

Constitution and By-laws

Faculty Assembly of the University of New Mexico – Gallup

Gallup, New Mexico

Proposed changes to Faculty Assembly: Fall 2022

FINAL APPROVAL BY FACULTY ASSEMBLY:

Five Divisions:

1. Business and Applied Technology, Community Education, and Workforce Development
2. Education, Health, and Human Services
3. Fine Arts, Humanities, and Social Sciences
4. Mathematics, Physical, and Natural Sciences
5. Library

CONSTITUTION

I. FACULTY ASSEMBLY STRUCTURE

a. MEMBERSHIP

All full-time faculty members have voting privileges, including Library Faculty. Part-time faculty shall be represented by four (4) of their number elected by them; these four representatives shall have voting privileges. Part-time faculty representatives must be under contract for at least one academic term during the academic year. The UNM-G Chancellor, the Dean of Instruction, the Director of Business Operations/CFO, the Director of Student Affairs and other professional staff are invited to attend portions of meetings, but they shall not have voting privileges.

b. RIGHTS AND RESPONSIBILITIES

- i. **Within the scope of the written agreements between the UNM-Gallup Branch Community College Advisory Board and the UNM Board of Regents, the Faculty Assembly shall have the right to review any action in regard to the following:**
1. Formulation of institutional aims, viewed as mutual responsibility of faculty, Branch Campus administration, the UNM-Gallup Campus Community College Advisory Board, and the Board of Regents.
 2. Approval of the creation of new divisions and programs upon recommendation from the Branch Campus administration and forwarding to appropriate UNM entities for final approval.
 3. Approval of major curriculum changes, upon recommendation from the Branch Campus administration, and forwarding to appropriate UNM entities for final approval.
 4. Establishment of requirements for admission, graduation, honors, and scholastic performance in general, with approval of appropriate Gallup campus and Albuquerque campus personnel.
 5. Approval of candidates for degrees.
 6. Recommendation of policies of appointment and promotion in academic rank.
 7. Recommendation of action in regard to general faculty welfare including, but not limited to, faculty salary schedules, merit pay, benefits packages, academic freedom, and grievance policies.

- ii. Actions taken by the Faculty Assembly shall be subject to the authority of the University of New Mexico Board of Regents, and such other persons the Regents shall delegate in matters involving finance, personnel, and general University policy.

c. OFFICERS

- i. The Assembly shall elect the following officers and representatives from its membership, as defined in Article I, Sec. A, annually:

- 1. President

- c. Appoint ad hoc committees and a Parliamentarian as necessary to conduct Faculty Assembly business.
- d. Be responsible for Faculty Assembly budget development and control.

2. The Vice-President shall have the following duties:

- a. Serve on the Operations Committee.
- b. Perform the duties of the President in the absence of the President.

3. The Secretary shall have the following duties:

- a. Serve on the Operations Committee.
- b. Keep accurate written and audio-recorded minutes of Faculty Assembly meetings and meetings of the Operations Committee and submit the minutes to the campus webmaster who posts the minutes to the UNM-G website before the next meeting;
- c. Deliver an electronic copy of the written minutes and audio recordings of each meeting to Zollinger Library staff for archival records.

iii. Election of officers, Operations Committee members, Nominating Committee members, and members of standing committees

ii. Duties

1. Prepares the slate for the annual election of Assembly offices, Operations Committee, and Nominating Committee.
2. When necessary, prepares the slate for the election of University of New Mexico-Gallup Faculty Senators.
3. Administers the annual online election in accordance with Article I, Sec. C, iii.
4. When necessary, and often simultaneously with the annual election, administers the election of University of New Mexico-Gallup Faculty Senators.
5. Shall send out a call for nominations no later than one month prior to any election.

e. OPERATIONS COMMITTEE

i. Membership

1. The elected officers (President, Vice-President, and Secretary), three (3) additional Assembly members

to the position of President, Vice-President, or
Secretary, can only be elected again after a three-year

6. Refer reports, recommendations, or proposals submitted by an Assembly committee to another Assembly committee or directly to a University administrator or other officer if additional comment appears to be needed.
7. Function as a “committee on committees” – supervises all other Faculty Assembly committees.

f.

identified by the local committee to serve as needed.

- b. In accordance with Article II, Section E, the committee shall elect a chair biennially. A vice-chair shall be elected annually.
- c. A Librarian shall attend the committee's meetings.
- d. The Registrar, Dean of Instruction, and a representative from Academic Advising are ex-officio members. Ex-officio members do not vote on matters before the committee.
- e. Members of the committee serve initially for a three-year term and may renew for a second three-year term. After a second term of service, faculty members must have a three-year absence before returning to the committee for any future term(s).
- f. The committee shall meet every month of the

h. Under extreme circumstances, an extension of one semester may be granted for completion of

year term. After a second term of service, faculty members must have a three-year absence before returning to the committee for any future term(s).

- d. The chair shall coordinate the scheduling of meetings, and the committee will agree to the schedule of committee meetings for that semester.

2. Duties

- a. Involvement in campus Strategic Planning and development, including but not limited to:
 - i. Acting as the faculty's voice in UNM-Gallup Strategic Planning discussions, recommendations, and actions. For example: decisions involving additions/changes to new and existing building construction plans, academic departments, and academic divisions.

iv. Library Committee

1. Membership

- a. The committee shall consist of six (6) Assembly members (including the committee chair) with three (3) required for quorum.
- b. The committee shall elect a chair in accordance with Article II, Section E, para. 3.
- c. Members serve for a three-year term, rotating with two new people joining each year. Each

committee member may serve a second three-year term.

faculty, with no more than two (2) members from any one division.

- b. Members may serve three (3) consecutive years with a possible renewal for another three-year term. After a second term of service, faculty members must have a three-year absence before returning to the committee for any future term(s).
- c. The committee shall elect a chair in accordance with Article II, Section E, para. 3, who shall coordinate the scheduling of meetings.
- d. The appointed Faculty Assembly Operations Committee Parliamentarian shall meet with this committee as often as requested by committee members.
- e. The committee will meet once a month or as needed.

2. Duties

- a. Review the Constitution of the Faculty Assembly A A - (I)-5.B

vii. College Assessment Review Committee

1. Membership

- a. The voting members of the committee shall consist of no fewer than five (5) Assembly members, preferably with a representative from each degree-granting division.
- b. The instructional Dean or designee shall serve as an advisor to the committee. The instructional Dean or designee is encouraged to attend the committee meetings, as needed.
- c. The members of the committee may serve for a term of three (3) years with a possible renewal for another term. After a second term of service, faculty members must have a three-year absence aetiiied()-8

- g. The committee will meet as needed, but at least three (3) times a semester.

2. Duties

- a. Assist in the development of program assessment plans so as to align with the expectations of the University of New Mexico's Office of Assessment & Academic Program Review.
- b. Review and score program assessment plans for reporting and recommendation to the Dean of Instruction.
- c.

adjunct representatives may serve as ex-officio members.

- c. Members may serve for three (3) consecutive years with a possible renewal of another three-year term. After a second term of service, faculty members must have a three-year absence before returning to the committee for any future term(s).
- d. In accordance with Article II, Section E, para. 3, the committee shall elect a chair who shall coordinate the scheduling of meetings.
- e. The committee shall meet on a monthly basis during the academic year, with the exception of the months of December and May.

2. Duties

- a. Support adjunct faculty teaching, with respect to matters including but not limited to technology, work space, and other resources.
- b. Identify and report adjunct faculty concerns to the UNM-Gallup Faculty Assembly.

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ix. Distance Learning Committee

1. Membership

- a. Membership shall consist of at least five (5) members (including the chair). Preferably, this committee shall have representation from each division that offers online or hybrid courses. The Dean of Instruction may serve on this committee as an ex-officio member. Members a

- c. Identify degree programs appropriate for online instruction as requested by Division Chairs or the Dean of Instruction.
- d. Recommend introductory orientation modules/courses to the current Learning Management System (LMS) approved and supported by UNM.
- e. Advocate for funding (e.g. stipends, licenses, professional development, etc.) for online or hybrid instruction.
- f. Utilize institutional data.
- g. Participate in online and hybrid course peer reviews, to provide teaching support and feedback, as requested by Division Chairs or the Dean of Instruction.

II. ASSEMBLY OPERATING POLICIES

a. THE ASSEMBLY AND ALL COMMITTEES SHALL ACT IN ACCORDANCE WITH ROBERT'S RULES OF ORDER.

b. PROCEDURES

- i. The Assembly shall normally meet during the academic year on the third Friday of each month at 12:30 pm unless rescheduled by a vote of the Assembly. In August and January, the Assembly will meet on the Friday before classes begin.
- ii. Those members of the voting faculty present, either remotely or in person, must be at least twenty-five percent (25%) of the Voting Faculty under contract at the beginning of each

semester to constitute a quorum for business at an Assembly meeting.

- iii. If a quorum is not reached, the meeting shall adjourn. After adjournment, reports may be given, but no discussion or action items may be entertained.
- iv. Special Meetings of the Faculty Assembly may be called:
 - 1. By the President at their discretion, or
 - 2. By no fewer than fifteen percent (15%) of the full-time faculty under contract at the beginning of each semester, whenever a request is made in writing to the President.
- v. All meetings shall be audio-recorded. Written and recorded proceedings, and related documents of each meeting, shall be deposited in the Zollinger Library.
- vi. Each speaker is limited to three (3) minutes each time when speaking to an issue. (Robert's

appointments shall be confirmed by a vote of the Faculty Assembly.

- ii. Membership on any one committee is to a first three-year term, which may be renewed for a second three-

e. PROCEDURES OF STANDING COMMITTEES

Standing committees shall

- i. Report action items to (or through) the Assembly Operations Committee.
- ii. Have membership with staggered terms so that there will be continuity on the committees.
- iii. Have a chair who is elected by the committee. The chair shall serve for two (2) years and may serve for no more than two (2) consecutive terms at a time. (The exception is the Operations Committee, which is defined in Article I, Sec. E.)
- iv.

SIGNATURES:

UNM-Gallup Faculty Assembly President: **Matthew D. Mingus**

Date approved by UNM-Gallup Faculty Assembly: **9 December 2022**

Faculty Senate President: _____

Date approved by the Faculty Senate: _____