BY-LAWS OF STANDING COMMITTEES

November 2015

I. Senate Standing Committees
   Responsibilities, Composition, and Structure
   A. Faculty Committee on Student Affairs
      1. Responsibilities:
         a. Faculty liaison among students, staff and administration.
         b. Hearing student grievances as mandated in the Student Handbook (confidentiality rule applies).
         c. Handling disciplinary hearings as mandated in the Student Handbook (confidentiality rule applies).
         d. Reporting to the Faculty Senate via the Operations Committee the activities of this committee.
         e. Review the Student Handbook.
      2. Membership:
         a. Membership shall consist of a minimum of five (5) senate members, one Student Services staff member, Student Senate Advisor, one at-large support staff member, and the Student Senate President or designated substitute, who shall be voting committee members.
         b. The committee shall elect a chair.
      3. Meetings:
         The committee shall meet once a month during the academic year and other times as needed.
   B. Budget Review Committee
      1. Responsibilities:
         a. Be involved in total campus budget planning, development, and review
         b. The chair of this committee will act as Faculty Senate representative to the Administrative Budget Planning Committee.
         c. Coordinate and promote the academic, instructional, and professional voice to the Administrative Budget Committee.
      2. Membership:
         Three Senate members, one of whom is chair
      3. Meetings will be determined according to legislative and University fiscal calendar.
   C. Curricula Committee
      1. Responsibilities:
         a. The Curricula Committee shall have oversight for all matters related to the total curricula and shall initiate recommendations, receive recommendations from any
other sources, and take action on such issues by recommending policy and/or procedures to the Faculty Senate for further action.

b. Review and approve, or disapprove, all changes in existing or new courses, certificates, and degree programs. Those approved shall be submitted to the Faculty Senate for action. Those receiving Senate approval shall be forwarded to appropriate administration and/or Faculty Senate committees on the Albuquerque Campus for their action.

c. Interact with Long Range Planning Committee on new curricula planning.

2. Membership:
   a. A range of seven (7) to nine (9) members of the Faculty Senate, with at least one member from each division. One member shall be the UNM-Gallup Faculty Senate Representative to the Albuquerque Campus Curricula Committee. An alternate representative to the Albuquerque Campus committee shall be identified by the local committee to serve as needed.
   b. The committee shall elect its chair and vice-chair.
   c. A Librarian shall attend the committee’s meetings.
   d. The Registrar, Dean of Instruction, a member of the Council of Chairs and the Operations Manager of Extended Learning are ex-officio members. Ex-officio members do not vote on matters before the committee.
   e. Members of the committee serve initially for a three-year term and may renew for a second three-year term. Faculty members must have a three-year absence before returning to the committee for a further term.

3. Procedures:
   a. The procedures for developing new or changing courses, certificates and degrees are detailed by steps and shall be distributed to all department chairs annually and as revised. These procedures are available from the office of the Dean of Instruction.
   b. The committee shall meet every month of the calendar year if items are submitted, and more frequently if required. A quorum of four (4) voting members present is required for committee action.
   c. Special meetings can be called by the agreement of four (4) voting committee members.
   d. Notification letters about upcoming program Reviews are to be sent to department chairs two semesters before the completed review is due.
   e. A second notification will be sent one semester previous to the due date of the program review.
   f. Program reviews are due to the committee within the first two meetings of the semester of the scheduled review.
   g. Any updates, further information or changes derived from review of the program should be completed before the end of the semester.
h. Under extreme circumstances, an extension of one semester may be granted for completion of the program review.

i. In the event that an extension is granted, the program review is still due during the first month of the next semester in order to undergo the review process.

j. Programs that do not comply or do not pass the review process will be referred to the Dean with recommendations for further action.

k. Guests who wish to address the committee about their programs during a meeting should contact the chair in sufficient time to be placed on the agenda.

D. Long-Range-Planning and Resources Committee

1. Responsibilities:
   a. Involvement in campus long-range planning and development, including but not limited to:
      1) Faculty commitments to new academic programs, building plans, new departments and divisions.
      2) Commitment of office space and campus facilities for instructional and non-instructional purposes.
      3) Representation to Campus Facilities Committee.
      4) Reviewing annually the branch’s assessment procedures, continuation or deletion of assessment procedures based on review.

   b. The chair of the committee will act as the representative from LRPRC to the campus Strategic Planning Committee.

2. Membership:
   The committee shall consist of five (5) Senate members, one of whom is elected chair.

3. Meetings twice a semester.

E. Library Committee

1. Responsibilities:
The Library Committee meets regularly to address issues, give support and advise, and make recommendations related to the Zollinger Library’s needs: policies, budget and other issues in so far as they impact the teaching, research, and service responsibilities of the faculty, and the studies of undergraduate and graduate students.

2. Membership:
   a. Six (6) Senate members: three (3) is a quorum
   b. Members serve for a three-year term; rotating with two new people joining each year. May serve a second three-year term (limit).
   c. Equitable representation from our divisions is aimed for.

3. Meetings:
   Monthly meetings will be held during the academic year, except in December and May.
4. Ex-Officio Members:
   Zollinger Director and Faculty Librarians serve as non-voting members.

F. Ethics and Academic Freedom Committee
   1. Responsibilities:
      a. Review of alleged faculty ethics violations.
      b. Issues of academic freedom according to the faculty handbook.
   2. Membership:
      a. Nine (9) Senate members with at least one from each degree-granting department but no more than one from any one discipline.
      b. The committee shall elect a chair.
   3. Meetings:
      Meet once each semester in November and April and more often as necessary.

G. Committee on Teaching Excellence
   1. Responsibilities:
      The purpose of the Teaching Excellence Committee shall be to encourage and support quality teaching. The TEC will in no way infringe upon the academic freedom of faculty members in searching for or imparting knowledge. The functions of the committee shall include, but not be limited to, formulating and recommending policy to enhance teaching methods and curriculum development, reviewing and recommending the use of contemporary and developing tools including technology for teaching quality and productivity.
   2. Membership:
      a. Membership shall consist of seven (7) members including an elected chair with a maximum of two (2) faculty members from any single division.
      b. Membership is limited to a three-year term.
      c. A committee quorum consists of one-half of the members present, which is four (4) members, including the chair.
      d. Committee chair shall be elected by the committee, and shall serve for no more than two (2) years.
   3. Meetings:
      a. The committee shall meet on a monthly basis.
      b. No meetings will be held in May or December.

H. Rank and Tenure Committee
   1. Responsibilities (currently under revision--updated by March 2016):
      a. The committee shall discharge the functions assigned to it in the faculty handbook.
      b. From time to time, the committee shall review the handbook statement of policy and recommend appropriate revisions.
c. When operating pursuant to its charge, the proceedings of this committee shall be confidential.

2. Membership:
   a. The committee shall consist of seven (7) elected tenured faculty members. A quorum will consist of five (5) members.
   b. Members will serve three-year terms which are staggered to insure continuity. Members of the committee serve initially for a three-year term and may renew for a second three-year term. Faculty members must have a three-year absence before returning to the committee for a further term.
   c. The election for Chair will be held at the last meeting of the academic year as the position is vacated.
   d. A full professor will be elected to serve a term of two or three years on the Provost’s Panel; the election of this representative will take place in September.
   e. As openings on the committee occur, tenured faculty may volunteer, or elections held if several people are interested in serving.
   f. If a member is unable to attend meetings, (2 in a row) or does not submit letters of recommendations, they can be replaced after a consensus is reached by committee members.

3. Meetings:
   a. Work of the committee is intermittent.
   b. During Orientation Week, a workshop will be held for junior faculty.
   c. The first meeting of the committee will take place during the first two weeks of the semester. At this time, a timeline will be compiled for the candidates.

I. Constitution and By-Laws Committee
   1. Responsibilities:
      a. Review Faculty Senate and standing committee by-laws.
      b. Review proposals from Senate members regarding by-laws.
      c. Submit any proposed amendments or changes in, or additions to, their by-laws through the Operations Committee to the Faculty Senate for action.
2. Membership:
   a. A minimum of three (3) Senate members, one of whom is elected chair.
   b. The appointed parliamentarian shall meet with this committee.
3. Meetings: As necessary

J. Assessment Committee
1. Responsibilities
   By request, the committee shall
   a. Assist in the development of program assessment plans to include program goals, student learning outcomes and measures of learning.
   b. Review and score program assessment plans for reporting and recommendation to the Dean of Instruction.
   c. Review and score program assessment annual reports for progress in implementing and revising plans for assessing and improving student learning outcomes and recommending complete reports to the Dean of Instruction.

2. Membership
   a. No fewer than five (5) members of the faculty, one of whom is elected chair, but preferably a representative from each degree-granting division.
   b. The Dean of Instruction or designee.
   c. The campus institutional researcher or designee and the campus assessment coordinator.
   d. Such expert assistance or appointees of the Senate President as needed.
   e. All faculty on the committee are voting members.

3. Meetings
   a. As needed, but at least three (3) times a semester.

4. Proceedings of the committee will be reported to the Operations Committee of the Faculty Senate.