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## Faculty Senate Constitution, 1971-1972

UNM Faculty Senate

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THE UNIVERSITY OF NEW MEXICO

FACULTY CONSTITUTION

(As amended in 1957, 1967, 1968, 1969, 1970)

Article I. The University Faculty

Sec. 1 (a) Membership: The University Faculty shall consist of the Professors, Associate Professors, Assistant Professors, Lecturers, and Instructors, including part-time and temporary appointees. The President of the University, Vice President for Academic Affairs, Vice President for Administration and Development, Vice President for Business and Finance, Vice President for Health Sciences, Vice President for Research, Vice President for Student Affairs, Deans of Colleges and Schools, Dean of Students, Director of the University College and Counseling Center, Director of Admissions and Registrar, Director of Continuing Education, Director of the Los Alamos Graduate Center, Director of the Holloman Graduate and Continuing Education Center, Director of Research and Fellowship Services, Director of the General Library, Commanding Officers of the ROTC Units, and Secretary of the University shall be ex officio members of the Faculty whether or not they are actively engaged in teaching.

(b) Members of the University Faculty who are eligible to vote (called the "Voting Faculty") shall include all full-time members of the University Faculty holding professorial rank or lectureships. Instructors shall be members of the Voting Faculty only after three years' full-time service. The President of the University, Vice President for Academic Affairs, Vice President for Administration and Development, Vice President for Business and Finance, Vice President for Health Sciences, Vice President for Research, Vice President for Student Affairs, Deans of Colleges and Schools, Dean of Students, Director of the University College and Counseling Center, Director of Admissions and Registrar, Director of Continuing Education, Director of the Los Alamos Graduate Center, Director of the Holloman Graduate and Continuing Education Center, Director of Research and Fellowship Services, Director of the General Library, Commanding Officers of the ROTC Units, and Secretary of the University shall be ex officio members of the Voting Faculty. No person holding an interim or temporary appointment on the teaching staff shall be a member of the Voting Faculty unless he be a member ex officio.

(c) Questions of eligibility for voting which may arise shall be settled by the presiding officer of the Faculty. Any appeal from his decision should be taken to the Voting Faculty. The officers shall prepare at the beginning of each academic year the official list of the membership of the Faculty and of the Voting Faculty as defined above.

Sec. 2 Responsibilities: The University Faculty shall have the right of review and final action in regard to the following: (1) formulation of institutional aims; (2) creation of new colleges, schools, and departments and divisions; (3) major curricular changes and other matters which in the opinion of the President of the University or his delegate affect the institution as a whole; (4) requirements for admission and graduation and for honors and scholastic performance in general; (5) approval of candidates for degrees; (6) policies of appointment, dismissal, and promotion in academic rank; and (7) general

faculty welfare. Provided, however, that actions taken by the University Faculty shall be subject to the authority of the Regents in matters involving finance, personnel, and general University policy.

**Sec. 3 (a) Organization:** The President of the University, or in his absence the Vice President for Academic Affairs, shall be the presiding officer of the University Faculty. The Voting Faculty shall elect a Vice Chairman for one year, and a Secretary for three years.

**(b)** The Vice Chairman shall preside in the absence of the President and the Vice President for Academic Affairs, or when the presiding officer so requests, or when under Robert's Rules of Order, except as modified by Faculty vote, the presiding officer wishes to speak from the floor.

**Sec. 4 (a) Procedure:** The University Faculty shall conduct business according to Robert's Rules of Order, except as modified by Faculty vote.

**(b)** The agenda for University Faculty meetings shall be prepared by the Secretary, and a stenographer not a member of that Faculty shall keep verbatim minutes of such meetings. The Secretary shall mail to every member of the University Faculty a summary of the minutes and the complete minutes shall be open to inspection by any member.

**Sec. 5 (a) Meetings:** The University Faculty shall meet monthly during the school year, exclusive of the summer session, at a place and time determined by the presiding officer.

**(b)** Those members of the Voting Faculty present, on active duty during a semester, but no fewer than twenty-five, shall constitute a quorum for business. Members not on active duty may, however, attend meetings and vote. Voting shall be by a simple majority of those present, except on procedural matters, which shall be governed by Robert's Rules of Order, and on amendments to this Constitution, which shall be voted upon in the manner prescribed in Article IV, Sec. 2.

**(c)** Special meetings shall be called by the presiding officer at his discretion, or whenever a request in writing is made by fifteen members of the Voting Faculty or by a majority vote of any College Faculty.

**NOTE:** (1) The following standing rule was approved by the Faculty on May 20, 1969: "Meetings of the University Faculty shall normally be scheduled for two hours. If the agenda of a particular meeting is not concluded within two hours, a motion to adjourn shall include provision for a subsequent meeting. Alternatively, a two-thirds vote of those present could extend the meeting for another thirty minutes." (2) The following standing rule was approved by the Faculty on October 27, 1970: "Discussion and debate of any item on the agenda shall be limited to forty-five minutes unless an extension of that time is approved by majority vote. No person may speak more than twice on any item, nor longer than five minutes at either time. The presiding officer will adjudge specific applications of this standing rule."

**Sec. 6 (a) Committees:** There shall be a Policy Committee empowered (1) to define duties, nominate members, and designate chairmen for the standing

Article I. The University Faculty

Sec. 1 (a) Membership: The University Faculty shall consist of the tenured, Associate Professors, Assistant Professors, Lecturers, and Instructors, including part-time and temporary appointees. The President of the University, the President for Academic Affairs, Vice President for Academic Affairs, Vice President for Administration, Vice President for Business and Finance, Vice President for Health Services, Vice President for Research, Vice President for Student Affairs, Dean of Colleges and Schools, Dean of Students, Director of the University Center, and Counseling Center, Director of Extension and Continuing Education, Director of the Education, Director of the Las Alamos Research Center, Director of the Hispanic Graduate and Continuing Education Center, Director of Research and Fellowship Services, Director of the General Library, Community Outreach, and Secretary of the University shall be ex officio members of the Faculty whether or not they are actively engaged in teaching.

**(b)** Members of the University Faculty who are eligible to vote shall be called the "Voting Faculty." Ex officio members of the University Faculty holding professional rank or appointments, full-time status, and members of the Voting Faculty only after three years' full-time status. The President of the University, Vice President for Academic Affairs, Vice President for Administration and Development, Vice President for Business and Finance, Vice President for Health Services, Vice President for Research, Vice President for Student Affairs, Dean of Colleges and Schools, Dean of Students, Director of the University Center, Director of Extension and Continuing Education, Director of the Education, Director of the Las Alamos Research Center, Director of the Hispanic Graduate and Continuing Education Center, Director of Research and Fellowship Services, Director of the General Library, Community Outreach, and Secretary of the University shall be ex officio members of the Voting Faculty. No person holding an ex officio position shall be a member of the Voting Faculty.

**(c)** Questions of eligibility for voting shall be referred to the presiding officer of the Faculty. The presiding officer shall be chosen by the Voting Faculty. The presiding officer shall be chosen for each academic year and shall be an ex officio member of the Voting Faculty as defined above.

**Sec. 2 Responsibilities:** The University Faculty shall have the right of self-determination and shall be responsible for the following: (1) promotion of the University's aims; (2) creation of new colleges, schools, and departments and their major curricular changes and other matters which in the opinion of the Faculty of the University or the University are in the best interests of the University; (3) approval of candidates for promotion; (4) approval of appointments, dismissals, and practices in academic rank and (5) general

Faculty matters. Provided, however, that actions taken by the University Faculty shall be subject to the authority of the Regents in matters involving financial, personnel, and general University policy.

Sec. 3 (a) Organization: The President of the University, as his office, shall be the President for Academic Affairs, shall be the presiding officer of the University Faculty. The Voting Faculty shall elect a Vice-Chairman for one year and a Secretary for three years.

(b) The Vice Chairman shall preside in the absence of the President of the University Faculty, or when the President is unable to perform his duties, or when under Robert's Rules of Order, he is unable to perform his duties, the presiding officer shall be elected from the Faculty.

Sec. 4 (a) Proceedings: The University Faculty shall conduct its business by Robert's Rules of Order, except as modified by Faculty vote.

(b) The agenda for University Faculty meetings shall be prepared by the Secretary, and a stenographer and a number of other staff members shall be present at each meeting. The Secretary shall maintain a record of the minutes of the University Faculty and the minutes shall be open to inspection by any member.

Sec. 5 (a) Meetings: The University Faculty shall meet regularly at least once a year, exclusive of the summer session, at a place and time designated by the presiding officer.

(b) These members of the Voting Faculty, namely, the President, the Vice-Chairman, the Secretary, and the Stenographer, shall constitute a quorum. Members not on active duty may, however, attend meetings and vote. The agenda shall be by a simple majority of those present, except on resolutions which shall be governed by Robert's Rules of Order, and on amendments to the Constitution, which shall be voted upon in the manner specified in Article II, Section 5.

(c) Special meetings shall be called by the presiding officer at the request of or consensus of a majority of the Voting Faculty, or by a majority vote of the Voting Faculty.

(d) The following standing rules shall apply to the University Faculty: (1) The agenda of the University Faculty shall be prepared by the Secretary, and a stenographer and a number of other staff members shall be present at each meeting. The Secretary shall maintain a record of the minutes of the University Faculty and the minutes shall be open to inspection by any member.

(2) The University Faculty shall meet regularly at least once a year, exclusive of the summer session, at a place and time designated by the presiding officer.

(3) These members of the Voting Faculty, namely, the President, the Vice-Chairman, the Secretary, and the Stenographer, shall constitute a quorum. Members not on active duty may, however, attend meetings and vote. The agenda shall be by a simple majority of those present, except on resolutions which shall be governed by Robert's Rules of Order, and on amendments to the Constitution, which shall be voted upon in the manner specified in Article II, Section 5.

committees of the University Faculty, subject to consultation with the President of the University and confirmation by the Voting Faculty; (2) to schedule reports from any of these committees at designated meetings of the University Faculty; (3) to consider matters of educational policy in general whenever such matters are not appropriate to any special committee; (4) to consult with the Administration in the development of the budget, with special attention to the policy questions of the distribution of resources; (5) to make reports and recommendations direct to the University Faculty for action by that body; and (6) to express to the Regents and others Faculty points of view when authorized to do so by the Voting Faculty. By petition of members of the Faculty, singly or in groups, the Policy Committee shall serve to represent such members before the Regents in any matter believed worthy by that Committee.

(b) The Policy Committee shall be elected as follows: one member elected by each of the College Faculties; one member elected by the Graduate Committee; and three members-at-large elected by the Voting Faculty, of which not more than two shall be from any one College. Deans and ex officio members shall not be eligible to serve on this Committee. For each new College created a member shall be added to the Policy Committee as representative of that College. Members shall be elected to the Policy Committee for a term of two years. A member cannot serve more than four years in succession. A member who has served on the Committee is eligible for reelection after a period of two years. To originate the committee, each of the eight Colleges or Schools shall draw lots to determine the four that shall elect members for one year; and the Voting Faculty shall elect three members preferentially, of which the first two shall hold office for two years, the third for one year. After the first election all members shall be elected for two years and elections shall be held whenever a vacancy exists by reason of the completion of a term or for other reasons. Normally these elections will take place as late in the academic year as possible.

(c) The Chairman of the Policy Committee shall be elected by the Committee.

(d) The University Faculty may elect special committees. These committees shall elect their own chairmen.

(e) Any member of the University Faculty is eligible for membership on standing and special committees except as stated in Article I, Section 6, paragraph (b). No single member shall serve on more than two standing committees at a time.

(f) The duties and responsibilities of every committee as defined by the Policy Committee shall be incorporated in the By-Laws of the University Faculty after approval by a majority of the Voting Faculty.

NOTE: On April 9, 1957, under provisions of Article IV, Section 3 of the Constitution, the following By-Law was approved by the University Faculty: "The Policy Committee is hereby empowered to create special committees to assist it and be responsible to it."

Article II. College and Departmental Organization

Sec. 1 College Responsibilities: The Faculty of each College shall be an autonomous unit in all matters relating to that particular College, subject to review under the powers set forth in Article I, Section 2.

Sec. 2 Membership: Faculty membership for college and departmental voting purposes shall be as defined in Article I, Section 1(a) (i.e., Instructors and above).

Sec. 3 (a) Procedure: The Faculty of each College shall decide upon the procedure for the efficient functioning of the College.

(b) Regular meetings shall be held at intervals agreed upon by the College Faculty. Special meetings shall be called by the presiding officer at his discretion, or whenever a request in writing is made by ten members of the College Faculty, or by a majority from a Faculty of fewer than twenty members.

Sec. 4 (a) Departments: The Faculty of each Department shall, with the advice and consent of the Dean of the College, decide upon the organization and procedure for the efficient functioning of the Department.

(b) Meetings shall be called by the presiding officer at his discretion or whenever a request in writing is made by ten per cent of the departmental faculty.

Article III. The Administration

Sec. 1 The President: The President of the University shall be the principal officer of the University, and with the assistance of his administrative officers shall carry out the measures enacted by the Voting Faculty within the scope of its responsibilities, and shall perform those duties assigned to him by the Regents.

Sec. 2 The Vice Presidents: The Vice Presidents shall perform such duties as the President may from time to time assign.

Sec. 3 (a) Deans of Colleges and Schools: The appointment of Deans of Colleges shall be recommended to the Regents by the President after appropriate consultation with all Department Heads of the College concerned, University Officers, and other interested persons. The appointment of the Dean of the Graduate School shall be recommended to the Regents by the President after appropriate consultation with the Graduate Committee, University Officers, and other interested persons.

(b) The Dean shall be the principal officer of the College or School. He shall act as executive officer and representative of the College Faculty, and, with regard to educational policy, shall prepare plans for the consideration of his Faculty, shall carry into effect those plans which it adopts, and shall perform such other duties as properly fall within the scope of his office.

(c) The Dean shall be the presiding officer at meetings of the College Faculty. In case of his absence or inability to preside, he shall designate a substitute.

Committee of the University Faculty... (b) The Policy Committee shall be elected as follows: one member elected by each of the College Faculties; one member elected by the Graduate Faculty; and three members-at-large elected by the Voting Faculty... (c) The Chairman of the Policy Committee shall be elected by the Faculty... (d) The University Faculty may elect special committees... (e) Any member of the University Faculty is eligible for membership on standing and special committees except as stated in Article I, Section 1, Paragraph (b). No single member shall serve on more than two standing committees at a time... (f) The duties and responsibilities of every member as defined in the Policy Committee shall be incorporated in the by-laws of the University Faculty after approval by a majority of the Voting Faculty.

NOTE: On April 5, 1957, under provisions of Article IV, Section 1 of the Constitution, the following by-law was approved by the University Faculty Policy Committee in hereby empowered to enact special committees in order that be responsible to it.

Sec. 4 Other Administrative Officers: The appointment of administrative deans (Dean of Students) and of other chief administrative officers shall be recommended to the Regents by the President. They shall perform such duties as properly pertain to their offices.

Sec. 5 (a) The Administrative Committee: The President of the University shall appoint (with the exception of elected members) an Administrative Committee, or similar body, to perform such duties as he may prescribe.

(b) The Voting Faculty shall elect three members to the Administrative Committee, or similar body, who shall hold office for three years and shall be ineligible for re-election to an immediate successive term. The term of service of the elected faculty representatives shall be staggered so that no two shall run concurrently.

Article IV. General

Sec. 1 Adoption of Constitution: This Constitution shall be effective when approved by a two-thirds vote of the University Faculty present and voting and ratified by the Regents.

Sec. 2 Amendments: This Constitution may be amended by a two-thirds vote of the Voting Faculty present and voting and ratification by the Regents. Amendments shall lie on the table for thirty days before final action.

Sec. 3 By-Laws: This Constitution may be supplemented by By-Laws adopted by a majority vote of the Voting Faculty. Such By-Laws will normally include: (1) interpretations and implementations of this Constitution; (2) the Tenure Act of the University; (3) a statement of promotional policy; (4) a statement of the duties and responsibilities of the standing committees of the University Faculty; and (5) other faculty regulations.

Sec. 4 Distribution: The Secretary of the University shall keep on file a copy of this Constitution and the By-Laws as amended from time to time, and shall distribute copies to all members of the Faculty by publication in the Faculty Handbook or otherwise.

Approved by the University Faculty April 11, 1949  
Ratified by the Regents May 14, 1949  
Amended in 1957, 1967, 1969, and 1970