

FACULTY HANDBOOK
REVISED SPRING 2008

NORTHERN NEW MEXICO COLLEGE

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Text appearing in italics is taken directly from 2006 Federation contract and may not reflect the most recent contract language. For this reason, readers should consult the current contract as posted on the NNMC website (<http://www.nnmc.edu/doc/NNMCFacultyAgreement.pdf>) to determine the current language.

NORTHERN NEW MEXICO COLLEGE

FACULTY HANDBOOK

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FACULTY HANDBOOK

PREFACE

Institutional History

Northern New Mexico College was established as a constitutional entity by the New Mexico Territorial Legislature in 1909. Its original mission was to teach English to Spanish speaking teachers. In 1977 Northern was designated a community college and is now one of New Mexico's most comprehensive colleges. Northern now offers baccalaureate degrees.

Mission Statement

Northern New Mexico College provides accessible, affordable, community-based quality learning opportunities that meet the educational, employment and enrichment needs of our culturally diverse region

Vision Statement

By the year 2010 Northern New Mexico College will have six distinct colleges that each offer at least one baccalaureate degree and will be a regionally recognized university that will excel and expand in quality education while maintaining the community college mission.

Faculty Philosophy

The faculty performs a significant role in the governance of the College. It is the essential and continuing instrument through which the educational process occurs. Within its area of responsibility are the following functions:

1. Instruction and student advisement.
2. Consultation and advisement with provost, deans, and administrators via the duly constituted committees of the Faculty Association and the committees of the institution.
3. Contribution of expertise and knowledge affecting issues, problems and goals of the institution.
4. Participation in the:
 - a. Selection of faculty, deans, and key administrators.
 - b. Determination of programs of instruction and related curricula.

- c. Ongoing review of the institutional mission, philosophy and goals.
5. Establishment of admission standards.
6. Establishment of graduation requirements.

The faculty is responsible for and committed to the following:

1. Knowledge of subject matter and instructional skills.
2. The development and maintenance of relevant curricula, as well as methods of instruction.
3. Relative autonomy, independence and integrity for each individual faculty member in the performance of his/her instructional duties.
4. A high level of dedication and sense of responsibility towards their duties, the students and instructional objectives.

Handbook Revision Policy

The procedure for revisions to the Faculty Handbook is as follows:

1. Changes may be initiated by Faculty or Administration.
2. Any proposed changes are presented to the Faculty Association Personnel Committee for review. The committee then presents proposed changes to the Faculty for further discussion and final approval by a majority vote.
3. The Faculty Association Personnel Committee presents the Faculty approved changes to the College President for approval.
4. The College President may either present the proposed changes to the Board of Regents for final approval or send the proposal back to the committee with comments for modification.
5. The proposed and approved changes will become effective when approved by the Board of Regents and signed and dated by both the President of the College and the President of the Faculty Senate.

If any policy is proposed within the institution that contradicts policy contained in the Faculty Handbook, the Handbook policy takes precedence. If the Faculty wishes to adopt the proposed policy, the above procedure will be used to revise the Faculty Handbook.

If any policy stated in this handbook conflicts with any provision of the "Agreement Between the Northern New Mexico College and the Northern Federation of Educational Employees" the Agreement provision will control.

Part I: College Governance and Organization

The supervision of all instructors, the management of all schools, instructional programs, and school facilities is the responsibility and obligation of the Board of Regents and the College Administration. Management retains all rights not specifically limited by this Agreement.

I. A. The Board of Regents

The primary responsibility of governance rests with the Board of Regents. This is a Board of five persons appointed by the Governor. Its basic duties include budget approval, approval of all hirings and terminations, selection of the President, approval of all programs including major revisions and deletions, approval of all construction, and generally overseeing the total operation of the institution. The Board works through the President who is responsible for the day to day administrative activities, which include making recommendations to the Board and implementing its policy decisions.

I. B. Organizational Structure

The organization of the College generally follows a standard college organizational structure. Since the structure will change periodically as needs and resources dictate, the organizational structure is found as part of the Appendix of this handbook and will be updated as needed.

I. C. Faculty Governance

The faculty shares a responsibility for the governance of the institution with the President and the administrative staff. This responsibility is defined as consultative-advisory in nature. The more the subject concerns instructional matter and/or faculty welfare, the larger the faculty role. In general, however, the Faculty shall govern itself and participate in the governance of the institution in the following manner.

1. The organizational structure and mechanism by which the Faculty carries out responsibilities and duties as an advisory and consultative body is contained in a document known as "The Constitution and By-Laws of The Faculty of Northern New Mexico Community College" (see appendix).
2. The "Constitution and By-Laws" creates the structure of a Faculty Senate and standing committees which address issues that are of significant concern to the Faculty.

3. Matters of concern to the Faculty as the instrument through which the instructional process takes place will be considered by the Faculty. Instructional matters including but not limited to the establishment of curriculum and programs, the development of policies regarding the granting of degrees, certificates and credits, and all matters impinging upon the development and delivery of instruction shall be referred to the Faculty for its study and consideration followed by its recommendation.
4. The "Constitution and By-Laws" spell out the authority of the Faculty, the Faculty Senate and its committees.

I. D. Faculty Appointment to Institutional Committees

The selection of faculty representation to institutional committees shall occur as follows:

1. The President of the College requests the faculty president to nominate faculty representation to institutional committees.
2. The President of the Faculty Senate requests faculty participation on the institutional committee. The faculty Senate president submits twice the number of members originally requested to the President of the College.
3. The President of the College selects the faculty representation to the institutional committee from the list of faculty recommendations.

The faculty members who are selected shall report committee progress to the Faculty and request guidance from the Faculty on a regular basis.

Part II: The Faculty

Northern New Mexico College employs qualified and competent faculty members to accomplish the mission, vision, and goals of the institution. When determining acceptable qualifications of its faculty, the College gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The College also considers competence, effectiveness, and professional capacity, including, as appropriate, professional licensure and certifications, undergraduate and graduate degrees, related work experiences in the field, professional honors and awards, academic and/or regional community service, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching, student learning outcomes, and institutional advancement. In all cases, while the faculty can assist in evaluating the qualifications of faculty candidates, the College is ultimately responsible for justifying and documenting the qualifications of its faculty.

II. A. Definition of Faculty

The term Faculty refers to those persons who teach credit-bearing courses. All faculty are in one of the following categories:

1. Tenured Faculty are those individuals who are fulltime faculty, have been granted tenure, and are performing instructional duties. They are hired under a faculty contract and are compensated as faculty.
2. Provisional Faculty are those individuals who are fulltime faculty, have not been granted tenure, and are performing instructional duties. They are hired under a faculty contract and are compensated as faculty.
3. Half-time Faculty are persons employed on a faculty contract with a portion (normally one-half) of the workload and are compensated on a pro-rated basis including fringe benefits. They may be tenured or non-tenured and may hold half time status as staff, also.
1. Adjunct Faculty are those individuals hired for a semester. The workload may not exceed 14 credit/contact hours except in special cases approved by the departmental Chairperson and Provost. They do not earn tenure and are paid a part-time faculty rate.
5. Visiting Faculty are those individuals who have a temporary appointment (1-2 years) as a full-time faculty member. These appointments do not carry any expectation of rehiring. Visiting Faculty do not earn tenure and are not eligible for promotion.

6. Research Faculty are those individuals whose responsibilities are focused on research. These appointments are funded through internal and external sources with the majority of the support derived from research grants obtained by the faculty member. Research Faculty are not eligible for tenure.
7. Emeritus Faculty is an honorary designation confirmed by the Board of Regents upon exemplary permanent faculty members who have retired.
8. Faculty Chairpersons are faculty, provisional or permanent, who have a reduced teaching load and extra compensation. They supervise a portion of the curriculum and faculty under the Provost's supervision. An individual who is not permanent or provisional faculty cannot be designated Chairperson.
9. Faculty Directors are faculty, provisional or permanent, who have a reduced teaching load and extra compensation. They are responsible for the management and supervision of a specific instructional program(s) (degree or certificate) under the supervision of the department Chairperson.
10. Ex-officio Faculty are the President of the College, Chief Instructional Officer (Provost), Academic Deans, Dean of Student Services and Director of the Library. They are not employed as faculty, compensated as faculty nor legally considered as faculty. They are encouraged to participate in all meetings and deliberations of the faculty on instructional matters.

II. B. Classification of Faculty and Instructional Categories

Faculty at Northern New Mexico College have diverse assignments in different fields encompassing traditional academic assignments, career technology, and the creative arts. The college values the entire faculty and recognizes the unique contribution of each faculty member. This diversity requires a unique alternative to the traditional model for classification of faculty. Each faculty position will require different responsibilities and education depending on the department and its mission. Positions in traditional academic departments include Instructor, Assistant Professors, Associate Professors, Professors, Academic Deans, the Provost and the President of the College. Career-Technical Education departments and some creative arts positions will include Instructor, Assistant Technical Professor, Associate Technical Professor and Technical Professor.

The responsibilities of individual faculty will vary and will be specified in position descriptions developed at the time of the initial appointment and revised periodically as necessary.

All instruction of credit-bearing courses taught by faculty are within the Academic Division or the Career-Technical Education Division.

1. ACADEMIC DIVISION

a. Adjunct Instructor

This rank is reserved for those faculty appointed on a term contract for instructional, temporary and part-time assignments. They are not assigned to other responsibilities such as professional service or college service. They have no right to reappointment. Persons appointed at this rank will vary in minimal academic qualifications but generally shall have a relevant doctorate or equivalent terminal degree to teach at the upper division and graduate level, a master's degree for upper division and a baccalaureate degree for lower division courses. All degrees shall be from an accredited institution. Exceptions to these requirements may be made by the Provost upon presentation of evidence of a record of experience or other credentials that indicate academic degree equivalence.

b. Instructor

An instructor holds a minimum of a master's degree and is at the beginning level in college and university teaching. In developmental courses a person must hold a minimum of a baccalaureate degree and evidence of teaching and professional competence. Special certification or exceptional scholarly, creative and or professional achievements may also justify appointment or promotion. Exceptions to these requirements may be made by the Provost upon presentation of evidence of a record of experience or other credentials that indicate academic degree equivalence.

c. Assistant Professor

A faculty member holding a doctoral degree or a terminal degree in the teaching discipline or related discipline or a master's degree with no less than 18 graduate credits in the teaching or related discipline is eligible for the rank of assistant professor. In developmental courses, a faculty member must hold a minimum of a baccalaureate degree. Consideration for promotion shall also require evidence of excellence in teaching and a demonstrated commitment to scholarship, professional activity and service. Special certification or exceptional scholarly, creative and or professional achievements may also justify appointment or promotion. Exceptions to these requirements may be made by the Provost upon presentation of evidence of a record of experience or other credentials that indicate academic degree equivalence.

d. Associate Professor

Persons appointed to or promoted to this rank, a senior rank in the college faculty shall hold an earned doctorate or other appropriate terminal degree from an accredited institution and show demonstrated teaching excellence, and have evidence of scholarly or research activity, professional activity and service. In developmental courses, a faculty member must hold a minimum of a baccalaureate degree. Special certification or exceptional scholarly, creative and or professional achievements may also justify appointment or promotion. Exceptions to these requirements may be made by the Provost upon presentation of evidence of a record of experience or other credentials that indicate academic degree equivalence. Promotion to the rank of Associate Professor is achieved with the awarding of tenure.

e. Professor

Persons appointed at or promoted to this rank, the highest rank that the college confers, shall hold an earned doctorate or other appropriate terminal degree in the field. In developmental courses, a faculty member must hold a minimum of a master's degree. This person shall have demonstrated continued excellence in teaching, scholarly productivity, academic and community service and professional growth and development. Special certification or exceptional scholarly, creative and or professional

achievements may also justify appointment or promotion. Exceptions to these requirements may be made by the Provost upon presentation of evidence of a record of experience or other credentials that indicate academic degree equivalence. Promotion to the rank of Professor may occur after tenure has been awarded.

f. Professor Emeritus

Professor Emeritus is an honorary designation recommended by the Faculty Senate, The Provost and the President and conferred by the Board of Regents upon tenured faculty who have retired after at least five years of continuous service and who have made exceptional contribution in teaching, scholarly works and institutional advancement to the College.

2. CAREER-TECHNICAL EDUCATION DIVISION

Faculty whose primary instructional assignment is in career-technical education will be ranked Instructor, Technical Assistant Professor, Technical Associate Professor and Technical Professor based upon their credentials. Where they also carry an academic instructional assignment, they may be granted academic rank as they are appropriately qualified for it under the academic division faculty rank.

a. Adjunct Instructor

This rank is reserved for those faculty appointed on a term contract for instructional, temporary and part-time assignments. They are not assigned to other responsibilities such as professional service or college service. They have no right to reappointment. Persons appointed at this rank will vary in minimal qualifications but generally shall have appropriate credentials to teach in their field.

b. Instructor

Persons appointed at this rank shall provide documentation of demonstrated competencies and experience in the teaching field. (For example: work experience in the field, licensure, industry certification, honors and awards, or other demonstrated competencies and achievements).

c. Technical Assistant Professor

Persons appointed at or promoted to this rank shall have an associate's degree from an accredited institution in the field (or acceptable equivalent such as licensure in their discipline or other demonstrated competencies and achievements). Consideration for promotion shall also require evidence of excellence in teaching and a demonstrated commitment to scholarship or creativity, professional activity and service. Special certification or scholarly or creative and or professional achievements might also justify appointment or promotion.

d. Technical Associate Professor

Persons appointed at this rank shall have a bachelor's degree in the teaching discipline from an accredited institution and provide documentation of demonstrated competencies in their field (for example: licensure, industry certification, honors and awards, or other demonstrated competencies and achievements). Consideration for promotion shall also require evidence of excellence in teaching and a demonstrated commitment to scholarship or creativity, professional activity and service. Special certification or scholarly or creative and or professional achievements might also justify appointment or promotion. Promotion to the rank of Technical Associate Professor is achieved with the awarding of tenure.

e. Technical Professor

Persons appointed at this rank shall have a master's degree in the teaching discipline from an accredited institution. Consideration for promotion shall also require evidence of excellence in teaching and a demonstrated commitment to scholarship or creativity, professional activity and service. Special certification or scholarly or creative and or professional achievements might also justify appointment or promotion. Promotion to the rank of Technical Professor may occur after tenure has been awarded.

f. Technical Professor Emeritus

Technical Professor Emeritus is an honorary designation recommended by the Faculty Senate, The Provost and the

President and conferred by the Board of Regents upon tenured faculty who have retired after at least five years of continuous service and who have made exceptional contribution in teaching, scholarly works and institutional advancement to the College.

II. C. Minimum Qualifications of Faculty

In general, qualified faculty consist of people who by formal education and tested experience know what students must learn. Faculty teaching in higher education preferably have completed a significant program of study in the discipline in which they teach and for which they develop curricula, with substantial coursework at least one-degree level above that of the courses being taught or developed.

Qualified faculty are identified in part by credentials, but there are limitations to considering only the degrees earned. Academic disciplines, degree programs, and curricula are not static. Because of changing academic, societal and workforce needs, colleges and universities are developing interdisciplinary and other nontraditional programs that require faculty to think beyond their own disciplines and traditional academic programs to determine what students should know and to design curricula accordingly. In some cases, such as in practice-oriented disciplines or programs, tested experience in the field may be needed as much or more than formal educational preparation at a prescribed level in determining what students should know to practice.

To be qualified to teach in each respective field of study, the following minimum academic credentials are required:

1. Faculty teaching Career Technical and Occupational courses not intended for transfer must have:

A minimum of an associate's degree from an accredited institution or documentation of demonstrated competencies and experience in the teaching field (For example: work experience in the field, licensure, industry certification, honors and awards, or other demonstrated competencies and achievements)

2. Faculty in Associate of Applied Science in Technical or Trade Degree Programs must have:

Either: A minimum of a bachelor degree from an accredited institution in the teaching field or related field,

Or: An associate degree from an accredited institution in the teaching discipline or related field or documentation of demonstrated competencies and experience in the teaching field. (For example: work experience in the field, licensure, industry certification, honors and awards, or other demonstrated competencies and achievements)

3. Faculty teaching in the Developmental Studies Program must have

A minimum of a bachelor's degree from an accredited institution in the teaching field or related field.

4. Faculty in Associate of Applied Science Degree Programs must have:

Either: A master's degree from an accredited institution in the teaching discipline,

Or: A bachelor's degree from an accredited institution in the teaching discipline or related field plus documentation of demonstrated competencies (For example: work experience in the field, licensure, industry certification, honors and awards, or other demonstrated competencies and achievements).

5. Faculty in Associate of Science or Associate of Arts Degree Programs must have:

Either: A master's degree from an accredited institution in the teaching discipline,

Or: A baccalaureate degree from an accredited institution in the teaching discipline or a related field with a minimum of 18 graduate hours of study in the teaching discipline.

6. Faculty teaching in the upper division courses in Baccalaureate-Degree Programs must have:

A doctorate or a master's degree from an accredited institution with a minimum of 18 graduate credit hours concentrated in the teaching discipline. All faculty, tenure-track and non-tenure-track, and part-time faculty teaching upper division courses in the baccalaureate programs must meet this criterion.

1. Faculty in Graduate Degree Programs must have:

A doctorate or other terminal degree from an accredited institution in the teaching discipline or a related discipline.

8. Nationally accredited programs

Faculty teaching in nationally accredited programs must meet the minimum criteria for faculty qualifications recommended by the accrediting agency.

9. Exceptions

Qualified faculty are identified in part by credentials, but there are limitations to considering only the degrees earned. Academic disciplines, degree programs, and curricula are not static. Because of changing academic, societal and workforce needs, colleges and universities are developing interdisciplinary and other nontraditional programs that require faculty to think beyond their own disciplines and traditional academic programs to determine what students should know and to design curricula accordingly. In some cases, such as in practice-oriented disciplines, tested and significant experience in the field may be needed as much or more than formal educational preparation at a prescribed level in determining what students should know to practice.

The Chairperson of the department or Deans of the Colleges, with the approval of the Provost, may identify qualified faculty who do not hold the prescribed credentials but are considered experts in their field. These faculty may be considered for appointment to the faculty.

II. D. Policies on Recruitment and Appointment of Fulltime Faculty

Northern New Mexico College is an equal opportunity/affirmative action employer and complies with the Equal Employment Opportunity federal law guidelines. The College does not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment terms on the basis of race, color, religion, sex, national origin, physical or mental handicap, age, ancestry, serious medical condition, sexual orientation, gender identity, spousal affiliation, or veteran status, except when one of these criteria is a bona fide occupational qualification. Preference will be given to qualified applicants from within the institution. Recruitment and hiring procedures will be in accord with the NNMC Hiring Policy, #3.26.

1. Recruitment of Faculty

The need to create a new faculty position or to fill vacant faculty positions is initially determined by the appropriate Chairperson in consultation with appropriate faculty within the department. At this time, the position is declared continuing or temporary. The requests and justifications for filling the position along with a job description are submitted through the appropriate Dean/Provost and the Director of Human Resources to the President or his/her designee. A budget clearance from the Vice President of Finance will also be submitted. Applications may only be solicited after final approval from the President (or designee) is obtained.

Notices of the vacancy are first advertised internally for five days and then externally (if not filled) in a manner determined by the Department Chair and the Director of Human Resources. The job announcement and purchase requisition for advertising is prepared by the Director of Human Resources who is responsible for internal and external advertising.

2. Appointment of Faculty

The appropriate Chair will set up a screening committee which will act as a recommending body to the President. The committee will consist of at least five members, including the department Chairperson, department faculty, and other faculty. A student representative is encouraged, but optional. The Director of Human Resources is an ex-officio member without voting rights for legal advisement and guidance. The screening committee will select its chairperson. General procedures for screening and interviewing will be provided to the screening committee by the Director of Human Resources. The screening committee will review the requirements of the position and the job description. Acting at all times in strict confidence, the committee will evaluate all applicant files that are provided to the committee. Qualified applicants deemed most suitable for the position by the committee on a rank-order basis will be selected for interview

Based on the interviews, the committee will select the best-suited candidates and submit the top three recommendations to the President. The President will accept or reject the committee's recommendation. If accepted, the President recommends the candidate for hire to the Board of Regents. If the President rejects the recommendation, the committee reconvenes to either submit another interviewed candidate or re-advertise the position and repeat the selection process. Once the President approves the recommendation, the Director of Human Resources notifies all applicants of the personnel decision. The Director of Human

Resources will send an offer packet to the selected candidate, including an offer letter, a contract and a list of benefits. If the candidate accepts the position, the President will then take the recommendation to the Board of Regents for ratification.

3. Joint Appointment

Joint appointments of faculty are on occasion necessary and beneficial to the College. In the event that a faculty position exists which would include responsibilities in more than one department or division of instruction, the selection process will include department chairpersons, directors, faculty, students, and deans responsible for all the areas of instruction.

4. Internal Hiring/Promotion Procedure

In the interest of promoting greater employee incentive by recognizing and rewarding outstanding job performance, the administration will make every effort to hire qualified adjunct, half-time and full-time faculty to available faculty positions. The hiring procedure described in paragraph II.D.1. will be followed.

5. Nepotism Policy

The following restrictions shall apply with respect to faculty whose employment would represent a conflict of interest and/or which could be considered nepotism.

- a. No faculty candidate shall be employed by the College if such potential employment would be under a direct supervisory or evaluative relationship with a member of his/her immediate family, who at the time of such potential employment, is employed by the College. For purposes of this paragraph (II.D.5.a.), immediate family shall be defined as: husband, wife, domestic partner father, mother, sister, brother, son, daughter, (father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunts and uncles, nephews and nieces, grandparents, grandchildren).
- b. No faculty candidate shall be considered for employment while a member of his/her immediate family serves on the Board of Regents, on a committee, or other policy-making body which by rule, screens and recommends applicants for employment. For purposes of this paragraph (II.D.5.b.), immediate family member shall be defined as: husband,

wife, son, daughter, father, mother, sister, brother, (father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law).

- c. These provisions shall not apply to any faculty who is employed by the College prior to the employment or appointment of any supervisory employee or Board Member appointee, respectively. However, such supervisor or Board Member shall abstain from participating in any disciplinary action of such employee, unless it is done by class, similar to all employees.
- d. The Board of Regents may approve exceptions to this policy in case of an emergency or other special circumstances.

6. Documents

The following document/materials must be prepared and submitted for signature to the appropriate personnel before assuming duties.

- a. Personnel Action Form
- b. Official college transcripts, resume, and any letters of recommendation.
- c. All appropriate documentation on qualifications.
- d. The I-9 document verifying proof of citizenship or legal work status.
- e. Signed document verifying awareness of the substance abuse policy.
- f. The W-4 withholding tax form.
- g. The ERB selection/beneficiary form.
- h. Completed and signed orientation forms from both HR and the employee's new department.

Official transcripts must be provided by the faculty member, the college attended or a transcript service directly to the Director of Human Resources.

7. Personnel Files

The official personnel file shall be maintained by the Director of Human Resources, shall contain all materials relevant to the member's employment, and shall be protected from access by unauthorized persons.

A faculty member has the following rights with regard to his/her own personnel file:

- a. To review the file's content upon request.
- b. To receive a copy of any document contained therein as well as a copy of any item(s) added to the file.
- c. To request that inappropriate documents are removed from the file (see below).
- d. To include in the file a written response to any file entries.

Negative reports other than formal faculty evaluations in a faculty member's personnel file may be removed through the contractual grievance procedure. The responsibility to monitor one's personnel file rests with the faculty member.

The materials required to be included in the employee's personnel file in the Human Resources Office are:

- a. Documents relevant to employment such as resume, transcripts and other evidence of qualification. The original materials submitted at the time of application for employment must be retained as per state records and disposition schedule.
- b. All performance evaluations.
- c. Letters of recommendation, commendation, or other congratulatory material.
- d. Letters of reprimand or other letters of negative content provided the employee has been furnished a copy of the correspondence. Any rebuttal or other written comment by the employee must also be included.
- e. Any requests for special leave such as maternity leave, sabbatical leave, leave without pay, etc., and the official action relevant to the request.
- f. A record showing signature and date of every person who examines any material in the faculty member's files.
- g. The employee is responsible for keeping relevant documents current.

II. E. Policies on Tenure, Meaning of Tenure, Promotion and Seniority

Regulations concerning tenure serve to insure faculty stability, secure justice for its individual members, insure the welfare of students, and promote the interests of the public. Tenure is achieved at the College by faculty members who consistently fulfill faculty duties and actively participate in the development of the College.

The College subscribes to the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors. (<http://www.aaup.org/aaup>)

1. General Guidelines

a. Tenure Track

Appointment to the tenure track is made at the time of the initial appointment to the rank of Assistant Professor. All faculty positions at this level at the time of their appointment shall be considered tenure track. On the rare occasion when a faculty member does not choose the tenure track, they may be hired as an instructor with no tenure or promotion opportunities. Faculty on the tenure track must be classified as full-time, which is denoted by service on a 100% workload basis for a fiscal or an academic year contract. The tenure process shall follow the policies established by the College's official faculty association and the collective bargaining agreement.

b. Annual Review of Faculty

All tenured and non-tenured faculty will have an annual review by the chairperson of their department conducted in the spring of the academic year. This review will include teaching effectiveness, student advising, scholarly activity and service to the college and community. This review is intended to facilitate non-tenured faculty toward tenure and tenured faculty to gain promotion.

c. Classification of Rank

Academic rank refers to tenure or non-tenure-track faculty whereas administrative titles carry no rights of tenure. However, an administrator that is drawn from a tenured faculty rank shall retain his tenure.

d. Evaluation of Candidates for Promotion and Tenure Shall be Objective.

Candidates for promotion and tenure will be evaluated by the committee objectively for evidence of excellence in their performance of assigned duties that include teaching, institutional and community service and may include research, scholarship, and/or creative activity.

e. Purpose of Tenure

Tenure ensures the academic freedom that is essential to an atmosphere of intellectual pursuit and the attainment of excellence in the college. In addition, tenure also reflects and recognizes a candidate's potential long-term value to the institution, as evidenced by professional performance. Tenure sets the college apart from other institutions as tenured faculty are not mere employees but are the community of educators who create institutional stability and an ongoing commitment to excellence. Tenure, therefore, will be granted to faculty members whose character and achievements in serving the College's mission, warrant the institution's reciprocal long-term commitment.

f. Meaning of tenure

Upon being awarded tenure, the faculty member shall attain the status of presumed continued employment as a member of the faculty, except for reasons of just cause or where conditions exist beyond the College's control.

g. Date of Eligibility for Tenure

Tenure is granted for achievement in academic and professional pursuits, not for years of service. Faculty will be considered for tenure after a probationary period of three years but no later than the end of the fifth year on tenure track, by which time the faculty must apply for tenure. If tenure is not granted the faculty member would have one-year probationary period to reapply. If tenure is not granted at that time, the appointment at Northern New Mexico College will not be continued. Under extenuating circumstances, such as illness, a faculty member can request of the Provost that the tenure timetable be extended.

Any adjunct faculty positions or time spent in that capacity can never be counted as time on the tenure clock.

h. Faculty Previously Tenured at Other Institutions.

Faculty hired from other universities or colleges, who have already earned tenure from their former institution, may be appointed with tenure at NNMC, or tenure may follow a probationary period as defined in the criteria under Criteria for Promotion and Tenure. Faculty who have taught on a tenure-track at a previous university may be credited the years of teaching at another institution.

2. Academic Division Criteria for Tenure and Promotion

All faculty seeking promotion and tenure in academic departments must hold a terminal degree in their area of expertise. A master's level or baccalaureate degree may be considered appropriate for some departments, to be determined by individual departments or colleges.

For faculty members seeking promotion and tenure in these Departments, credentials will be based on the department's criteria.

a. Teaching

The teaching of students is central to the mission of NNMC. Given the mission of the College, candidates must demonstrate excellence in teaching, including assessment of student learning. Good teaching, defined as meaning much more than classroom activities, may be documented in a variety of ways. The following list is illustrative rather than exhaustive.

- Recent course syllabi
- Student evaluation
- Peer reviews based on clarity of course goals, organization, use of technology and knowledge of field
- Teaching observation by departmental colleagues
- Student learning outcomes and assessment
- Teaching philosophy and importance of teaching
- Curriculum development
- Shows improvement in teaching
- Honors and awards for teaching
- Implementation of innovative teaching techniques
- Participation in educational activities of professional associations
- Attending or leading meetings related to your professional expertise
- Giving lectures or presentations to student groups, colleagues, or the college community.
- Letters of recommendation from colleagues
- Letters of recommendation from other professional sources
- Participation in service learning activities.

b. Student Advising

Faculty must also be committed to the well being of students. Effective advising helps create an environment

that fosters student learning and student retention. The formal and informal advising and mentoring of students is an indispensable component of the broader education at the College.

Faculty advising may take many forms and the following list is illustrative rather than exhaustive

- Mentoring or tutoring students
- Assisting students in selection of courses and career options
- Special review sessions for students
- Keeping an “open door” policy towards students
- Advising all majors of your department
- Advising evening students

c. College, Public and Community Service

Faculty service is essential to the College’s success in serving the institution and the community. It is the responsibility of individual faculty to perform a broad array of services that are vital to supporting and sustaining the quality and effectiveness of the College. Faculty members are expected to provide service to the College, its students, programs and professional disciplines, as collegial and constructive members of the College and the broader community. Examples include service in faculty governance, union governance, college committees, professional organizations, and community non-profit agencies. The following list is illustrative rather than exhaustive.

College Service

- Committee work at the department and college level
- Participating in institutional governance including Faculty Senate, PITs, etc
- College service at the state or regional level
- Advisor to student organizations
- Representing the college at public events
- Student recruitment

Community and Public Service

- Serving on boards or advisory councils at the local, state, national and international level

- Giving lectures or presentation to local groups in the community
- Working with community leaders to develop solutions to community problems
- Working with the local community as a volunteer
- Involvement in activities that increase the desire of non-college students to attend college
- Student recruitment

d. Scholarship, Mastery of Discipline, Professional Development

Faculty with assignments in research will be evaluated by the standards appropriate to the field. All faculty should be positively engaged in their disciplines and should be recognized for their expertise. The following are examples of professional development and scholarship.

- Presentation at conferences, professional agencies or institutions
- Edited books
- Peer-reviewed journal articles
- Reviewed articles or other publications
- Participation in symposiums
- Creative work presented
- Grants awarded
- Regional or national honors
- Professional consulting
- Research
- Publications
- Serving as an officer of a state, regional or national association
- Serving on editorial boards
- Serving on professional task force
- Participating in curriculum development in your discipline at the state or regional level
- Reviewing grant proposals
- Efforts to improve teaching technology
- Ongoing growth in subject matter
- Demonstrating command of their subject matter
- Effective teaching
- Contributions in curricular development
- Demonstrated quality improvement in teaching strategies incorporating new technologies (where applicable) and new approaches to learning.

3. Career-Technical Education Division Criteria for Tenure and Promotion

For faculty members seeking promotion and tenure in these departments, credentials will be based on the department's criteria.

a. Teaching

The teaching of students is central to the mission of NNMC. Given the mission of the College candidates must demonstrate excellence in teaching, including assessment of student learning. Good teaching, defined as meaning much more than classroom activities, may be documented in a variety of ways. The following list is illustrative rather than exhaustive.

- Recent course syllabi
- Student evaluation
- Peer reviews based on clarity of course goals, organization, use of technology and knowledge of field
- Teaching observation by departmental colleagues
- Student learning outcomes and assessment
- Teaching philosophy and importance of teaching
- Curriculum development
- Shows improvement in teaching
- Honors and awards for teaching
- Implementation of innovative teaching techniques
- Participation in educational activities of professional associations
- Attending or leading meetings related to your professional expertise
- Giving lectures or presentations to student groups, colleagues, or the college community.
- Letters of recommendation from colleagues
- Participation in service learning activities.

b. Student Advising

Faculty must also be committed to the well being of students. Effective advising helps create an environment, which fosters student learning and student retention. The formal and informal advising and mentoring of students is an indispensable component of the broader education at the College.

Faculty advising may take many forms and the following list is illustrative rather than inclusive.

- Mentoring students
- Assisting students in selection of courses and career options
- Special review sessions for students
- Keeping an “open door” policy towards students
- Advising all majors of your department
- Advising evening students

c. College, Public and Community Service

Faculty service is essential to the College’s success in serving the institution and the community. It is the responsibility of individual faculty to perform a broad array of services that are vital to supporting and sustaining the quality and effectiveness of the College. Faculty members are expected to provide service to the college, its students, programs and professional disciplines, as collegial and constructive members of the College and the broader community. The following examples are illustrative but not exhaustive.

College Service

- Committee work at the department and college level
- Participating in institutional governance including faculty association, PITs, etc
- College service at the state or regional level
- Advisor to student organizations
- Representing the college at public events
- Student recruitment

Community and Public Service

- Serving on boards or advisory councils at the local, state and national level
- Giving lectures or presentation to local groups in the community
- Working with community leaders to develop solutions to community problems
- Working with the local community as a volunteer
- Involvement in activities that increase the desire of non-college students to attend college
- Student recruitment

d. Mastery of Discipline, Professional Development and Creative Activity

All faculty should be positively engaged in their disciplines and should be recognized for their expertise. The following examples are illustrative, but not exhaustive.

- Presentation at conferences, professional agencies or institutions
- Participation in symposiums
- Creative work presentations, including juried shows
- Grants awarded
- Regional or national honors
- Professional consulting
- Publications
- Serving as an officer of a state, regional or national association
- Serving on professional task force
- Participating in curriculum development in your discipline at the state or regional level
- Efforts to improve teaching technology
- Demonstrating command of their subject matter
- Ongoing growth in subject matter
- Contributions in curricular development
- Demonstrated quality improvement in teaching strategies incorporating new technologies (where applicable) and new approaches to learning

1. Criteria for Appointment to Emeritus Status

Proposals for emeritus designation must be initiated by a faculty member or other appropriate group, such as the Faculty Senate, and submitted for evaluation and recommendation by the Provost. If recommended by the Provost, the President shall review and forward the recommendation to the Board of Regents. The Board of Regents shall make the decision on the granting of emeritus status to the nominee. The decision of the Board of Regents shall be final and not subject to further review.

Nominees for Emeritus Faculty must meet the following criteria:

- a. Eligible to retire under the NM Educational Retirement Act and submitted an intent to retire to the ERB.
 - b. Awarded tenure at NNMC and have **five** consecutive years of full-time, tenured faculty service at NNMC prior to retirement.
 - c. Shown excellence in teaching or administration.
 - d. Contributed service to the college, the community, or the professional discipline.
5. Criteria for Promotions in Faculty Rank in the Academic Division, including Developmental Studies

- a. Criteria for Promotion from Assistant Professor to Associate Professor

Faculty seeking promotion to the rank of Associate Professor shall hold an earned doctorate or other appropriate terminal degree, granted by an accredited institution of higher learning. A master's level or baccalaureate degree may be considered appropriate for some departments, to be determined by individual departments or colleges. The Tenure and Promotion Council will consider evidence of the following:

- Demonstrated effectiveness in teaching, advising and other assigned duties
- Appropriate institutional, public and professional service
- Positive engagement in their individual discipline

- a. Criteria for Promotion to Professor

Faculty seeking promotion to the rank of Professor shall hold an earned doctorate or other appropriate terminal degree, granted by an accredited institution of higher learning. A master's degree may be considered appropriate for some departments, to be determined by individual departments or colleges. The Tenure and Promotion Council will consider evidence of the following:

- Distinction in teaching, advising, or other assigned duties, as evidenced in continuing development and sustained effectiveness in these areas
- Exemplary institutional, public and/or professional service

- Distinction in their individual discipline as evidenced in significant contributions to the field or profession

6. Criteria for Promotions in Faculty Rank in the Career-Technical, Education Division

a. Criteria for Promotion from Assistant Technical Professor to Associate Technical Professor

Faculty seeking promotion to Associate Technical Professor shall hold a bachelor's degree in their teaching discipline. An associate degree may be considered appropriate for some departments, to be determined by individual departments or colleges. The Tenure and Promotion Council of the Career-Technical Education Division will consider evidence of the following:

- Demonstrated effectiveness in teaching, advising and other assigned duties
- Appropriate institutional, public and professional service
- Positive engagement in their individual disciplines

a. Criteria for Promotion from Associate Technical Professor to Technical Professor

Faculty seeking promotion to Technical Professor shall hold a master's degree in their teaching discipline. A baccalaureate degree may be considered appropriate for some departments, to be determined by individual departments or colleges. The Tenure and Promotion Council of the Career-Technical Education Division will consider evidence of the following:

- Distinction in teaching, advising, or other assigned duties, as evidenced in continuing development and sustained effectiveness in these areas
- Exemplary institutional, public and/or professional service
- Distinction in their individual discipline as evident in significant contributions to the field or profession

7. Tenure and Promotion Council

a. Academic Division

During the spring of the academic year a five member Tenure and Promotion council will be elected from the

Academic Division of the College. All tenured faculty are eligible for the committee with no more than one representative from a department. The committee member will serve a three year term. Faculty eligible for election are tenured faculty only, but both tenured and non-tenured faculty will be eligible to vote.

b. Career-Technical Education Division

During the spring of the academic year a five member Tenure and Promotion council will be elected from the Career-Technical Education Division of the College. All tenured faculty are eligible for the committee with no more than one representative from a program. The committee members will serve a three year term. Faculty eligible for election are tenured faculty only, but both tenured and non-tenured faculty will be eligible to vote.

8. Timeline for Advancement to Tenure

- a. By the second week in September, the Tenure and Promotion Council sends letters to deans and chairpersons regarding who is applying for tenure from their department for the current academic year.
- b. By the fourth week in September, the Council sends letters and forms to faculty applying for tenure detailing the requirements
- c. By the last week in October, applications for tenure are due to Tenure and Promotions Council.
- d. By the first week of the spring semester, the Council sends its recommendations to the Provost.
- e. By the first week of the spring semester, the Council informs the faculty of their recommendation.
- f. By the first week of the spring semester, the Council informs in writing the faculty whose applications have not been recommended for tenure of the reasons for this decision.
- g. By the last week in February, the Provost sends his recommendations to the President.
- h. The President presents the recommendations to the Board of Regents in April.
- i. Board of Regents notifies faculty of their decision by April 30.

9. Actions of the Board of Regents

Tenure is awarded only by positive action of the Board of Regents upon recommendation of the President. Such action shall be taken no later than the fifth provisional year, on or before April 30th.

10. Denial of Tenure

If tenure is not awarded, the faculty member will be offered a one-year provisional contract, during which time he may re-apply for tenure using the standard procedure and guidelines. If tenure is not granted after the second application, the faculty appointment will be terminated.

11. Appeals Process for Denial of Tenure

a. Denial by the Tenure and Promotions Council

A faculty member denied tenure by the Tenure and Promotions Council may appeal to the Senate Committee on Academic Freedom, Promotion and Tenure.

- The applicant appeals to the Senate Committee on Academic Freedom, Promotion and Tenure by the second week in February.
- The Senate Committee on Academic Freedom, Promotion and Tenure reviews the application and makes their recommendation to the Provost.
- If the Senate Committee on Academic Freedom, Promotion and Tenure recommends the applicant for tenure the recommendation is sent to the Provost.
- If the Senate Committee on Academic Freedom and Tenure does not recommend the faculty member for tenure, the applicant is informed in writing the reason(s) for the denial.
- The applicant has one year to address the denial and reapply for tenure.
- If tenure is denied again by the Tenure and Promotions Council and Senate Committee on Academic Freedom, Promotion and Tenure, the applicant will not be rehired.

b. Denial by the President or Board of Regents following positive recommendation by Tenure and Promotions Council

If in the course of tenure application the Tenure and Promotions Council makes a positive recommendation to the Provost and the faculty member is denied tenure by the President or the Board of

Regents, the applicant may grieve this decision as per the contracted Procedure for Resolution of Grievances (II. I).

12. Privileges of Tenured Faculty

- a. The appointment of a tenured faculty member shall run until the member's retirement or death, subject to the following limitations: Any dismissal or non-renewal of the contract of a tenured member of the Faculty shall follow the procedure outline in the Northern Federation of Educational Employees contract.
- b. If the program or department in which a tenured faculty member teaches is curtailed he/she may be appointed to another full-time position for which he/she qualifies if such a position is vacant.
- c. Sabbatical leave may be granted to tenured faculty members after six years of full-time continuous employment at NNMC. The procedures are described in section III.B.10.
- d. Tenured faculty members appointed to administrative positions will retain tenure status as faculty. They may return to a faculty position for which they qualify if such a position is vacant.

13. Post-tenure Review

The Tenure Review Committee, comprised of tenured faculty and the Provost, will conduct a periodic review of tenured faculty. The main objective of the post-tenure review process is to assess the faculty member's performance in (a) teaching, (b) student advising, (c) service to the institution and the community, and (d) contributions to research, scholarship, and career/creative activities.

Tenured faculty shall be subject to a review every five years. In the event a faculty member receives an unfavorable review, the post-tenure review process shall include (a) a two-year probation and re-evaluation period and (b) loss of tenure if during the

probation period the faculty member fails to demonstrate improvement in the identified area(s) of concern.

14. Seniority

Seniority shall be defined as total length of continuous full-time employment with the College. Seniority credit shall commence with the instructor's most recent date of full-time employment. Time spent on paid leave shall be counted for seniority purposes. Time spent on unpaid leave shall not constitute a break in continuous service. In the event instructors have the same original date of hire, the date of the instructor's letter of appointment shall govern. The College will maintain a seniority list of all instructors in the bargaining unit ranked in order of seniority and date of hire of each instructor within each contractual academic discipline. Upon request, the College will provide the Faculty Association President with a copy of the instructor seniority list.

15. Privileges of Emeritus Faculty

The privileges and responsibilities of emeritus faculty are subject to the collective bargaining agreement, and any legal and/or New Mexico Higher Education Department and/or college restrictions. In addition, emeritus faculty receive:

- a. Assigned office space for research or scholarship, if available.
- b. Listing with the faculty in the college catalogues, website, and other appropriate publications.
- c. Attendance at campus events open to college employees.
- d. Receipt of special campus publications, announcements, and event invitations as determined by the President.
- e. Invitations to participate in public ceremonies, commencement, processions and convocations.
- f. Participation in appropriate campus seminars, colloquia, lectures, ad hoc committees, and other scholarly pursuits.
- g. Use of college recreation/social facilities in accordance with college policy.
- h. Library and email privileges.

II. F. Contracts for Permanent, Provisional, and Adjunct Faculty

The following section governs the re-employment notification thereof, and contracting of faculty personnel.

1. Notices of Renewal/Non-Renewal - (Permanent & Provisional)

The Board of Regents shall consider reemployment of all permanent and provisional faculty on or before April 15, of each year. Written notice of Board action to renew or not renew shall be provided to the faculty member no later than May 15th of each year. Failure to provide notice within the specified time shall have the effect of re-employing the faculty member for the succeeding year.

2. Notice of Re-employment or Employment - (Adjunct faculty)

Adjunct faculty are employed on an as-needed basis subject to the requirements of the College and are not guaranteed continued employment past the period specified on the Personnel Action Notice form. The Chair with approval from the respective Dean will determine the needs and initiate the required forms prior to the part-time faculty member commencing employment.

3. Issuance of Contracts

Contracts for all tenured and provisional faculty members who are re-employed for the next academic year shall be prepared by the college and delivered to such members during the month of May. The contract, if accepted by the faculty member, must be signed and received by the Human Resources July 1st. If the contract is not received by July 1, the contract may be null and void.

a. Faculty Contract - Permanent and Provisional

A faculty contract will be issued to all permanent and provisional faculty members. A Personnel Action Notice (PAN) form will be utilized to activate compensation as per contract. The contractual obligation is for no more than nine months, generally following the academic calendar. For payroll purposes the contract runs for 12 months. Ten month or longer contracts may be issued upon approval of the Federation of Educational Employees and Board of

Regents. Fulltime faculty salaries are determined by the Board-approved salary matrix.

b. Personnel Action Notice Form – Adjunct

A Letter of Appointment form will be utilized for all adjunct faculty members. Adjunct salaries are determined by the Board approved adjunct salary matrix.

4. Academic Calendar and Work Year

The academic calendar and work year is determined annually by the terms described in the Agreement between NNMC Board of Regents and the Faculty Bargaining Unit.

5. Outside Employment

The College and the Faculty agree that a full-time instructor's position with the College shall be the primary source of employment. Full-time instructors may engage in outside employment. However, both parties agree that as a professional courtesy, the instructor shall inform the Director of Human Resources of such outside employment. Such outside employment shall not effect performance, cause absenteeism, or create a conflict of interest for the College.

6. Summer Employment

Qualified full-time instructors shall be given the first opportunity to teach during the summer session. Those instructors selected for summer employment will be paid in accordance with the salary schedules applicable to part-time instructors.

7. Facilities, Equipment and Support

Subject to available funding, the College will continue to provide classroom space, office space, equipment and materials to aid instructor performance. This shall include continuing to connect full-time faculty to the local area network for student advisement.

8. Health and Safety

The College will continue to provide healthful and safe working conditions for all instructors. The College will continue to comply with all applicable state and federal health and safety laws. The Federation President may appoint one full-time Faculty to the Loss

Control Committee. Provision and/or reimbursement shall be made to employees who require protective equipment in the performance of their job. This determination will be made by the College. The College shall make provisions for required inoculations to protect employees in the course of their employment (Health Occupations). All hazardous or potentially hazardous conditions shall be reported to the Chair of the Loss Control Committee for review and appropriate action if needed.

9. Student Discipline

The Faculty and the College agree that Student Discipline shall be administered according to the Standard of Conduct as contained within the Northern New Mexico College Student Handbook.

II. G. Faculty Responsibilities and Duties

1. Professional Ethics

Faculty members will demonstrate respect for the students in their role as intellectual guides, foster honest academic conduct and promote an atmosphere which is conducive to learning and the acquisition of scholarly standards. They will strive to help each student realize his or her potential as a worthy and effective member of society.

2. Faculty Workloads - (Tenured and Provisional)

Faculty workloads shall be distributed among all faculty and chairpersons. *The preparation of teaching schedules shall be the responsibility of the Provost/Dean and the Department Chairperson. The Provost/Dean and the Chairpersons will consider recommendations from instructors. The College shall continue to notify the faculty member of his/her tentative teaching schedule. Changes in faculty member's teaching schedule may be made as the need arises and faculty shall be notified of said changes. The final determination of teaching schedules shall be made exclusively by the College.* Monitoring of workloads is the responsibility of the Chairperson and is intended to ensure that responsibilities are equally distributed. At the discretion of the Dean/Provost, release time may be granted for special assignments or responsibilities.

a. Academic Year Teaching Load

The normal teaching load for full-time faculty is fifteen (15) credit hours per semester or thirty (30) credit hours per academic year.

The normal teaching load for faculty directors is twelve (12) credit hours per semester. The normal teaching load for baccalaureate degree program directors is six to seven credit hours (to include no more than 12 contact hours) each semester unless oversight regulations require fewer. The normal teaching load for faculty chairs is six to seven (6-7) credit hours per semester. The normal teaching load for Deans is 3-4 credit hours per semester. A waiver of these requirements will be considered through the Provost's Office for program/departmental initiatives that include program development, grants writing and/or grants management.

When faculty are teaching two or more scheduled classes at the same time, only one of the classes will be counted in the workload computation. In special situations such as co-op courses, lab courses, practicums, etc.; the workload credit hours will be computed by the Chairperson with the Provost's approval.

Instructors shall be present on campus for all professional duties and obligations, including but not limited to, classes, departmental meetings, faculty meetings called by the Dean/Provost or President, and student conference hours. Each instructor shall schedule a minimum of five (5) hours per week for student conferences and advisement.

a. Adjunct Faculty Teaching Load

Adjunct faculty will teach no more than fourteen (14) credit hours per semester. Adjunct faculty will attend orientation sessions and be available to students prior to and immediately after class or by appointment.

c. Summer Session Teaching Load

Summer session teaching assignments for nine-month faculty are subject to the recommendation of the Chairperson and approval of the Provost. Fulltime faculty will be given priority for summer session assignments. All summer session fulltime faculty on nine-month contracts are compensated at the adjunct salary matrix rate.

d. Teaching Overload

When a faculty member teaches in excess of fifteen (15) credit hours during a semester the department Chairperson will approve an overload. The compensation for an overload is as per the adjunct faculty salary schedule.

e. Student Advising

Each faculty member will serve as an advisor to students. Advisors will assist students in course selection, scheduling, and meeting requirements for certificate or degree programs. When necessary, students will be referred to the appropriate support services for assistance. This advising will take place during the approved office hours.

3. Faculty Duties

Each faculty member (full-time and part-time) will be responsible for the following duties (a thru n):

- a. Become familiar with College policies and procedures.
- b. Explain to students the course content and requirements and distribute a course syllabus during the first week of scheduled class.
- c. Meet every assigned class at its designated time except for illness, emergency situations, and approved absences.
- d. Assume responsibility for the security of College facilities and equipment.
- e. Maintain a classroom that is conducive to learning and develop a sincere interest in students' education.
- f. Arrange for equipment, supplies and materials necessary for instruction.
- g. Advise students concerning academic achievement, absences, and tardiness which might jeopardize satisfactory progress.

- h. Emphasize to all classes the importance of prompt, regular and continuous class attendance.
 - i. Maintain accurate scholastic records of students enrolled in each class and submit rosters and grade reports to the Registrar's Office.
 - j. Refer students who need special consideration to the appropriate student services.
 - k. Report all irregularities, questions, or problems concerning instruction to department Chairperson.
 - l. Keep credentials and certifications (as required) current and on file in the Human Resource Office.
 - m. Conduct assigned classes in accordance with the stated philosophy and objectives of the College and in accordance with the approved master course syllabi.
 - n. Part-time faculty will be available to students prior to and immediately after class or by appointment.
- * The following duties are not required of part-time faculty; however, should part-time faculty wish to participate they may do so:
- *o. Assist Chairperson in preparing and maintaining the budget, initiating purchase requisitions, and selecting textbook changes.
 - *p. Recommend the selection of library books, reference materials and periodicals for the Library.
 - *q. Participate in commencement day exercises.
 - *r. Post and adhere to a schedule of approved office hours to include at least five hours per week. The Chairperson approves the office hour schedule.
 - *s. Perform registration duties.
 - *t. Attend and support activities of the College such as scheduled and special faculty and department meetings and assigned committee meetings.

- *u. In cooperation with the chairperson prepare a professional development plan and accomplish the goals and objectives of this plan as funding and resources allow.

4. Directors' Duties

Directors shall be responsible to the department chairperson. Each director will:

- a. Supervise, coordinate and assess the planning and implementation for the ongoing development and improvement of the degree program(s).
- b. Coordinate the development of creative and progressive teaching methods.
- c. Recruit and supervise adjunct and regular faculty for the degree program(s).
- d. Maintain confidential employee information and make recommendations regarding employment of faculty and staff in the program(s) curriculum.
- e. Coordinate the scheduling and delivery of the program(s) curriculum.
- f. Coordinate the development of marketing and recruitment activities for the program(s).
- g. Supervise student advisement and practicum experiences.
- h. Participate in institutional governance and departmental committees as assigned.
- i. Oversee administration of state and external funds supporting the program(s).

5. Chairpersons' Duties

Chairpersons shall be responsible to the Dean/Provost (or designee). Each chairperson will:

- a. Supervise assigned personnel and coordinate all departmental activities.
- b. Coordinate efforts with faculty and make proper recommendations related to the development of new courses and programs, the revision or deletion of existing courses and programs, and the maintenance of instructional standards within the department.

- c. Provide leadership in formulating, developing and revising program objectives and curriculum and ascertain the maintenance of current course outlines and syllabi which accurately reflect the instructional program.
- d. Supervise instructional activities within the department, including evaluation of curriculum, teaching methods, effective use of the library and support programs, testing techniques and audio-visual aids.
- e. Schedule and preside at regular departmental meetings to review areas of concern and to maintain communication. Maintain and distribute minutes of all meetings to department personnel.
- f. Ensure that faculty maintain scheduled office hours and equitable workloads.
- g. In coordination with the Office of Human Resources, orient new department personnel and ensure that all assigned personnel are familiar with academic policies, regulations and procedures.
- h. May evaluate formally or informally department personnel and the overall effectiveness of instruction within assigned department.
- i. Recommend to appropriate Dean/Provost renewal or non-renewal of contract, promotion or dismissal of personnel within assigned department.
- j. Ensure functional advisory committees as required by degree programs.
- k. Verify that safety guidelines are in place as required by appropriate program oversight standards.
- l. Monitor the attendance of personnel within department and approve faculty leave requests.
- m. Assist in the registration process and assign advisement and coordinate advisement and registration duties to personnel within department.
- a. Foster articulation agreements with post-secondary and secondary institutions.

- o. Validate faculty selection of textbooks for bookstore adoption.
- p. Verify that adequate supplies and equipment are available for the department.
- q. Review materials for the College catalog and other college publications ensuring an accurate representation of the department.
- r. Participate in the screening and interviewing process for department personnel and make recommendations for employment within procedural guidelines.
- s. Coordinate the development of the annual recommended budget for assigned department and submit same to the appropriate Dean.
- t. Maintain records and controls to assure that assigned department operates within established budget limits.
- u. Coordinate all purchase requests within the assigned department.
- v. Serve as liaison between department and institutional personnel and/or public.
- w. Assist in the initiation and/or development of institutional research or proposal related to the department.
- x. Inform the appropriate Dean/Provost of departmental needs, concerns, changes or irregularities which warrant attention.
- y. Instruct as assigned by the appropriate Dean/Provost within limits as described under II.G.2.a (Faculty Workloads) of this handbook.
- z. Assume responsibilities and duties required of faculty and additional assignments outlined for chairpersons.
- aa. Assume additional duties assigned by the Dean/Provost of Instruction or designee.

II. H. Academic Freedom, Employee Investigations, and Progressive Discipline

1. Personal and Academic Freedom

The personal life of a faculty member is not a proper concern of the College, provided that it does not adversely affect or interfere with the faculty member's effectiveness in fulfilling his or her professional obligations.

The College is committed to the promotion of responsible academic freedom for its faculty and students, including the right of the individual faculty member to control classroom presentation and discussion of the subject matter, as well as grading or other evaluation of his or her students within the expressed and recognized goals, objectives and standards of the College.

Academic freedom expressly *contemplates* and encourages the presentation of controversial, hypothetical or idiosyncratic approaches to subject matter. The responsible exercise of academic freedom, however, requires that controversial, hypothetical or idiosyncratic approaches be clearly identified as such, that recognized or reasonable alternative approaches or points of view also be presented in a fair and scholarly manner, and that the overall coverage of the subject matter adequately serves *students'* legitimate educational objectives.

Control of presentation includes selection of subject matter to be covered and of textbooks and other materials to be used. Because these choices are reflected in various Administrative *concerns*, decisions as to topic coverage and selection of texts and materials *are subject to the approval of the faculty member's immediate supervisor.*

Mindful of the importance of academic freedom, the immediate supervisor will not disapprove an instructor's decision in these areas arbitrarily or without *justifiable* cause. In the event faculty members *believe* disapproval of their texts or materials by their supervisor is unjust, they may appeal to the next *higher administrative* level as explained in the following grievance procedure.

2. Employee Investigations

a. *The College has the right to investigate all allegations of instructor misconduct.*

- b. *An instructor may be placed on leave of absence during an investigation involving the instructor. Such instructors will be placed on leave with pay status.*
- c. *While an investigation is pending, no documentation related to the matter under investigation will be placed in the instructor's personnel file. If the investigation does not result in discipline, no documentation will be placed in the instructor's personnel file. Upon request, the employee will receive a written statement from the College stating that the investigation did not result in charges against the instructor.*
- d. *If charges are filed against an instructor as a result of an investigation, the instructor will be allowed a reasonable opportunity to respond to the charges. The instructor will be allowed to have a Federation representative present when responding to charges.*
- e. *Instructors will cooperate in all College investigations.*
- f. *An anonymous complaint may be used to initiate an investigation, but will not be used as the sole basis for disciplinary action.*
- g. *The parties acknowledge the need for expeditious employee investigations and agree to cooperate in achieving that goal. Where the parties mutually agree, documents may be exchanged in an effort to obtain a mutually acceptable outcome.*
- h. *After the instructor is informed that he/she is under official investigation, said instructor will be allowed to be represented by a Federation representative in meetings with the College regarding the investigation.*
- i. *Upon return to work following an investigation, a meeting between the instructor, the appropriate administrator, and the Human Resources Director will be scheduled in an attempt to create a positive transition.*

3. *Progressive Discipline*

- a. *The Federation and the College agree that the general purpose of discipline is to correct unsatisfactory performance and/or misconduct. Progressive discipline*

may be utilized when management determines that the merits of a particular case warrant such an approach. Progressive discipline will not be utilized when management determines that an employee's action(s) are so egregious that such an approach is inappropriate.

- b. Progressive discipline starts with the least severe discipline and progresses to more severe discipline depending on the circumstances. Examples of the least severe discipline consist of verbal warnings and written reprimands. More severe disciplines consist of suspensions and terminations.*
- c. Upon request, an instructor shall be entitled to Federation representation at any meeting called to administer a letter of reprimand or more severe disciplinary action.*

II. I

Procedure for the Resolution of Grievances

The following grievance procedure is part of the "Agreement Between the Northern New Mexico College Board of Regents and the Northern Federation of Educational Employees, AFT-NM, AFL-CIO Faculty Bargaining Unit". This agreement is effective through June 30, 2008.

1. Purpose

The purpose of this grievance procedure shall be to secure at the lowest possible administrative level, equitable resolutions to problems that may arise and are subject to review under this procedure. The Federation and the College agree that this is the only grievance procedure available to members of the bargaining unit.

2. Definitions

- a. A "grievance" shall be defined as a dispute pertaining to a claim that alleges a violation of this Agreement.*
- b. A "grievant" shall be any instructor, group of instructors, or the Federation.*
- c. "Days" shall mean workdays and shall not include holidays or recesses observed by the College.*

3. Procedures

- a. *Grievance proceedings shall be kept informal and confidential at all levels of this procedure.*
- b. *The number of days indicated at each level of this procedure shall be considered a maximum, and every effort shall be made to expedite the process.*
- c. *If the College fails to comply with the time limit requirements as set forth under any of the procedure levels, the grievance shall be considered automatically appealed to the next level of the procedure.*
- d. *If the grievant fails to comply with the grievant's time limit requirements as set forth under any of the procedure levels, the grievance shall be considered null and void.*
- e. *The time limits set forth herein may be extended provided the extension has been mutually agreed upon in writing by the parties.*
- f. *A grievance shall not be considered unless the grievant files the grievance no later than ten (10) days after the grievant knew or reasonably should have known of the action that precipitated the grievance.*
- g. *No reprisal or retaliation by any party to the grievance shall be taken against any party as a result of participation in the proceeding of a grievance.*
- h. *A grievant and the party charged may be accompanied and represented at any hearing or meeting conducted under this procedure.*
- i. *An instructor, acting individually, may present a grievance without the intervention of the Federation provided the grievance has been processed in accordance with this procedure. At any hearing of a grievance brought individually by an instructor, the Federation as a party to this Agreement, will be afforded the opportunity to be present and present its views. Any adjustment made shall be consistent with the provisions of this Agreement.*
- j. *If a grievance affects a group of two or more employees or involves a decision or action by the College that has a system-wide impact, the Federation may submit the grievance on behalf of the affected employees at Level Two*

of this procedure. The parties may submit this grievance at Level One if all of the employees affected by the grievance have the same supervisor.

- k. The parties shall cooperate in any investigation that may be necessary in order to expedite the process.*
- l. All documents related to a grievance shall be maintained in a separate grievance file and shall not be kept in the personnel file of any of the grievance participants.*
- m. All grievances and grievance responses shall be filed and processed on grievance forms mutually agreed upon by the parties and contained in an Appendix of this Agreement.*
- n. Unless otherwise agreed to by the parties, the processing of grievances shall be conducted during non-duty time or before or after the work day. If the parties agree to process the grievance during the employee's workday, the employee shall not suffer any loss of pay or benefits.*
- o. Except for informal decisions at Level One, all decisions shall be submitted in writing at each step of the grievance procedure and the decision shall be submitted to both the grievant and the Federation.*

4. Level One

- a. A grievant shall first discuss the grievance with the grievant's immediate supervisor (Chairperson), either directly or through the grievant's Federation representative, with the objective of resolving the issue informally.*
- b. If the grievance is not resolved with the immediate supervisor, or the immediate supervisor has not responded within ten (10) workdays of the grievance filing, a grievance may be filed at Level Two.*
- c. If the immediate supervisor has no authority to resolve the grievance, the grievance may be submitted by the grievant directly to Level Two. Management may defer the grievance back to Level One if the supervisor at that Level has the authority to address the grievance, so long as such deferral takes place within ten (10) days of receipt of the grievance.*

d. *If the grievant is not satisfied with the immediate supervisor's disposition, the grievant may appeal the grievance to Level Two (the Dean) no later than ten (10) days following the receipt of the immediate supervisor's decision.*

5. Level Two

a. *No later than ten (10) days following receipt of the written grievance, the Dean shall schedule a meeting in an attempt to resolve the grievance. Each party shall be entitled to bring documents and/or witnesses to the meeting in order to present evidence on their behalf. Each party shall have the right to question witnesses brought by the other party.*

b. *No later than ten (10) days following the conclusion of the meeting, the Dean shall submit the written response to the grievant and the Federation.*

6. Level Three

a. *If the grievance is not settled at Level Two and the grievant(s) or the Federation (with concurrence of the grievant) wish to appeal the grievance to Level Three (President or designee), it shall be appealed, in writing, to the President within ten (10) workdays after receipt of the decision at Level Two.*

b. *Within ten (10) workdays the President, or the designated representative, provided said person has not been previously involved in Levels One or Two, shall discuss the grievance with the grievant(s) and Federation representatives, if so desired, at a time mutually agreeable to the parties. If no settlement is reached, the President, or the designated representative, shall give a written answer within ten (10) workdays following such meeting.*

7. Arbitration

a. *If both the grievant and the Federation are not satisfied with the President's written disposition, the Federation may appeal the grievance to arbitration by submitting a written request for arbitration to the President no later than ten (10) days following the receipt of the President's or designee's written decision.*

- b. *The arbitrator will be selected from a list of five (5) arbitrators requested from the Federal Mediation and Conciliation Service (FMCS) or American Arbitration Association (AAA). The arbitrator shall be chosen through the process of alternatively striking arbitrators until one (1) remains. The order for striking shall be determined by the parties by the flip of a coin. This process shall be conducted no later than ten (10) days following receipt by the parties of the list of arbitrators from FMCS or AAA.*
- c. *The arbitrator shall conduct a hearing as soon as possible. The arbitrator may establish the rules of procedure and, at the arbitrator's discretion, may require the parties or witnesses to testify under oath.*
- d. *The arbitrator's decision shall be submitted in writing within thirty (30) days after the closing of the hearing and shall include the decision, rationale, and, if appropriate, relief. The arbitrator shall have no authority to add to or subtract from or extend or detract from the rights of employees covered by this Agreement.*
- e. *The arbitrator's decision shall be final and binding on the parties.*
- f. *The arbitrator's fees and costs shall be shared equally by the parties. All other expenses shall be assumed by the party incurring the cost.*

II. J. Evaluation of Faculty Performance

1. Premises and Objectives Basic to the Evaluation Program

Instructor evaluation has as its primary purpose the improvement of performance. Course/Instructor evaluations are used by instructors to help improve instruction, to provide a uniform method of assessing effectiveness of the faculty member to encourage effective teaching performance, and to assess and provide the faculty member with timely and valid feedback for professional growth.

2. Evaluation of Permanent and Provisional Faculty Members

- a. *Instructors will be evaluated by their immediate supervisor or higher level in the administrative line of authority.*

- b. *Tenured faculty members will be evaluated each year of service to the College. Non-tenured faculty members will be evaluated each semester of service to the College,*
- c. *Instructors will be evaluated whenever there is a concern regarding performance.*
- d. *At least one observation of the work performance of an instructor will be conducted openly and with knowledge of the instructor. The overall evaluation is not limited to a specific observation.*
- e. *Within a reasonable time period after the observation referenced above, there will be a conference or communication between the faculty member and the observer.*
- f. *Scheduled observations should be documented, reviewed and signed by the evaluator and the instructor. If additional observations have occurred and been documented, the instructor shall receive copies of such documentation.*
- g. *During the evaluation conference, the chair and instructor shall review, complete and sign the Instructor's Evaluation Form. The instructor shall have the opportunity to submit a written response to the evaluation, which shall be attached to the evaluation form. The complete evaluation form and any attachments shall be submitted to the Human Resources Department for inclusion in the instructor's personnel file. The instructor's signature shall constitute acknowledgement that the instructor has read and understood the evaluation.*

3. Evaluation of Chairs/Directors by Faculty Members

Chairs and Directors will be evaluated anonymously by faculty once per year.

4. Evaluation of Academic Deans/Provost by Faculty

Academic Deans/Provost will be evaluated anonymously by faculty once per year.

5. Evaluation of Adjunct Faculty Members

Adjunct faculty members may be evaluated by the department chairperson (or designee with written authority) as needed each semester.

6. Strengthening Areas of Concern

A faculty member, whose evaluations show areas of concern which require improvement, is obligated to remedy any deficiencies noted. The faculty member and Chairperson or Dean/Provost shall confer and provide the necessary guidance on as many occasions as are deemed necessary to remove the concern.

The appropriate supervisor (Dean/Provost) as part of the annual performance evaluation will review evaluations of Chairs and Directors. The Provost as part of the annual performance evaluation will review evaluations of the Deans. The College President as part of the annual performance evaluation will review provost evaluations.

II. K. Policies and Procedures for Termination of Employment

The following procedures are part of the negotiated agreement between the Northern New Mexico College Board of Regents and the Northern Federation of Educational Employees.

1. Voluntary Termination

a. Resignation

A full-time faculty member who resigns during a period of appointment must notify the President through the Chairperson and Dean/Provost of his intent to resign at least 30 days prior to the effective date of resignation or expiration of contract. All resignations shall be in writing.

Any faculty member who proposes to withdraw prior to the start of the term of appointment must provide notice as soon as reasonably possible, but no less than 30 days before the beginning of the new school year.

Failure on the part of the faculty member to notify as specified is contrary to the principles stated in this handbook.

b. Retirement

A faculty member who is eligible to retire may retire by providing notice as prescribed in the previous paragraphs concerning resignation. The President through the Chairperson and Dean may accept retirement by a faculty member during a contractual period at their discretion.

The faculty member who is retiring shall also notify the Director of Human Resources and the Business Office of his /her intention to retire. The Business Office assists the faculty member in submitting application for benefits involved in the Educational Retirement Act.

2. Involuntary Termination for Cause

Involuntary termination means the discharge of any faculty member during the term of an existing contract or not renewing a faculty contract after the expiration date without demanding a reduction in force (II.J.4). Involuntary termination may only occur for “just cause”.

“Just cause” shall include (a) failure or inability of a faculty member to fulfill his or her duties; (b) any cause which is rationally related to a faculty member's competence and the proper performance of his/her duties and which is not in violation of the faculty member's legal rights.

"Just cause" for dismissal will be related, directly and substantially, to the fitness of faculty members in their professional capacities as teachers and/or researchers. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or legal rights.

3. Procedures for Involuntary Termination for Cause

Immediate termination of a faculty member during the following proceedings is justified only if immediate harm to the faculty member or others is threatened by the faculty member's continuance. Unless legal considerations forbid, any such suspension should occur with pay.

The administrative supervisors shall initiate termination for cause and the decision to terminate is grievable by the faculty member. The grievance follows the contractual procedure described in the

Federation contract (also in section II.I.1 thru 7 in this handbook). Final action regarding the contract is recommended by the College President and approved by the Board of Regents

4. Involuntary Termination for Causes Not Personal to Faculty Member (Reduction in Force)

- a. *The College shall have the right to reduce its employment and, if necessary, discharge or terminate employees as a result of a reduction in force (RIF).*
- b. *When the College anticipates a RIF that will result in the discharge or termination of instructors in the bargaining unit, the College will notify the Federation in writing of the anticipated RIF at least twenty (20) workdays prior to the implementation of the RIF. The notice shall include the affected program(s), employee(s), the expected date of the RIF, and a brief description of the circumstances necessitating the RIF.*
- c. *The Federation may request in writing to meet with the College President and/or designee to discuss possible alternatives to the RIF, provided such request is made no later than five (5) workdays after the receipt by the Federation of the College's notice of intent to RIF.*
- d. *The College will consider ways of avoiding the need for a RIF through the use of both voluntary and involuntary transfers.*
- e. *The determination as to which instructor is to be laid off (RIFed) shall be based on factors including, but not limited to, the following: education (advanced education and training related to the field); relevant employment experience; full certification or licenses; evaluations; additional certification, outside activities related to the field or program being affected; and, program needs or requirements. All else being equal, seniority as defined in Article 15 will be the determining factor.*
- f. *Prior to the time a RIF actually displaces an instructor, the College will attempt to place the affected instructor in a vacant full time position for which they qualify. If an affected instructor does not accept an offered position that is of equal or greater pay, they shall have no recall rights under this Article.*

- g. *Whether the Federation exercises its option to meet with the College in accordance with C. above or not, the Federation may submit recommendations or alternatives to the RIF.*
- h. *An instructor laid off as a result of a RIF shall have recall rights for a period of no longer than one calendar year from the effective date of the RIF. The factors used for determining the order of recall shall include, but not be limited to, those enumerated in E. above. An instructor notified of recall shall have fifteen (15) calendar days to accept the position. An instructor who refuses an offered position shall have no further rights to employment. Failure to respond within the time frame shall be considered a refusal of employment.*
- i. *The laid off instructor may continue to participate in health insurance benefits by contributing the full premium in accordance with the provisions of the New Mexico Public Schools Insurance Authority.*
- j. *Upon request, a laid off instructor shall be placed on the College's approved substitute and adjunct faculty lists.*

5. *Suspended Programs*

- a. *The College shall determine whether or not to continue, discontinue, or re-institute programs.*
- b. *The Federation may make recommendations to the College on the continuance, discontinuance, or reinstatement of programs. The College will consider the Federation recommendations.*

PART III: Policies for Compensation, Fringe Benefits, and Leave

III. A. Compensation and Fringe Benefits

1. Salary Schedule

- a. *All faculty members shall be paid according to the appropriate salary schedule each respective year as approved by the Board of Regents.*
- b. *Full-time faculty members shall be placed on the approved salary matrix as determined by the appropriate Dean upon consultation with the Director of Human Resources and the President of the College. Faculty members offered a new contract will be placed in the appropriate cell on the matrix as determined by years of experience, completed course-work or degrees attained.*
- c. *Full-time members working less than the regular contract year will be paid on a prorated basis.*
- d. *Each instructor shall be compensated for additional approved credit hours in accordance with the approved salary schedule. Such payment shall begin only after receipt of an official transcript.*
- e. *Part-time faculty are paid on a per-credit basis as determined by the Board of Regents approved salary schedule.*
- f. *Employees shall be paid their annual salaries in twenty-four (24) installments occurring twice monthly on the 5th and 20th. If a payday falls on a weekend or holiday the employee shall be paid on the last workday immediately preceding the weekend or holiday.*
- g. *Instructors on extended summer break shall be offered the option of either being paid in a lump sum at the end of the contract year (May) or receiving a check twice per month during the summer break. Those requesting a lump sum must notify the payroll office in writing at least thirty*

(30) days prior to the expiration of the academic year.

- h. Instructors required to use their private vehicles for approved College or for approved travel from their work base to the other campus will be paid mileage in accordance with the provisions of the Mileage and Per Diem Act.*

2. Insurance Benefits

- a. Each employee shall be eligible for the benefits set forth in this section unless otherwise indicated. Upon employment with the College an employee shall be provided with an explanation of the benefits to which the employee is entitled. Each employee shall be provided a brochure describing plan benefits for each plan chosen by the employee.*
- b. An employee's premium co-pay for insurance set forth below shall be deducted from the employee's paycheck each pay period.*
- c. The College will continue to provide employees coverage under group major medical, vision, dental, and life insurance from the New Mexico Public Schools Insurance Authority in accordance with the law.*
- d. The College will continue to provide to all faculty members coverage under Risk Management Worker's Compensation policy as established by law.*
- e. The College will continue to provide employees unemployment compensation through the New Mexico Unemployment Insurance program in accordance with the law.*
- f. The College shall authorize payroll deduction service for the participation of faculty in College approved tax sheltered annuity programs.*
- g. Faculty shall continue to participate in the New Mexico Educational Retirement Act in accordance with the law.*

- h. Employees shall receive notice by the College of open enrollment periods and other information related to the plans set forth above. Employees may be provided the opportunity to meet with representatives of these plans for instruction and enrollment.*
- i. Faculty on approved extended unpaid leave of absence shall be permitted to maintain their group insurance programs in accordance with the law. In such cases, the employee must assume 100% of the premium cost.*

3. Tuition Waiver

- a. Tuition will be waived for any full-time faculty member, spouse or dependent children as verified by the Financial-aid Office. Part-time faculty members also qualify for tuition waiver.
- b. Upon mutual agreement between the faculty and his/her supervisor, release time for one course per semester may be granted during working hours if the class enhances the employee's job skills.
- c. All fees other than tuition must be paid by the faculty member at the time of registration.
- d. Credits earned may count toward upgrading the individual on the salary schedule.

4. Travel Expense

A faculty member traveling on approved College business shall be reimbursed for expenses, as stated in current travel reimbursement policies.

5. Credit Unions

Payroll deduction for credit unions are an authorized service of the business office.

III. B. Leave Policy

Members of the faculty are expected to be at work as assigned except when prevented by personal illness, un-for-seen emergency, or when a leave has been granted.

Faculty members shall notify their respective supervisor as early as possible of any expected absence from work. Whenever possible, faculty members should make arrangements for a qualified person to meet the classes during his/her absence. Such arrangements with colleagues or other substitutes will be approved by the immediate supervisor, as per established guidelines.

1. General Leave

- a. For the purpose of bereavement leave immediate family shall be defined as: husband, wife, father, mother, sister, brother, son, daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunts and uncles, nephews and nieces, grandparents and grandchildren.
- b. Sick leave may be taken for either personal illness or illness of dependents.
- c. Accumulated leave balances shall only be reduced when such leave is utilized or the employee is terminated.
- d. The College may allow employees on extended leave of absence to work as an adjunct instructor.
- e. College employees on Legal Leave and Board and Commission Leave cannot keep additional or double salary received from the second institutional agency or entity as well as from the College. When an instructor is remunerated for service (not per diem) during a period in which he/she is on paid leave he/she shall reimburse the College for the exact amount of the remuneration received unless it is more than his/her daily salary in which case he/she will forego his/her salary for those days. The employee on these paid leaves of absence has the option of retaining the wages paid by one of the entities but not both. The employee receiving additional or double payment must refund either

one of the payments to the College. Travel and per diem reimbursements are not covered by this policy. This restriction on additional or double salary does not apply to employees who are on annual or personal leave.

2. Sick Leave

- a. *Full-time faculty shall be credited with sixteen (16) days of sick leave (computed at 7 hours per day) at the beginning of the academic year, of which three (3) days shall be considered personal leave days. Faculty commencing employment after the beginning of the academic year will be granted pro-rated sick leave.*
- b. Sick leave may be taken for either personal illness or illness of dependents.
- c. Employees may participate in the college Sick Leave Bank Program as described in Appendix A.

3. Personal Leave

Three (3) days of personal leave are included in the sixteen (16) days sick leave granted each contract year. Personal leave cannot be accumulated but may be credited to sick leave if not utilized.

4. Bereavement Leave

A full-time faculty member may be granted three (3) days leave without loss of salary upon the death of any member of his/her immediate family. (For purposes of defining immediate family, see section on nepotism II.D.5.) Additional bereavement leave not to exceed three (3) days shall be deducted from the employee's accumulated sick leave account. Leave must be approved by the immediate supervisor.

5. Maternity Leave

Maternity leave without loss of salary may be granted upon petition by the full-time employee. Leave is granted on the

same basis and under the same provisions as sick leave. A specific leave period will be designated for all requests and extensions of time.

6. Paternity Leave

Paternity leave without loss of salary may be granted upon petition by the full-time employee. Leave is granted on the same basis and under the same provisions as sick leave, with a maximum of five days per occurrence.

7. Military Leave With Pay

Any provisional or permanent incumbent who is a member of the National Guard, Air National Guard or any organized unit of the Armed Forces of the United States shall be entitled to paid military leave for a period not to exceed ten (10) work days in each calendar year, in addition to other authorized paid leave. A full-time employee, who is a member of an unorganized reserve component may be granted, at the discretion of the President and with the approval of the Board of Regents, military leave with pay not to exceed ten (10) work days per calendar year for the purpose of attending organized courses of instruction for training periods authorized for members of such components.

8. Court and Jury Leaves

When in obedience to a subpoena or direction by proper authority, a faculty member appears as a juror or a witness for the Federal Government, the State of New Mexico, or a subdivision thereof, he shall be entitled to court and jury leave with pay for the period required. When a faculty member is subpoenaed, not in his/her official capacity but as an individual in private litigation by some party other than the Federal Government, the State of New Mexico or political subdivision thereof, to testify, the time absent from duty shall be taken as Annual Leave or Leave Without Pay, whichever applies.

Attendance in court or at an official hearing in connection with a faculty member's official duties, and the time required in going and returning, shall not be considered as absence from duty.

9. Leave Without Pay

- a. Upon application in writing, a leave of absence without pay not to exceed one year may be granted to faculty when such a leave will be of distinct benefit to NNMCC and to the individual concerned.
- b. Leaves without pay will not normally be granted to persons wishing to accept a "regular" teaching or administrative position at another institution or agency.
- c. Before the leave without pay is approved, the Department Chairperson and/or the Dean concerned must have agreed that the assignments usually carried out by the person requesting the leave will be carried out satisfactorily.
- d. While a faculty member is on leave without pay, the individual member assumes responsibility for all fringe benefits.
- e. Requests for leave of absence without pay or any combination of a leave without pay and a sabbatical leave should be submitted through the applicant's Department Chairperson to the Dean as early as possible. The Dean forwards the request with his/her recommendation to the President through the Director of Human Resources. The President will forward the recommendation to the Regents for final determination.

10. Board or Commission Leave

A full-time faculty member who has been duly appointed or elected as a member of a legally constituted State or federal Board or County, Municipal or Public Utility Commission, shall be entitled to leave with pay when requested to be absent from his employment in order to attend meetings or transact business of said Board or Commission, provided (a) such Board or Commission service does not hamper the performance of his/her duties with the College and (b) absence from duty due to such leave has been approved by the College President or his designee, (c) normally not more than two (2) days per

month will be allowed for such leave unless previously approved by the Board. Such leave is not cumulative.

College employees on Court or Jury and Board or Commission Leave cannot keep additional or double salary received from the second institutional agency or entity and the College. The employee on these paid leaves of absence has the option of retaining the wages paid by one of the entities but not both. The employee receiving additional or double payment must refund either one of the payments to the College. Travel and per diem reimbursements are not covered by this policy. This restriction on additional or double salary does not apply to employees who are on annual or personal leave.

11. Sabbatical Leave

Sabbatical leave is a privilege which may be granted to encourage professional growth and increase competence among faculty members by promoting significant research, creative work, or some other educational program or training which is judged to be of significant value to NNMCC. Sabbatical leave may be granted to tenured faculty members after six years of full-time continuous employment. The recipient will be obliged to return to the College for one academic year of service.

a. Request for Sabbatical Leave

Written application for sabbatical leave shall be made through the appropriate chairperson to the Faculty Association Personnel Committee at least eight months prior to the effective leave date.

The faculty member shall present, as part of the application, evidence to support the program of activities which is planned for the sabbatical period. The program of activities will give reasonable promise of accomplishing the major purpose of the leave as stated above. Sabbatical leave may be granted for further education.

b. Processing of Application

The Faculty Personnel Committee shall promptly forward its recommendation to the Dean of

Instruction. The department Chairperson shall provide the Dean with a statement as to how the teaching obligations for the department will be met in the event the proposal is approved. The Dean shall then evaluate the proposal both on its merits and on its effect on the operation of the College and shall send all recommendations and his/her recommendation to the President seven months prior to the effective leave date.

The President, upon review of documents submitted, shall present the recommendation to the Board of Regents for final approval.

The faculty member shall be notified of the approval or disapproval no later than six months prior to the effective leave date.

c. Conditions

Sabbatical leave will be approved by the Board of Regents only with the clear understanding that the faculty member will, at the completion of the sabbatical, return to NNMC for not less than one full academic year following the expiration of such leave. Should extenuating circumstances prevent the faculty member from returning, total restitution may be required by the Board of Regents for all monetary benefits received either directly or in the faculty members behalf, during the period of such leave.

d. Compensation

A full-time faculty member who complies with all provisions of the policy and is granted sabbatical leave for two semesters consecutively will receive as monetary benefit one-half of his/her regular salary. The monetary benefit for one semester of sabbatical leave will be at the full regular salary. In both cases salary is based upon the salary schedule in effect when the sabbatical leave commences.

e. Benefits

A full-time faculty member who is granted sabbatical leave will not accrue sick leave, personal leave, or other leave available to full-time faculty while he/she is on such leave. Sabbatical leave is counted toward retirement and longevity pay increases. While a person is on sabbatical leave, NNMC will continue to pay its share towards retirement, group insurance, and social security benefits.

f. Guidelines for Awarding Sabbatical Leaves

To avoid adverse effects on the educational objectives of the individual departments and NNMC, sabbatical leave shall be governed by:

- (1) The relative merit of reasons for desiring leave.
- (2) The direct benefit to the department and to NNMC.
- (3) The reasonable distribution of potential recipients.
- (4) The number of previous leave granted the applicant.
- (5) Availability of funds to support sabbatical leave.

g. Sabbatical Contract

Any faculty member taking a sabbatical leave shall be issued a sabbatical contract stating the amount of monies to be received by him/her while on sabbatical leave. In addition, this contract shall specify the faculty member's obligations to the College in regard to sabbatical.

h. Report on Activities

Within thirty (30) days upon returning from sabbatical leave, each employee shall submit to the appropriate Dean, with a copy to the Department Chairperson, a comprehensive report on the results of the period of leave and an appraisal of the professional value of the experience gained while on leave and the manner in which the experience or

knowledge gained may be used for the benefit of the students and NNMC.

i. Status

An employee on sabbatical leave shall be returned to that assignment held at the time the sabbatical leave was granted provided that conditions have not arisen which would have made it necessary for the Board of Regents to have changed the employee's contractual status.

j. Accident or Illness

If the sabbatical program is interrupted because of serious illness or accident, the employee will be allowed to take sick leave based on accruals prior to taking sabbatical leave, and as per policies governing such leave for full-time faculty.

The employee on sabbatical leave shall notify the Dean of Instruction within fifteen (15) days if such need for sick leave arises.

Part IV

Appendix

A. Organizational Chart, approved by the Board of Regents, 3/09

Academic Organizational Chart

9 March 2009

Provost

College of Liberal Arts & Sciences (Dean)

Math & Science (Chair)

Biology (Director)

Fine Arts (Chair)

Music & Performing Arts (Director)

Film & Digital Media Arts

Humanities, SS, Lang. & Letters (Chair)

Division of Academic Support

Assessment (Director)

Continuing Education (Director)

Developmental Studies (Chair)

Distance Education, Off-Site (Director)

Graduate & Research Studies (Director)

Library (Director)

President

College of Education (Dean)

BA Program

Teacher Education

Alt. Lic. Program (Director)

Field Based Program (Director)

TESOL/Bilingual Education (Director)

College of Business/Engineering (Dean)

Business (Chair)

BA/OA

BBA (Director)

Engineering (Chair)

CET

SERPA (Director)

Environmental Science (Chair)

College of Nursing & Health Sciences (Dean)

Health Occupations (Chair)

Radiography (Director)

Integrative Health Studies (Director)

Massage

Nursing (Chair)

RN to BSN (Director)

Division of Career and Technical Education

CTE-Espanola (Chair)

CTE- El Rito (Director)

Academic Organizational Chart

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Engineering (Chair)

CET

SERPA (Director)

Environmental Science (Chair)

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Nursing (Chair)

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CTE-Espanola (Chair)

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B. Faculty Association Constitution

NORTHERN NEW MEXICO COLLEGE

FACULTY CONSTITUTION

Preamble

The faculty shares a responsibility for the governance of the institution with the president of the college and the administration staff. This responsibility is broadly defined a consultative-advisory in nature. The faculty recognizes that the students are the center of the school and thus seeks to promote comprehensive education and the continued improvement of the college. This document is a statement of the organization, purpose, and responsibilities of the faculty.

Article I: Name

Section 1. The name of this organization shall be the Faculty Association.

Article II: Purpose

Section 1. The purpose of this organization shall be:

- A. To serve as an advisory and consultative body in the governance process in matters affecting instructional programs and the faculty, including the creation of new colleges, schools, departments and divisions.
- B. To make recommendations to the administration, the Board of Regents and the Union on matters affecting instructional programs and the faculty, including major curricular changes.
- C. To participate in the formulation of policies on instructional and professional matters, including work assignments and workload of faculty, and policies of appointment, dismissal, and promotion in academic rank.
- D. To elect a Faculty Senate to serve as a governing body for the faculty.
- E. To promote communication and mutual understanding among faculty and other groups having to do with the welfare and growth of the college.

Article III: Amendment

- Section 1. A proposed amendment to the constitution must be presented in writing at two consecutive meetings of the Faculty Senate.
- Section 2. A vote on the proposed amendment will be taken at the second meeting of the Faculty Senate after the second meeting.
- Section 3. An amendment to the constitution shall be adopted upon a favorable vote by two-thirds of the members present.

Draft 1.1: 7-DEC-2007

Approved by the Faculty Senate, 1 February 2008

BY-LAWS

By-Law I: Membership

- Section 1. The members shall consist of the faculty with appointments at the level of 0.5 FTE or greater.

By-Law II: Governance

- Section 1. The governing body of the Association shall be the Faculty Senate.
- Section 2. The Faculty Senate shall consist of Senators elected from and by the members of the constituent units of the College, with one member elected to represent each academic unit and two to represent the adjunct faculty. The units to be represented are Business and Office Administration; Career and Technical Education; Communication, Humanities and Social Sciences; Computers and Engineering Technology; Developmental Studies; Education; Fine Arts; Health Occupations; and Math and Science. The two adjunct faculty Senators shall not represent the same academic unit; for the purposes of this distinction, the adjunct faculty shall be considered to be a member of the academic unit in which the greatest number of hours are taught. Elections shall take place during the meeting of the Association that is held at the Fall Convocation, except that election of senators representing the adjunct faculty shall take place by electronic ballot during the first week of the fall semester.
- Section 3. Terms of elected Senators shall be for three years, except for adjunct faculty Senators, who shall serve one year terms; Senators may be re-elected for one consecutive term. An exception to the term limitation shall be made for units that consist of a single faculty member. Terms shall be staggered such that one-third of the members would stand for election each year. To establish this rotation, during the first year of the existence of the Senate, three of the Senators shall serve for a one-year term, three of the Senators shall serve for a two-year term, and three of the Senators shall serve for a three-year term. The selection of Senators to serve the various terms shall be by lottery.

Section 4. Chairs of standing committees of the Association shall serve as Senators, ex officio, with full voting rights.

Section 5. Any ex officio or elected Senator who is unable to attend a meeting of the Senate may appoint a substitute to attend that meeting, providing the name of the substitute is communicated to the Secretary of the Senate before the beginning of that meeting.

Section 6. Any unexpired term of a faculty Senator shall be filled by a special election to be held prior to the next meeting of the Senate following the date of vacancy whenever possible. Senators filling an unexpired term shall be eligible for election to two regular terms.

Section 7. The following persons shall have a standing invitation to attend all meetings of the Senate, with the privilege of the floor but not of voting: the President of the College, the Provost, the academic Deans, and the Chairs of academic departments, the Registrar, and the Dean of Student Services.

The President of the Senate may invite other persons to particular meeting of the Senate if the presence of such a person is deemed important for the discussion of a particular agenda item. These persons shall have the privilege of the floor but not of voting.

By-Law III: Officers

Section 1. The officers of the Faculty Association and Senate shall be as follows:

- A. President of the Senate
- B. Vice-president of the Senate
- C. Secretary-Treasurer of the Senate

Section 2. Election shall be by secret ballot at the first scheduled Senate meeting of the academic year.

Section 3. Officers shall assume their responsibilities immediately upon their election.

- Section 4. The terms of the office shall be for two instruction years with the possibility of re-election for one additional term.
- Section 5. Vacancies among officers of the Faculty Senate will be filled at the next regular or special meeting of the Senate. In case of a vacancy in the office of president, the vice-president will become president and another vice-president will be elected.

By-Law IV. Duties of Elected Officers

- Section 1. The president of the Faculty Senate shall:
- A. Preside at all meetings of the Faculty Senate and the Faculty Association.
 - B. Prepare an agenda for each meeting, in consultation with the other officers of the Faculty Senate.
 - C. Appoint members of the Faculty to standing committees and ad hoc committees, upon approval of a majority of the Senate members at any meeting.
 - D. Be the official representative of the Faculty at the NNMC Board of Regents meetings or meetings of concern to the faculty members.
 - E. Be an advisor to the President of the College and the NNMC Board of Regents in matters pertaining to the faculty.
- Section 2. The vice-president of the Faculty Senate shall:
- A. Perform any and all duties of the president during the absence or disability of the president.
 - B. Conduct all elections.
 - C. Perform other duties as authorized by the president of the Faculty Senate.
- Section 3. The secretary-treasurer of the Faculty Association shall:
- A. Keep a record of the proceedings of all meetings. Minutes shall be distributed to the faculty by email.
 - B. Supervise the maintenance of all records.
 - C. Distribute the agenda and the minutes to all members of the faculty at least five working days prior to the scheduled meeting of the Senate.
 - D. Be responsible for all correspondence.

- E. Determine if a quorum is present at all meetings of the Faculty Senate and retain all sign-in sheets.
- F. Collect and disburse monies as approved by the membership and maintain the records thereof.
- G. Perform other duties as authorized by the president of the Faculty Senate.

By-Law V: Meetings of the Faculty Association

- Section 1. Meetings of the Faculty Association shall be held twice per year, in association with the Spring and Fall Convocations.
- Section 2. Meetings of the Faculty Association shall be for the purpose of dissemination of and discussion of issues pertaining to the faculty but no business will be transacted, with the exception of election of Senators by the constituent groups of the faculty at the meeting held at the Fall Convocation.

By-Law VI: Meetings of the Faculty Senate

- Section 1. Meetings of the Faculty Senate shall be held on the first Friday of each month, during the academic year, at a time and place designated at the first meeting of the academic year.
- Section 2. A quorum of the Senate shall consist of not less than 50% of the voting members.
- Section 3. Special meetings of the Faculty Senate shall be subject to the call of the Faculty Senate president or may be called on the written request of two-thirds of the membership.
- Section 4. All members of the Faculty Senate shall be notified by email of all regular meetings, at least five working days prior to the meeting. Special meetings may be called with twenty-four hour notice to the members.
- Section 5. All meetings of the Faculty Senate shall be open to all members of the faculty, who shall have the privilege of the floor but not rights of voting.

By-Law VII. Conduct of Meetings

- Section 1. Any member of the faculty may place an item on the agenda prior to the approval of the agenda by the quorum present.
- Section 2. The agenda shall include:

- A. Approval of the agenda.
- B. Reading and approval of the minutes.
- C. Report of the committees.
- D. Unfinished Business.
- E. New Business.
- F. Announcements.
- G. Adjournment.

Section 3. All Senate meetings will be conducted according to the rules and procedures outlined in Robert's Rules of Order, Revised.

By-Law VIII: Committees

Section 1. The following shall be the standing committees of the Faculty Association:

- A. Committee on Academic Freedom, Promotion and Tenure
- B. Committee on Budget Review
- C. Committee on Undergraduate Curriculum
- D. Honors Committee
- E. Personnel Committee
- F. Scholastic Standards Committee
- G. President's Faculty Advisory Committee
- H. Committee on Educational Policy
- I. Committee on Graduate Curriculum
- J. Committee on General Education

Section 2. The standing committee structure can be modified by a majority vote of the Senate.

Section 3. Ad hoc committees may be established by the President of the Senate or by a majority vote of the Senate.

By-Law IX. Committee Structure

Section 1. Faculty committees shall be the primary tool through which the faculty achieves its purpose.

- A. The Senate president shall appoint all members to all committees with the approval of a majority of the members of the Faculty Senate present at the first regular meeting of the academic year. All standing committees shall have a minimum of seven members.

- B. The chairperson of each standing committee shall be designated by the Senate president with the approval of a majority of members of the Faculty Senate.
- C. Meetings of all committees shall be conducted according to Robert's Rules of Order, Revised.
- D. The chairpersons of all committees shall submit all recommendations, conclusions, reports, actions or other decisions to the Faculty Senate for approval or rejection, with the exception of decisions on promotion and tenure. Committee actions not approved must be returned to the originating committee.
- E. Faculty approved committee actions are received by the president of the Senate and forwarded to the appropriate administrative level for necessary action.

Section 2. Duties of Committees.

- A. Academic Freedom, Promotion and Tenure: Responsibilities include all issues related to academic freedom and tenure. Specifically, it shall evaluate the credentials of and make recommendations to the President of the College on faculty members who are eligible for tenure or promotion in academic rank.
- B. Budget Review: Responsibilities include the review of the conformity of the annual College budget with short-range and long-range priorities of the College. The chair of the committee shall sit with the appropriate committees of the administration as they formulate budget policy guidelines for the coming year and when categories of the budget are discussed and adopted.
- C. Undergraduate Curriculum: Responsibilities include all issues related to the instructional curriculum at the undergraduate level. Specifically, it shall analyze certificates, degrees, courses, programs and recommend any changes deemed necessary. In addition, it will certify that the membership shall include representatives from all vocational and academic areas. This committee shall specify both normal and emergency procedures for approval of new courses and new programs.
- D. Honors: Responsibilities shall include the nomination of candidates for honorary degrees. It is expected that the

committee will give careful study to the selection of candidates for honorary degrees and will attempt to select the most appropriate candidates, keeping in mind the present interests and functions of the College and the anticipated development of the College. Suggestions of candidates for honorary degrees may originate in the committee, may be made to the committee by any individuals, or may originate in a faculty action that is referred to the committee.

- E. **Personnel: Responsibilities** include all issues related to faculty positions. Specifically it shall review proposed changes in the Faculty Handbook, improve the professional development and sabbatical programs, consult on changes in the number of faculty positions, review changes in the faculty constitution and by-laws, provide input to the Administration in the development of the faculty salary matrix, and make recommendations for salary changes. Further, it should insure that all faculty constitution and faculty handbook procedures are followed fairly and correctly.
- F. **Scholastic Standards: Responsibilities** include all issues related to academic standards. Specifically, it shall review policies governing the transference and validation of credits, admissions, academic advising, review requirements for honors and degrees, hear cases of plagiarism, cheating or improper conduct and appeals of readmission or change of grade.
- G. **The President's Faculty Advisory Committee:** The purpose of this committee shall be to advise the President of the University upon matters of University policy, particularly when subjects of great urgency or delicacy require immediate consultation. It shall consist of three members chosen from the Faculty Senate, no more than one from any one academic constituency of the college. Potential members are nominated by the Faculty Senate at the first meeting of the academic year; nominees will be elected by the Senate to serve for three-year terms on this committee. Terms will be staggered such that one new member is elected each year. The Committee shall elect its chairman annually. The President of the Senate shall be an *ex officio* member.

- H. Educational Policy: The duties of this committee will include examining the academic structure of the institution and changes in this structure, and providing advice on these matters to the President and the Board of Regents. For the purposes of the committee, academic structure includes the establishment or discontinuation of new schools and colleges within the institution, the distribution of departments and programs among these schools and colleges, and the administrative oversight of the schools and colleges
- I. Graduate Curriculum: Responsibilities include all issues related to the instructional curriculum at the graduate level. Specifically, it shall analyze new and existing degrees, courses, and programs and recommend any changes deemed necessary. In addition, it will certify that the membership shall include faculty who have experience in teaching at the graduate level. This committee shall specify both normal and emergency procedures for approval of new courses and new programs.
- J. General Education: Responsibilities include all issues related to general education for undergraduate students. The committee will make recommendations to the Faculty Senate regarding General Education. It will work in collaboration, when appropriate, with the undergraduate curriculum committee. The General Education Committee will ensure that the general education requirements satisfy the General Education Common Core Competencies established by the state of New Mexico.

By-Law X. Adoption of Constitution

Section 1. This constitution with the By-Laws will go into effect immediately upon approval by a majority of the members present at a regular or special meeting.

Draft 1.1: 7-DEC-2007

Approved by the Faculty Senate, 1 February 2008

Amended by the Faculty Senate, 4 April 2008

Approved by the Board of Regents, April, 2008

Amended by the Faculty Senate, October, November, December 2008; February, 2009

Amendments approved by the Board of Regents, December, 2008; April, 2009

B. Sick Leave Bank Policy

I. PURPOSE:

To provide a process whereby participating employees of Northern New Mexico College may request additional sick leave due to a catastrophic situation involving their own medical condition.

A minimum of 25% eligible staff and 25% eligible faculty must participate to insure the success of the sick leave bank. Less than 25% membership, of staff and of faculty, will deem the policy null and void.

II. ELIGIBILITY:

Employees who donate sick leave may become members of the Sick Leave Bank. Only those members may request leave from the Sick Leave Bank.

Fulltime faculty: Must have a minimum of one hundred (100) hours of accumulated sick leave and have been employed for one academic year.

Staff (with benefits): Must have a minimum of one hundred (100) hours of accumulated sick leave and have been employed for one fiscal year.

III. ADMINISTRATIVE PROCEDURE:

Northern New Mexico College will establish a standing committee to review applications for the use of sick leave from the Sick Leave Bank, and to make a determination to either approve or disapprove the request. If the request for additional sick leave is approved, the Chair of the Sick Leave Bank Committee will notify the employee of the decision in writing. If the request for additional sick leave is disapproved, the Chair of the committee will notify the employee in writing of the reason(s) for the disapproval. The decision of the Committee is final.

The procedure may be amended as the need arises.

IV. PROCEDURE:

- A. Any employee, as defined above, may donate from his/her accumulated sick leave to the Sick Leave Bank. Faculty must donate two days, fourteen, (14) hours based on a seven-hour day. Staff must donate two days, sixteen, (16 hours) based on an eight-hour day.
- B. Fulltime faculty will be allowed to donate sick leave every year between August 20 and September 20.

- C. Staff (with benefits) will be allowed to donate sick leave every year between July 1 and July 31.
- D. The Sick Leave Bank Committee may request additional donations if the Sick Leave Bank is low or out of contributions.
- E. Donated sick leave will not be returned to the employee. If not utilized, the donated sick leave will be retained in the Sick Leave Bank.
- F. Employees who wish to donate sick leave must fill out the ***Sick Leave Bank Donation Authorization Form*** and submit it to the Payroll Office. Participation in the Sick Leave Bank is strictly voluntary.

V. APPLICATION FOR SICK LEAVE FROM THE SICK LEAVE BANK:

- A. Application for sick leave from the Sick Leave Bank will not be approved until the employee has exhausted all leave. For Faculty, this includes sick leave. For Staff, this includes sick leave and annual leave.
- B. Employees who apply for sick leave from the Sick Leave Bank must complete the ***Request for Use of Employees Sick Leave Form***. It must accompany the ***Medical Certification Form*** properly completed by the healthcare provider. The maximum sick leave that an employee may request from the Sick Leave Bank at any one time is forty (40) days.
- C. For additional sick leave the employee must submit a separate request following the procedures as defined in V. - B.
- D. Appropriate documentation must be submitted by the employee to the immediate supervisor for preliminary review. Forms will then be forwarded to the Sick Leave Bank Committee for consideration.
- E. If approved, the Chair will notify the employee in writing and indicate the total amount of sick leave hours approved.
- F. The Chair will then notify the Payroll Manager so that the employee's payroll records can be adjusted with the additional sick leave.
- G. If disapproved, the Chair will notify the employee in writing specifying the reason(s) for the disapproval and the employee will then be allowed the opportunity to appeal the decision. The decision of the committee is final.

*Policy approved by Board of Regents
on June 21, 2000*