

PROCEDURES

I. Faculty Handbook Committee and Handbook Policy Adoption (*as currently appears*)

All policies that are subject to review and recommendation by the Faculty Assembly shall be included in the *UNM-Valencia Faculty Handbook* according to the following procedures:

- A. The Faculty Handbook Committee (FHC) serves as a standing committee of the Faculty Assembly with members appointed by the president of the Faculty Assembly. This committee will review all changes proposed for the handbook, and have oversight over each new faculty handbook edition. The committee shall include at least 5 faculty members, at least 3 of whom shall be full-time faculty members. Committee members serve for two-year terms.
- B. Amendments or changes to the handbook may be initiated or proposed by either Faculty or Administration:

1. Faculty Initiated Changes

Any proposed changes of the handbook by faculty shall be submitted to the FHC for review; the FHC recommendations will then be forwarded the Faculty Executive Committee for presentation to the Faculty Assembly for action. Recommendations will be reviewed at least once prior to any vote. Any FHC recommendations can be appealed to the Faculty Assembly. After Assembly approval, any changes will be submitted to the Dean of Instruction for review and then to the Executive Director for review or final approval (administrative review in those instances where the power for such Handbook amendments is the right of faculty).

2. Administration Initiated Changes

Any proposed changes of the handbook by administration shall be submitted to the FHC for review. After review, the FHC shall submit to the Faculty Assembly, through the FEC, the Administration proposals with any comments, recommendations, or changes it deems appropriate. The Faculty Assembly will then review and make recommendations to the Dean of Instruction for review and then to the Executive Director for review or (when appropriate) for final approval.

- C. The policies set forth in this *Handbook* are subject to revision at any time. The information contained in the *Faculty Handbook* will be updated as necessary. A publication such as this can never be fully current, since University policies, procedures, regulations, and benefits and services are constantly under review and continually changing and will require modifications or additions to the *Handbook*.

I. Faculty Handbook Committee and Handbook Policy Adoption (proposed changes November 2014)

All policies that are subject to review and recommendation by the Faculty Assembly shall be included in the *UNM-Valencia Faculty Handbook* according to the following procedures:

- A. The UNM-Valencia Faculty Handbook Committee (FHC) serves as a standing committee of the Faculty Assembly with members appointed by the president of the Faculty Assembly, in consultation with the Dean and Executive Director. This committee will review all changes proposed for the handbook, and have oversight over each new faculty handbook edition. The committee shall include at least 5 faculty members, at least 3 of whom shall be full-time faculty members. Committee members serve for two-year terms.
- B. Amendments or changes to the handbook may be initiated or proposed by either Faculty or Administration:

1. Proposing a New Policy/Procedure or Changes to Existing Policy/Procedure.

Any member of the UNM-Valencia Faculty Assembly (FAC) or member of the UNM-Valencia administration wishing to propose a change to an existing *Valencia Campus Faculty Handbook* policy or procedure, or wishing to propose a new policy or procedure should send their request to the UNM-Valencia Faculty Handbook Committee (FHC). The Committee will review the request and work with the appropriate committees or individuals to determine the most effective course of action.

2. Approval by UNM-Valencia Faculty Assembly.

Proposed new faculty policy or procedure statements or changes to existing statements will be forwarded by the FHC, in their entirety, with rationale as appropriate, to the UNM-Valencia Faculty Executive Committee (FEC). Once reviewed by the FEC, any proposed policy or procedure that needs further action from the FAC will be posted on the UNM-Valencia Faculty Webpage, will be sent in an email to the UNM-Valencia faculty email distribution list, and will be presented by the FHC at the next Faculty Assembly meeting.

The proposed changes or additions submitted to the UNM-Valencia Faculty Assembly for approval will be reviewed at least once by the Faculty Assembly prior to any vote and the FHC will address any comments, changes, or suggestions given by FAC members. Approval of proposals will be by majority vote of the FAC unless otherwise indicated in the *Valencia Campus Faculty Constitution*.

3. Other Approvals as Needed.

After review and approval by the FAC or standing committee of the FAC (as appropriate), all approved changes will be submitted by the FHC to the Dean of Instruction and the Executive Director for review, and then to the UNM Provost's Office for final approval.

C. The policies set forth in this handbook are subject to revision at any time. The information contained in the *UNM-Valencia Faculty Handbook* will be updated as necessary. A publication such as this can never be fully current, since University policies, procedures, regulations, and benefits and services are constantly under review and continually changing and will require modifications or additions to the handbook.