

## **History**

A self-appointed faculty group, calling itself the Faculty Committee, formed in December of 1982 to represent faculty at Valencia Campus (then called the Valencia County Branch). The Faculty Committee's immediate goal was to form an elective body to organize and lead faculty. The Faculty Council was subsequently elected, by part-time and full-time faculty, in January of 1983. The constitution governing this group, the Faculty Council Constitution, was revised and renamed the Constitution of the Faculty Assembly by faculty ("Revised Final Draft" October 25, 1985), reviewed by the director, Dr. Omero Suarez, and approved by a two-thirds vote of the Faculty Assembly in fall 1985.

The Faculty Executive Committee (1993-94), with the consent of the Faculty Assembly, has determined that a substantial revision of the 1985 Constitution is needed and that, following the precedent set by Gallup Campus in 1989, this revision should be submitted to main campus for approval.

The Faculty Assembly Improvement Taskforce (FAIT), an ad-hoc group formed in 2019 with the consent of the Faculty Assembly, has made revisions to substantial portions of the Faculty Constitution that align with changes approved by the Faculty Assembly during the AY 2020-21. This revised Constitution was unanimously passed by Faculty Assembly in November 2021.

## **Guiding Principles**

As Section F of the University of New Mexico Faculty Handbook states, "As provided by New Mexico Statute (21-14-1), UNM has established branch community colleges to serve the citizens of New Mexico more fully and to provide the highest quality of education throughout the state for students in different locations pursuing postsecondary education. Branch community colleges respond specifically to the unique needs and multicultural background of the citizens in their respective communities by offering Associate Degree programs (transfer programs that prepare students for upper division entry into colleges and universities), certificates (career technical education pathways), workforce credential preparation, and community education programs.." The University of New Mexico-Valencia (UNM-Valencia) thus warrants its faculty to organize locally under the aegis of The University of New Mexico Faculty Senate and within the authority given to Colleges and Schools as set forth in Article II, Section 3a of The University of New Mexico Faculty Constitution (The Faculty of each College shall decide upon the procedure for the efficient functioning of the College.). Such faculty authority will be exercised in a collegial manner and in open, regular collaboration with other branch constituent groups and the Albuquerque campus.

## **Sources**

- \* UNM-Valencia Campus Faculty Constitution (1985)
- \* UNM-Valencia Campus Operating Agreement (1992)
- \* UNM-Gallup Faculty Constitution (1989)
- \* UNM Faculty Handbook (Current Edition)
- \* UNM Faculty Constitution (1949)

## **I. THE FACULTY ASSEMBLY**

### **A. Membership:**

1. All full-time faculty are voting members of the Assembly.
2. All instructors under contract with UNM-Valencia for the current semester to teach credit-bearing courses and Adult Education courses are voting members of the Assembly for that semester. Those under contract to teach each Spring semester are also voting members until the immediately following Fall semester begins, at which time they must be re-employed to continue their membership and voting status.
3. The Chancellor, Chief Academic Officer (if not a faculty member), Director of Student Services, Librarian(s) (if not faculty members), Business Manager, Staff Association President, and Student Body President are non-voting, ex-officio members of the Assembly.
4. Any subsequent membership issues shall be decided by a ballot of all voting members comprising a quorum of the Assembly.

### **B. Rights and Responsibilities:**

1. Subject to the provisions in The University of New Mexico Faculty Constitution --Article 1, Section 2; Article II, Section 1, and Article 11, Section 4(a)—The University of New Mexico - Valencia Faculty Assembly (Faculty Assembly). or those appointed to serve as representatives of the Assembly, has the right of review and action in the following:
  - a. formulation of institutional aims
  - b. creation of divisions, departments, and programs
  - c. approval of major curriculum changes upon recommendation from UNM-Valencia administration and forwarding to appropriate UNM entities for final approval
  - d. recommendation of standards for admission graduation, honors, scholastic performance.
  - e. approval of candidates for degrees
  - f. policies and procedures of appointment, dismissal, and promotion in academic rank as well as tenure at UNM-Valencia, and administration of such policies and procedures
  - g. Creation and administration of faculty academic freedom grievance procedures at UNM-Valencia.
  - h. recommendation of action in regard to general faculty welfare at UNM-Valencia.
2. Officers of the UNM-Valencia Faculty Assembly or their appointees will work with the Instructional Council and Advisory Board to compose the annual budget for approval by

the Chancellor and Advisory Board.

**C. General Procedures:**

1. Quorum: Members of the voting faculty present – either in-person or virtually – constituted from at least 30 % of full-time faculty, will constitute a quorum for Faculty Assembly meetings
2. The Faculty Assembly and its Committees shall follow "Robert's Rules of Order" for parliamentary procedure.
3. The Faculty Assembly shall meet a minimum of three times during Fall and Spring semester of the academic year. Provision will be made for voting members to attend virtually and/or in-person with virtual votes counting the same as in-person votes.

**II. FACULTY ASSEMBLY STRUCTURE**

**A. Officers and Representatives:**

1. The Assembly shall nominate and elect faculty to the following positions
  - a. Faculty President—Officer
  - b. Faculty President-Elect/Treasurer—Officer
  - c. Faculty Secretary—Officer
  - d. Two representatives from discipline areas other than the Faculty President's, to serve on the Faculty Executive Committee—at large
  - e. Adjunct faculty representative—at large
2. The officers and representatives above, along with the immediate past Faculty President, constitute the Faculty Executive Committee (FEC) of the Assembly.
3. The President, President-Elect, and Secretary shall not all be from the same discipline area.
4. Duties of Officers
  - a. The Faculty President shall,
    - (1) Preside over the Faculty Assembly as its Chief Executive Officer and chair the Faculty Executive Committee.
    - (2) Represent faculty before community, college, or Albuquerque campus groups and officials (e.g. monthly reports to Advisory Board) where not inconsistent with Article III, Section 3(b) of The University of New Mexico Faculty Constitution.
    - (3) Serve on the UNM-Valencia Instructional Council

- (4) Oversee any official documents issued by the Faculty Assembly.
- (5) Appoint faculty to Faculty Assembly and Valencia Campus Standing Committees, in consultation with appropriate faculty and campus administrators, with the concurrence of the FEC.
- (6) Will serve as Immediate Past President (PP) as appropriate.

b. The President-Elect shall,

- (1) Serve on the Executive Committee and actively assist the President.
- (2) Assume the office of President when the current President's term expires.
- (3) Perform the duties of the President in the absence of the President (at the President's request).
- (4) Function as the Faculty Assembly and Executive Committee parliamentarian.
- (5) Act as Treasurer - responsible for the Faculty Assembly budget and financial reports.

c. The Secretary shall,

- (6) Serve on the Executive Committee.
- (7) Distribute to members, UNM-Valencia Advisory Board, UNM-Valencia Administration, and others, announcements and documents of the Executive Committee and Faculty Assembly (e.g. minutes, agendas, policies) in a timely manner.
- (8) Record minutes of meetings of the Faculty Assembly and Executive Committee.
- (9) Act as custodian of official Faculty Assembly documents.
- (10) Conduct the correspondence of the Faculty Assembly.

5. Election of Executive Committee Members

- a. The election of Faculty Assembly Officers and Representatives of the Executive Committee shall be conducted annually at the last regular Faculty Assembly meeting of the Spring semester or at the first meeting thereafter.
- b. The election shall be chaired by the outgoing President of the Faculty Assembly.
- c. If elections are held in the Spring semester, the current officers actively serve until the end of May; If elections are held at the first meeting in Fall, the new officers assume their positions immediately.
- d. Nominations for Faculty officers and Representatives may be submitted to the Executive Committee through the Secretary before the election meeting; additional nominations may be made from the election meeting floor. The Secretary will create and communicate any confidential online voting options.
- e. No Executive Committee member shall also be serving at a chair level or above.
- f. Executive Committee Members are elected for one-year terms. If any Member resigns before the end of their term, the Executive Committee will temporarily fill the vacancy and hold a special election to officially fill the vacancy at the

- next Assembly meeting following the resignation.
- g. There are no term limits for any of the Executive Committee positions.

**B. Faculty Executive Committee (FEC):**

1. Membership—Immediate Faculty Assembly Past President, Faculty Assembly President, Faculty Assembly President-Elect, Faculty Assembly Secretary, and three at-large Representatives of the Faculty Assembly.
2. Duties of the Executive Committee--
  - a. Direct the work of the Faculty Assembly and its committees (i.e. function as a committee on Committees); review the official actions of all Standing and Ad Hoc Committees of the Faculty Assembly and present any committee action, requiring Faculty Assembly vote, to it with recommendations.
  - b. Identify goals and set meeting agendas for the Faculty Assembly.
  - c. Review Faculty Assembly procedures and structure and make recommendations for their improvement.
  - d. Appoint, after a nomination process, all faculty representatives to Faculty Assembly and UNM-Valencia Standing Committees.
  - e. Appoint representatives to fill Faculty Assembly standing committee vacancies between the two to three year cycle of the committee bid process.
  - f. Represent the faculty to off-campus groups regarding faculty business.

**C. Standing Committee**

1. Standing Committees and their charges shall be created by majority vote of the Faculty at the Faculty Assembly meetings .
2. Mission, size, and composition of Faculty Assembly Standing committees shall be determined by vote of the Faculty Assembly.
3. Service on Faculty Assembly and Campus Committees is central to faculty professional development and college service. As such, service on the Executive Committee, other Faculty Assembly or UNM-Valencia committees, as well as committees at the Albuquerque campus, should be given substantial weight on any faculty evaluation Committee appointments are for two to three years, depending on the committee.
4. Faculty appointments to the Faculty Assembly and UNM-Valencia Committees will be made by the Faculty President in consultation with the Dean of Instruction, and, in the case of non-faculty committees, the appropriate campus administrator

5. Chairpersons of the Standing Committees shall be elected by committee members of each committee.
6. The standing committees shall include but are not limited to:
  - a. Curriculum
  - b. Faculty Handbook
  - c. Tenure and Promotion
  - d. Lecturer Promotion
7. Appointments to Faculty Assembly Standing Committees are for two or three years, depending on the committee.

#### **D. Ad-Hoc Committees**

1. Ad-Hoc Committees are formed and staffed by the FEC as the need for such committees arises. Ad-Hoc Committees will follow the same requirements as do standing committees.

### **III. AMENDMENTS AND BYLAWS**

#### **A. Amendments:**

This Constitution may be amended by a confidential two-thirds vote (either virtual or in-person) of the Faculty Assembly present (either virtually or in-person) after presentation of the amendments for debate at two consecutive Faculty Assembly meetings convened at least four weeks apart.

#### **B. Bylaws:**

1. This constitution may be supplemented by bylaws adopted by a majority vote of the Assembly present after presentation of the supplements for debate at two consecutive Faculty Assembly meetings convened at least four weeks apart.
2. Such Bylaws shall normally include the following:
  - a. Interpretations and implementations of this Constitution.
  - b. Creation of Standing Committees of the Faculty Assembly, their statements of mission, duties, size, and composition.
  - c. Other Faculty regulations.

#### **IV. DISTRIBUTION**

The Secretary of the Faculty Assembly shall keep on file a copy of this Constitution, its Amendments and its Bylaws; shall file a copy with The University of New Mexico University Secretary; shall make certain that The University of New Mexico-Valencia Constitution is published as appropriate to be accessible to all faculty of The University of New Mexico - Valencia.

#### **V. RATIFICATION**

This Constitution shall be fully ratified and effective when it is distributed to and reviewed or approved by the following groups or individuals, ideally, in this order: (Those dated before April 26, 1994 have been completed as of April 26, 1994)

1. Faculty Executive Committee (1993-94), acting as the ad hoc Constitutional Revision Committee—Review and Approval (January 24, 1994)
2. UNM-Valencia Faculty Assembly—Review and Approval (March 4, 1994 and April 8, 1994)
3. Valencia Campus Chancellor—Review (April 13, 1994)
4. Valencia Campus Advisory Board—Review (April 13, 1994)
5. UNM Faculty Senate—Review and Approval (April 12 and May 10, 1994)
6. UNM President—Review and Approval (June 13, 1994)
7. UNM-Valencia Faculty Assembly—Review & Approval (September 10, 2021, October, 8, 2021, and November 12, 2021)