

# UNM- Los Alamos Faculty Constitution

## Article I. The University Branch Faculty

### Section 1. Membership

- (a) *Membership*: The University Branch Faculty shall consist of the Professors, Associate Professors, Assistant Professors, Clinician Educators, Lecturers, and Instructors, including part-time and temporary appointees. The Chancellor of the University Branch, Dean, Associate Dean, and the Division Chairs shall be ex officio members of the Faculty whether or not they are actively engaged in teaching.
- (b) *Voting Faculty*: Members of the University Branch who are eligible to vote shall include all members of the University Branch Faculty at professorial ranks (Instructors, Assistant Professors, Associate Professors, and Professors), Clinician Educators, and lecturers. No person holding an interim or temporary faculty appointment or joint appointment shall be a member of the voting Faculty. The ex officio members of the University Faculty as listed in Section 1(a) shall be ex officio members of the voting Faculty.
- (c) *Eligibility*: Questions of eligibility for voting which may arise shall be settled by the presiding officer of the Faculty as defined in Section 3. Any appeal from the decision should be taken to the voting Faculty. The Office of Instruction shall prepare the official list of the membership of the Faculty and of the voting Faculty as defined above.

### Section 2. Responsibilities:

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

However, actions taken by the University Branch Faculty shall be subject to the authority of the Board of Regents and its delegates (e.g. Chancellor) in matters involving finance, personnel, and general University Branch policy. The Board of Regents reserves final authority over all University Branch policies and procedures.

### Section 3. Organization:

The Dean of the Branch, or in his/her/their absence the Associate Dean, shall be the presiding officer of the University Branch Faculty.

### Section 4. Rules of Order and Agenda:

- (a) The University Branch Faculty shall conduct business according to Robert's Rules of Order, except as modified by Faculty vote.
- (b) The agenda for University Branch Faculty meetings shall be prepared by the Operations Committee or presiding officer of the faculty. The proceedings of each meeting shall be recorded in minutes and provided to the Office of Instruction. Meeting minutes shall be made available by the Office of Instruction for reference by any faculty member.

### Section 5. Meetings:

- (a) *Meetings*: Special meetings of the University Branch Faculty shall be called at the discretion of the presiding officer, by the Faculty Operations Committee Chair, or whenever a request in writing is made by a majority of voting Faculty.
- (b) *Quorum*: Those members of the voting Faculty present, but no fewer than six of the voting Faculty on active duty at the beginning of the academic year, shall constitute a quorum for business at a faculty meeting. 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 III.)
- (c) *Standing Rules Governing Meetings of the University Branch Faculty*:
  - (1) "Meetings shall normally be scheduled for one hour and thirty minutes.
  - (2) If the agenda of a particular meeting is not concluded within this time, 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."
  - (3) "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."

## Article II. The Faculty Operations Committee

### Section 1. Membership:

- (a) *Faculty Operations Committee*: There is created the Faculty Operations Committee to which the day-to-day responsibilities of the University Branch Faculty set forth in Section 2 are hereby delegated, with the specific exceptions of (1) the responsibility of approving changes in the constitution and (2) the right of the Branch Faculty to hold special meetings as described in Article I, Section 5(a). All actions under this delegation

are subject to the rights of review and referendum reserved to the University Branch Faculty by Article II, Section 4(f).

- (b) The Faculty Operations Committee shall be composed of the following: Chair, Vice-Chair, immediate Past Chair, a TPT faculty member representative, the Associate Dean (non-voting except in the event of a tie vote), and the UNM-Los Alamos Faculty Senator representative (for Branch Faculty Senate representation and elections, see the UNM Faculty Handbook, A51 and F80.)
  - (1) The Branch Voting faculty shall elect the following officers and representatives biannually:
    - (i) Chair
    - (ii) Vice-Chair
  - (2) Only voting members of the faculty are eligible for election to Chair and Vice-Chair positions, excluding ex officio members outlined in Article I, Section 1(a).
  - (3) TPT faculty will elect a representative each semester to serve on the Faculty Operations Committee.
  - (4) The Chair of the Operations Committee will receive a 3-credit hours release per academic year and release from additional required service while in office.
  - (5) In the event of a tie vote, the Associate Dean shall cast the deciding vote.

## Section 2: Responsibilities:

- (a) Duties of the Operations Committee
  - (1) Perform basic administrative functions to facilitate the work of the Branch Faculty and committees.
  - (2) Establish priorities and set agendas for University Branch Faculty meetings.
  - (3) Coordinate the activities of all faculty committees.
  - (4) Approve adoption of all reports, recommendations, and proposals received from Faculty committees. In performing this function, the Operations Committee shall not change committee recommendations or proposals without the approval of the originating committee. It may refer a recommendation back to the committee for further study or it may present its own recommendations to the University Branch Faculty together with those of the originating committee for final decision.
  - (5) Appoint ad hoc committees/task forces as necessary to conduct faculty business.
  - (6) Study Faculty Operations Committee and University Branch Faculty procedures and structure and make recommendations for their improvement.
  - (7) Assist the Chancellor in representing the faculty before the administration and Regents, on an as-needed basis.
- (b) Duties of Officers
  - (1) The Chair shall have the following duties:
    - (i) Serve as chairperson of the Operations Committee.

- (ii) Coordinate the TPT election.
  - (iii) Represent the Faculty before the Regents, Administration, and other groups by attending requisite functions and committee meetings.
  - (iv) Establish charges and procedures for ad hoc committees.
- (2) The Vice-Chair shall have the following duties:
- (i) Serve on the Operations Committee.
  - (ii) Perform the duties of the Chair in the absence of the Chair.
  - (iii) Assist the Chair in representing the faculty before the Administration, the Regents, and other groups.
  - (iv) Oversee Faculty committee appointments, including ad hoc committees.

### Section 3. Election of Officers and Operations Committee Members:

- (a) The election of the Chair and Operations Committee members shall be conducted biannually at meeting of the University Branch Faculty held at the close of the spring term or electronically.
- (b) The election of officers shall be coordinated by the Associate Dean. Election of TPT member shall be coordinated by the Chair.
- (c) The new officers and Operations Committee members shall take office on July 1 of the year of their election.
- (d) Nominations and self-nominations for Chair, Vice-Chair, and Operations Committee membership may be made by faculty members electronically to the Associate Dean or Office of Instruction, which will verify the faculty member's eligibility and willingness to serve.
- (e) If the Chair or Vice-Chair does not complete their term of office, the Operations Committee will arrange for the University Branch Faculty to elect a replacement at the earliest opportunity.
- (f) If a member of the Operations Committee does not complete the term of office, the Operations Committee will either find a replacement from the unelected candidates from the most recent Operations Committee election (taking the unelected candidate with the most votes) or, if this is not possible, arrange for a new election of a replacement by the University Branch Faculty.
- (g) Temporary Faculty voting members of the Operations Committee shall be elected for terms of one semester or until their successors are named, and shall take office immediately upon election.

### Section 4. Organization and Procedures:

- (a) The members of the Operations Committee shall determine how the committee shall be organized and what procedures shall be established to carry out the responsibilities delegated to it herein.

- (b) Meetings: The Operations Committee shall meet no less frequently than once monthly, including during the summer session.
- (c) Attendance at Meetings: The Operations Committee shall establish reasonable requirements for attendance at regularly scheduled meetings of the committee and shall remove from office any member failing to meet those requirements.
- (d) Agenda and Minutes: All actions of the Operations Committee shall be reported in writing to the voting Faculty regularly and within ten (10) working days of such action. Additionally, the approved minutes of the Faculty Assembly shall be distributed to the University Branch Faculty within three working days after the meeting at which they are approved.
- (e) Committees: Standing and special (ad hoc) committees of the University Branch Faculty are committees of the Branch Faculty and are responsible to it. In order to discharge the responsibilities delegated to it by this Constitution, the Operations Committee is empowered to create, abolish, merge, or otherwise redefine functions of committees of the University Branch Faculty. Any member of the University Branch Faculty is eligible for membership on standing or special committees.
- (f) Review and Referendum: The University Branch Faculty reserves the right of review over actions of the Faculty Operations Committee in that the Operations Committee is the agent of the University Branch Faculty and exercises all authority by way of delegation. By written petition to the Chair of five percent of the voting Faculty, issues addressed by the Operations Committee may be placed on the agenda of a special faculty meeting, debated, and submitted by a ballot of the voting Faculty for majority decision.

## Article III. General

### Section 1. Adoption of Constitution:

This Constitution shall be effective when approved by a two-thirds vote of the University Faculty present and voting.

### Section 2. Amendments:

This Constitution may be amended by a two-thirds vote of those voting Faculty members responding to an electronic ballot after presentation twice to the Faculty for debate in meetings at least one week apart.

### Section 3. Distribution:

The Office of Instruction shall post the ratified constitution on the college website.