President and Vice President for the following year will be made by the voting membership of the General Assembly at its general meeting in March. Nominees will be from the eligible voters of the General Assembly. After that time a ballot will be prepared with all nominations for each office and distributed among the voting membership. If any candidate has a majority of the votes cast, he/she shall be declared elected. If a majority is not indicated for a particular candidate, then a run-off election shall be held with only the names of the top two candidates for each office, in the votes from the previous election, appearing on the new ballot. The majority of the votes cast shall determine the winner. In the event of a tie vote in this second election, the determination of the winner shall rest with a majority vote of the Senate in regular meeting.
- B. One of the members of the Faculty Senate will be chosen as Secretary of the Senate.
- C. The President of the Senate will be responsible for the Faculty Senate budget and monies.
- D. Any elected officer of the Faculty Senate may be removed by a majority of the General Assembly. The voting must be done in a scheduled meeting of the General Assembly. In the case of a removal, Part A of this section applies.

### **Section II. Committees**

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

### **Section III. Meetings**

- A. The Faculty Senate shall have one regular open meeting each month during the regular academic year, on the first Tuesday of the month. The regular academic year includes final exam periods.

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

#### **ARTICLE IV—Ratification and Amendments**

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

Section II. This Constitution may be amended as follows:

- A. Amendments may be proposed by any voting member of the General Assembly in a meeting of the General Assembly and need only a simple majority of the members present and voting to be considered “pending amendments.” To become operational amendments, they must be reconsidered and voted on at the next regular meeting of the General Assembly, must be approved by secret ballot by at least a two thirds (2/3) vote of the members present and voting,\* and approved by the Board of Regents of Western New Mexico University.
- B. Amendments which originate in a meeting of the Faculty Senate must be endorsed by a majority of the Faculty Senate membership present, must be presented for consideration to the General Assembly, and must then follow the procedure described in Article IV, Section H, Part A.

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

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\* Proxy votes on amendments are allowable in the event of illness or irreconcilable schedule conflicts. The proxy forms may be secured only from the Vice Presidents of Academic Affairs and must be returned to the Secretary of the General Assembly prior to the meeting at which the vote is to be taken.

## **ORGANIZATIONAL STRUCTURE FOR FACULTY AND STUDENT PARTICIPATION IN POLICY FORMULATION**

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

### **DUTIES AND MEMBERSHIP ON COUNCILS AND COMMITTEES**

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

For all standing committees the following shall apply:

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

## COMMITTEES OF THE FACULTY

### **ADMISSIONS AND ACADEMIC STANDING COMMITTEE**

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

### **ASSESSMENT COMMITTEE**

The Assessment Committee is responsible for providing leadership and review to the process of student outcomes assessment. The committee will consist of one elected member from each of the academic departments and a maximum of six members appointed by the staff senate. The Vice President for Academic Affairs, the Vice President for Student Affairs and Community Relations and the Director of Multicultural Affairs, and the Facilitator for Outcomes Assessment will serve as ex-officio, non-voting members.

### **ATHLETIC COMMITTEE**

This committee shall be advisory to the Western New Mexico University President and/or appropriate Vice President relative to the administration and control of intercollegiate athletics within Western New Mexico University. It shall advise the Director of Athletics in the purpose and overall role of athletics, in the implementation and administration of the policies and procedures, and in the short-range and long-range planning of the Athletic department, and in observing protocols for compliance with standards of athletic governing bodies to which WNMU belongs. The Athletic Committee will serve as an appeal board ensuring due process for athletes. The committee has five (5) voting members: three appointed by the Faculty Senate, and two (2) student members (one female and one male). Faculty members will have three year staggered terms. The Director of Athletics and the Faculty Athletics representative are ex-officio, non-voting members.

### **BUDGET REVIEW COMMITTEE**

The responsibilities of this committee are to preview the budget during its formulation, review monies, i.e., state appropriations, tuitions and fees, grants, gifts, rents, and other, to assist in prioritizing their allocations and to assist in monitoring their expenditure. The Committee shall be responsive to the concerns of the general faculty and it will seek written input regularly from the faculty. The Committee reports to the Faculty Senate at

least quarterly. The Committee will have five faculty members appointed for two-year terms by the Faculty Senate, with three members appointed in even numbered years and two members appointed in odd-numbered years. The Vice President for Business Affairs is an ex-officio, non-voting member.

### **CURRICULUM AND INSTRUCTION COMMITTEE**

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

### **DISCIPLINE COMMITTEE**

The Discipline Committee is responsible for the development of policies in areas which relate to student discipline. The Committee hears cases referred to it involving University student discipline and shall determine discipline consistent with the substantial evidence presented at the discipline hearing. Hearings of this committee are governed by rules developed by the Committee consistent with legal due process procedures in student discipline and approved by the legislative branch of the Associated Students, the University Administration, and the University Board of Regents. A meeting of the Discipline Committee may be called by the Chairperson at the request of any student body member or faculty member. The Committee will have three faculty members appointed by the Faculty Senate, one of whom serves as chairperson. There are three student members.

### **EVALUATION COMMITTEE**

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

### **GRADUATE COUNCIL**

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

## **GRIEVANCE COMMITTEE**

This Committee is formed on an ad hoc basis in accordance with approved grievance procedures.

## **HONORS PROGRAM COMMITTEE**

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

## **INSTRUCTIONAL RESOURCE COMMITTEE**

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

## **ON-LINE COURSE DESIGN COMMITTEE**

It is the responsibility of this committee to develop criteria and procedures that instructional designers, chairs, or deans, are to follow in determining whether individual fully on-line courses are suitable for listing in the University's course schedule. The committee's criteria and procedures do not replace requirements for on-line courses imposed by accrediting bodies and the Public Education Department/Higher Education Department. The committee, or a sub-committee thereof, will also hear the appeal from any faculty member whose course has been rejected by an instructional designer, chair, or dean. Final appeal is to the Vice-President for Academic Affairs. The Committee will have one elected faculty member from each academic department that offers on-line courses on a regular basis. The Vice President for Academic Affairs (or a designee), the Director of the Virtual Campus and the Instructional Designers in Extended University are ex-officio, non-voting members.

## **RESEARCH COMMITTEE**

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

## **SABBATICAL LEAVE AND FACULTY AWARDS COMMITTEE**

The responsibilities of this committee are to receive and, according to the Sabbatical Leave Policy, evaluate the applications and make recommendations for sabbatical leave. The committee will also select the recipients of the annual “Excellence in Teaching” and “Excellence in Student Professional Service” awards (see section 701). The committee will annually determine the dispersal of the Endowed Professorship funds for the following year. Themes: Innovation in Teaching, Economic Development, Contributions to the Community, Human Services, Technology, Outside visiting Professor, etc. Each academic department will elect one member to the committee, and one member will be selected to serve as chairperson.

## **SALARY AND BENEFITS COMMITTEE**

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

## **STUDENT AID COMMITTEE**

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

student members. The Director of Financial Aid and the Director of Admissions are ex-officio, non-voting members.

### **STUDENT APPEALS COMMITTEE**

The Student Appeals Committee is an appellate committee to which decisions of the Discipline Committee, the Student Aid Committee, and Housing may be appealed. The Student Appeals Committee will have three teaching faculty members appointed by the Faculty Senate, one of whom serves as chairperson. There are three student members. Both faculty and student members of the Student Appeals Committee should not serve on committees over which this committee has appellate jurisdiction.

### **TEACHER EDUCATION COMMITTEE**

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

### **AD HOC COMMITTEES**

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

## AMENDMENTS TO THE FACULTY HANDBOOK

1. Amendments to this Faculty Handbook may originate within the Faculty, the Administration, or the Board of Regents. All amendments must be approved by the Board of Regents before they become effective.
2. Procedures.
  - a. Amendment originated by Faculty. An amendment may be proposed by an individual faculty member, a faculty standing committee, a group of faculty members or by a special faculty ad hoc committee appointed for the purpose by the Chairperson of the Faculty Senate. In any case, the proposal must first be agreed to by a minimum of three faculty members whose signatures shall be affixed. The draft proposal will be handed to the Chairperson of the Faculty Senate, who will schedule discussion of the proposal at the next meeting of the Senate. The Senate will discuss the proposal and by a simple majority will arrive at one of three possible recommendations:
    - (1) Recommend rejection (with reason expressed)
    - (2) Recommend adoption
    - (3) Recommend adoption as amended

The proposal with the Senate's recommendation will then be placed on the agenda for the next General Faculty Meeting for explanation and discussion, with a vote scheduled for the following General Faculty Meeting. If a two thirds majority vote approves the proposal (or amends and approves the proposal) at a General Faculty Meeting, it will then be submitted to the President for endorsement and inclusion on the agenda for the next meeting of the Board of Regents for final acceptance or rejection.
  - b. Amendment originated by the Administration. An amendment proposed within the Administration shall be discussed with and approved by the Vice President for Academic Affairs. After review and approval by the President, it will then be submitted to the Chairperson of the Faculty Senate and will then follow the same procedures specified in sub-paragraph 2a. above.
  - c. The Board of Regents may propose an amendment and invite faculty review and recommendations when time permits. The Board may also, as required for effective management of the University, make any amendment at any time.
3. Amendments to the Faculty Senate Constitution, which is included in this Handbook, are covered by separate provisions in Article IV, Section II of that Constitution on page 102-4 of this Handbook



# Faculty Handbook

*A University Worth Discovering*

## Section 200 Tenure, Appointments, Rights, Responsibilities, Policies

# REGULATIONS ON ACADEMIC FREEDOM, EMPLOYMENT, AND TENURE

## Forward

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

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

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

"(b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject."

"(c) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As people of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

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

## **I. Statement of Terms of Appointment**

- A. The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understanding of any notices incumbent upon either party to provide, will be stated or confirmed in writing and a copy will be given to the faculty member.
- B. With the exception of special appointments clearly limited to a brief association with the University, and reappointments of retired faculty members on special conditions, all fulltime appointments to the rank of Instructor or higher are of three kinds: (1) probationary appointments; (2) appointments with continuous tenure; and (3) temporary appointments. Temporary appointments shall refer to those faculty members who are not working towards tenure appointment.
- C. Except for faculty members who have tenure status, every person with a teaching or research appointment of any kind will be informed each year in writing of his/her appointment and of all matters relative to his/her eligibility for the acquisition of tenure.

## **II. Probationary Appointments and Attainment of Tenure\***

- A. Probationary appointments may be for one year, or for other stated periods, subject to renewal or non-renewal at the discretion of the administration. Only the Regents may grant tenure. Effective with those faculty initially hired after January 1, 1993, the total period of full time teaching service prior to the acquisition of continuous tenure or the offer of a terminal contract will not exceed seven years, at least one year of which must be fulltime employment at Western New Mexico University. Previous fulltime teaching service with the rank of Instructor or higher in other institutions of higher learning may be negotiated for credit toward tenure at the time of initial appointment. Acquisition of tenure shall be according to procedures outlined in Criteria for Promotion, Tenure, and Post tenure Review.
- B. The faculty member will be provided, upon initial appointment or within a reasonable time thereafter, with a copy of the substantive standards and procedures generally employed in decisions affecting renewal and tenure as specified in this handbook. Any additional evaluation criteria or procedures adopted by the faculty member's department will also be brought to his/her

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

attention. At the time when decisions affecting tenure are ordinarily made, the faculty member will be given the opportunity to submit materials which he/she believes will be helpful to the adequate consideration of his/her circumstances. It is important for faculty seeking tenure status to compile and document evidence consistent with criteria used in the review process.

- C. The probationary period shall, however, be suspended when a faculty member is on a leave of absence for work on an advanced degree, and may be suspended in cases where an absence from campus would demonstrably interfere with the proper evaluation of the member's progress toward a tenure appointment contract in the opinion of his/her department chair, the Vice President for Academic Affairs, and a majority of the tenure appointment contract members of the department.
- D. The progress toward tenure appointment contract of each faculty member on probationary status shall be reviewed annually by the department chair following criteria and procedures contained in "Criteria for Promotion, Tenure, and Post tenure Review." The Department Chair, in making the evaluation, shall solicit the opinions of other tenured members of the department.
- E. Regardless of the stated term or other provisions of any appointments, written notice that a probationary appointment is not to be renewed will be given to the faculty member in advance of the expiration of his/her appointment, as follows: (1) not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or, if a one year appointment expires at the end of that year, at least three months in advance of its termination; (2) not later than December 15 of the second academic year of service if the appointment expires at the end of that year; or, if an initial two year appointment terminates during an academic year, at least six months in advance of its termination; (3) at least twelve months before the expiration of an appointment after two or more years of service at Western New Mexico University. Proof that the above notice has been given is a receipt signed and dated by the faculty member, or the opportunity to sign and date such a receipt in the presence of a faculty senator, or a certified mail receipt. The University will normally notify the faculty members of the terms and conditions of their renewals no later than April 15.
- F. It is to be clearly understood that during the probationary period of employment, termination of appointments may be made without implication of criticism or bias.
- G. If the faculty member alleges that the decision against renewal was based on a violation of academic freedom, he/she may seek relief via the normal grievance procedures.

### III. Post-Tenure Review \*

- A. Tenured faculty members shall be subject to a post tenure review five years after their attainment of tenure and every five years hence. Post tenure review and any subsequent evaluation shall be conducted by a committee of faculty members. The composition of that committee will be determined by each department. This review will be completed by the end of the semester that ends the five year period.
- B. The progress toward post tenure review of each faculty member shall be reviewed annually following criteria and procedures contained in "Criteria for Promotion, Tenure Appointments, and Post tenure Review." These criteria will include (1) an evaluation of the faculty member's teaching, (2) an evaluation of the faculty member's research and scholarly output, and (3) an evaluation of the contributions made by the faculty member in the areas of public and professional service to the institution and the community. These evaluations will at least rely upon student evaluations, input from the other tenured faculty of the department (peer review), and an assessment by the department chair. The chair shall notify a faculty member in writing of the specific services which are unsatisfactory. Unless he/she has been so notified, a tenured faculty member can assume that his/her services have been satisfactory. It is mandatory that the chair annually meet (no later than the full week prior to March 1) with a faculty member to discuss his/her evaluation and progress toward post tenure review. Comments and recommendations resulting from these evaluations must be given to the faculty member and made a part of the faculty member's personnel record in the Human Resources Office.
- C. At the time of post tenure review, if a faculty member receives an unfavorable evaluation in the area of the faculty member's teaching, the faculty member shall be notified in writing by his/her department chair by the end of that academic semester. The post tenure review process shall now include a two year probation and re-evaluation period.
- D. If the faculty member alleges that the unfavorable evaluation was based on grievable circumstances or a violation of academic freedom, he/she may seek relief via the normal grievance procedures.
- E. During the probation and re-evaluation period, the faculty member's teaching will be evaluated on a semester basis in accordance with the guidelines in

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\*Full implementation of post tenure review will occur in the 1997-1998 academic year. Departmental procedures for post tenure review will be on file with the Office of Academic Affair by May 1, 1997.

Post tenure Review III. B. In addition, evaluations/recommendations will be conveyed to the faculty member and recorded in the Human Resources Office on a semester basis. During the subsequent probation and re-evaluation period, if the faculty member fails to demonstrate improvement in the area of teaching, a loss of tenure will result. Notice of this loss of tenure must be given to the faculty member in written form. Proof that the above notice has been given is a receipt signed and dated by the faculty member, or the opportunity to sign and date such a receipt in the presence of a faculty senator, or a certified mail receipt.

- F. If the faculty member alleges that the loss of tenure was based on a violation of academic freedom, he/she may seek relief via the normal grievance procedures.
- G. The Faculty Senate will annually review the process of post tenure review and make recommendations to the General Assembly for change if necessary.

## **SEVERANCE: FACULTY TERMINATION AND DISMISSAL**

### **A. Termination of Appointment by the Faculty Member**

1. Termination occurs on the death of a faculty member.
2. Resignation (voluntary termination before retirement age)
  - a. A faculty member may terminate his/her appointment effective at the end of an academic year, provided that he/she gives notice in writing at the earliest possible opportunity, but not later than May 15, or 30 days after receiving notification of the terms of his/her appointment for the coming year, whichever date occurs later. The faculty member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he/she would otherwise be denied substantial professional advancement or other opportunity.
  - b. If a faculty member with a tenure appointment contract resigns from the University and is rehired within three years as a fulltime member of the same department, he/she shall have a tenure appointment contract upon his/her return. If he/she is rehired by the same department after more than three years absence, he/she may be given not more than a one year probationary period at the recommendation of the department and approval by the President and the Board of Regents. If, after resigning from the University, he/she is rehired as a fulltime member of an academic department other than the one in which he/she held a tenure appointment contract, he/she may be given not more than a one year probationary period at the recommendation of the department. A faculty member with a tenure appointment contract who has left his/her academic department to accept fulltime employment by the University in an administrative capacity may, at the request of the department involved, return to a teaching position in his/her original department or in a different department. His/her return would be at a salary appropriate to his/her academic rank.
3. Retirement
  - a. A person may continue at the University beyond retirement in an advisory capacity or on a ¼ time basis at the request of his/her department and with the approval of the department chair, the Vice President for Academic Affairs, President, and the Board of Regents. His/her contract shall be approved on a year-to-year basis and may be terminated at any time.
  - b. Early Retirement. A faculty member may retire at minimum age as determined by New Mexico ERA regulations. The faculty member must

notify the department chair at least one year in advance of his/her planned early retirement.

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

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

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

- e. The final decision of which faculty member shall be terminated will be that of the Board of Regents.

### 3. Termination for Medical Reasons

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

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

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

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

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

1. Adequate cause for dismissal will be related directly and substantially to the fitness of the faculty member in his/her professional capacity as a teacher or researcher. Adequate cause may normally be defined as:
  - a. Incompetence in performing the duties for which the faculty member is employed.
  - b. Failure to perform the duties for which the faculty member is employed.
  - c. Conviction of a felony or any crime involving moral turpitude. A faculty member convicted of a felony or any crime involving moral turpitude shall be subject to immediate dismissal without notice.
  - d. Repeated acts of insubordination.

- e. Unprofessional conduct.
  - f. Habitual drunkenness or habitual use of narcotics or dangerous drugs, as defined in the State of New Mexico Statutes.
  - g. Falsification of employment application or document submitted thereto or other false or fraudulent representations made in securing employment.
2. Recognizing that dismissal for adequate cause may arise due to unforeseen circumstances, there shall be no fixed requirement for notice prior to University action. The University shall give notice as soon as the facts indicating adequate cause are known to it.

#### **D. Severance Provisions**

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

#### **E. Grievance Procedures**

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

## **FACULTY RIGHTS AND RESPONSIBILITIES**

- A. All faculty members have the same rights and responsibilities as those of any other persons. It should be made clear, however, that faculty members as well as other employees of the University and all students are subject to the guidelines and stipulations about conduct included in “General Policies and Principles” as set forth in the **Regents Policy Manual**, pp. 11 - 15 and pp. 46-47. A copy of that Appendix is provided to each faculty member along with this Faculty Handbook (p. 203-2 to p. 203-7) and becomes a part of the contract.
  
- B. Faculty members have the responsibility of being familiar with the contents of this Faculty Handbook and the Regents Policy Manual and appropriate appendices.

Rights and Responsibilities

The purpose of this statement is to help clarify relationships between the Regents and the Administration, Faculty, and Students of the University. “Management and Control” of the University are vested in the Regents, and they are also charged with the authority and “duty to enact laws, rules, and regulations for the government of the University.” Inevitably, the management responsibilities of the Regents must be delegated, and so is much of their authority to govern the affairs of the institution subject to overall policy which they establish. In this situation, it may be helpful to have a statement of the position of the Regents on certain topics of current interest and concern.

1. As limited by the applicable law, these policies, and other actions of the Regents, the Board recognizes and approves:
  - a. the authority and responsibility of the Administration in all matters relating to the operation of the University;
  - b. the authority and responsibility of the Faculty, in cooperation with Administration, to set educational policies, to screen faculty personnel, and in general, to deal with all matters relating to teaching and research; and
  - c. the rights and responsibility of the Students of the University to provide for their own self-government with authority in the affairs of the student community.
2. There presently exist adequate procedures for determining most matters affecting University operation. In order that the University may function properly under the authority of those in direct charge of its activities, the Regents ordinarily will not interfere with actions of the Administration, the Faculty, or Student Government. The Regents cannot, however, ignore the responsibilities of management and control vested in them by the Constitution and laws of the State of New Mexico. Thus, they reserve unto themselves the right to consider and determine, if deemed necessary, any matter relating to the University. Except as otherwise provided, appeals of Administration, Faculty, or Student decisions should be addressed in writing to the Regents via the President of the University. The Regents will consider such appeals as a body. In their discretion, the Regents may request written briefs or oral argument or both.
3. The Regents recognize and approve the right of free speech and honest expression of opinion on any subject by any member of the University community whether the subject relates to on or off campus issues, but those who speak or act shall not

do so in the name of the University or any of its organizations unless there has been specific authorization to do so.

4. Off-campus speakers, if approved in accordance with University regulations, should be allowed free expression of their views. Students with diverse points of view should permit such speakers to be heard without harassment.
5. Any member of the University community—student or member of the faculty or staff—is subject to discipline if he/she acts in such a way as to affect adversely the University's educational function or to disrupt community living on campus. All authorized University activities are deemed to be part of its educational function. No member of the University community has a right to interfere with another in the pursuit of an education or in the conduct of University duties and responsibilities.

The rights and responsibilities of each member of the University community, the same as every other citizen, are measured by laws of our country. Respect for the law is fundamental and necessary for the preservation of our form of government. The Regents will take action to enforce this principle, if it should be necessary.

**Regents Policy Manual** – section 1.8 (pp. 11-15).

Conduct Leading to Disciplinary Action

One of the important aspects of academic due process is a clear statement of the kinds of conduct that will lead to University disciplinary action. It is deemed important, therefore, to clarify the type of conduct which shall be considered to affect adversely the University's educational function, to disrupt community living on campus, or to interfere with the right of others to the pursuit of their education or to conduct the University duties and responsibilities. In an effort to accomplish this, but without intending the statement to be all inclusive, the following is hereby set forth:

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

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

## b. Sanctions

- i. Any student who violates any of the rules set forth in 8.a. (i) through 8.a. (xv) shall be subject to censure, warning, disciplinary probation, suspension, or expulsion, as well as restitution, if applicable.
- ii. Any member of the faculty or staff who violates any of the rules set forth in 8.a. (i) through 8.a. (xv) shall be subject to censure, warning, disciplinary probation, or dismissal, as well as restitution, if applicable.
- iii. As used in 8.b. (i) and (ii).
  - a. “Warning” means a notice, oral or written, that continuation or repetition, within a stated reasonable period of time, of conduct found to be wrong doing may be cause for more severe disciplinary action.
  - b. “Censure” means a written reprimand for violation of a specific regulation, including the possibility of a more severe disciplinary action in the event a conviction for a later violation of a University regulation committed within a stated reasonable period of time.
  - c. “Restitution” means the requirement to reimburse the legal owner for loss due to defacement, damage, or misappropriation of property.
  - d. “Disciplinary Probation” means that individuals violating the aforementioned regulations may be placed on probation for a period not exceeding one (1) year. The person placed on probation shall be notified in writing that repetition of the act or other acts prohibited by these regulations will lead to more severe sanction. The official transcript of a student shall be marked “Disciplinary Probation” for the period of probation and any “exclusions” noted. The parents will be notified of the action for students under majority age. For faculty violations, a notice of probation will be placed in the faculty member’s personnel file.
  - e. “Suspension” means exclusion of a student for a definite period of time from attending classes and participating in other University activities as set forth in a notice to the student. The official transcript of the student shall be marked “Disciplinary Suspension, effective to,” and parents of students under majority age will be notified of the action.

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

- f. “Expulsion” means a termination of student status for an indefinite period of time. Permission of the President shall be required for readmission. The official transcript of the student shall be marked, “Disciplinary Expulsion effective to” and parents will be notified of the action for students under majority age.
- g. “Dismissal” means termination of employment for cause, either for a stated time period or indefinitely.
- c. If any of the acts of misconduct set forth in 8.a. (i) through 8.a. (xv) are committed by a person who is not a student or member of the faculty or staff such persons may be denied admission, readmission, or employment by the University.
- d. Appeals: Any appeals from any sanction imposed shall follow the same channels and procedures as established for other grievances.

## **EVALUATION CRITERIA: Tenure, Promotion and Post-Tenure Review**

### Deadlines

A faculty member who wishes to apply for tenure or promotion in rank must submit an application to his/her department chair by **February 1** of the academic year preceding the academic year in which the promotion or grant of tenure will become effective. In addition the faculty member should provide the cumulative file of their activities organized in accordance with the tenure and promotion application form. These materials will be forwarded along with any departmental or department chair recommendations to the Vice President for Academic Affairs by **March 1**. The Vice President will make a recommendation to the President by **April 15**. The President will make a recommendation to the Board of Regents by **May 1**. This recommendation shall also be provided to the faculty member. The Board of Regents shall act upon the recommendation at its next scheduled meeting.

### Evaluative Criteria

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

- 1) The overall objectives of the University are clearly communicated to everyone in the academic departments (and hopefully everyone throughout the University). These long range objectives are worked out by the Board of Regents and the University Administration headed by the President and Vice President for Academic Affairs preferably with the participation of department chairs and the General Assembly.
- 2) Department chairs will meet with department members, then with the Vice President for Academic Affairs during the last 4 weeks of the spring semester to discuss department goals and objectives for the following academic year. These departmental goals, in addition to the overall goals, are also communicated to faculty members in each department, respectively. After this communication, while in the first four weeks of the contract period, each faculty member works out measurable personal goals that mesh with the objectives of the University and department. Each department chair shall set goals to be reviewed by the Academic Vice President. The goals shall fall into the five key criteria areas:

Teaching effectiveness

Student advisement process

Scholarship, research, or other creative activity

Professional contribution

Personal relationship

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

After discussion and agreement with the department chair (Vice President for Academic Affairs reviews Chair's goals), these goals are written on a standard form for later review. It is intended that individual weakness will be acknowledged and each faculty member will initiate objectives that will lead to improvement of weaknesses. Department chairs are encouraged to suggest alternatives and to work with faculty members to generate goals that are realistic and achievable as well as being appropriate. The Vice President for Academic Affairs shall review and approve all forms to ensure a standard process across all departments.

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

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

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

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

The three courses will be determined by the department chair in consultation with the faculty member. Additional evaluations may be administered at the discretion of the faculty member. The weight of this criterion should never be less than 40% nor more than 60% for a faculty member.

In order to have some type of balanced performance in the five key criteria areas, all should be counted with various weights (but with none of the other four weighted less than 5%). The five weights must total 100%. The faculty member and department chair (with input from the Academic Vice President if appropriate) should decide upon the weights for the given academic year regarding the faculty member’s objective. This will allow the faculty member to develop strengths in all areas of evaluation over time. The Academic Vice President shall ensure that there is relative uniformity over all departments in setting and measuring goals.

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

shall be reviewed annually by the department chairs and the Academic Vice President for improvement and may be changed as necessary to implement the process herein described.

Initially, it may be difficult for individual faculty to generate meaningful objectives for themselves. As an assistance, the following *examples* are included as guidelines for generating objectives:

### **TEACHING EFFECTIVENESS**

- more case work in classes
- improved student evaluation in a specific area
- more use of visual aids
- more work with poorer performing students
- special review sessions during non-class hours
- use yourself as a tutor more often
- more guest speakers (experts)
- develop appropriate field trips
- coordinate a graduate assistant for tutoring

### **STUDENT ADVISEMENT PROCESS**

- maintain office hours at a convenient time for most students
- advise all majors in your subject area
- put on a seminar for all students in a major on job skill requirements
- develop a new degree plan form for your major field
- keep an “open door” policy towards students and majors outside of office hours
- have evening office hours for evening and non-traditional students

## **RESOURCE MANAGEMENT (Examples for Library Faculty)**

- provide efficient, effective intellectual access to the library collection and services
- analyze collections for academic programs undergoing program review

## **SCHOLARSHIP, RESEARCH AND OTHER CREATIVE ACTIVITY**

- write a paper in your field and submit to a reviewed journal
- develop a grant proposal and submit for funding
- make a university/community presentation on a topic of interest in your field
- attend one workshop in your field and report on your experience at a departmental meeting
- serve on a discussion panel at a regional/national professional meeting
- write a book review for a professional journal and have it accepted
- participate as a judge in an artistic competition in your field
- review two or more manuscripts for a professional journal

## **PROFESSIONAL CONTRIBUTIONS**

- serve on an elected faculty committee
- serve on an appointed faculty committee
- attend a regional/national meeting
- serve on a departmental search committee
- perform community service through individual effort in a club or organization

## **PERSONAL RELATIONSHIPS**

- develop rapport with students as measured by student evaluations
- attend 2/3 of General Assembly meetings

- attend all departmental meetings and actively participate
  - work more “harmoniously” with fellow faculty members
  - pay more attention to departmental and university paperwork and deadlines
  - allow sufficient lead time for typing and other assistance
- 5) Every five years after date of tenure, each faculty member will participate in post tenure review as part of the MBO process. Peer review and student evaluations of teaching are required elements of post tenure review. If teaching deficiencies are noted, the faculty member will be placed in a two-year-long faculty development program. If improvement is not noted after two years, tenure will be revoked.
- 6) The evaluation criteria and procedures provided for in the Faculty Handbook do not preclude departments from implementing additional evaluation criteria and procedures which do not conflict with the Faculty Handbook.

#### Personnel Files

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

## FACULTY EVALUATION FORM FOR MANAGEMENT BY OBJECTIVES

Objectives and weights agreed at  
the beginning of the Fall

	<u>Fall Review</u>	<u>Spring Review</u> score (0 - 10)
1. Teaching Effectiveness Weight (40% - 60%)	_____	_____
2. Student Advisement Process weight (5% or more)	_____	_____
3. Scholarship, research or other creative activity weight (5% or more)	_____	_____
4. Professional Contributions weight (5% or more)	_____	_____
5. Personal Relationships weight (5% or more)	_____	_____
	Weighted Average Score	_____

## **POLICIES GOVERNING PROMOTION IN ACADEMIC RANK**

### Academic Rank

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

#### **I. Instructor**

The following qualifications are essential for appointment to the rank of Instructor:

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

#### **II. Assistant Professor**

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

- A. The doctorate or appropriate terminal degree. There is no experience requirement.
- B. An individual without the doctorate or appropriate terminal degree who has an exceptional reputation based on professional activities related to his/her academic discipline and a minimum of four (4) years teaching experience in higher education. This qualification shall be determined by the Evaluative Criteria for Promotion, Tenure, and Post tenure Review as stated in Section 204.

#### **III. Associate Professor**

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

- A. The doctorate or appropriate terminal degree and a minimum of six (6) years teaching in higher education, four (4) years of which must have been served in

the rank of Assistant Professor or six (6) years of professional experience beyond the doctorate.

- B. A master's degree or other appropriate non-terminal degree and a minimum of ten (10) years in higher education, four (4) of which must have been served in the rank of Assistant Professor or 12 years of professional experience. Recommendations to the rank of Associate Professor shall also be based on the Evaluative Criteria for Promotion and Tenure Decisions.

#### **IV. Professor**

The rank of Professor is the highest academic rank which the University confers and, like all other ranks preceding it, is not to be made on the basis of long tenure alone.

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

- A. The doctorate or appropriate terminal degree and a minimum of ten (10) years experience in higher education, four (4) years of which must have been served in the rank of Associate Professor or ten (10) years of professional experience beyond the doctorate.
- B. A master's degree or other appropriate non-terminal degree and a minimum of fifteen (15) years experience in higher education, four (4) years of which must have been served at the rank of Associate Professor or 18 years of professional experience.

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

#### **V. Lecturer**

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

## **VI. Emeritus**

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

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

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

- A. Achievement of the age of retirement and fifteen (15) years fulltime service to Western New Mexico University.
- B. An outstanding professional record.
- C. Significant and sustained scholarly, creative, or research activity.
- D. Excellence in teaching.
- E. The attainment of professional and personal esteem of colleagues and students.
- F. Recommendations to the rank of Emeritus shall be made by the department and forwarded to the administration for recommendation to the Board of Regents.

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

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

## **IX. Library Faculty Ranks**

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

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

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

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

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



# Faculty Handbook

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## Section 300 Grievance Policies

## **GRIEVANCES AND APPEALS**

### **Section I. Grievances**

- A. Definition: A grievance is a claim based upon an event or condition that affects the terms and conditions of employment. Such a circumstance must contain grounds for formal complaint with the expectation of change or correction. A grievance does not include dissatisfaction with University policy challenged on grounds that the policy is unfair or inadvisable.
  
- B. Any member of the General Assembly as defined under Section II, Membership, Part A has the right to initiate a grievance procedure with the “burden of proof” resting with that member, except in a grievance arising from the termination of a tenured faculty member and when a university official is required to perform a duty or meet a time limit, in which case the burden of proof shall rest with the University.

### **Section II. Grievance Procedure**

- A. Before filing a grievance the member shall attempt to resolve the dispute through the University administrative structure. The President of the Faculty Senate shall be available to assist in this attempt.
  
- B. A grievance shall be initiated by the member (Grievant) by serving a written statement clearly specifying the charges to the Vice President of the Faculty Senate with a copy also directed to the Respondent, the party against whom the grievance is being filed. A grievance shall be filed within sixty (60) days after the occurrence of the facts upon which it is based or within sixty (60) days\* after the faculty member knows or, through the exercise of reasonable diligence, should have known of the facts on which it is based.

The grievance statement shall state the facts upon which the grievance is based, the specific contractual or Handbook provision that was violated, specify the remedy sought, be dated, and signed by the grievant.

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\* The word “days” means calendar days and includes Saturdays, Sundays, school holidays, and vacation periods. The day of the act or event from which a designated period of time begins to run shall not be included in computing any period of time. If the last day of a designated period falls on a Saturday, Sunday, school holiday, or vacation period or during summer session, the period shall run until the end of the next day which is not a Saturday, Sunday, school holiday, or vacation period, or during any summer session. The term “vacation period” does not include the week of final exams.

- C. The Vice President of the Faculty Senate, within five (5) days after the grievance is filed, shall call a meeting with both parties to hear verbal explanations of both sides of the matter. The meeting shall be held within ten (10) days of the filing of the grievance providing neither party is away from campus on official University business or absent due to illness. If such situations occur, the meeting shall be held within five (5) days of the return of the absent party or as soon as reasonably possible in keeping with the intent of this paragraph. . The Vice President shall attempt to reconcile the differences and seek agreement. The Grievant or Respondent may, if either chooses, be assisted by a person from the University faculty/staff or other sources herein designated as academic counsel. While a grievant is entitled to legal counsel, cost of such will be the Grievant's responsibility.
- D. If the Grievant is not satisfied with the results of the informal resolution of the dispute, the Vice President of the Faculty Senate shall within five (5) days determine whether or not to activate a grievance committee. The Vice President of the Faculty Senate shall base this determination only on the following three criteria:
1. Does the complaint meet the definition of a grievance as stated in Section I, A above?
  2. Is the complaint significant?
  3. Does the grievance state the facts, upon which the grievance is based, properly name the respondent(s), detail the specific contractual or Handbook provisions that were allegedly violated, and the remedy requested? If the Vice President of the Faculty Senate determines not to activate a grievance committee, then the officer shall within fifteen (15) days of the filing of the grievance present a written explanation to the Grievant as to how the complaint fails to meet the above criteria.
- E. If the Vice President of the Faculty Senate does not activate a grievance committee, the Grievant may appeal to the Faculty Senate where a majority vote is required to override the Vice President's decision. The vote will be by secret ballot. The President of the Faculty Senate shall limit the discussion of the grievance only to the three criteria in Part D above. If the majority is against the Grievant, this terminates the grievance.
- F. The Vice President of the Faculty Senate shall randomly select five (5) eligible faculty members to serve on the Grievance Committee within fifteen (15) days of the filing of the grievance or within fifteen (15) days of the Faculty Senate's decision to override the Vice President's decision not to activate a grievance committee, with consideration for absences as outlined in Section C above. Only tenured faculty who are not a party to the grievance (either a grievant or a respondent) shall be eligible to serve on a grievance committee. The Vice

President shall arrange with and notify the parties in writing at least five (5) days in advance of the time and place of the drawing to name the committee.

- G. In selecting a grievance committee, the Vice President of the Faculty Senate shall randomly draw the names of five (5) faculty members eligible to serve on the committee. After five (5) names are drawn, the grievant and then the respondent (or academic counsel) shall state whether either wishes to disqualify any individual from service on the committee. The Vice President shall then draw a number of names equal to the number of disqualifications that were exercised. The parties shall then state whether either wishes to disqualify any individual from that group. This process shall continue until five (5) committee members have been selected. The grievant and each individual respondent (if there is more than one named respondent) may exercise no more than four (4) disqualifications. The exercise of disqualifications is a confidential matter which may not be disclosed by the parties. It is the duty of every tenured faculty member to serve on a grievance committee during a contract period, if nominated. Faculty members who have served on a previous committee within one year are ineligible to serve on the committee.
- H. The Vice President shall convene the first meeting of the grievance committee within five (5) days of the selection of the committee providing that no member of the committee is away from campus on official University business or absent due to illness. If such situations occur, the meeting shall be held within five (5) days of the return of the absent member or as soon as reasonably possible in keeping with the intent of this paragraph. It is the duty of every committee member to attend the first meeting.
- I. A chair and a recorder shall be designated by the grievance committee from its own membership.

### **Section III. Hearing Procedure**

- A. Conduct of the Hearings.
  - 1. The chairperson of the Grievance Committee shall preside and a majority of the Committee as well as the Grievant and Respondent or their respective academic counsel must be in attendance at the hearings (see below if one is absent).
  - 2. The Chairperson of the Committee shall inform in writing both the Grievant and Respondent of the time and place for the hearing at least ten (10) days prior to the hearing.
  - 3. The Grievant and Respondent shall provide to the chairperson and the opposing party a list of witnesses to be called at least five (5) days prior to the hearing.

4. The hearing shall be held within thirty (30) days of the selection of the committee membership. The thirty (30) day limit may be increased by the number of days added to the process when absences have been considered in Sections C and H above. This time limit may be waived only with the written consent of all parties.
5. The hearing shall be closed. However, the grievant shall have the right to request an open hearing prior to the commencement of the proceedings. The granting of such request shall be at the discretion of the committee.
6. A taped and a written record of the hearing shall be kept.
7. Although both the Grievant and Respondent or their academic counsel(s) must be in attendance at the hearing, neither party can be required to testify.
8. If either party or their academic counsel fails to appear for the formal hearing after receipt of notice according to the provisions contained herein, the Committee may rule for the opposite party by default.
9. Both parties may question witnesses to elicit pertinent information only. The party with the burden of proof shall present evidence first. Then the opposing party shall present evidence. The taking of rebuttal evidence shall be at the discretion of the committee.
10. The Committee may question all witnesses about pertinent matters.
11. The Grievance Committee shall conduct the hearing to ensure that both parties have the opportunity to present their cases in full. Only committee members at the hearing may participate in the decision. The committee may set reasonable time limits for the presentation of evidence and argument by the parties.

#### **Section IV. Resolution of the Grievance**

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

- B. This report will be transmitted to the Vice President of the Faculty Senate. The chair of the Grievance Committee will present the written report, in person or electronically, to the Faculty Senate within twenty (20) days of the close of the formal hearing. The Faculty Senate shall take action on the report at that time.
- C. The Faculty Senate will review the report to determine that it complies with the format specified in Part A above and to determine if the grievance committee's recommendation as to the requested remedy is appropriate. The Faculty Senate's decision regarding the report along with the report shall be forwarded by the Vice President of the Faculty Senate to the President of the University and to the parties within five (5) days of the Senate's consideration of the report.
- D. The President of the University will accept or reject the grievance committee's recommendation, and shall notify the parties of the decision in writing, within ten (10) days of receipt of the report.

## **Section V. Appeal**

The grievant or the respondent may request review of the President's decision by the Board of Regents. Such request must be made within ten (10) days of receipt of the President's decision. The Board, at its next scheduled meeting will review and by a majority of its quorum will approve, reject, or amend the findings, recommendations, or suggestions of the Grievance Committee and the subsequent action taken by the President. Reasons for approval, rejection, or amendment will be stated in writing and given to the parties. Most appeals to the Board of Regents shall be handled by a review of the record of the Grievance Committee. In such circumstances, as the Board in its absolute discretion deems appropriate, the Board may consider oral arguments. The parties shall be allowed academic counsel for any such oral arguments.



# Faculty Handbook

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## Section 400 General Academic Policies

## **EXTRA PAY REGULATIONS**

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

## **SUMMER SESSION TEACHING**

Faculty members on nine month contracts are under no obligation to teach during the summer sessions. Furthermore, there is no understanding, either stated or implied, that an opportunity for summer session employment will be accorded to any faculty member except when it has been definitely established by the administration that the faculty member's services are necessary. Regular members of the academic faculty will be granted first preference in their particular area of specialization for summer session employment when available. The department coordinator, after consultation with the faculty of his/her department, shall make an initial recommendation regarding summer session class offerings to the chair of the department. Innovations are encouraged and courses of proven popularity and general acceptance should be given priority in planning. All teachers to be employed will be notified, normally by March 1, of proposed assignments and salaries. A full teaching load shall consist of six (6) credit hours compensated as determined by the Board of Regents. Teaching loads of less than six credit hours shall be prorated accordingly. Exceptions to the March deadline may be made for visiting professors.

## CODE OF ETHICS PERTAINING TO OUTSIDE EMPLOYMENT

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

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

6. Great care should be taken to avoid a conflict of interest or appearance of conflict situation in carrying out any type of consultant or research activity.
7. When exceptions to this policy are necessary in the interest of the University, they must have the advance written approval of the Vice President for Academic Affairs.

## **POLICY ON RELEASE OF PERSONNEL INFORMATION**

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

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

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

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

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

Western New Mexico University will treat these types of information as confidential to protect the privacy of current, former and prospective employees and to encourage qualified persons to apply for positions with assurance that the mere fact of their application for another job need not become public information. Western New Mexico University shall be entitled to ask persons seeking disclosure of personnel records to provide reasonable justification for such disclosure.

## **DEPARTMENT CHAIR APPOINTMENT AND REMOVAL**

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

The chair shall be nominated by his or her respective department for a three-year term with yearly evaluations in late April by departmental faculty. The appointment is made by the University President. A department chair can be removed by a  $\frac{3}{4}$  majority vote of the members of the department. Removal shall occur either at the end of a semester or academic year.

## **POLITICAL ACTIVITIES OF FACULTY MEMBERS**

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

## **MAIL DELIVERY**

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

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



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# Faculty Handbook

## Section 500 Faculty Benefits

## **FACULTY LEAVE POLICIES**

### **I. Leaves of Absence**

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

Role and responsibility of faculty on leave:

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

### **II. Sabbatical Leave**

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

#### **A. Prerequisites**

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

#### **B. Time/Salary Options**

- 1. One semester, either fall or spring, at full salary.
- 2. Academic year or two consecutive semesters at two thirds salary.

### C. Application and Procedure

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

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

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

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

### D. Obligations

1. Faculty
  - a. Sabbatical leaves will be approved only with the clear understanding of the faculty member's obligations to the University after the leave. Failure to fulfill these obligations will require full refund of all salary paid by Western New Mexico University during the leave.

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

## 2. University

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

### **III. Maternity Leave**

Maternity leave should be granted as leave of absence without pay if requested.

## **FACULTY BENEFITS**

The following benefits are now offered. The continuance of these benefits is subject to change at the discretion of the Board of Regents.

### **I. Sick Leave Policy**

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

### **II. Tuition Waiver**

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

### **III. Activity Tickets**

All faculty members are admitted to all regularly scheduled athletic events at no charge. They may purchase additional tickets for family members at one-half the regular admission price.

### **IV. Bookstore Discount**

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

### **V. Parking Stickers**

Faculty members may receive parking stickers free of charge.

### **VI. Faculty/Staff and Dependents Recreational Fee**

Fee is determined by the University

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

A. Personal Injuries: The University purchases Workmen's Compensation Insurance which provides coverage for all employees of the University including students who work as part-time employees. In the event that an employee is injured on the job or in the line of duty, his or her expenses will be provided for under this policy to the limits provided by law. Loss of time benefits is also included in

this coverage. This protection is in effect on or off the campus as long as the employee is in the process of performing his or her duties for the University at the time of the injury. In the event on-the-job injury occurs, reports must be filed with Campus Police, and the Office of Business Affairs should be notified at the earliest possible moment in order that proper notification to the insurance company can be made.

- B. Employee personal car liability protection: The University carries a specific liability policy which is designed to protect private car owners deemed liable for damages arising out of automobile accidents while in the course of using such car for University prescribed business when authorized through proper travel procedures.
- C. General Liability: The University maintains a general liability policy which covers personal injuries which occur on campus, providing such injuries are determined to be caused by negligence of the University.
- D. Fire and Extended Coverage Insurance: A fire and extended coverage insurance policy is carried which provides loss protection on University property only. This coverage does not extend to personal effects kept on the campus by employees or students.



# Faculty Handbook

*A University Worth Discovering*

## Section 600 Policies Relating to Students

## ACADEMIC INTEGRITY

Each student shall observe standards of honesty and integrity in academic work completed at WNMU. Students may be penalized for violations of the Academic Integrity policy.

### Definitions

Violations include any behavior that misrepresents or falsifies a student's knowledge, skills, or ability with the goal of unjustified or illegitimate evaluation or gain. Such violations include two broad categories: (1) cheating and (2) plagiarism.

(1) Cheating includes, but is not limited to, using or attempting to use unauthorized materials such as notes, texts, images, electronic devices, and unauthorized copies of test materials. Cheating is also understood to mean unauthorized collaboration with others, copying the work of another or any action that presents the work of others to misrepresent the student's knowledge, skills, or ability.

(2) Plagiarism includes, but is not limited to, the intentional or unintentional representation of another's work as one's own without proper acknowledgement of the original author or creator of the work, failure to quote and/or cite sources, providing or receiving unauthorized assistance in the preparation of any academic work, the fabrication of sources or information, or submitting the same work for more than one course/instructor without the permission of the current course instructor.

### Actions

All faculty shall, in the class syllabus, clearly define the conditions under which academic dishonesty would occur in their class (in accordance with the above policy) and clearly define the penalties for such dishonesty. Penalties and educational interventions are imposed at the discretion of the faculty member under the following conditions:

A. Infractions deemed by the faculty member to be minor in nature and that were not covered through instructional materials or the course syllabus shall result in faculty consultation with the student. It is recommended that faculty consider offering instructional coverage of the issue for the entire class. No action detrimental to a student's grade is taken in this instance.

Faculty are *highly encouraged* to inform the Academic Integrity Panel (AIP) about this issue since it could inform the greater WNMU community about students' need for instruction regarding such matters. However, names of students who received such a consultation shall not be divulged.

B. Infractions that were covered through instructional materials or the course syllabus shall result in a penalty to be determined by the faculty member when the student admits to the offense. The instructor will meet with the student to review the issue

and subsequently file the Faculty Adjudication Form with the Academic Integrity Panel.

- C. Infractions that were covered through instructional materials or the course syllabus to which the student denies responsibility shall be forwarded to the AIP through the Faculty Adjudication Form. Such an action is an automatic request for a hearing at which both the student and faculty member will present their respective cases.

No action detrimental to a student's grade can be taken until AIP renders a decision. The Panel decision is communicated to both the student and faculty member. If the student is found to have committed an academic infraction as alleged, the faculty member will decide on the appropriate penalty and report his/her action back to AIP.

If the student is found not to have committed an academic infraction as alleged, the faculty member must base the student's grade on any and all academic work without reference to any allegation of dishonesty.

#### Subsequent Offenses

All Faculty Adjudication Forms will be retained in the student's permanent file and will be taken into consideration if the student's file is accessed in future instances involving Academic Integrity. This information could also be provided to external sources (e.g. graduate programs or professional organizations) when requested through appropriate releases. The AIP shall retain the right to request a hearing with any student who has an accumulation of forms in his/her file. In extreme cases, AIP, after having dealt with multiple infractions by a single student, may recommend to the VPAA that the student be expelled from the University.

#### Appeals: Student Rights and Responsibilities

If a student determines that his/her grade was reduced based on a disputed allegation of academic dishonesty that was *not* referred to AIP or was reduced contrary to a finding of AIP, or if the student feels that, in his/her opinion, the faculty-imposed penalty was unfair, the student may appeal the penalty to AIP. If AIP finds that the faculty member improperly reduced the grade of a student or that the penalty imposed was unfair, it will direct the faculty member to change or reinstate the student's grade in accordance with this policy. If the faculty member fails to follow such a directive, the Vice President for Academic Affairs will be so notified by AIP and may then, in conjunction with the University Registrar, change the grade improperly applied by the faculty member.

A student may appeal any penalty pursuant to the procedure set forth in the Student Handbook.

#### Academic Integrity Panel

The Academic Integrity Panel shall consist of two faculty members appointed by the President of the Faculty Senate, two students appointed by the President of the WNMU Student Body, and one staff member appointed by the President of the Staff Senate. In

addition, each of the presiding Presidents shall appoint one alternate who will serve in the event a regular member is unable to attend Panel hearings. The chairperson of the Panel will be elected by the members.

## STUDENT ACADEMIC COMPLAINTS

- I. Scope. This policy applies to student complaints concerning:
- A. Assignment of Grades; or
  - B. Professional conduct of an instructor that does not involve a complaint of discrimination or harassment,<sup>1</sup> such as a complaint of unfair treatment not involving discrimination or decisions about eligibility for program or degree requirements.
- II. Definitions.
- A. “Working days” means Monday, Tuesday, Wednesday, Thursday, and Friday, unless the day is a school holiday or vacation period. If the last day of the designated time period is a school holiday or vacation period, the designated time period will run until the end of the next day which is not a school holiday or vacation period. The term “vacation period” does not include the week of final exams.
- III. Procedures.
- A. Step I.
    1. The student must submit a written complaint to the instructor within 30 working days of receiving grade notification or experiencing the disputed conduct. The student must also provide a copy of the written complaint to the Dean, Vice President for Academic Affairs, and the Vice President for Student Affairs.
    2. Within 10 working days of receiving the written complaint, the instructor will respond to the complaint, stating in writing the instructor’s decision and the basis for the decision. The instructor will also provide a copy of the written decision to the Dean, Vice President for Academic Affairs, and the Vice President for Student Affairs.
    3. If the student is dissatisfied with the instructor’s decision the student may proceed to Step II.
  - B. Step II.
    1. Within 10 working days of receiving the instructor’s decision, the student must submit a written complaint to the department chairperson of the instructor, stating why the student is dissatisfied with the instructor’s written

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<sup>1</sup> For complaints of discrimination or harassment, refer to the Policy for Resolving Student Complaints of Discrimination or Harassment in the Student Handbook. The Student Handbook is online at [www.wnmu.edu](http://www.wnmu.edu).

decision. The student must also provide a copy of the written complaint to the Vice President for Academic Affairs and the Vice President for Student Affairs.

2. If the instructor is the department chairperson, within 10 working days of receiving the chairperson's decision, the student must submit a written complaint to the Dean of the department, stating why the student is dissatisfied with the chairperson's written decision. The student must also provide a copy of the written complaint to the Vice President for Academic Affairs and the Vice President for Student Affairs.

3. The department chairperson, Dean, or a faculty member designated by the Dean ("designee") will investigate the complaint and, within 10 working days of receiving the written complaint, advise the student and the instructor, in writing, of the department chairperson's, Dean's, or designee's findings and decision. The department chairperson, Dean, or designee will also provide a copy of the written decision to the Vice President for Academic Affairs and the Vice President for Student Affairs. The department chairperson's, Dean's, or designee's investigation may include interviews with the student, the instructor, other students in the course, other instructors who have taught the course, and the review and comparison of pertinent papers and examinations.

4. If the student is dissatisfied with the department chairperson's, Dean's, or designee's decision, the student may proceed to Step III.

C. Step III.

1. The student must submit a written request to the Student Appeals Committee for a hearing. The student must submit the request within 5 working days of receiving the department chairperson's, Dean's, or designee's written decision.

2. The student should refer to the Student Appeals Hearing Guidelines found in the Student Handbook for a further explanation of the Student Appeals Committee hearing guidelines.

## **DISCIPLINE COMMITTEE CHARTER**

The Discipline Committee is responsible for the development of policies in areas which relate to student discipline. The committee hears cases referred to it involving University student discipline and shall determine discipline consistent with the substantial evidence presented at the discipline hearing. Hearings of this committee are governed by rules developed by the committee consistent with legal due process procedures in student discipline and approved by the legislative branch of the Associated Students, the University Administration, and the University Board of Regents. A meeting of the Discipline Committee may be called by the Chairperson at the request of any student, faculty, or staff member. The committee will have three faculty members appointed by the Faculty Senate, one of whom serves as Chairperson. There are three student members. \*This committee is for non-residential offenses.

### **Discipline Committee Statement of Basic Procedural Rights for Appealing Disciplinary Actions**

#### Procedure

A hearing before the Discipline Committee shall be confidential and shall be closed to the public unless either party requests that the public be admitted. In the event of such a request, the hearing shall be open to the public provided, however: (a) that in the event of disorder or disruption of the hearing by spectators, the Chairperson of the committee may order the hearing closed to the public except that either party involved in the dispute may request the continual presence of not more than two spectators who shall be permitted to remain if they are not disorderly; and (2) the Chairperson of the committee may order all spectators excluded from the hearing during the testimony of a witness when the Chairperson concludes that such exclusion is necessary and appropriate to avoid embarrassing publicity for the witness. A written transcript or mechanical or other record of the hearing shall be made and preserved for not less than sixty (60) days from the date of formal notification by letter to both parties of the committee's opinion in the case. In the event no appeal is taken from the committee action within the time set for such appeal, the transcript or record may be destroyed. Deliberations of the committee shall be conducted out of the presence of both parties involved in the dispute and with no other spectators or persons other than the members of the committee present. No record or transcript of the committee's deliberations shall be made or maintained except a formal record of the opinion approved by the committee in the minutes maintained by the Chairperson. Both parties in the dispute shall have and be informed of their right to a fair hearing, including but not limited to:

1. A written statement of the time and place of hearing and of the dispute, together with a written statement of his or her basic procedural rights, shall be served personally upon both parties or sent with confirmation of receipt to his or her last known address at least seven (7) days prior to the date set for the hearing.

2. The right to be represented at the hearing by a person of his or her choice from within or without the university community.
3. The right to hear witnesses against and, subject to reasonable rules of procedure, the right to cross-examine such witnesses either personally or by his or her representative.
4. The right to produce witnesses in his or her own defense.
5. The right to testify in his or her own behalf or refuse to testify without such refusal to testify being construed against him or her.
6. A written statement of the opinion of the committee.
7. The right to appeal as set forth hereafter.

The Discipline Committee shall have the authority to prescribe supplementary rules of procedure before the committee consistent with the above requirements. Such rules shall be published and be available to any student, faculty member, administrator, or other member of the academic community.

### Decision

Upon completion of the hearing of any matter brought before the Discipline Committee, the committee shall meet in executive session to determine discipline consistent with the substantial evidence presented at the discipline hearing. The Chairperson of the committee shall then give written notice to both parties and to the Vice President for Academic Affairs of the committee's opinion.

A copy of the Chairperson's letter shall be sent to the parent or guardian of the student if the student is a minor and the student poses a potential for harm to himself or herself or another member of the university community.

### Appeals

Within fifteen (15) days of the receipt of such notice of the committee's decision, both parties may appeal for sufficient cause the decision of the committee to the University Appeals Committee in writing. The University Appeals Committee shall decide if a new hearing shall be granted.

### Records

Records of opinions rendered by the committee shall be maintained in the office of the Vice President for Academic Affairs. All such records shall be confidential and shall not be made available to anyone other than University officials with a need to know<sup>2</sup> except

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<sup>2</sup> A need to know is defined as the requirement of the document to complete a current and specific job assignment (e.g. hearing a case before a committee).

as required by law and the student or faculty handbook. These records shall be periodically destroyed to assure that such records are not maintained after a student graduates from the University or more than five (5) years after he or she transfers or withdraws from the University.

### Hearing Procedures

Hearings will begin with five-minute opening statements, starting with the appellant followed by the respondent. The appellant will then be given an opportunity to present relevant testimony and any relevant and previously shared documents. The respondent is then provided an opportunity to cross-examine the appellant's witnesses and challenge any presented documents. The process is then repeated, with the respondent presenting and the appellant rebutting. The hearing is then concluded with five-minute closing statements, finishing with the respondent. The parties are asked to leave the room at which time deliberations may begin. Both parties will receive written notification of the committee's decision as soon as it can be agreed upon and communicated. In the event the hearing cannot be concluded in the time available, it may be continued.



*A University Worth Discovering*

# Faculty Handbook

## Section 700 Faculty Awards

## **FACULTY AWARDS**

### **I. Excellence in Research**

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

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

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

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

### **II. Excellence in Teaching Award**

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

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

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

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

Excellence in teaching should be evidenced by:

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

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

### **III. Excellence in Professional Service Award**

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

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

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

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

Excellence in professional service should be evidenced by:

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

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

#### **IV. Eligibility for Faculty Awards**

All full-time faculty members holding the rank of Instructor or above are eligible for the above awards. No person may receive the same award more than once in any five-year period. The Faculty Senate President provide a list of past award winners to the Sabbatical Leave and Faculty Awards Committee by March 15.



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