

# FACULTY HANDBOOK

SUMMER 2022

NORTHERN NEW MEXICO COLLEGE

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# FACULTY HANDBOOK

*The supervision of all faculty members, 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 Handbook.*

*All conditions of employment for faculty under the Faculty Bargaining Unit (Tenure, Tenure-Track, and Adjunct Faculty) are described in the Collective Bargaining Agreement (CBA) such as compensation, fringe benefits, tenure and promotion, post-tenure review, institutional committee participation, academic freedom, safety, workload, seniority, reduction in force, grievances, progressive discipline, evaluation, faculty member investigations, and leave.*

*Conditions of employment for faculty that are not in the Faculty Bargaining Unit (Chairs, Directors, Coordinators, Visiting Faculty, Instructors, Lecturers, and Research Faculty) are described in this handbook.*

*All other college policies and procedures are found on the College Website.*

## **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 training teachers for the State's Spanish speaking population. In 1977 Northern was designated a community college. In 2004, legislative approval and accreditation allowed Northern to become the first community college in the state of New Mexico to offer a four-year degree, a BA in Elementary Education. In 2005, legislation was enacted that permitted Northern to offer four-year degrees in any program deemed necessary. The name was then changed to Northern New Mexico College.

### **Vision**

Northern New Mexico College is a Hispanic- and Native American-serving comprehensive institution that will be recognized nationally for cultural sustainability, quality student learning, and developing economically strong communities among diverse populations.

### **Mission**

The mission of Northern New Mexico College is to ensure student success by providing access to affordable, community-based learning opportunities that meet the educational, cultural, and economic needs of the region.

### **Values**

- Excellence in Teaching and Learning

- Excellence in Student Success
- Excellence in Access and Affordability
- Excellence in Diversity
- Excellence in Facilities and Resources
- Excellence in Community Building

### **Philosophy**

- Northern recognizes that students are the focus of the school and seeks to enhance their skills and self-image in order to help them set and meet realistic career and life goals.
- Northern believes that educating is holistic and that each student's needs and interests are to be complemented by the curriculum, extra-curricular activities, and administrative structure. In this way, students and staff are integrated in pursuit of education.
- Northern strives to provide a comprehensive education to all residents of its service area.
- Northern strives to provide an educational program that reflects the needs of the communities of northern New Mexico.

### **Statement of Purpose**

- To provide programs and course offerings leading to baccalaureate degrees, associate degrees and certificates, and meet the educational needs of students in northern New Mexico.
- To provide academic advisement, personal counseling referrals, placement testing, career guidance, tutorial services, and developmental studies to assist students in achieving their maximum potential.
- To provide activities and learning opportunities which meet the educational and community service needs and interests of students and the community.
- To provide opportunities for the intellectual, aesthetic, and cultural needs of students and the community by scheduling activities and services to further those needs.
- To provide adequate organizational and support services to meet student needs and to maintain integrity and quality in its educational offerings.

### **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 the President, Provost, Deans, Chairs, and administrators via the duly constituted committees of the Faculty Senate 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, President, Provost, 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 their instructional duties.
- 4. A high level of dedication and sense of responsibility toward faculty duties, the students, and the 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. Conditions of employment for faculty members under the bargaining unit can only be modified after bargaining negotiations take place and the CBA is ratified by the Federation and Board of Regents.
- 2. Any proposed changes are presented to the Faculty Senate who will refer them to the Personnel Committee. The Personnel Committee will review proposed changes and will then present changes to the Faculty Senate for further discussion and approval by a majority vote.  
 Terms and conditions of employment for faculty not covered by the bargaining unit and/or for faculty whose roles are not covered by the bargaining unit, are not subject to the approval of the Personnel Committee and/or the Faculty Senate and shall be addressed by NNMC Administration and the Council of Chairs. Changes in terms and conditions of employment for faculty/faculty roles not covered by the bargaining unit shall be approved by the Regents and/or designee.  
 Terms and conditions of employment are agreed upon at the time of hire. Terms and conditions of employment include but are not limited to, compensation, qualifications for employment (including tenure), insurance, retirement, other benefits, and termination. This list is not exhaustive. NNMC Administration and the Council of Chairs reserve the right to modify this definition when necessary.

3. The Faculty Senate President presents the Faculty Handbook revisions to the Provost. The Provost will ensure that the proposed handbook policies do not conflict with other college policies. The Provost may accept the revisions or send the proposal back to the Faculty Senate Personnel Committee with comments for modification.
4. The President of the College or a designee will approve the revisions in writing and present them to the Board for consideration and/or final approval after the 15 -day all-campus review and comment period established in the institutional policy 1100.
5. The proposed and approved changes will become effective when approved by the Board of Regents.
6. Once approved, the faculty handbook will be posted on the NNMC website, in the online Policy and Procedures Manual, and announced via Broadcast to the entire campus community.

## **Part I. College Governance and Organization**

### **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, policy approval, selection of the President, approval of all programs including major revisions and deletions, approval of all construction, and general oversight of 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. 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 College" (see appendix).
2. The "Constitution and By-Laws" creates the structure of the Faculty Senate and standing committees both of 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 study and consideration.
4. The "Constitution and By-Laws" spell out the authority of the Faculty, the Faculty Senate and its committees.

**I. C. Faculty Appointment to Institutional Committees**

The College President or designee shall determine which institutional (non-Faculty Senate) committees will be established and the responsibilities of those committees.

## **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. Other demonstrated competencies and achievements that contribute to effective teaching, student learning outcomes, and institutional advancement are considered. In all cases, while the faculty can assist in evaluating the qualifications of faculty candidates, the Provost is ultimately responsible for justifying and documenting the qualifications of the College's faculty.

### **II. A. Definition of Faculty**

Northern New Mexico College faculty shall consist of all persons who teach in the academic and career technical division of the College. Faculty appointments and privileges vary according to the nature and rights and responsibilities, term of appointment, assignments, rank, governance and administrative roles. Because of this variance, what follows is a series of definitions that clarify the meaning and application of the terms:

#### **1. Tenured Faculty**

Tenured faculty are those individuals who are full-time faculty, have been granted tenure, and are performing instructional duties. They are hired under a faculty contract and are compensated as faculty. Tenure provides continuing employment. In contrast, non-tenured faculty do not have a continuing right of employment. Faculty with tenure have the rank of Associate Professor. Tenured faculty are still subject to all requirements for satisfactory performance and faculty member discipline.

#### **2. Probationary Faculty (Tenure Track)**

Probationary faculty are those individuals who are full-time faculty, have not been granted tenure, and are performing instructional duties. They are hired under a faculty contract and are compensated as faculty. They are on tenure track and hold the rank of Assistant

Professor unless a different rank is determined by the Provost at the time of initial offer of employment. The rank determined by the Provost cannot exceed the rank held at a previous academic institution. Probationary status, by its very nature, means that the faculty member has no continuing expectation of employment.

**3. Part-time Faculty**

Part-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 also hold part-time status as staff.

**4. Lecturers**

Lecturers are faculty appointed on an annual basis and hired under a faculty contract. Appointments of lecturers follow the recommendation of the Dean and the approval of the Provost. A lecturer is not eligible for tenure. A lecturer holds a minimum of a master's degree and is at the beginning level in college and university teaching. 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.

**5. Instructors**

Instructors are faculty appointed on an annual basis and hired under a faculty contract. Instructors are normally hired in Career and Technical Education Programs. Appointments of instructors follow the recommendation of the Dean and the approval of the Provost. Appropriate certification, licensure, and/or professional achievements may justify appointment.

**6. Visiting Faculty**

Visiting faculty are faculty who have a full-time or part-time appointment. Such appointments may extend to an annual contract and may be renewed for a subsequent year with the recommendation of the Dean and the approval of the Provost. This position is not tenure eligible. A visiting faculty holds a minimum of a master's 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.

**7. Research Faculty**

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. A research faculty member is not eligible for tenure. A research professor holds a terminal 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.

**8. Adjunct Faculty**

An adjunct instructor is 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 doctoral or equivalent terminal degree to teach at the upper division and graduate level, and a master's degree for lower division courses. All degrees shall be from accredited institutions or from internationally reputable and recognized institutions. 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. Adjunct Faculty members can only serve as Faculty Senators if they teach during the current semester or have taught within the last fiscal year.

**9. Faculty Chairpersons**

Faculty chairpersons are faculty, probationary or permanent, who have a reduced teaching load with additional compensation. They are responsible for the management and supervision of an instructional department comprised of more than one degree or certificate program. Chairs report to their respective Deans. Probationary tenure-track faculty member who becomes a Chair, will keep tenure-track status, and will return to their faculty assignment if he/she no longer serves as a Chair. In addition, the term/s served as Chair will be counted toward tenure. The tenured faculty member who becomes a Chair, will

keep their Tenure status and will return to their faculty assignment if he/she no longer serves as a Chair.

**10. Faculty Directors**

Faculty directors are faculty, probationary or permanent, who have a reduced teaching load with additional 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 or Dean. Probationary tenure-track faculty member who becomes a Director, will keep tenure-track status, and will return to their faculty assignment if he/she no longer serves as a Director. In addition, the term/s served as Director will be counted toward tenure. The tenured faculty member who becomes a Director, will keep their tenure status and will return to their faculty assignment if he/she no longer serves as a Director.

**11. Deans**

Deans are the head of an Academic College. They are ex-officio faculty within their discipline's College. They are encouraged to participate in all meetings, including Faculty Senate committees, and deliberations of the faculty on instructional matters. Deans cannot vote at any Faculty Senate committee meetings or Faculty Senate meetings. Deans are not eligible to become Senators, Faculty Senate Officers or Faculty Senate Committee Chairs. The Tenured faculty member who becomes a Dean, will keep their Tenure status and will return to their faculty assignment if he/she no longer serves as a Dean.

**12. The Provost**

The Provost is the chief academic officer of the College and is responsible for all education, research, and public service efforts of the College's faculty as well as the College's libraries and other academically related units of the College. The Provost is a member of the general faculty and of the faculty within their discipline's College. The Tenured faculty member who becomes a Provost, will keep their Tenure status and will return to their faculty assignment if he/she no longer serves as a Provost.

**13. Emeritus Faculty**

Emeritus faculty is an honorary designation conferred on senior academic faculty at the time of their retirement from the College to honor extraordinary contributions to the College over the course of their careers. Tenured faculty who have retired with at least five years

of service to the College may be eligible. All nominations for emeritus status are subject to the approval of the Provost, President and the Board of Regents.

## **II. B. Classification of Faculty and Instructional Categories**

The faculty at Northern New Mexico College has many diverse assignments in fields encompassing traditional academic units, career-technical education, and the creative arts. The College values the entire faculty and recognizes the unique contribution of each faculty member. This diversity requires different responsibilities and educational credentials depending on the faculty member's department and its mission.

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

### **1. Academic Division**

#### **a. Assistant Professor**

An assistant professor holding a doctoral degree, or a terminal degree in his or her 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. Consideration for promotion shall require evidence of excellence in teaching, years of teaching experience, and a demonstrated commitment to scholarship, professional activity, and service. All degrees shall be from accredited institutions or from internationally reputable and recognized institutions. 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.

#### **b. Associate Professor**

An associate professor (a senior rank in the college faculty) holds an earned doctorate, a master's degree with no less than 18 graduate courses in the teaching discipline, or other appropriate terminal degree from an accredited institution, shows demonstrated teaching excellence, and has evidence of scholarly or research activity, professional activity, and service. All degrees shall be from accredited institutions or from internationally reputable recognized institutions.

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 attained with the awarding of tenure.

## **II. C. Minimum Faculty Qualifications by Program**

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

### **1. Career Technical and Occupational Courses Not Intended for Transfer**

Certification, licensure, and/or professional achievements from a recognized institution or documentation of demonstrated competencies and experience in the teaching field, e.g., work experience in the field, licensure, industry certification, honors, and awards.

### **2. Associate of Applied Science in Trade Degree Programs**

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

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

### **3. Developmental Courses**

*Either:* A minimum of a master's degree from an accredited institution in the teaching field or related field.

*Or:* A bachelor's degree from an accredited institution in the teaching discipline or related field plus documentation of demonstrated competencies E.g., work experience in the field, licensure, industry certification, honors and awards.

- 4. Associate of Applied Science/Associate of Engineering Degree Programs:**  
A master's degree in the relevant discipline from an accredited institution.
- 5. Associate of Science or Associate of Arts Degree Programs**  
A master's degree in the relevant discipline from an accredited institution.
- 6. Upper division Courses in Baccalaureate-degree Programs**  
A doctorate or a master's degree from an accredited institution with a minimum of 18 graduate credit hours concentrated in relevant 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.
- 7. Post-baccalaureate Courses**  
A doctorate or other terminal degree in the relevant discipline from an accredited institution.
- 8. Program-specific Accreditation**  
Faculty teaching in programs with specific accrediting requirements 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 those cases, as well as in practice-oriented disciplines, including courses in the Studio Arts or in Health, Physical Education Recreation (HPER) fields, tested and significant experience in the field may be used.

The Chairs 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. A tested experience form will be completed in such cases and these faculty members may be considered for appointment.

The tested experience process will demonstrate that the potential faculty member shall a) have more than five years of supervised experience in the industry or field of the course that they will be teaching, or b) have a certification and/or licensure by a recognized certifying or licensing state, industry, or national agency in the field or industry that they will be teaching, or c) have on the job training in the industry or be an expert in the field (including academia, different from teaching alone) of the course that he/she will be teaching. Evidence could include a letter from a current or previous employer, record of research, scholarship, or achievement.

## **II. D. Policies on Tenure, Meaning of Tenure, Promotion, and Seniority**

Tenured faculty and probationary faculty that serve as Chair, Director, or Coordinator and their appointment is terminated, will resume their position as tenured or probationary tenure-track faculty member. Chair appointments are at-will. In addition, the tenure timeline will remain intact, reflecting date of initial hire, including their time as Chair, Director, or Coordinator.

### **1. Tenure**

#### 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 unless a different rank is determined by the Provost at the time of initial offer of employment. The rank determined by the Provost cannot exceed the rank held at a previous academic institution. All faculty positions at this level at the time of their appointment shall be considered tenure track. 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.
- b. Annual Review of Faculty: This review is intended to facilitate non-tenured faculty toward tenure and tenured faculty toward promotion.
- c. Evaluation of Candidates for Promotion and Tenure: For promotion and tenure, candidates will be evaluated by the committee for evidence of excellence in their performance of

assigned duties that include teaching, advising, institutional and community service, and mastery of discipline and scholarship.

- d. Purpose of Tenure: Tenure insures 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 the faculty member's potential long-term value to the institution, as evidenced by professional performance. Tenure will be granted to faculty members whose character and achievements in serving the College's mission warrant the institution's reciprocal long-term commitment.
- e. Meaning of tenure: Upon being awarded tenure, the faculty member attains 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 members will be considered for tenure in their fifth year, but no later than their seventh year on tenure track. If tenure is not granted, the faculty member may be offered a one-year terminal contract. Under extenuating circumstances, such as illness, a faculty member can request of the chair of the Tenure Committee that the tenure timetable be extended. The Tenure Committee will make a recommendation to the Provost, who will make the final decision on the recommendation. Time spent in the capacity as an adjunct faculty cannot be counted as time toward tenure.
- h. Faculty Previously Tenured at NNMC or Other Institutions: Faculty members hired into a tenure-track position, who have already earned tenure from NNMC or a former institution, may be appointed with tenure at NNMC upon recommendation from the department following the procedures described below, after a probationary period of at least one year.

Faculty who were hired into a tenure-track position at a previous college or university may be credited with the years of experience at that institution towards tenure.

Applications for tenure transfer and promotion to a rank of Associate Professor shall be submitted to the Tenure Committee by the second week of January and must include the following documents:

- Letter of application for tenure at NNMC
- Official documentation confirming tenure status at previous institution
- Summary of accomplishments at NNMC in the four areas of evaluation (teaching, advising, service, and scholarship)
- Current CV
- Letter of recommendation from Chair or Dean
- Letters of recommendation from two tenured NNMC faculty (within one's department, if possible)
- Letters of recommendation from students, external references, faculty or staff (optional)

The Tenure Committee will forward its evaluation of the tenure transfer application to the Provost by the third week in February and will report the results of the evaluation to the faculty applying for tenure transfer the results of the evaluation. If the Tenure Committee does not recommend tenure transfer, the committee will include in its report an explanation for this decision.

By the last day of March, the Office of the Provost will inform the faculty member of the recommendation (positive or negative) in writing. Transfer of tenure and the granting of rank of Associate Professor is subject to action and approval by the NNMC Board of Regents.

#### Academic Division Criteria for Tenure and Promotion

Faculty seeking promotion and tenure in academic departments must hold a terminal degree in their area of expertise to be determined by the Office of the Provost in consultation with the department or college according to accreditation criteria.

Faculty seeking tenure will submit their dossier according to the section "Timeline for Advancement to Tenure" in this section. The dossier must include a candidate profile with the following documents:

- Letter of application to Tenure and Promotion Council
- Summary of Tenure Packet
- All annual evaluations for the years in the tenure-track line
- Letter from the Human Resources Department confirming eligibility
- Current Curriculum Vitae
- Letters of recommendation (These letters should be from Department Chairperson/Supervisor, and/or Dean; Committee Chairs; and Colleagues. Letters from students or from external references may also be included).

In addition to the candidate profile, the dossier should address the following four criteria:

- i) Teaching effectiveness;
- ii) Advising;
- iii) College, public and community service;
- iv) Scholarship, mastery of discipline, professional development, and research.

The specific weights for each of the criteria are determined by each Academic College and specific Academic Department (when it applies).

i) Teaching effectiveness.

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 outcomes.

To demonstrate excellence in teaching, faculty must include the following documents in the Teaching Effectiveness Section. Each Academic College and specific Academic Department (when it applies) may have additional requirements:

- Recent course syllabi
- Student evaluations
- Teaching observation by departmental colleagues
- Letters of recommendation from colleagues
- Student learning outcomes and assessment data and analysis
- Statement of teaching philosophy
- Evidence of curriculum development

Good teaching, defined as much more than classroom activities, may be documented in a variety of ways. The following list is illustrative rather than exhaustive.

- Meeting all class sessions
- Integration of college-wide outcomes and accrediting agencies (when applicable) outcomes in course syllabi, instructional design and student assessment
- Integration of technology in instructional design and delivery. Learning Management System (e.g. Blackboard) integration into the courses for student learning enhancement.
- Developing online courses
- Continuing course alignment, exploring new adaptive technologies into course content, board discussions, hybrid classes, etc.
- New curriculum development
- Integration of industrial credentials/standards into courses
- Inviting speakers to classroom or general audience talks
- Mentoring undergraduate student research
- Developing intervention efforts for low performing students using tools such as Early Alert tickets
- Peer reviews based on clarity of course goals, organization, use of technology and knowledge of field
- Documents attesting to improvement in teaching
- Documentation of honors and awards given for teaching
- Implementation of innovative teaching techniques
- Participation in educational activities of professional associations
- Attendance or leadership of meetings related to the candidates professional expertise
- Lecturing or making presentations to student groups, colleagues, or the college community
- Letters of recommendation from other professional sources
- Participation in service learning activities

#### ii) Student Advising

Faculty must be committed to the academic 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.

To demonstrate excellence in student advising, faculty must provide the following documents:

- Number of students advised
- Advisement logs or narratives

Faculty may include documents to demonstrate their efforts as pertaining to the following list, which is illustrative rather than exhaustive:

- Meeting with all advisees
- Performing degree audits
- Contacting unregistered advisees
- Documenting the meeting with advisees
- Advising students that are not candidate's advisees in the absence of the primary advisor
- Mentoring or tutoring students
- Assisting students in selection of courses and career options
- Implementing special review sessions for students
- Keeping an "open door" policy toward students
- Advising all majors of candidate's department
- Advising evening students

### iii) College, Public, and College 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 member 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, college committees, professional organizations, governmental entities and community non-profit agencies. Each Academic College and specific Academic Department (when it applies) may have additional or specific requirements. The following lists are illustrative rather than exhaustive:

### College Service

College service means committee work at the departmental and college level. Faculty must present letters from committee chairs verifying attendance and participation on committees.

- Academic program development
- Program coordination or assistance
- Assist with development of accreditation documents and new programs
- Student organization advising
- Attendance of departmental meetings
- Participation in departmental sponsored activities
- Arranging professional opportunities for students
- Working on activities related to the departmental grants
- Participation in institutional governance including Faculty Senate, and institutional committees
- College service at the state or regional level
- Representing the college at public events
- Participation in student recruitment efforts

### Community and Public Service

- Serving on boards or advisory councils at the local, state, national and international levels
- Lectures or presentations to local groups in the community
- Work done with community leaders to develop solutions to community problems
- Work done with the local community as a volunteer
- Participation in activities that increase the desire of non-college students to attend college
- Participating in student recruitment efforts

### iv) Scholarship, Mastery of Discipline, Professional Development, and Research

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. Each Academic College and specific Academic Department (when it applies) may have additional or specific requirements. The following are examples of professional development and scholarship. The list is illustrative but not exhaustive:

- Presentations 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
- Patents or product development
- Publications
- Service as an officer of a state, regional or national association
- Service on editorial boards
- Service on a professional task force
- Participation in curriculum development in candidate's discipline at the state or regional level
- Writing grant proposals
- Reviewing grant proposals
- Contributions to improve teaching technology
- Demonstrated growth in subject matter
- Demonstrable command of subject matter
- Contributions to curriculum development
- Demonstrable quality improvement in teaching strategies incorporating new technologies (where applicable) and new approaches to learning

When Academic Colleges and Academic Departments have specific requirements for the four criteria (including a different weighting system for each factor), those requirements will be published on the NNMC website (faculty resources section) and the Tenure and Promotion Council will use them during the applicant's dossier evaluation.

#### Tenure and Promotion Council

During the fall of the academic year, a five-member Tenure and Promotion Council will be elected from the Tenured Faculty of the Academic Division of the College. All tenured faculty are eligible to serve on the Council with no more than one representative from a department. The Council member

will serve a three-year term and there shall be no more than one representative from a department. If an insufficient number of faculty express interest in serving on the Council, exceptions to the limit of one representative from a department and/or the three-year term limitation may be made upon approval by the Tenure Committee by a majority vote of Committee members. With the approval of the Provost and in consultation with the appropriate Dean, the Tenure and Promotion Council may include non-voting members who are external tenured faculty members with other institutions as consultants in the area of expertise of the applicant.

If a Tenure Council member is aware of a conflict of interest, he or she has an obligation to recuse his or herself from the review of a particular applicant. The Tenure Committee can also request that a Tenure Council member recuse his or herself by a majority vote. In addition, a faculty member can only vote on the Tenure and Promotion Council if he or she has not voted on the candidate at the departmental level.

It is understood, for a variety of reasons, there might exist a conflict of interest between tenure applicant and a member of Tenure Council. In this case, the tenure applicant can petition to remove one Tenure Council member only from the review of said applicant's tenure portfolio and on subsequent recommendations of tenure vote. In this case, the Tenure Committee will appoint a temporary replacement member by a majority vote prior to taking a majority vote to determine if the petition should be granted. If a complaint has been filed with Human Resources alleging a conflict between a tenure candidate and another tenured faculty member in the department, the tenure candidate can petition for the exclusion of the tenured faculty member from the departmental review. Human Resources shall provide any such documentation and associated substantiations or responses to the Chair of the department. The Chair shall make the final decision regarding the petition for exclusion and forward the petition, all documentation, and decision to the Chair(s) of the Tenure Committee. A petition for exclusion from departmental review is limited to one (1) faculty member.

## Timeline for Advancement to Tenure

- a. Eligible faculty members in their 5<sup>th</sup> year but no later than 7<sup>th</sup> year on the tenure track must meet college-wide criteria and additional specific criteria published by their departments. See Section “General Guidelines” for the timeline applicable to faculty hired under the 2008 Faculty Handbook. Department Chairs will provide a current copy of the criteria for promotion and tenure to each tenured and tenure track faculty member in their department, to the Tenure Committee, and to the Office of the Provost. To apply for promotion and/or tenure, the eligible faculty member (hereafter candidate) will provide a dossier to the department chair by the last week in September. The candidate will prepare a dossier (no more than one three-inch-thick, three-ring binder plus any supporting materials) showing fulfillment of the tenure requirements. If no chair is present, the dean will designate a tenured faculty member (preferably within the department) to initiate the departmental review. The dean can also serve as the convener. We henceforth denote the chair or designee as the convener.
- b. The convener and tenured faculty within the department will have until the end of the third week in October to evaluate the dossier. The evaluation will include a record of all votes (for, against, abstention and absent) in the departmental review of the candidate. The convener also records the justification for the final departmental decision referencing the strengths and weaknesses of the candidate.
- c. The convener sends a letter to the candidate and Tenure and Promotion Council, summarizing the departmental review by the fourth week in October. The candidate’s dossier is also given to the Tenure and Promotion Council. The convener on behalf of the department will provide a completed rubric or evaluation tool which summarizes the evaluation of the candidate by the department.
- d. By the first week of the spring semester, the Tenure and Promotion Council sends its recommendations to the Dean and Provost, along with the recommendation of the department. Tenure candidates must receive at least one positive recommendation from either the department or the Tenure and

Promotion Council in order for the candidate's tenure application to be considered for tenure review by the Provost. Candidates who do not receive a positive recommendation from either the department or the Tenure and Promotion Council will not be recommended for tenure.

By the last day of February, the Office of the Provost informs the faculty member of the recommendation (positive or negative) in writing.

#### Actions of the Board of Regents

Tenure is awarded only by positive action of the Board of Regents upon recommendation of tenure by the President. Such action must be taken no later than the seventh probationary year, on or before April 30<sup>th</sup>. Following the Board of Regents' action, the Provost provides official notification to the candidates and their supervisors, Chairperson, Dean, and to the chair of the Tenure and Promotion Council. Assistant Professors who are granted tenure will be promoted to the rank of Associate Professors.

#### Denial of Tenure

If tenure is not awarded, the faculty member may be offered a one-year terminal contract.

Denial of recommendation of tenure by the Provost or following positive recommendation by Tenure and Promotions Council. If in the course of tenure application, both the department and Tenure and Promotions Council make a positive recommendation to the Provost, and the faculty member is denied a recommendation of tenure by the Provost or President, that faculty member may appeal to the Board of Regents the decision-within 10 working days from the date of notification in writing that the Provost or President has denied a recommendation of tenure.

#### Privileges of Tenured Faculty

a. The appointment of a tenured faculty member shall run until the member's separation from employment with the College, subject to the following limitations: Any dismissal or non-renewal of the contract of a tenured member of the faculty shall follow the procedure discussed in Part II.D.

b. Sabbatical leave may be granted to tenured faculty members in accordance with Part III.C.

c. Tenured faculty members appointed to administrative positions will retain tenure status as faculty. If a tenured faculty member serving in an administrative position returns to a faculty position for which they are qualified, that tenured faculty member returns to the position with tenure.

## 2. **Criteria for Appointment to Emeritus Status**

Proposals for emeritus designation must be initiated by a faculty member or other appropriate group, such as the Honors Committee of 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:

- Be eligible to retire and have submitted an intent to retire to the Provost
- Be tenured at NNMC and have five consecutive years of full-time, tenured faculty service at NNMC prior to retirement
- Have shown excellence in teaching or administration
- Have contributed service to the college, the community, or the professional discipline

### **Privileges of Emeritus Faculty**

The privileges and responsibilities of emeritus faculty are subject to 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. A 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

### **3. Criteria for Promotions in Faculty Rank within the Academic Division**

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 bachelor's degree may be considered appropriate for some departments and will be determined by individual departments or colleges. The Tenure and Promotion Council will consider evidence of the following:

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

### **3. Seniority**

Seniority shall be defined as the total length of time of continuous full-time employment in a tenure-track position at the College. Seniority credit shall commence with the full-time faculty member's most recent date of full-time employment. Time spent on paid leave shall be counted for seniority purposes. Time spent on approved unpaid leave shall not constitute a break in continuous service but shall not be counted for seniority purposes. The College will maintain a seniority list of all faculty members ranked in order of seniority within each contractual academic discipline. Seniority shall be forfeited in circumstances, including, but not limited to resignation, termination, or retirement. Seniority is not lost in the situations below:

- a. A faculty member is part of a reduction in force and is subsequently rehired. In such a situation, the individual retains the seniority he or she had when terminated.
- b. A faculty member moves into an administrative position and back to a faculty position. In such a

situation, the individual accrues seniority as if he or she stayed in a faculty position.

## **II. E. Contracts**

### **1. Academic Calendar and Work Year**

The work year is normally defined by the academic calendar, which is approved by the Administration. The academic calendar for Fall shall begin with the convocation week and shall end with the date that final grades are due for the Spring semester. Faculty are required to attend the Fall and Spring convocation week events and the Fall and Spring Graduation ceremonies. The following holidays will be observed during the term of this Agreement:

- a. Labor Day
- b. Fall Break as defined in the Academic Calendar
- c. Veteran's Day
- d. Thanksgiving, the Wednesday prior, and the Friday following
- e. All days when the college is closed for Winter Break
- f. Martin Luther King's Birthday
- g. Good Friday
- h. Spring Break as defined in the Academic Calendar.

### **2. Outside Employment**

The primary responsibility of faculty members is to render to the College, their most effective commitment to teaching, scholarship, and service. At the same time, consulting and other outside activities of a professional nature are encouraged by the college where such activities give the faculty member experience and knowledge valuable to professional growth and development. These activities may help the faculty member make worthy contributions to knowledge, or contribute to instructional programs, or otherwise make a positive contribution to the College, community, or profession (discipline).

No outside service or enterprise, professional, or other, should be undertaken that interferes with the faculty member's primary responsibility to the College. While a faculty member is allowed to engage in outside professional activities, this must be clearly subordinate to their teaching, advising, scholarly activities, and College service responsibilities.

The following considerations should be made regarding outside activities. Such planning is in the best interest of the faculty member, the Academic Unit, and the College. A full-time faculty member's position with the College shall be his primary source of employment. The categories for the various degrees of involvement in outside activities are listed below.

a. The faculty member does not have to inform their supervisor or Dean nor obtain approval. This category would consist of activities such as attending professional meetings, writing books, giving occasional speeches and lectures, refereeing manuscripts, and outside activities that are personal.

b. The faculty member would be required to inform their supervisor or Dean in writing, but would not be required to obtain approval. This category would consist of activities such as occasional outside consulting activities, holding office in scholarly or professional organizations, assuming editorial duties for a journal.

c. The faculty member would be required to inform their Dean in writing and shall obtain prior approval from the Provost if the activities would have potential to conflict with job assignments. This category would consist of activities such as consulting more than one day per month, teaching for another institution, pursuing a degree or licensure, working a second job, or operating a personal business. This approval will be documented with the Human Resources department.

Faculty members involved in outside employment activity must complete an outside employment disclosure form at the time of outside employment. If an activity presents a potential conflict of interest, it will be handled according to the Code of Conduct policy.

### **3. Summer Employment**

Tenured and tenure-track faculty members shall be given the first opportunity to sign up for a section during the summer session.

Full-time faculty members selected for summer employment will be paid in accordance with Part III.A.

**4. Facilities, Equipment and Support**

Subject to available funding, the College will provide classroom space, office space, library access, internet connection, access to the learning management system (LMS) when appropriate, equipment, and materials to aid in the faculty member's performance.

**5. Health and Safety**

The College will comply with all applicable State and Federal laws relating to safe working conditions. Whenever a faculty member becomes aware of a condition which the faculty member feels is a violation of an institutional safety or health rule or regulation, or Board policy regarding work environment and discrimination; the faculty member will report such condition to an appropriate administrator who will promptly investigate such conditions and, if appropriate, remediate in a timely manner.

Protective devices and first aid equipment will be provided to faculty members who practice in a hazardous institutional environment. The faculty members will be responsible for the proper use of such devices.

**II. F. Faculty Responsibilities and Duties**

**1. Faculty Workloads**

Faculty workloads shall be distributed among all faculty members. The preparation of teaching schedules shall be the responsibility of the Dean and the Department Chairperson. The Dean and the Chairpersons will consider recommendations from faculty members. The College shall continue to notify the faculty member of their 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 supervisor and is intended to ensure that responsibilities are equally distributed. With approval of the Provost, the Dean may grant release time for special assignments or responsibilities.

Normal working hours are between 8:00 am and 5:00 pm, Monday through Friday, unless the faculty member teaches evening or weekend classes, in which case the hours must be kept as appropriate for that faculty member's normal teaching schedule. Any proposed

deviation from these requirements must be justified in writing and approved by both the Chair and the Dean.

The College does not attempt to enforce an eight-hour working day for faculty. However, faculty members are employed on a full-time basis and are required to be available when they are under contract during normal working hours including periods when classes are not in session and the college is open.

Faculty are required to attend the Fall and Spring convocation week events and the Fall and Spring Graduation ceremonies. Faculty members are required to attend one “Assessment Day” per academic year and it shall be scheduled in the Academic Calendar.

The workload distribution will be determined in coordination with the supervisor based on the following four criteria:

- Teaching effectiveness. 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. Classes are to be met as scheduled including final exam week.
- Advising. Faculty must be committed to the academic well-being of students. Effective advising helps create an environment that fosters student learning and student retention.
- Service to the College community. 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.
- Scholarship, mastery of discipline, professional development, and research. All faculty should be positively engaged in their disciplines and should be recognized for their expertise.

In particular, the teaching load is determined with the following parameters:

#### Academic Year Teaching Load

The normal teaching load for tenured and tenure-track full-time faculty is twelve (12) credit hours per semester. The normal teaching load for lecturers and instructors is fifteen (15) credit hours per semester. When appropriate or mandated by an outside governing body, the supervisor may approve 12 contact-hours for tenured and

tenure-track faculty members as an exchange of physical presence on Campus for student advisement, accreditation, recruitment or other activities.

Release time may be granted by the Dean with approval of the Provost for program/departmental initiatives that include program development, grants writing and/or grants management.

When a faculty member is teaching two or more scheduled classes at the same time (e.g., cross-listed courses), only one of the classes will be counted in the workload computation. Workload for courses that are co-taught will be calculated equally by dividing the normal workload of the particular course by the number of faculty members teaching it or in a pro-rated way if the workload is not equally distributed among the faculty members. In special situations, such as co-op courses, lab courses, field experiences, capstones, independent studies, and practicums, the workload credit hours shall be computed by the Chairperson or Dean with the Provost's approval.

Full-time faculty members shall be present on campus for all professional duties and obligations, including but not limited to classes, departmental meetings, accreditation work, and faculty meetings called by the Dean/Provost or President. Full-time faculty shall schedule a minimum of five (5) hours per week, in person on campus, for office hours. Office hours shall be posted on their office door and on the Department Website.

Chairs teaching load is 3-4 credit hours per semester and directors teaching load is 6 credit hours. The New Mexico Board of Nursing mandates that at least 80% of the Associate Degree in Nursing Program administrator assignment shall be spent in the administration of the nursing program. Additional administrative time should be given when preparing for accreditation, curriculum revision and other administrative activities. The teaching load shall not exceed 20% of total workload.

#### Teaching Overload

When a faculty member teaches in excess of assigned teaching load during a semester, the department Chair or Dean may approve the overload. No faculty shall be required to teach an overload. To determine if an overload exists, all courses taught by the faculty member will be considered and the twelve (12) credits of the normal

teaching load fifteen (15) for Instructors, six (6) for Directors, and four (3-4) for Chairs) will be determined by the courses with the highest enrollment. The courses that will be paid as overload will be those courses with the lowest enrollment. The compensation for an overload is addressed in Part III.A. When appropriate or mandated by an outside governing body, supervisor may approve contact-hours instead of credit hours for faculty as an exchange of physical presence on Campus for student advisement, accreditation, recruitment, or other activities.

#### Student Advising

Each faculty member shall serve as an advisor to students. Advisors shall assist students in course selection, scheduling, and in meeting requirements for certificate or degree programs. When necessary, students shall be referred to the appropriate support services for assistance. Full-time faculty shall schedule advisement hours every semester. Advisement hours shall be posted on their office door and on Self Service Banner (SSB).

#### Class cancellations

In order to meet accreditation standards, faculty members shall not cancel scheduled classes in any circumstances without prior written supervisor approval. For absences that are approved in advance by the program or department chair, instructors should find an acceptable substitute for their classes or obtain the chair's approval for an alternate means of making up the student contact hours. For unanticipated absences such as illness or family emergency, faculty members must notify the program or department chair, or academic dean as soon as possible so that arrangements can be made regarding classes and other scheduled activities. Faculty members should find an acceptable substitute for their classes or obtain the chair's approval for an alternate means of making up the student contact hours. Failure to notify the program or department chair of a missed class meeting or excessive absences from class obligations can result in disciplinary action.

#### Course delivery/schedule changes

Faculty members shall not change the delivery method of instruction or the approved schedule of classes and assigned classroom under any circumstances without prior written supervisor approval and without advance notification to the office of the registrar.

#### Academic year contract

Faculty members are engaged and paid on the basis of an academic year contract, including days when the College is open and classes are not in session. Supervisors may require attendance any day during the term of the contract.

#### Contract length

Chairs, directors, and coordinators will be issued a base contract for one academic year (9-months). For additional months of service, the College will issue a supplemental contract.

Definition of Summer Period for supplemental contracts: During the same fiscal year (i.e., July 1 of a year to June 30 of the following calendar year), the summer period for a supplemental contract is defined as the business days between July 1 and the Friday before the Fall convocation plus the business days between the Tuesday after the deadline to submit Final Grades for the Spring Semester for 16-week courses and June 30.

The supplemental contracts will be the following:

Half-month supplemental: The faculty member will have 50 business days off during the summer period for supplemental contracts. The faculty's supervisor shall approve the working days at least one month in advance.

One-month supplemental contract: The faculty member will have 40 business days off during the summer period for supplemental contracts. The faculty's supervisor shall approve the working days at least one month in advance.

One and a half months supplemental contract: The faculty member will have 30 business days off during the summer period for supplemental contracts. The faculty's supervisor shall approve the working days at least one month in advance.

Two-month supplemental contract: The faculty member will have 20 business days off during the summer period for supplemental contracts. The faculty's supervisor shall approve the working days at least one month in advance.

Two and a half months supplemental contract: The faculty member will have 10 business days off during the summer period for supplemental contracts. The faculty's supervisor shall approve the working days at least one month in advance.

Three-month supplemental contract: The faculty member will work all business days of the summer period for supplemental contracts.

The college reserves the right to determine specific days during the summer that cannot be selected for time off depending on the needs of the college. The determination of the length of the supplemental contract will be determined by the Office of the Provost based on the needs of the institution and the availability of funds.

The college reserves the right to determine specific days during the summer that cannot be selected for time off depending on the needs of the college. The determination of length of the supplemental contract will be determined by the Office of the Provost based on the needs of the institution and the availability of funds.

Supplemental contracts will be paid following the same schedule as the 9-month contract.

## **2. Faculty Responsibilities and Duties**

### **Professional Ethics**

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

### **Collegial Respect**

Faculty member will demonstrate respect for their colleagues, uphold academic ethics, collaborate, and model the culture of the academy. In fostering an environment of collegial respect, faculty will observe basic etiquette, honor each other's intellectual domain and individual strengths while collectively working towards meeting the needs of students in fulfillment of NNMC's mission.

### **Faculty Duties**

Each faculty member shall be responsible for the following:

- a. Become familiar with College policies and procedures
- b. Be able to explain to students the course content and requirements and distribute a course syllabus during the first day 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 indicate 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 that 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 course enrollment correction forms to the registrar by due date, and grade reports to the Registrar's Office by due date
- j. Refer students who need special consideration to the appropriate student services
- k. Report all irregularities, questions, or problems concerning instruction to the department supervisor
- 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 syllabus
- n. Participate in all activities directed by the supervisor related to student learning outcomes assessment and accreditation processes when they are required by the program of study
- o. Participate in all activities directed by the supervisor related to student advisement, student recruitment, and student retention
- p. Initiate purchase requisitions as appropriate
- q. Recommend course textbook and submit it to the appropriate textbook adoption website
- r. Recommend the selection of library books, reference materials, and periodicals for the Library
- 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

### **3. Directors' Duties**

Directors shall be responsible to the Department Chairperson. Each director shall:

- 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 for the programs.
- 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).

#### **4. Chairperson Duties**

Each Chairperson shall be responsible to the Dean/Provost (or designee) and shall:

- 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, revising program objectives and curriculum, and maintaining 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 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. Evaluate formally or informally department personnel and the overall effectiveness of instruction within the department
  - i. Recommend to appropriate Dean/Provost renewal or non-renewal of contract, promotion, or dismissal of personnel within the 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, coordinate advisement, and registration duties to personnel within department
  - n. Assist the Dean on 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 the budget to the appropriate Dean
  - t. Maintain records and controls to assure that the department operates within established budget limits
  - u. Coordinate all purchase requests within the 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 proposals related to the department

- x. Inform the appropriate Dean/Provost of departmental needs, concerns, changes, or irregularities that 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 or designee

## **II. G. Academic Freedom, Intellectual Property, Faculty Member Investigations, and Progressive Discipline**

### **1. 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. The major premise of academic freedom is that open inquiry and expression by faculty and students is essential to the College's mission. Academic freedom shall be understood to include but not be limited to the following:

- Academic freedom means that both faculty members and students can engage in intellectual debate without fear of censorship or retaliation.
- Academic freedom establishes a faculty member's right to remain true to his or her pedagogical philosophy and intellectual commitments. It preserves the intellectual integrity of our educational system and thus serves the public good.
- Academic freedom in teaching means that both faculty members and students can make comparisons and contrasts between subjects taught in a course and any field of human knowledge or period of history.
- Academic freedom gives both students and faculty the right to

express their views — in speech, writing, and through electronic communication, both on and off campus — without fear of sanction, unless the manner of expression substantially impairs the rights of others or, in the case of faculty members, those views demonstrate that they are professionally ignorant, incompetent, or dishonest with regard to their discipline or fields of expertise.

- Academic freedom gives both students and faculty the right to study and do research on the topics they choose and to draw what conclusions they find consistent with their research, though it does not prevent others from judging whether their work is valuable and their conclusions sound. To protect academic freedom, universities should oppose efforts by corporate or government sponsors to block dissemination of any research findings.
- Academic freedom means that the political, religious, or philosophical beliefs of politicians, administrators, and members of the public cannot be imposed on students or faculty.
- Academic freedom gives faculty members and students the right to seek redress or request a hearing if they believe their rights have been violated.
- Academic freedom protects faculty members and students from reprisals for disagreeing with administrative policies or proposals.
- Academic freedom gives faculty members and students the right to challenge one another's views, but not to penalize them for holding them.
- Academic freedom protects a faculty member's authority to assign grades to students, so long as the grades are not capricious or unjustly punitive. More broadly, academic freedom encompasses both the individual and institutional right to maintain academic standards.
- Academic freedom gives faculty members substantial latitude in deciding how to teach the courses for which they are

responsible.

- Academic freedom guarantees that serious charges against a faculty member will be heard before a committee of his or her peers. It provides faculty members the right to due process, including the assumption that the burden of proof lies with those who brought the charges, that faculty have the right to present counter-evidence and confront their accusers, and be assisted by an attorney in serious cases if they choose.
- Academic freedom includes the assessment of student academic performance, including the assignment of particular grades and the following principles in assigning grades: (1) the individual faculty member has the responsibility for the assignment of grades; (2) students should be free from prejudicial or capricious grading; and (3) if the faculty member does not initiate a change of grade, no grade may be assigned or changed without following the Grade Appeal Process of NNMC. The review of a student complaint over a grade should follow the current procedure established by the Academic Standards Committee.
- Academic freedom does not mean a faculty member can harass, threaten, intimidate, ridicule, or impose his or her views on students, college faculty members, staff members, college administrators, and other members of the college community.
- Student academic freedom does not deny faculty members the right to require students to master course material and the fundamentals of the disciplines that faculty teach.
- Neither academic freedom nor tenure protects an incompetent faculty member from losing his or her job. Academic freedom thus does not grant an unqualified guarantee of lifetime employment.
- Academic freedom does not protect faculty members from colleague or student challenges to or disagreement with their educational philosophy and practices.
- Academic freedom does not protect faculty members from

non-college penalties if they break the law.

- Academic freedom does not give students or faculty the right to ignore college regulations, though it does give faculty and students the right to criticize regulations they believe are unfair.
- Academic freedom does not protect students or faculty from disciplinary action, but it does require that they receive fair treatment and due process.
- Academic freedom does not protect faculty members from sanctions for professional misconduct, though sanctions require clear proof established through due process.
- Neither academic freedom nor tenure protects a faculty member who repeatedly skips class or refuses to teach the classes or subject matter assigned.
- Academic freedom does not allow a faculty member to prevent a talk or a performance.
- Academic freedom does not protect a faculty member from investigations into allegations of scientific misconduct or violations of sound college policies, nor from appropriate penalties should such charges be sustained in a hearing of record before an elected faculty body.
- Control of presentation includes selection of subject matter including online resources (e.g., publisher's website content) 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 shall not disapprove a faculty member'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 grievance procedure.

**2. Intellectual Property**

The College regards copyrightable material such as but not limited to a book, manual, musical or dramatic composition, architectural design, painting, sculpture, video, or other comparable work developed by an employee as the property of the employee (author). Development or redesign of a course pursuant to a grant awarded to the College shall be the property of the bargaining unit employee who developed or redesign the courses, however, the College will be granted educational use of the material for the duration of the grant.

**3. Faculty Member Investigations**

The College has the right to investigate all allegations of faculty misconduct. A faculty member may be placed on administrative leave with pay during an investigation involving the faculty member. When necessary, during an investigation, the college may enter a faculty member's office. The affected faculty member shall be given reasonable notice prior to entering the faculty member's office. The faculty member may observe, but not interfere with, the college's entry of the office to conduct an investigation. For purposes of this paragraph, reasonable notice shall be at least 24 hours' notice in writing, prior to entry of the office.

Under exigent circumstances such as, but not limited to, an emergency affecting safety and security or allegations of criminal activity, the college may enter a faculty members office to conduct an initial investigation and/or to secure property, data, documentation or other items stored within the office. Within one work day of an entry, the college shall notify the affected faculty member.

During investigation, no documentation or information related to the matter under investigation will be placed in the faculty member's personnel file or released publicly unless required by law. If the investigation does not result in disciplinary action, no documentation will be placed in the faculty member's personnel file. Any actions, other than dismissal, taken by the Administration as a result of such an investigation may be grieved according to Part II.H.

**4. Progressive Discipline**

The general purpose of discipline is to correct unsatisfactory performance and/or misconduct. Any discipline requires good and

just cause. 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 a faculty member's action(s) are so egregious that such an approach is inappropriate.

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 and written warnings. More severe disciplines consist of written reprimands, suspensions and terminations.

Faculty member may be discharged in accordance with Part II.M.

Discipline is designed to give a faculty member an opportunity to correct employment behavior and performance. Every reasonable effort will be made to ensure acceptable work performance by the faculty member. When problems with the faculty member behavior that affects the workplace or performance arise, a supervisor will seek to correct the problem with the least amount of disruption to the work environment. Serious infractions may result in immediate suspension from work with or without pay.

a. Verbal warning

A faculty member is issued a verbal warning for minor infractions or to correct minor faults in an faculty member's job performance. Verbal warnings are issued during a private conference between the supervisor and the faculty member where the supervisor explains the problem and recommends a process the faculty member must accomplish to return to satisfactory status. The faculty member is informed that the conference is being conducted for the purpose of issuing a verbal warning.

b. Letter of reprimand

Should contain the following information: a description of the specific problem or offense, the most recent incident and when it occurred, previous unsatisfactory behavior or performance related to the reprimand, and a statement that further unsatisfactory behavior or performance may result in further disciplinary action. The written reprimand is issued and discussed with the faculty member in private conference with the supervisor and must have been discussed with the faculty member previously. A copy of the

written reprimand will be given to the faculty member and a copy placed in the faculty member's official personnel file. The written reprimand will also specify a review period, if appropriate, in which the faculty member's behavior or performance will be reviewed. The length of the review period will be no longer than one year.

c. Discipline resulting in dismissal must follow Part II.M.

Unapproved absences may result in disciplinary action. Grievances of disciplinary actions are governed by Part II.H.

## **II. H. Grievances**

### **General Policy**

While the College endeavors to maintain pleasant working conditions which lead to cooperative, effective working relationships for all faculty members, it recognizes that misunderstandings and disagreements may arise regarding terms and conditions of employment. However, for questions and complaints not resolved through informal discussions, the College has established a formal Grievance Procedure. The Grievance Procedure is applied only to those matters for which the College has the ability to provide a remedy.

### **Definitions and Limitations**

a. "Grievant" shall mean a faculty member who is personally and directly affected by a condition for which he or she seeks a resolution.

b. A "grievance" shall be an allegation by a faculty member that the treatment he or she has received from a supervisor or other college employee is a violation, a misinterpretation, or an inequitable application of College policy, administrative rules, or procedures that directly and adversely affect the grievant. A single grievance may be submitted jointly by more than one grievant.

c. "Resolution(s)" shall be the proposed written decision by the appropriate administrator(s) in response to the grievance.

d. "Parties in Interest" shall be the grievant and the supervisor or other College faculty member(s) whose conduct or actions are the subject of the grievance.

e. The following situations are not covered by this grievance procedure and are therefore not grievable under this policy:

e.1 The discretionary act(s) of professional judgment relating to the evaluation of the work performance of any faculty member by his or her immediate supervisor;

e.2 Any personnel decision made by the President, including, but not limited to, a discharge, transfer or any other action directly and adversely affecting the employment of the faculty member;

e.3 Situations in which the President or Administrator(s) are without authority to act;

e.4 Situations where the remedy for the alleged violation exclusively resides in some person, agency, or authority other than the President of the College;

e.5 Situations as to which a different procedure or remedy has been provided and;

e.6 Situations as to which the procedure within the College is prescribed by state or federal authority.

f. A grievance cannot be filed by a former faculty member any more than five (5) days after the effective date of termination or discharge of employment.

### **General Provisions**

a. A faculty member who has a grievance and is unable to resolve it informally must inform their supervisor of the desire to invoke the formal Grievance Procedure.

b. A grievance must be in writing and contain a statement of grievance, the circumstances upon which it is based, the College's policy allegedly violated, and remedy being sought.

- c. Grievances must be filed within five (5) working days following the act being grieved or discovery of circumstances which gave rise to the grievance.
- d. All steps of the grievance procedure are considered confidential and should not be open to the public.
- e. Faculty member filing the grievance and faculty members required as witnesses to give testimony in a grievance meeting shall be given time off with pay if such meetings are scheduled during work hours.
- f. Non-College persons, former faculty members, or faculty members on suspension, layoff, or other unpaid status shall not receive pay to attend grievance hearings.

### **Steps in Grievance Procedure**

- a. A faculty member grievance is to be submitted in writing to the aggrieved faculty member's Department Chair/Dean with a copy to the Human Resources Director within five (5) working days following discovery of the condition which gave rise to the grievance.
- b. A meeting with the aggrieved faculty member and Director/Department Chair/Dean to resolve issue(s) in the grievance shall be held within five (5) working days of the receipt of the written grievance. A resolution shall be submitted to the faculty member by the Director/Department Chair/Dean with a copy to the Human Resources Director.
- c. If the faculty member is not satisfied that the grievance is resolved by the written resolution or if the grievance is not resolved within five (5) working days, the faculty member may request the grievance to be submitted to the Provost.
- d. The decision of Provost is final unless the grievant reports directly to the Provost. In that case, the grievance may be submitted to the President and their decision will be final.

## **II. I. Evaluation of Faculty Performance**

Evaluation of all faculty members will be consistent with NNMC's Mission, Vision, Strategic Goals, and Core Values. The following

guidelines have been developed to provide all faculty with a clear and common format for all elements of the Portfolio Faculty Evaluation (PFE). The parties are expected to follow the provisions herein. The accumulated annual evaluation portfolios, class observations, and supporting documentation will be used to develop the tenure packet. The pre-evaluation will apply beginning in the Spring of 2022 and the remaining provisions in AY 2022-2023.

#### Types of Evaluations

Annual Review of non-tenured Faculty: All faculty shall follow the below evaluation schedule.

a. A faculty member will have a Pre-evaluation meeting with the direct supervisor to set expectations and goals for the upcoming academic year. The agreed upon goals shall be recorded as Pre-evaluation in a Faculty Evaluation Form. During the first academic year, the faculty will arrange to have at least one class observation by the direct supervisor and at least one class observation by a peer from the same or similar academic discipline.

At the end of the first academic year at NNMC (around mid-April) the faculty will submit a Portfolio to the direct supervisor. The direct supervisor will schedule an Evaluation Conference defined below. At the end of the first-year evaluation, the faculty member will set the goals and expectations for the following academic year and will discuss these goals and expectations with the direct supervisor. The agreed upon goals shall be recorded as Pre-evaluation in a Faculty Evaluation Form.

b. Retention Review: During each subsequent cycle of contract renewal for non-tenured faculty members will be subjected to a retention review. The retention review will include an updated portfolio submission for the academic year, at least one class observation by the direct supervisor, and an evaluation conference with the direct supervisor toward the end of the academic year (around late March). At the end of the evaluation, the faculty member will set the goals and expectations for the following academic year and will discuss these goals and expectations with the direct supervisor. The

agreed upon goals shall be recorded as Pre-evaluation in a Faculty Evaluation Form.

**Annual Review of Tenured Faculty:** All tenured faculty members of will participate in an annual evaluation toward the end of the academic year (around late April). The evaluation will include at least one class observation by the direct supervisor and an evaluation conference. During the conference, the faculty member will set the goals and expectations for the following academic year and discuss them with the direct supervisor. The goals will be recorded as the Pre-evaluation in a Faculty Evaluation Form.

**Discretionary Review:** A direct supervisor may initiate a discretionary review of any faculty member in a respective department in response to performance or conduct issues related to the evaluation criteria. Discretionary reviews may be conducted at any time deemed appropriate by the direct supervisor. These reviews shall consist of an updated portfolio submission, a conference with the direct supervisor, and possibly a growth plan.

#### Portfolio

The portfolio is a collection of representative materials compiled by the faculty member. The portfolio documents annual work and accomplishments, articulates goals for growth and development, initiates critical self-evaluation, and provides both structure and content for the evaluation conference with the direct supervisor. The portfolio is required for every type of evaluation of tenured and tenure-track faculty members only. The portfolio consists of the following documents which will be held in an e-file and submitted to the direct supervisor:

- A written summary of activities and accomplishments relating to teaching effectiveness, scholarly activity, department and College service, community service, and advisement during the review period.
- Table of Contents including the four performance categories: 1. Teaching, 2. Scholarly Activity, 3. Service (Departmental, College, and Community service), and 4. Student Advisement.
- Supporting documentation to show that the goals and expectations listed are met.
- A current curriculum vitae (CV).

- Syllabi, corresponding assessment instruments used for all courses completed or in progress, and student course evaluations for courses completed and made available to the faculty member.
- Optional: Any additional materials that might contribute to the evaluation may be included at the faculty member's discretion.

Direct supervisors may require the submission of additional portfolio materials at their discretion. These may include, but are not limited to:

- A statement of teaching philosophy
- Examples of student work

Class Observations: Observations of classroom teaching by the direct supervisor (and peer faculty member(s) should occur at least once a year.

a. Face-to-Face Class Observation: Class observations will be conducted by direct supervisors and peer evaluators. During the 1<sup>st</sup> year evaluation another faculty member within the same department (or, in cases of small departments where there are no peer members, then a faculty member from a similar discipline) will also conduct a class observation. Class observations will NOT be announced ahead of time. Faculty members are encouraged to provide multiple dates for consideration by their direct supervisors in which the instruction would be conducive to an evaluation, however, the supervisor is not limited to the dates provided. Evaluators will take notes on the class observation form. These notes will be shared with the faculty member as structured feedback for growth and improvement and will accompany the portfolio as evidence for faculty assessment.

b. Online Class Observation: The direct supervisor and any peer evaluator(s) will request to be added to the online course anytime during the semester. For synchronous online classes, evaluators will attend/observe a class taught by the faculty member under review and take notes on the class observation form. For asynchronous online classes, the evaluators will review faculty's online course shell available to students following quality standards in place as a guideline. Notes taken during an observation will be shared with the faculty member as structured feedback for growth and improvement and will accompany the portfolio as evidence for faculty assessment.

#### Evaluation Conference

The evaluation conference is a time for the faculty member to discuss work, accomplishments, goals, and plans for the next year with the direct supervisor. Faculty and direct supervisor will discuss each item of the portfolio and any class observations. Together they will agree on a plan for achieving the professional goals described in the portfolio. At the end of the conference the direct supervisor will complete the evaluation report. The evaluation conference should be scheduled by the faculty and direct supervisor and the Evaluation Report completed by April 30.

#### Evaluation Report

The evaluation report represents the final assessment of the faculty member for the academic year. It is a form completed by the direct supervisor at the end of the evaluation conference. It includes a rating of the faculty member's performance (5-Outstanding, 4-Exceeds Expectations, 3-Meets Expectations, 2-Below Expectations, 1-Unsatisfactory), and an executive summary which describes the evaluation and justifies the rating. This evaluation report is submitted to the Human Resource Department. A copy of the evaluation report, the portfolio, and class observation notes will be returned to the faculty member so that the original document may be included in their dossier. A sample of the Faculty Evaluation and Class Observation forms that will be used as guidelines will be provided to faculty at the beginning of the academic year.

## **II. J. Post Tenure Review**

#### Purpose of Post-tenure Review

The intent and purpose of post-tenure review is to promote continued professional development, to provide the necessary means for enhancing future achievement, and to recognize excellent performance among tenured faculty. A post-tenure review policy is required for the institution to comply with policy as set forth by New Mexico state statute.

#### Policy

Post-tenure review is a cooperative effort in planning, goal setting, reporting, enhancing, and championing the role of faculty at the institution. It is undertaken with recognition and preservation of principles of academic freedom. It is conducted at the Academic College level for the purposes of 1) recognizing faculty performance; 2) enhancing each individual's future

achievement; 3) communicating to the faculty member specific areas in need of improvement (if any) related to performance in scholarship, teaching, advising, and service.

Process:

Post-Tenure Review. Post-tenure review constitutes the evaluation of the faculty member's fulfillment of goals and progress toward both short and long-range goals in teaching, advising, scholarly activity, and service. These shall be formally reviewed according to departmental standards and procedures, and, when necessary, modified during subsequent post-tenure reviews. In addition, the review should identify resources available for faculty to continue to fulfill departmental standards. The supervisor's report of the results of the post-tenure review shall be forwarded to the faculty member, the Dean, and the Provost.

Performance Ratings

At the conclusion of each annual evaluation, the supervisor shall assess the faculty member's performance using the College's faculty evaluation form with the following ratings.

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

In the event that the tenured faculty member is being reviewed by a non-tenured supervisor, the faculty member may request that a tenured supervisor be present at or participate in his or her review.

- Outstanding, Exceeds or Meets Expectations Ratings. Supervisors and Deans may determine appropriate means to recognize Exceeds or Meets Expectations performances, and to reward Outstanding performances.

- Below Expectations and Unsatisfactory Ratings in Any Area of the Faculty Annual Evaluation. A Below Expectations or Unsatisfactory rating at any point in the annual evaluation shall be used by the supervisor to indicate a deficiency or deficiencies in the faculty member's performance. The supervisor shall report any unsatisfactory rating to both the faculty member and the dean. This report should include:

- a. The deficiency or deficiencies
- b. The necessary actions for the faculty member to undertake
- c. A list of available resources to assist in the remediation
- d. A reasonable timeframe for completing the actions

According to Chapter 21, Article 1, Section 21- 7.1-Post Tenure Review Process of the New Mexico Code E: “In the event a faculty member receives an unfavorable evaluation in the area of the faculty member’s teaching, the post-tenure review process shall include: A two-year probation and reevaluation period; and loss of tenure if, during the subsequent probation and reevaluation period, the faculty member fails to demonstrate improvement in the area of teaching.”

To be in alignment with this statute, the following remediation and probation process will be followed for post-tenure review. If a faculty member receives an unsatisfactory rating in any of the categories of the annual faculty evaluation, a two-year probation and reevaluation period will be enforced. If the faculty member fails to demonstrate improvement, a loss of tenure may occur.

#### Report

The supervisor shall forward the initial report indicating unsatisfactory performance to the faculty member, the Dean, and the Provost. A subsequent report shall be sent to the same parties at the end of the designated timeframe confirming whether or not the deficiency has been corrected.

#### Responsibilities

Supervisors shall use all available departmental, college, and institutional resources to assist the tenured faculty member in remedying the deficiency or deficiencies. Supervisors should be flexible in assessing progress if the tenured faculty member demonstrates good faith efforts. The faculty member is responsible for remedying the deficiency or deficiencies. Failure to remediate within the two-year probationary period will result in institutional action. This action may include loss of tenure and termination from the institution.

#### Appeals

The tenured faculty member and the supervisor shall informally attempt to resolve any disagreements regarding performance ratings. If a mutual resolution is not reached with the supervisor, the faculty member may appeal within 10 working days, in writing, to the Dean, or alternatively to the Provost when the Dean is the immediate supervisor.

## **II. K. Constructive feedback of Chairs/Directors by Faculty Members**

Faculty members will have the opportunity to provide anonymous constructive feedback to Chairperson and Directors once per year.

## **II. L. Constructive feedback of Academic Deans/Provost by Faculty**

Faculty members will have the opportunity to provide anonymous constructive feedback to Deans and Provost once per year.

## **II. M. Policies and Procedures for Termination of Employment**

### **1. Reappointment Review**

All tenure-track and non-tenure-track faculty members out of the Bargaining Unit are considered probationary appointments until granted tenure. Such appointments are subject to renewal on an annual basis at the sole discretion of the College. The decision regarding renewal must be made by May 15<sup>th</sup>.

The reappointment recommendation made by the supervisor will be first evaluated by the Dean and the Dean will make a recommendation to the Provost. The decision of the Provost is final and will be communicated to the faculty member in writing no later than May 15<sup>th</sup>. The only grounds for appeal available to the faculty member are for an alleged violation of this Handbook. Such appeals are sent through the procedures outlined in the grievance process.

### **2. Termination: Dismissal for cause**

Dismissal for cause is a permanent involuntary separation of employment from the College for disciplinary reasons. A faculty member may be discharged without prior progressive discipline when warranted by the seriousness of the offense.

#### **Process**

#### **a. Required approvals by the Department of Human Resources**

Supervisors contemplating the dismissal of a faculty member, must consult with the Department of Human Resources before taking such actions. Dismissal requires the approval of the Dean, Chair or Director, appropriate Vice-President and the Director of Human Resources.

#### **b. Pay Status**

Faculty members will normally remain at work pending the issuance of a Notice of Final Action. However, a Vice-President/Dean/Chair/Director may, with the approval of Human Resources, place a faculty member on administrative leave with pay pending completion of the investigative or disciplinary process.

c. Notice Requirements

Notices shall be in writing and will normally be served in person by the immediate supervisor, if possible. At the time of service, the faculty member shall be asked to sign an acknowledgement of receipt. If the faculty member declines, the supervisor shall so note on the letter itself for record purposes. If the notice cannot be presented personally, the letter may be sent certified mail with a return receipt requested. The notice must be properly stamped and addressed to the last address provided by the faculty member. Service of the notice is complete when the notice is deposited with the United States Postal Service.

d. Notice of Contemplated Action (NCA)

To initiate a discharge of a non-probationary regular or term faculty member, the Dean/Chair Director will contact the Director of Human Resources and the appropriate Vice-President. Human Resources will assist in the drafting of the NCA, gathering required documentation and will coordinate a time to meet with the supervisor and faculty member to present the NCA. The NCA must include the following:

- Specify the contemplated action
- Specify the basis for a determination that just cause exists to discharge the faculty member
- Indicate which policies the faculty member has violated.
- Specify that the faculty member has the right to respond to the notice of contemplated action within ten (10) work days of receipt of the NCA if submitting a written response.
- Specify that the faculty member must request to present an oral response within five (5) work days.

e. Response to a Notice of Contemplated Action

The faculty member may respond orally or in writing to the notice of contemplated action within ten (10) working days of receipt of the NCA. The written response will be submitted to the Director of Human Resources. If the faculty member wishes to present an oral response, he/she must submit a written request for the meeting within five (5) working days from receipt of the notice of contemplated action. Any extension of time must be in writing and agreed upon by both the faculty and the Department of Human Resources. Oral response meetings will include a member of the Human Resources Department, and at the faculty member's request.

- When the NCA is served by mail, the faculty member shall have three (3) additional calendar days in which to submit a written response or submit a request to present an oral response.
- The purpose of the written or oral response is not to provide an evidentiary hearing but is an opportunity for the faculty member to respond to the charges against him or her.

f. Final Notice of Disciplinary Action

If a faculty member submits a written response or presents an oral response, the Dean/Chair/Director will take the response into consideration. The Dean/Chair/Director, after consultation with the Human Resources Department, will decide on the final action to be taken, whether or not the faculty member has responded to the NCA. The final disciplinary action, signed by the Dean/Director shall be issued no later than ten (10) working days from the date of receipt of the written response, the oral response or within ten (10) working days following the expiration of the response period. The Notice of Final action should include the following:

- Statement of the final discipline to be taken, which may be upholding the contemplated action, a lesser form of discipline than contemplated, or no disciplinary action.
- Notice should contain the basis for a determination of just cause for the suspension, demotion or dismissal.
- Statement indicating if the faculty member responded to the Notice of Contemplated Action.
- Specify when the disciplinary action will be effective.
- If the faculty member had previously submitted a timely written response or a timely oral response, inform faculty member that the disciplinary action may be appealed in writing to the Human Resource Department within five (5) working days from receipt of the Final Notice.

Appeal Process

- a. This Appeal Process applies only if faculty member submitted a timely written or oral response in accordance with Section Process Part (e) above.

- b. The faculty member must submit a written appeal to the Human Resources Department within five (5) working days of receipt of the Notice of Final Action. If the faculty member does not appeal the disciplinary action within the five (5) working days, no appeal is available.
- c. The Department of Human Resources, within five (5) working days after receiving the written appeal, will forward the written appeal, along with all pertinent information, to the President.
- d. The President at his or her discretion, may limit his or her review to the records submitted, or the president may elect to receive new materials or evidence to be considered. The president may consult, as appropriate, with additional parties before reaching a decision. The president will render that decision within thirty (30) working days of the appeal.
- e. While an appeal is pending the faculty member shall maintain the same leave status as maintained upon faculty member's receipt of the Notice of Contemplated Action, or if not already on leave with pay status, may be placed on leave with pay.

### **3. Reduction in Force for Tenured Faculty**

The College shall determine whether or not to continue, discontinue, or re-institute programs. The Provost may identify programs for review. Program Review should include information on costs, enrollment, student-faculty ratios, societal need, program quality and other criteria appropriate to the particular situation. The College shall have the right to reduce its employment and, if necessary, discharge or terminate faculty members as a result of a reduction in force (RIF). The Faculty Senate will be notified of this recommendation as well. Every faculty member shall be associated with one academic program at NNMC and this will be documented with Human Resources. The College will consider ways of avoiding the need for a RIF through the use of both voluntary and involuntary departmental transfers.

The determination as to which faculty member is to be laid off 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 licensure; evaluations; additional certification, outside activities related to the field or program being affected; and, program needs or requirements.

The College will attempt to place the affected faculty member in a vacant full time position for which they qualify. If an affected faculty member does not

accept an offered position, they shall have no recall rights under this section. A faculty member 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. Upon lay-off, a faculty member may continue to participate in health insurance benefits by contributing the full premium in accordance with the provisions of COBRA. Upon request, a laid-off faculty member may be placed on the College's approved substitute and adjunct faculty lists.

**Part III. Personnel Section for Full-Time Faculty**

**III. A. Compensation**

The salaries in the table below are based on terminal degree holders and 9-month contracts. The matrix also reflects the different fields, ranks, and years of service in the specific rank. Any credentials below the terminal degree shall not be compensated at the terminal degree level. The salary matrix for faculty below the terminal degree shall be calculated by multiplying the corresponding cell in the matrix by a 0.85 factor.

Academic Field	Assistant		Associate		
	0 to 5 years	>5 years	0 to 5 years	>5 years	>10 years
Biology	\$54,534	\$57,437	\$62,515	\$66,088	\$69,852
Business Administration	\$69,626	\$75,015	\$83,216	\$87,973	\$92,983
Chemistry	\$55,213	\$58,029	\$64,342	\$67,625	\$71,074
Criminal Justice	\$53,760	\$56,448	\$62,899	\$66,044	\$69,346
Education	\$58,168	\$61,136	\$67,787	\$71,244	\$74,878
Electrical Engineering	\$84,292	\$86,022	\$91,061	\$96,267	\$101,749
Environmental Science	\$57,586	\$61,207	\$67,136	\$70,974	\$75,016
FDMA	\$56,974	\$58,443	\$62,155	\$65,708	\$69,450
Foreign Language	\$51,951	\$57,724	\$65,629	\$69,381	\$73,332
Information Technology	\$68,162	\$72,717	\$80,919	\$85,545	\$90,417
Language & Letters	\$51,647	\$56,398	\$63,248	\$66,864	\$70,672
Mathematics	\$57,338	\$60,026	\$64,994	\$68,709	\$72,622
Mechanical Engineering	\$69,985	\$76,190	\$85,236	\$90,109	\$95,240

Nuclear/Radiation	\$74,334	\$78,126	\$86,518	\$90,931	\$95,570
Nursing	\$71,555	\$75,205	\$77,777	\$81,744	\$85,914
Office Administration	\$50,995	\$53,596	\$66,560	\$69,956	\$73,523
Physics	\$55,334	\$59,651	\$66,203	\$69,987	\$73,973
Psychology	\$55,760	\$58,795	\$64,055	\$67,717	\$71,574
Pueblo Indian Studies	\$54,237	\$59,424	\$66,820	\$70,639	\$74,662
Religious Studies	\$59,120	\$61,974	\$67,181	\$71,021	\$75,066
Sociology	\$58,801	\$60,303	\$64,120	\$67,785	\$71,646

Barbering and Cosmetology instructors will be paid \$38K for six years or less of service and \$40K for more than six years of service.

Compensation for faculty teaching overload and summer sessions will be based on the following matrix showing rates per credit hour. Any credentials between the master's degree and the doctorate degree will not be compensated at the doctorate level. A Special Program is defined as a discipline where the market value according to the salary study demands higher compensation. This includes courses in the following programs: Electrical Engineering, Information Technology, Mechanical Engineering, Business Administration, Nursing, and Nuclear Radiation.

	Bachelor	Master	PhD
Theory	\$677	\$725	\$774
Non-special (Studio/Lab)	\$1,014	\$1,087	\$1,160
Special (Studio/Lab)	\$1,872	\$2,006	\$2,141

Chairs will receive an annual stipend of at least \$5000 and Directors will receive an annual stipend of at least \$2100 under the assumption that they are working on a 9-month contract.

Overload courses will be eligible for a stipend for fully online asynchronous courses. The stipend will be paid at \$150 per credit and \$75 for hybrid courses per credit that are delivered at least 50% online. Faculty members shall only

teach online or hybrid if they have completed the Blackboard Institute or online teaching experience is demonstrated and approved by the Dean and Provost. Online courses shall be approved by the established course peer review process established by the Office of Distance Education.

Stipends that are associated with Federal/State Grants and Federal/State Contracts or other sponsored programs will be approved by the Provost, case by case, according to the regulations of the Code of Federal Regulations or State Regulations.

### **III. B. Fringe Benefits**

Part-time faculty and Research Faculty must consult with the Human Resources Department to verify benefits eligibility.

Shared Cost Benefits:

The College will provide faculty members coverage under the group plan from the New Mexico Public Schools Insurance Authority (NMPSIA). The College reserves the right to select benefits vendors through an appropriate procurement process, applying appropriate fiscal and quality of service analysis.

Eligible faculty members and eligible family members are defined by NMPSIA and may participate in the following plans offered by NMPSIA. Each fiscal year, NMPSIA may offer an open/switch enrollment period. Payment for these benefits shall be based on rates established by NMPSIA for participating members. The Employer shall contribute the amount required for such payments. Eligibility, effective dates, and change of status rules are defined by NMPSIA. The following benefits are subject to change by NMPSIA.

a. Group Insurance (Medical, Prescription Drugs and Vision)

The costs are shared between College and eligible faculty members distributed as follows for faculty members earning more than \$30,000 per annum:

NNMC 60% of premium                      Faculty member: 40% of premium

b. Educational Retirement/Alternative Retirement

The Educational Retirement Board (ERB) is the statutory entity responsible for administering the New Mexico Educational Retirement Act (ERA). NM Educational retirement is a shared rate set by New Mexico Statute. The rate for FY2018, based on gross pay, is 10.7% (faculty member) and 13.90% (NNMC). An Alternative Retirement Plan (ARP) is available to new faculty who meet eligibility requirements.

Membership is a condition of employment, commencing with the first day of employment.

c. New Mexico Retiree Health Care

NM Retiree Health Care is a shared rate set by NM Statute. The rate for FY2018, based on gross pay, is 1% (faculty member) and 2% (NNMC).

Other benefits paid by NNMC

a. Basic Term Life Insurance (faculty member coverage) \$50,000

b. Employee Assistance Program

c. State Unemployment Insurance

d. Worker's Compensation

e. Educational opportunities

Employee Tuition Waivers up to 9 credit hours per semester (Fall/Spring semesters) and up to 4 credit hours per summer term (NNMC/fees are paid by the faculty member).

f. Dependent Tuition

Waivers up to 18 credit hours per semester (tuition paid by NNMC/fees paid by faculty members' dependent). This program applies to NNMC offered courses only. Eligible dependents including a legal spouse, domestic partner (affidavit of Domestic Partnership must be filed with Human Resources), and any naturally, legally adopted, or step-children who, as of the original application deadline, are unmarried and have not reached the age of twenty-five (25). When an faculty member is no longer married or a domestic partnership is terminated, the ex-spouse or domestic partner is not eligible for tuition benefits under this program, effective with the academic semester following the date of the divorce or termination of the domestic partnership.

The amount of the tuition benefit will be reduced by the amount of tuition waived by any other tuition waiver or tuition scholarship. The amount of an individual's dependent education tuition benefit, plus the amount of any need-based financial aid grants, will not exceed the cost of attendance, as defined by the Financial Aid Office.

Under IRS regulation, the value of tuition benefits may be considered taxable income to the faculty member. The value of benefit, if applicable, will be included as compensation on the faculty member's W-2 form filed with the IRS and subject to withholding.

Faculty members may be granted up to four hours of time off with pay per week to attend one (1) course each semester at the discretion of the faculty member's supervisor. The faculty member participating shall forfeit breaks on class days. Supervisors are encouraged to grant permission for such time off, if possible based on workload or other

legitimate business reason. If time off is not feasible, supervisors are encouraged to arrange for an Alternative Work Schedule in order for a faculty member to attend a class during the day, if possible based on workload or other legitimate business reasons. Faculty members working less than 40 hours per week are not eligible for time off. Course fees assessed for participation in instructional academic credit courses are not covered. The mandatory student fee portion of tuition and fees is not covered for eligible dependents. Non-resident tuition in excess of New Mexico resident tuition is not covered. Tuition or fees for Continuing Education courses are not covered.

#### Faculty Member Paid Benefits

Flexible Spending Accounts – allow the faculty member to pay for eligible medical and/or dependent care expenses on a pre-tax basis.

a. Life Insurance – Additional Employee Term Life (Supplemental) Life, and Dependent Life (spouse, domestic partner, and children) coverage are provided. Contact the Human Resources Department for details.

b. Supplemental Retirement Plans

Faculty members shall be eligible to participate in a supplemental retirement plan (403(b) and 457(b) accounts). Contribution limits are established each calendar year by the Internal Revenue Service.

c. Other Supplemental Plans

Voluntary Supplemental Accident, Cancer, and other similar plans are offered by various carriers. For a complete list of other supplemental insurances and carriers, please contact the Human Resources Department.

### **III. C. Leaves for Full-Time Faculty**

Part-time faculty and Research Faculty must consult with the Human Resources Department to verify benefits eligibility.

#### **1. General Leaves**

Paid Leave. Faculty members will be entitled to the following paid leave:

a. Sick Leave/Personal Leave

1. Faculty members 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.

2. Sick leave may be taken for either personal illness or illness of dependents.

3. Sick leave shall be accumulated up to a maximum of 200 days (1400 hours).

4. Faculty members shall be responsible for immediately reporting an absence to the appropriate Chair, and if unavailable, the appropriate Dean.

5. A faculty member shall be responsible for promptly completing and signing the faculty leave request and returning the request form to the appropriate Chair and if unavailable then to the appropriate Dean. A faculty member will be required to provide a physician's statement for absences of three consecutive days charged to sick leave. If a faculty member demonstrates a pattern of abuse of sick leave, the supervisor in consultation with the Human Resources Office, may require a physician's statement of absence from the faculty member for each absence.

Sick leave may be used only for the following:

- Partial days not worked when a faculty member, who has been on sick leave, returns to work on a part-time basis while recovering from the illness or injury
- Transporting an immediate family member for medical services
- Caring for an immediate family member, defined as spouse, parent, child, brother, sister or any other person residing in the same household of a faculty member who becomes ill or injured and requires personal assistance from the faculty member.
- Doctor's appointments and other pre-scheduled health-related absences. An faculty member requesting sick leave for a pre-scheduled appointment must request the leave at least twenty-four (24) hours in advance unless an emergency situation exists.

Each faculty member shall be credited with three (3) paid personal leave days at the beginning of each academic year. Personal leave is subtracted from the faculty member's sick leave. Personal leave cannot be accumulated but remains in the sick leave balance if not utilized by the end of the fiscal year. The use of personal leave must be pre-approved by the supervisor. If classes must be cancelled for the use of personal leave, the faculty member will make alternative arrangements for the students. A faculty member shall not be required to state the reason for the personal leave.

b. Family and Medical Leave Act (FMLA)

The FMLA's purpose is to ensure that workers can meet their family obligations without fear of losing their jobs or being otherwise adversely affected by taking time off. FMLA affords workers the right to take up to 12 weeks off from work to care for themselves or family members during a covered medical event or for certain other family reasons. The faculty member can opt to use their sick leave to continue to receive pay during the

leave. The faculty member must contact the Human Resources Department for eligibility requirements.

c. Bereavement Leave

Upon notification to the Chair, a faculty member may be granted up to three (3) days of leave with pay for a death in the faculty member's family. "Family" is defined as spouse, domestic partner, parent, step-parent, child, step-child, brother, sister, father- or-mother-in-law, brother- or sister-in-law, aunt, uncle, niece, nephew, grandparents, or any other person residing in the same household of the faculty member. Upon approval of the Chair or Dean, additional circumstances may be considered for bereavement leave, and additional days of leave may be granted and charged to sick leave.

d. Military Leave

Emergency military leave, temporary military leave, and indefinite military leave shall be granted to faculty members in accordance with state and federal law.

e. Voting Leave.

Faculty members who are New Mexico registered voters, are granted, at their request, time off that does not require the cancellation of classes (2 hours maximum) from College duties to vote in government elections.

f. Jury Duty and Required Court Attendance

A faculty member summoned for jury duty or for duty as a witness (other than as plaintiff or defendant) is granted time off with pay. A copy of the summons must be sent to the Human Resources Department. A faculty member is required to return to his or her work location while temporarily excused from attendance in court, unless it is not practical because of the short time between court sessions or between the time court is recessed and the end of the scheduled work day.

g. Domestic Abuse Leave

The College provides domestic abuse leave to any faculty member who is a victim of domestic abuse in accordance with the New Mexico Promoting Financial Independence for Victims of Domestic Abuse Act, NMSA 1978, § 50-4A-1 thru 4A-8. Domestic abuse leave means intermittent paid or unpaid leave time for up to fourteen (14) days in any calendar year, taken for up to eight hours in one day. Leave time may be used to obtain an order of protection or other judicial relief from domestic abuse or to meet with law enforcement officials, to consult with attorneys or district attorney's victim advocates or to attend court proceedings related to the domestic abuse of the

faculty member, a minor child of the faculty member, or a person for whom the faculty member is a legal guardian. When domestic abuse leave is taken in an emergency, the faculty member or the faculty member's designee must give notice to the faculty member's supervisor or the College's Human Resources Department within twenty-four hours of commencing the domestic abuse leave. A faculty member may use paid leave time or unpaid leave time, consistent with College policies.

#### Certification or Verification

The College may require verification of the need for domestic abuse leave. If verification is required, a faculty member must provide one of the following forms of verification in a timely fashion: A police or security report indicating that the faculty member or a family member as defined above was a victim of domestic abuse; or 1) copy of an order of protection or other court evidence produced in connection with an incident of domestic abuse. The document does not constitute a waiver of confidentiality or privilege between the faculty member and the faculty member's advocate or attorney; or 2) The written statement of an attorney representing the faculty member, a district attorney's victim advocate, a law enforcement official or prosecuting attorney stating that the faculty member or a family member appeared or is scheduled to appear in court in connection with an incident of domestic abuse. The faculty member must contact the Human Resources Department for eligibility requirements.

#### Confidentiality

The College shall not disclose verification information and shall maintain confidentiality of the fact that the faculty member or faculty member's family member was involved in a domestic abuse incident, that the faculty member requested or obtained domestic abuse leave and that the faculty member made any written or oral statement about the need for domestic abuse leave. The College may disclose faculty member's information related to domestic abuse leave only when the faculty member consents, when a court or administrative agency orders the disclosure or when otherwise required by federal or state law.

#### h. Governmental Entity

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. Such leave does not apply to publicly balloted and elected offices (e.g., City Council, County Commission,

School District Board of Education, etc.). Any payment provided to the faculty member, other than food and travel expenses, shall either be refused or turned in to the College as reimbursement for the leave with pay.

A faculty member shall not participate in a Board or Commission if such participation will create a conflict of interest for the faculty member or the College or otherwise violates applicable conflict of interest laws. Absence from duty must be approved by the College President or their designee and it must not hamper the performance of their duties with the College. Such leave shall normally not exceed (2) days per month unless previously approved by the Board.

#### Leaves Without Pay

Faculty members may be entitled to the following unpaid leaves:

1. Academic Leave- An extended leave of absence without pay may be granted an faculty member for a period not to exceed one (1) year for the purpose of teaching at another educational institution. Upon request, this leave may be extended for a period of not to exceed one (1) additional year.

2. Extended Personal Leave/Leave Without Pay- A faculty member may be granted an extended leave without pay for extended periods for illness or injury, personal reasons, school attendance, sickness in a family, or other purposes of a personal nature at the discretion of the Provost. A faculty member shall submit a written request for the leave without pay at least two (2) weeks in advance, if possible. Otherwise notice must be given as soon as reasonably practical. Approval may be granted for a limited duration and based on operational needs. While a leave without pay is not recommended, or granted without expectation of reinstatement, reinstatement is not guaranteed. While on an approved leave without pay, the faculty member shall be responsible for the faculty member and employer cost of medical benefits. A leave without pay shall not exceed one (1) academic year. Time spent on leave without pay in excess of one semester shall not count toward eligibility for tenure or promotion.

## **2. Sick leave bank**

The sick leave bank is available to tenured, tenure-track faculty, and instructors.

### **Purpose**

To provide a process whereby participating full-time faculty members of Northern New Mexico College may request additional sick leave due to a catastrophic situation involving their own medical condition, as defined in this Section.

### **Eligibility**

Only faculty who donate to the Sick Leave Bank are eligible to become members of the Sick Leave Bank, and only members may request leave from the Sick Leave Bank. Full-time faculty: must have a minimum of eighty (80) hours of accumulated sick leave and have been employed for one academic year.

### **Administrative Procedure**

Northern New Mexico College has 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 a request. This standing committee is comprised of the Human Resources Office, the Provost, the College Dean where the faculty member who is requesting leave is employed, and a member of the Personnel Committee (if available). If the request for additional sick leave is approved, the Sick Leave Bank Committee shall notify the faculty member of the decision in writing. If the request for additional sick leave is disapproved, the Committee shall notify the faculty member in writing of the reason(s) for the disapproval. The decision of the Committee is final.

### **Procedure**

- a. Participation in the Sick Leave Bank is strictly voluntary.
- b. By default, all eligible full-time faculty members will donate hours to contribute to the Sick Leave Bank. If a faculty member does not want to participate and/or donate to the Sick Bank, they must sign a waiver at the same time that their annual contract is signed. A faculty member who decides not to join the Sick Leave Bank must wait until the next academic year cycle to join the Bank if they decide to participate.
- c. In order to become members of the Sick Leave Bank, during the first year of membership faculty members must donate four days (twenty-eight (28) hours) of their accumulated sick leave, based on a seven-hour day. In

subsequent years, faculty will donate fourteen (14) hours based on a seven-hour day.

d. The Sick Leave Bank Committee may request additional voluntary donations if the Sick Leave Bank is low or out of contributions.

e. Donated sick leave will not be returned to the faculty member. If not utilized, the donated sick leave shall be retained in the Sick Leave Bank.

Application for Sick Leave Bank from the Sick Leave Bank

a. Application for sick leave from the Sick Leave Bank shall not be approved until the Faculty member has exhausted all their accumulated sick leave.

b. Faculty members who apply for sick leave from the Sick Leave Bank must complete the Request for Use of Faculty Sick Leave Bank Form. It must accompany the Medical Certification Form properly completed by the healthcare provider. The maximum sick leave that an faculty member may request from the Sick Leave Bank at any one time is forty (40) days (280 hours) based on a seven-hour day.

c. Appropriate documentation and required forms will be forwarded to the Sick Leave Bank Committee for consideration.

d. If approved, the Dean shall notify the faculty member in writing and indicate the total amount of sick leave hours which were approved.

e. The Dean shall then notify the Payroll Manager in order that the faculty member's payroll records can be adjusted with the additional sick leave.

f. If the application is not approved, the Dean will notify the faculty member in writing specifying the reason(s) for the non-approval. The decision of the committee is final.

g. The Sick Leave Bank will operate on a first-come, first-serve basis. If the Bank exhausts the donated hours, future request on the academic year will be denied if there are no further donations.

#### Definition of Catastrophic Situation

A severe illness or injury requiring prolonged hospitalization or recovery and incapacitating the person from working, creating a financial hardship. Such injury or illness often makes exceptional demands on patients, caregivers, families, and healthcare resources. In general, an illness or injury that results in a medical condition that a health care provider has certified is likely to result in a loss of 30 or more work days.

### **3. 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 that is judged to be of significant value to NNMC. Sabbatical leave may be granted to tenured faculty members after six years of full-time continuous employment. The recipient is obliged to return to the College for one academic year of service.

#### **1. Request for Sabbatical Leave**

Written application for sabbatical leave shall be made by the faculty member to the appropriate Dean or Chair and the Personnel Committee Chair by October 1<sup>st</sup> of the academic year prior to the academic year when the Sabbatical will take place (this includes sabbaticals occurring in the Fall or Spring terms). The Dean or Chair will forward his or her recommendation to the Faculty Senate Personnel Committee no later than the October 31<sup>st</sup> following the date of application.

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 should give reasonable promise of accomplishing the major purpose of the leave as stated above. Sabbatical leave may be granted for further education.

#### **2. Processing of Application**

The Faculty Personnel Committee shall forward its recommendation to the Provost along with the Department Chairperson's or Dean's statement by December 1<sup>st</sup> as to how the teaching obligations for the department will be met in the event the proposal is approved. The Provost 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 their own recommendation to the President no later than December 15<sup>th</sup> of the academic year prior to the academic year when the sabbatical will occur.

The President, upon review of documents submitted, shall approve or deny no later than February 28<sup>th</sup> of the academic year prior to the academic year when the sabbatical will occur.

The faculty member shall be notified of the approval or disapproval no later than March 10<sup>th</sup> of the academic year prior to the academic year when the sabbatical will occur.

### 3. Conditions

Sabbatical leave shall be approved by the President 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. If the faculty member does not return following a sabbatical, total restitution (salary, fringe benefits, and all other college incurred expenses) shall be required.

### 4. Compensation

A full-time faculty member who complies with all provisions of the policy and is granted sabbatical leave for two semesters consecutively shall receive one-half of their regular salary. The salary for one semester of sabbatical leave shall be at the full regular salary.

### 5. Benefits

A full-time faculty member who is granted sabbatical leave shall 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 faculty member is on sabbatical leave, NNMC shall continue to pay its share towards retirement, all group insurances, and social security benefits.

### 6. 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:

- The relative merits for desiring leave
- The direct benefit to the department and to NNMC
- The reasonable distribution of potential recipients
- The number of sabbatical requests that will be approved shall be determined by the Provost based on budget availability. The Provost will announce budget availability no later than August 31 of the academic year when the request will occur.
- The number of previous leaves granted to the applicant
- Availability of funds to support sabbatical leave

### 7. Sabbatical Contract

Any faculty member taking a sabbatical leave shall be issued a contract stating the compensation 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 the sabbatical.

#### 8. Report on Activities

Within thirty (30) days upon returning from sabbatical leave, the faculty member shall submit to the appropriate Dean or Chairperson, a comprehensive report on the results of the period of leave, 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 students and NNMC.

#### 9. Status

A faculty member on sabbatical leave shall be returned to the assignment held at the time the sabbatical leave was granted. Recruitment and hiring procedures will be in accord with the NNMC Hiring Policy.

#### 10. Accident or Illness

If a sabbatical program is interrupted because of serious illness or accident, the faculty member shall be allowed to take sick leave based in accordance with the Sick Leave section. The faculty member on sabbatical leave shall notify the Provost as soon as practical if the need for sick leave arises.

### **III. D. Personnel Files**

The College shall maintain one (and only one) official personnel file for each member of the faculty. The file will be located in the Office of Human Resources.

A faculty member will be permitted to review the material contained in his or her file. At the time the file is reviewed, the faculty member shall sign and date a form maintained in the personnel file.

The College will provide a faculty member with a copy of any document placed in his or her file, unless an original or copy was sent directly to the faculty member. The faculty member may submit a written response to any document placed in the faculty member's personnel file. This response shall also be placed in the faculty member's file.

The Human Resources Director or his or her designee must be present during any review of personnel files.

A faculty member may request a copy of his or her personnel file at any time. The copy will be made available to the faculty member within three (3) working days at the current cost per copy.

Faculty members may also place in their file materials relevant to their academic qualifications, teaching, research, scholarship, and service.

If a faculty member considers material more recent than 10 years old in his or her file to be obsolete, because of its age or a significant change in circumstances, he or she may request to the Provost in writing that the material be removed. The Provost shall consider whether the material is still relevant. Material more than ten (10) years old shall be presumed to be obsolete unless the Provost explains to the faculty member why it is still relevant. However, "core documents" such as contracts, legal settlements, and notices of disciplinary action, shall remain in a faculty member's personnel file irrespective of age.

## **Part IV. Faculty Association Constitution and By-Laws**

### **IV. A. Faculty Constitution**

#### **Preamble**

The Faculty shares a responsibility for the governance of the institution with the President of Northern New Mexico College and the administration staff. This responsibility is broadly defined as 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 Faculty Senators to serve as a governing body for the Faculty.
  - E. To promote communication and mutual understanding among Faculty and other groups relating to 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.
- Section 3. An amendment to the constitution shall be adopted upon a favorable vote by two-thirds of the members present.

#### **IV. B. By-Laws**

##### **By-law I: Membership**

- Section 1. Faculty Senate members are full-time faculty whose appointments involve teaching at the level of at least 0.5 FTE. However, faculty whose appointments involve teaching at a level of less than 0.5 FTE can serve as voting members (senators or standing committee chairs/co-chairs) of the Faculty Senate as long as the total number of votes from members whose FTE is less than 0.5 does not exceed 25% of the total voting body. If more than 25% of the voting members present are less than 0.5 FTE, department senators will take priority. Committee chairs can vote up to the 25% limit and/or appoint a proxy that is greater than 0.5 FTE. Departments should select, whenever possible, senators that are over 0.5 FTE. Committee Chairs who are less than 0.5 FTE should have pre-selected proxies or co-chairs that are greater than 0.5 FTE in order to limit the voting members who are less than 0.5 FTE to 25% of the total vote. Proxies and co-chairs must be available to attend Faculty Senate meetings. Adjunct faculty can also be elected as officers and serve on committees if their duties are limited to teaching.

##### **By-law II: Governance**

- Section 1. The governing body which represents the Faculty should be known as 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. "The Senate structure shall consist of the two schools that are in place: 1) The School of Science, Technology, Engineering, Math, and Health Sciences (STEM-H) which is represented by the Departments of Biology, Chemistry and Environmental Science, Engineering and Technology, Math and Physical Sciences, and Nursing and Health Sciences, and will have a total of 4 votes, one per Department, and; 2) The School of Liberal Arts, Business, and Education, represented by the four Departments of Arts and Human Sciences, Language and Letters, Business Administration, and Teacher Education, will have a total of 4 votes, one per Department. The Adjunct Faculty shall have two votes, for a total of ten Senators, equaling ten votes. The remaining voters in the Senate consist of **one vote** for each of the standing Faculty

Senate Committees, made by either the Committee Chair OR the Committee Co-chair."

- 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.
- Section 4. Chairs of standing committees of the Faculty Senate shall serve as Senators, *ex-officio*, with partial voting rights (that is they cannot vote for the election of the Faculty Senate President and/or Vice President).
- Section 5. Any *ex-officio* or elected Senator who is unable to attend a meeting of the Senate may appoint a proxy to attend that meeting, providing that the name of the substitute is communicated to the Secretary of the Senate or President before the beginning of that meeting. The Senator should specify whether the proxy is a general or a specific proxy. A specific proxy can only vote on certain items. A general proxy can vote on all items.
- Section 6. Any unexpired term of a Senator shall be filled by a special election to be held prior to the next meeting of the Faculty Senate following the date of vacancy. 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, and the Academic Deans, the Registrar, and Dean of Students Services. Chairs of academic departments shall also have a standing invitation to attend all meetings but can vote if they are serving as: a chair of a standing committee of the Faculty Association, Faculty Senator for their academic unit or as a Faculty Senate officer (President, Vice-President, or Secretary-Treasurer).  
The President of the senate may invite other persons to a meeting of the Faculty Senate if the presence of such a person is deemed important for the discussion of an agenda item. These persons shall have the privilege of the floor but not of voting.  
Chairs of academic departments who serve as Chairs of Faculty Senate Standing Committees, who hold an office within the Faculty Senate, or who serve as departmental senator shall retain the voting rights associated with those positions.

### **By-law III: Officers**

- Section 1. The officers of the Faculty Senate shall be as follows:
- A. President
  - B. Vice President
  - C. Secretary-Treasurer

- Section 2. Officers shall assume their responsibilities immediately upon election.
- Section 3. The terms of the office shall be for two academic years with the possibility of re-election for one additional term.
- Section 4. Elections for vacancies among officers of the Faculty Senate shall be accepted at its next regular meeting. In case of a vacancy in the office of President, the Vice President shall become President and another Vice President shall be elected by elected Senators (these exclude standing committee chairs) by role-call vote only. In the event that the vacancy occurs during non-term duties, a special meeting may be called by any member of the Senate.

#### **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 .
  - B. Prepare an agenda for each meeting, in consultation with other officers of the Faculty Senate.
  - C. Appoint members to 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 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 Faculty Senate President during his or her absence or disability.
  - 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 Senate 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, during the beginning of the Spring and Fall semesters.
- Section 2. Meetings of the Faculty Association shall be for the purpose of dissemination of and discussion of issues pertaining to the Faculty. However, no business will be transacted, except for the election of Senators by the constituent groups of the Faculty Association at the meeting held at the beginning of the academic year in August as determined by the official college calendar.

### **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 business 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 no 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 Senate:
- A. Committee on Academic Freedom, Promotion and Tenure
  - B. Committee on Undergraduate Curriculum
  - C. Honors Committee (ad hoc)
  - D. Personnel Committee
  - E. Academic Standards Committee
  - F. President's Faculty Advisory Committee
  - G. Committee on Educational Policy
  - H. Committee on General Education
- Section 2. A standing committee's 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. Faculty members shall be allowed to self-select the committees which they want to join during an open sign-up session at biannual Faculty Association meetings. The Faculty Senate will review and approve these appointments at the first regular meeting of the academic year. Because membership on a committee is required of all full-time faculty, each member of the Faculty shall be assured of a place on at least one committee.
- A. The chairperson of each standing committee shall be designated by the Faculty Senate President with the approval of a majority of members of the Faculty Senate.
  - B. Meetings of all committees shall be conducted according to *Robert's Rules of Order, Revised*.
  - C. 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.
  - D. Faculty-approved committee actions are received by the President of the Faculty 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 Northern New Mexico College on Faculty members who are eligible for tenure or promotion in academic rank.
- B. Undergraduate Curriculum: responsibilities include all issues related to the instructional curriculum at the undergraduate level. Specifically, it shall analyze certificates, degrees, courses, and programs and recommend any changes deemed necessary. In addition, it shall certify that the membership includes representatives from all vocational and academic areas. This committee shall specify both normal and emergency procedures for approval of new courses and new programs.
- C. Honors: responsibilities shall include the nomination of candidates for honorary degrees. It is expected that the committee gives careful study to the selection of candidates for honorary degrees and attempts 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 Senate action that is referred to the committee.
- D. 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.
- E. Academic Standards: responsibilities include all issues related to academic standards. Specifically, it shall review policies governing the transference and validation of credits, admissions, academic advising, and shall review requirements for honors and degrees, hear cases of plagiarism, cheating, or improper conduct and appeals of readmission or change of grade.
- F. The President's Faculty Advisory Committee: the purpose of this committee shall be to advise to the Provost and the President of the College upon matters of college 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 member from any one academic constituency of the College

can be represented on the Committee. Potential members are nominated by the Faculty Senate at the first meeting of the academic year; nominees shall 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.

- G. Educational Policy: the duties of this committee shall include examining the academic structure of the institution and any changes in this structure. It shall also provide advice on these matters to the President of the College 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.
- H. General Education: responsibilities include all issues related to general education for undergraduate students. The committee shall make recommendations to the Faculty Senate regarding General Education. It shall work in collaboration, when appropriate, with the undergraduate curriculum committee. The General Education Committee shall 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 shall go into effect immediately upon approval by a majority of the members present at a regular or special meeting of the Faculty Senate.

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

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

Amended and Approved by the Faculty Senate, November, 2018

Amendments approved by the Board of Regents, December, 2018

Amendments approved by the Faculty Senate, May, 2021

Amendments approved by the Board of Regents, May, 2021

Amended and Approved by the Faculty Senate, December, 2021

Amendments approved by the Board of Regents, Feb, 2022

Amendments approved by the Faculty Senate, April, 2022

Amendments approved by the Board of Regents, May, 2022

Amendments (Terms and Conditions of Employment) approved by the Board of Regents, June, 2022