

Assorted

Documents

collected in 1988

by Emerine  
UNMG

Glowienka

Professor of

Philosophy & Sociology



THE UNIVERSITY OF NEW MEXICO—GALLUP CAMPUS  
200 COLLEGE ROAD ■ GALLUP, NEW MEXICO 87301 ■ TELEPHONE 505: 722-7221

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April 15, 1988

Ms. Anne J. Brown, Secretary  
University of New Mexico  
Scholes Hall, 235  
Albuquerque, N.M., 87131

Dear Anne,

In addition to the many other kindnesses you have shown me and our Faculty over the years, I come to ask another. This request is that you correct the University records concerning the constitution of our Faculty Assembly here at Gallup, because during these past weeks we were informed that you found only one official approval of it, -- and given by Faculty Senate-Albuquerque on February 13, 1979. The fact is that the document, as amended by them, was never accepted by the Faculty nor the Administration here, and especially not by the University Regents. Here is the history of it.

As of February 13, 1979, Mr. Calvin Hall was director of this college, but quite ill. Neither he nor a majority of our Faculty were happy with the constitution as amended by Albuquerque's Senate, and he requested the Regents not to vote on it until he recovered from his illness. (See Exhibit A). However Mr. Hall died on June 16, 1979

Therefore, at the Faculty meeting of June 26, 1979, a committee was formed to consider the objections of Mr. Glenn Gabehart, acting director, and those of the Faculty, and formulate a document acceptable to Dr. Alex Sanchez, then Associate Provost for Community Education. (See Exhibit B).

However, the new director, Dr. Donald Gatzke, appointed on November 1, 1979, was not only unhappy with the Faculty Constitution in any of its original or revised forms, but he was also opposed to having Rank and Tenure at the Gallup Branch. The committee for revision did nothing for the next six months, and, on May 16, 1980, the Faculty agreed with Dr. Gatzke to abolish Rank and Tenure here. (See Exhibit C).

When I became chairperson of the Faculty Assembly in August, 1980, we reconstituted the Rules of Governance Committee, and, by the end of September, submitted a document which was approved by our Faculty Assembly on September 26, 1980. (See Exhibit D). It was approved by Dr. Gatzke on September 29, 1980 (See Exhibit E), and finally (!) on November 7, 1980, by Dr. Alex Sanchez, also. (See Exhibit F, which contains a copy of that Constitution, without Rank and Tenure).

However, Dr. Gatzke resigned in the summer of 1981; and Dr. John Phillips was appointed Director on November 20, 1981. We continued to function for three or four years according to the document approved by Dr. Sanchez, but made a few amendments concerning numbers of persons on committees, etc. Then, in the Fall of 1984, when I was again the Chairperson of our Faculty Assembly, Dr. Sanchez solicited our input for a unified statement for all UNM Branch campuses, which included Rank and Tenure, to be incorporated into the main campus Faculty Handbook. That statement was eventually approved by the Regents on October 19, 1984. Meanwhile our Faculty Assembly did vote to re-constitute the standing committee on Rank, Tenure & Appointment on September 14, 1984. (See Exhibit G). This committee, plus the two others required by the unified Branch Colleges statement concerning grievances, were voted into our Gallup constitution. A copy of this complete, current constitution for our Faculty Assembly is enclosed (See Exhibit H).

Thank you for inserting these correct documents into the University records.  
And thank you again for all your previous graciousness as well.

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Gratefully and cordially,

*Emerine Glowienka*

Emerine Glowienka  
Professor of Philosophy  
and Sociology

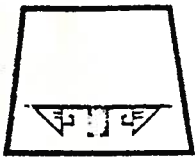
cc. Dr. John Phillips  
Mr. Thomas Root

SUMMARIZED MINUTES OF THE FACULTY MEETING

April 12, 1979

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1. Meeting called to order at 1:10 p.m.
2. Minutes read and approved as written.
3. Old Business
  - a. Ms. Crouch discussed the problem of faculty not attending meetings. The main difficulty is not having a majority or quorum.
  - b. Report on the Rules of Governance - Mr. Gabehart reported that Mr. Hall requested that the Rules of Governance will not be put on the regents agenda until he returns to active duty. ←
  - c. Grievance Procedures - The grievance policy was referred to the Student Affairs Committee which will present a procedure or policy at the next meeting.
4. New Business
  - a. Committee Reports
    - (1) Instructional Affairs Committee - Mr. Wilson read the minutes from the meeting held on April 3, 1979. There as discussion concerning the scheduling of classes for a two-year period and dates for preliminary class schedules. It was agreed by the faculty that early dates for class schedules would be advantageous.
    - (2) Student Affairs Committee - Mr. Ray discussed the problem of inadequate lighting for the upper parking lot.
    - (3) Dr. Glowienka read the minutes of the Policy Committee for April 5, 1979. It was moved and passed that the Courtesy and Social Committee be adopted and become effective by Fall, 1979.
  - b. Student Senate Report - Ms. Gonzales reported on the current status and affairs of the Student Senate. The budget is depleted and there has been a vigorous attempt to develop activities this year. Mr. Russell requested that the faculty become more involved in student functions.



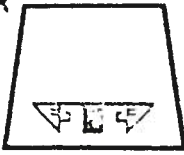
THE UNIVERSITY OF NEW MEXICO — GALLUP BRANCH  
P.O. BOX 1756 GALLUP, NEW MEXICO 87301 TELEPHONE 505: 863-9327

EXHIBIT  
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SUMMARIZED MINUTES OF THE FACULTY MEETING

June 26, 1979

1. Meeting called to order at 12:00 p.m.
2. Minutes read and approved as written.
3. New Business
  - a. Search Committee for the College Director - The faculty needs to select a member to fill one position on the search committee. It was agreed that the presiding officer of the College Faculty Association would represent the faculty on this committee.
  - b. Status of the College Assembly Constitution - Need to select a committee for revisions before submitted to the Regents. Mr. Murray, Mr. Gill, and Ms. Crouch selected for an ad hoc committee to review the constitution before submitted to Mr. Sanchez for comments. Problems revolve around Part II, membership, and summer meetings. Mr. Gabehart reported that Mr. Sanchez felt the constitution could be drafted at the Branch and would not have to be submitted to the Regents.
  - c. LRC Director - Mr. Gabehart reported that the selected individual had to decline because of Gallup housing problems.
  - d. Search Committee for English Instructor - Ms. Wilson and Mr. Bell were selected to represent the faculty on this committee.
  - e. Retaining Students - Ms. Crouch felt that some kind of policy was necessary to notify students of nonattendance.
  - f. Faculty Advisement - Ms. Wilson and Ms. Crouch will advise students in the Arts and Science Program.
  - g. Grievance Procedure - Mr. Russell has sent copies of a grievance procedure to Mr. Murray and Mr. Ray. Will use the interim policy with revisions in the future.
4. Meeting adjourned at 1:50 p.m.



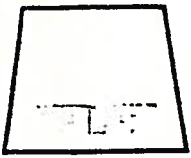
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SUMMARIZED MINUTES OF THE COLLEGE-WIDE ASSEMBLY MEETING

May 16, 1980

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1. Meeting called to order at 1:00 p.m.
2. Address to College-wide Assembly by Dr. Atzke.
  - a. Building Schedule - The new physical education building complex has been approved at the bid of \$90,000 and the projected completion date is January, 1981. Phase II of this plan will include additional facilities (i.e., handball courts, weight rooms, swimming pool) to be put before the community as a bond issue in the fall.
  - b. Faculty Offices - All employees will have office space available during the summer months. Facilities in the new Calvin Hall Complex will be available after the first or second week of June.
  - c. Instructional Book orders - Instructors need to place book orders for the fall semester as early as possible. If instructors will be unavailable during the summer session, they need to place orders in advance with their appropriate departmental chairperson.
  - d. Travel Requests - After July 1, 1980, the use of personal vehicles will be encouraged in lieu of college vehicles.
  - e. Key Holders - All keys must be turned in to the college before leaving this summer. Keys will be identified by a key number and a code number. Keys should be submitted to Ms. Rucker.
  - f. Faculty Recruitment - Several positions will be open and there is a need for faculty members to serve on selection committees. Mr. Adamson, Dr. Yong, Ms. Fleming, and Dr. Glowienka volunteered to serve.
  - g. 1981-82 Budget - The 1980-81 budget for instruction was over-funded; therefore, the additional increments will be applied to the 1981-82 departmental budgets. Dr. Glowienka volunteered to represent the faculty at the budget meeting scheduled for May 22, 1980.
  - h. Faculty Rank - Through discussion, it was decided that the faculty is too small to have rank decided at this campus. It was moved and passed that we abolish rank and provide more generalized titles for all faculty members.



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SUMMARIZED MINUTES OF THE COLLEGE ASSEMBLY MEETING

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September 26, 1980

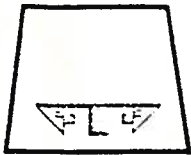
1. Meeting called to order at 3:00 p.m.
2. Old Business.
  - a. The minutes of the August 26th meeting were read and approved as read.
  - b. Dr. Yong distributed the minutes of the Instructional Affairs Committee meeting of May 13, 1980. Open discussion was held and Dr. Frank distributed drafts of the rules and responsibilities of department chairpersons and a set of procedures for approval of new academic courses. These reports were accepted by the assembly.
  - c. Faculty Constitution - The revised Faculty Assembly Constitution was distributed, read, and discussed. There was discussion and clarification of Article I, Section 2, concerning the statement, "Right of Review". It was explained that the faculty should have the right to review: institutional aims, policy, and procedures (Art. I, Sec. 2, items A through G), but final decisions rested with the College Director, the Associate Provost, and the Regents. There was discussion of Article I, Section 1-A, concerning the question of voting privileges. It was felt that part-time faculty did not have enough commitment nor involvement with the institution to carry voting privileges. Article I, Section 2-F was discussed and changed to read as follows: "Policies of appointment, dismissal, and promotion". It was moved and passed that the faculty assembly constitution be adopted with the minor revision.
  - d. Elections of Committee Members - It was moved and passed that the elections be conducted by voice vote. The following members were elected:  

Policy Committee: Mr. Adamson, Ms. Vincent, Mr. Thomson, and Dr. Hopkins.

Instructional Affairs Committee: Ms. Cassidy and Mr. Bell.

Student Affairs Committee: Mr. Backs, Mr. Ruppert, and Ms. Bogard.
3. New Business
  - a. Mr. Adamson distributed information concerning a magazine donation drive organized by the campus library. Tallies of donations are needed by October 10, 1980.





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MEMORANDUM

TO: Emerine Glowienka, Ph.D.

FROM: Donald A. Gatzke, P.

DATE: September 29, 1980

I am sorry I was unable to read the proposed Faculty Assembly constitution until Friday morning, but last week saw me putting on a lot of miles.

In re-reading it I find I am as pleased as I was with the first reading. The document is thorough, complete, yet not complex.

I was also pleased with the outcome of the elections. It is good to see a large number of the faculty involved in the committees.

Again, congratulations for the job well done.



**THE UNIVERSITY OF NEW MEXICO**

F

DATE: November 7, 1980

TO: Dr. Emerine Glowienka

FROM: Alex Sanchez, Associate Provost for Community Education

SUBJECT: Revised Faculty Assembly Constitution

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Dear Dr. Glowienka:

I am pleased to inform you that the proposed Faculty Assembly Constitution for Gallup is approved. You and your faculty members are to be commended for your work in developing this document.

It was good to see you yesterday. I am pleased that your foot is mending well--please don't jump out of any more airplanes, and please be careful when taking the garbage out.

Best regards.

*Alex Sanchez*  
Alex Sanchez

AS:mle

cc. Dr. Gatzkie

G  
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- I. The meeting was called to order at 1:13 p.m. at Calvin Hall 229 by M. Volz.
- II. Old Business
  - A. Minutes of the meeting of August 21, 1984, IV,D should have inserted "Section has been changed by the attorney." Minutes approved as amended.
  - B. Reports of Standing Committees
    - 1. T. Carlisle reported the Policy Committee met 2 times. On August 31, offi elected: Tom Carlisle, chairman; R. Cain, secretary. Ballots for committees were issued. On Sept. 7, the agenda was prepared and there was discussion concerning the Rank, Tenure and Appointment Committee, slack period of classes around 12 - 2 p.m. and how regulations must be followed. Votes were tabulated. Results of the election were: Chairperson-elect: T. Carlisle; Instructional Affairs Committee: R. Vincent, L. Roberts, F. Yong, M. Wilson and M. Norman; Student Affairs Committee: K. Kercheval, M. Fleming and M. Norman.
    - 2. R. Vincent reported that the Instructional Affairs Committee will meet Sept. 21. She distributed procedures to be followed for 5 weeks preceeding presentation of new course material to the IAC.
    - 3. The Student Affairs Committee had not met.
- III. Reports of Ad Hoc and Other Committee Assignments:
  - A. Dr. deBruin reported for the Gallup LRC Search Committee that Mr. Current had been offered the job, but had not yet accepted.
  - B. Dr. Wescott, reporter of the Faculty Representatives on the Gallup Campus Administrativ Council, said they met Aug. 22. Dr. Phillips' objective for this school year is to complete a re-organization of the campus with proper consideration for workloads and result salary adjustments. Minutes of the meetings are sent to faculty members. Input from chairpersons concerning budget is requested. Meetings are the first Friday of each month. The meeting of Sept. 7 was cancelled due to the power outage.
  - C. J. Ruppert reported as the Gallup Campus Faculty Representative on the Main Campus Facul Senate of the meeting Sept. 11. Consensus of the UNM Senate, which met with the poten tial president before the meeting, was to interview more candidates. It was voted to se a request to the regents to consider a fall break. The third option for an AAS degree i Business Technology was approved.
  - D. R. Reach reported that the Main Campus Undergraduate Committee elected Edith Cherry as chairperson of the committee.
  - E. R. Bell reported the Main Campus Committee on Libraries had not met.
  - F. The Courtesy Committee reported there was \$62.63 in the treasury.
  - G. The motion was carried to re-establish the Rank, Tenure and Appointment Committee as a standing committee. Discussion of duties and membership followed. A motion carried to amend the agenda to include Item H for the election of 2 additional members to the com mittee. Those elected were: J. Ruppert, E. Seagle and L. Roberts (as an alternate) who join tenured members, E. Glowienka, F. Yong and M. Michelsen. A motion carried regardin changes in the branch campus pages of the proposed faculty handbook, Article VI, para graph 7, to read: "The faculty of each branch college shall establish a grievance com mittee to hear grievances not connected with recommendations concerning tenure or promo tion." Dr. Phillips will bring the resolution to the atention of the regents.
- V. New Business
  - A. H. deBruin discussed a request to take a Survey on Rape Crises. The faculty voiced the desire that they not be allowed in the classes, but could come to the campus. He compli mented the faculty on the fine start this semester. The ICES (faculty evaluation) is to be administered and faculty members need to give consent. Those working on spring sche ules need to be considerate of scheduling classes which meet once a week so other classe can be taken. Thoreau is a possible satelite. The public schools will offer some in- service courses. Interested faculty are to inquire of him. Community Concert tickets a available through him.
  - B. Discussion of the Faculty Grievance Committee was tabled.
  - C. Dr. Phillips requested input regarding closing the school during Christmas week. He dis tributed brochures about a pending, optional health plan from Lovelace Group. Details w be submitted at a later date.
  - D. T. Root reported that the student constitution passed and is the model for all branches. The College Bowl was reviewed. He asked faculty or departments to sponsor a team or ind ividuals. The games will be October 31, Nov. 1 and 2.
  - E. T. Carlisle requested thought be given to selection of committees at the end of spring t

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Communications

Beth Poley

Chair person

UNMG Faculty Assembly

11a-10a



MINUTES  
FACULTY ASSEMBLY AD-HOC COMMITTEE  
on the formation of a college assembly and faculty senate

11/3/88

Persons Present: Beth, Jane, Tish, Jack, Ralph, John, Altha

1. Meeting began 20 minutes late.
2. We began the meeting by defining the committee's purpose to those who were not at the last meeting. It was decided that the committee was set up mainly to define a structure and responsibilities for a faculty senate. A secondary responsibility would be to address the issue of a College Assembly and perhaps define a structure for this body.
3. During the last meeting, a draft set of bylaws for the Faculty Senate group had been developed. Jane had kindly typed these up and provided them for our review. Basically, the committee took the faculty senate description from the main campus and re-wrote sections, omitting committees which were not pertinent to this campus.
4. The first order of business was to briefly define the responsibilities for the committees defined last meeting. These are as follows:
  - Dla. Faculty Committee on Student Affairs  
Responsibilities:
    - academic requirements
    - calendar
    - admissions and graduation
    - student greivances
    - scholarships, grants, loans, prizes
    - grading
    - academic regulations
  - lb. Budget Review Committee (no specific responsibilities)
  - lc. Curricula Committee  
Responsibilities:
    - review all changes in and new degrees, divisions certificate programs, departments, and courses.
  - ld. Long Range Planning and Resources Committee  
Responsibilities:
    - long-range plans, faculty commitments to new programs office space, and other commitments of campus facilities
  - le. Library Committee

11/3/88

2

Discussion with Chuck indicates that he thinks this committee would be redundant because he already has an advisory board. Jane feels that someone from faculty should sit on his advisory board. Perhaps the bylaws should include a statement such as "The librarian will represent the library to the Senate" (Since the librarian has a faculty contract.)

1f. Ethics and Advisory Committee

Responsibilities:

- professional ethics
- sabbaticals
- rank and tenure
- dismissal
- academic freedom
- peer evaluations
- administrative evaluation of faculty
- faculty evaluation of administration

1g. Community Education Committee

Responsibilities:

- community
- non-credit courses
- CEU units
- workshops, seminars not for credit

Lengthy discussion about whether or not this is a viable committee or if these responsibilities should be part of Resource Planning. Consensus agreement to let the committee stay but change its name to

Community Education/Services Committee

1h. Faculty Welfare Committee

Responsibilities:

- benefits
- salaries
- faculty development
- contracts
- outside employment and extra compensation
- merit pay
- non-compensatory employee commitments

5. Discussion occurred on whether or not we should be drawing up a constitution and bylaws for the College Assembly since supposed members of this assembly were not represented (secretaries, maintenance, etc.) We decided that we should provide guidelines which would hopefully lead to an open discussion of the need for a campus assembly among all parties. This committee thought that the following list of concerns would be within in the perview of the College Assembly and that the constitution/bylaws of this group should reflect this list.

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- a) Special Occasions
- b) Courtesy
- c) Facilities (Physical Plant)
- d) Non-compensatory employee commitments
- e) Auxiliary Services (bookstore, recreational services, food services and telecommunications)
- f) fund raising/grant oversight

6. Next weeks agenda:

- write report to faculty assembly
- finish constitution and bylaws for faculty senate
- Jane/Beth to go through the rest of the constitution and highlight any other items we've missed and report for next time.
- Tish to give Jane minutes to include in Draft bylaws.

7. Next meeting November 10, 1988 10 a.m. Rm 220

Note: We decided to try and keep meetings to an hour. Please be on time.



THE UNIVERSITY OF NEW MEXICO—GALLUP CAMPUS  
200 COLLEGE ROAD ■ GALLUP, NEW MEXICO 87301 ■ TELEPHONE 505: 722-7221

TO: Members of UNM-G Faculty Assembly  
FROM: Beth Poley, Chairperson *Beth Poley*  
DATE: 2-21-89

At the meeting of Faculty Assembly on Friday, February 17, 1989, the proposed Faculty Senate Constitution was discussed and revised for final mail ballot. One of the changes proposed was in membership, and it was voted that the ballot for this proposed change be by mail also. Thus, the reason for this ballot!

The current proposal regarding membership reads as follows (shall be known as Proposal 1):

- "I. Senate Structure
  - A. Membership--All full-time faculty are members with voting privileges. The Director of the Branch Campus, the associate directors and assistant directors, part-time faculty, and student services professional staff are invited to attend meetings and speak, but shall not have voting privileges."

The proposed change in membership reads as follows (shall be known as Proposal 2):

- "I. Senate Structure
  - A. Membership--All full-time faculty are members with voting privileges. Student services professional staff are ex-officio members with voting privileges. The Director of the Branch Campus, the associate directors and assistant directors, and part-time faculty are invited to attend meetings and speak, but shall not have voting privileges."

Because we are still operating under the Faculty Assembly Constitution, according to Article I, Section 1, B. voting will be by full-time faculty, librarian and counselors and/or Advisors. I felt this clarification was needed.

Please vote for either Proposal 1 or Proposal 2 and return your ballot to Beth Poley in the enclosed envelope by Thursday, February 23, 1989 at 4:00 p.m. The Constitution Committee will count the ballots, inform the members of the Faculty Assembly of the results, and proceed with the voting for the constitution next week. If you have questions regarding this procedure, please call me.

To insure that no duplicate voting occurs, ballots have been numbered; but no names have been assigned to numbers.

PROPOSAL 1 \_\_\_\_\_

PROPOSAL 2 \_\_\_\_\_

TO: Members of Faculty  
Assembly and Adminis.  
FROM: Beth Poley, Chairperson  
DATE: 3-3-89



THE UNIVERSITY OF NEW MEXICO—GALLUP CAMPUS  
200 COLLEGE ROAD ■ GALLUP, NEW MEXICO 87301 ■ TELEPHONE 505: 722-7

*Dr. Phillips*

I am happy to report that out of 40 ballots received, 36 indicated approval of the proposed Faculty Senate Constitution!!

The constitution is on the agenda for the March 21 main campus Faculty Senate meeting and I would like to present the document to the Branch Advisory Board next Thursday, March 9, at 7 p.m. in Zuni. Any of you who can attend this meeting, please let me know. This group is important to us, and we need their endorsement of this constitution.

I want to thank the committee (Ralph Casebolt, Jane Bruker, Altha Crouch, Jack Crawl, John Trued and Tish Gorman) for their hard work and dedication to this project. Please thank them when you see them.

I am glad this phase of the process is over (!) and look forward to establishing a Faculty Senate by the end of this semester. And I want to take this opportunity to thank all of you for nominating me for Teacher of the Year. I appreciate each of you and your support of this institution and your service to our students. It's been my privilege to work with you in Faculty Assembly.

*P.S. A copy of the approved draft is attached, May we have an endorsement from you? BP*






The University of New Mexico

DATE: April 18, 1989

TO: Beth Poley, Gallup Branch Faculty

FROM: Robert E. Bienstock, Attorney, University Counsel's Office 

SUBJECT: Draft Constitution & Bylaws for UNM-Gallup Faculty Senate

The purpose of this memorandum is to set forth my comments on draft 10 (3-16-89) of the Proposed Constitution and Bylaws for University of New Mexico-Gallup Faculty Senate. These comments follow the organizational structure of the draft.

Section

Comments

Title

It is unclear what is intended to be the Constitution and what is intended to be the Bylaws. Appendix A is denominated Bylaws of Standing Committees, rather than Bylaws of Faculty Senate. Perhaps you can use that document as the Bylaws of the Faculty Senate itself, and supplement it as you further develop your Bylaws. Also, much, if not all, of Section II of the Constitution, might be moved to the Bylaws.

I.B.1.

I would rewrite this as follows:

Within the scope of the written Agreement for Gallup Branch between the Regents of the University of New Mexico and the Zuni School District, and the Gallup-McKinley County School District, together operating as the Gallup Branch Community College Advisory Board, the Faculty Senate shall:  
[the sub-paragraphs should then be changed to active voice]

I.B.1.g.

It would be inappropriate for the Faculty Senate to recommend actions in individual grievances. I would change the word "grievances" to "grievance policies."

I.C.2.c.(3)

It would be helpful to define which Library this refers to.

I.C.3.a

I would change the words "final meeting" to "final scheduled meeting" to deal with the possibility that an impromptu meeting is held in late spring.

- I.C.3.b. It would be helpful to have a contingency provision in the event that the outgoing Senate President is running for a position.
- I.C.3.c. Instead of having officers serve for one year, it might be advisable to have them serve until new officers are elected. Otherwise, unless elections are held on the same date each year, there is a risk of all positions being vacant for a few days each year.
- I.C.3.e. I presume that you intend that the nominees for Vice-President not be from the same department as that of the incoming president, correct? If so, this may be difficult to implement, as nominees for all positions appear to be developed at the same time. You may want to add a provision providing for the election of the President first, and then for eliminating nominees from the President's department prior to election of Vice-President.
- I.D. Do you want a provision that members of the Nominating Committee are not allowed to run for any other elected position?
- I.E.2.c. Since, presumably, the Operations Committee need not recommend approval of every report, recommendation and proposal, consider adding the words "or rejection" after the word "adoption." Also, the sentence might read better with the word "other" prior to the word "senate."
- I.E.2.g. The time period probably should be five working days.
- II.B.3.a. What is meant by "presiding officer"? Is this the President?
- II.B.3.b.& c. The distinction between these two subsections is unclear to me. First, it is unclear what sort of request reduces the requirement from majority vote to twenty percent. Who makes the request, and to whom? Also, it is unclear whether the differences in the phrases "full-time faculty under contract at the beginning of each semester" and "full-time college faculty" are meant to be significant or not. If not, the language in both should be identical.

- II.B.4. You have already required the secretary to distribute copies of the minutes within five working days (Section 1.C.2.c.(2)). It seems unnecessary and logistically difficult also to require that copies of the minutes be received within those same five working days. I would delete the sentence.
- II.C.1. In the last sentence, it is unclear if you intend that at the end of six years, a faculty member who has served consistently on the same committee much switch committees, or whether you intend that after six years of serving on any number of committees, a faculty member must serve on no committee at all. Consider rephrasing this.
- II.C.2. Once again, I would recommend that committee members continue to serve until their successors are elected. This may be especially important given that the large number of standing committee positions may create recruitment problems. Also, note that there are two periods at the end of the sentence. ✓
- II.D.1. It is unclear whether the prohibition is on missing two Faculty Senate meetings or two Committee meetings. Also, be aware that this is risky. It creates the potential for arbitrary, or even discriminatory enforcement, especially if missed meetings are a commonplace.
- II.D.2. In the first line, I think you want the word "by" rather than the word "from." Presumably, the Operations Committee picks someone from outside its members.
- II.E.3. You might want to place earlier in the Constitution the information that there are two divisions (academic and vocational). Throughout the draft you require representation "from each division" in various committees, but it is unclear in those sections how many divisions are being referred to.
- II.E.5. You may want to rephrase the prohibition on reelection as a prohibition on more than two consecutive terms. Presumably, somebody who served two terms as chairperson a decade ago should be eligible to serve as chairperson again.

III.A. & B.

It is unclear why these two sections are so different. Consider whether they could be made more alike. Also, Dr. Cordova is of the opinion that Regents approval is not required for this document. I tend to agree, since it does not alter the fundamental distribution of rights and responsibilities between the Regents and the Advisory Board. I think approval by the President's office, in consultation with the Advisory Board, would be appropriate. You may want to consult with Judy Jones, Executive Assistance to the President, on this point.

Finally, note that you have required a two-thirds vote of the Faculty Senate members, rather than a two-thirds vote of the Senate itself (i.e., a quorum). Make sure this is intentional.

BYLAWS

Section

Comments

- I.A.2. It is unclear whether this means five members with both divisions represented by at least one member; or ten members, with five from each division.
- I.E.3.d. This should be put in to section II.C.
- II.F.2. See comment to I.A.2. Also, "ranked position" needs to be defined.

I hope you find these comments useful. Please let me know if there is anything further I can do.

:rb

REB4:521



THE UNIVERSITY OF NEW MEXICO—GALLUP CAMPUS

200 COLLEGE ROAD ■ GALLUP, NEW MEXICO 87301 ■ TELEPHONE 505: 722-7221

September 11, 1989

Mr. Robert E. Bienstock  
University Counsel's Office  
Scholes Hall 150  
University of New Mexico  
Albuquerque, NM 87131

Dear Mr. Bienstock:

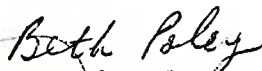
The UNM-G faculty organization has met and asked me to write you concerning your memo of June 9, 1989 to Anne Brown. In that memo, you refer to the Gallup campus as a College of the University and that because we have that status, our constitution does not need regential approval. An earlier memo stated that the document should be placed on the Regent's agenda for approval.

Our faculty would like clarification of the term "college". In paragraph two of your June 9 memo you state: "'[t]he Faculty of each College shall be an autonomous unit in all matters relating to that particular College, subject to review . . .'" You go on to cite other sections of the main campus Faculty Senate Constitution and the Faculty Handbook which refer to branches being similar to colleges. Then the last paragraph mentions the Regents' Policy Manual; and to us the justification in that paragraph is a little weak. We would like to know all the rights and responsibilities we have as a college. What can we do and what can't we do?

We realize that this is could be a precedent-setting situation as far as the branch colleges are concerned. Dr. May has had our constitution on his desk since July; I have made the changes he requested, including changing the ratification sections on page 12 (III. General A. Adoption of Constitution, and B. Amendments) to read " . . . and ratified by the President of the University." and " . . . subsequent approval by the President of the University." I told Dr. Cordova at the time of the changes that I was not sure that the Gallup faculty would like the changes but that I would make them; I had hoped for Dr. May's approval by the beginning of the semester. At this point I'm not sure that our faculty wants to challenge anything; we would like to have the constitution approved and we would like further explanation of the matters mentioned above.

Thank you for your assistance, and I look forward to hearing from you.

Sincerely,

  
Ms. Beth Poley  
Chairperson  
UNM-G Faculty Assembly



THE UNIVERSITY OF NEW MEXICO—GALLUP CAMPUS  
200 COLLEGE ROAD ■ GALLUP, NEW MEXICO 87301 ■ TELEPHONE 505: 722-7221

October 16, 1989

Dr. Ignacio Cordova  
Associate Vice President for  
Academic Affairs  
Scholes Hall  
University of New Mexico  
Albuquerque, NM 87131

Dear Dr. Cordova:

As you requested in our telephone conversation Friday, October 13, I am sending to you via Fax the final approved copy of the UNM-Gallup Faculty Senate Constitution. It has been signed by the Senate officers. The document was approved by written ballot on May 9 with 39 out of 45 ballots returned. Of that 39, thirty-six approved the constitution, two disapproved, and one was uncertain.

You will recall that Dr. May requested changes in the constitution this summer, and I made them. These changes were discussed with our faculty at our August 25 meeting, and the faculty approved them.

I am mailing you the original signed copy of the constitution and request that you return it to me after Dr. May has signed it. We would like to keep the original in our files.

Thank you for your assistance, and if there are further questions or concerns regarding the constitution, please call me.

Sincerely,

Ms. Beth Poley  
President  
UNM-Gallup Faculty Senate

Enclosure

# MEMORANDUM

To: Members of Faculty Assembly  
From: Beth Poley  
Date: October 12, 1988  
Subject: Forum for Discussion of Faculty Senate/Faculty Assembly Issue

Several faculty members have expressed confusion and concern over the Faculty Senate organization as it might (or might not) relate to the Faculty Assembly organization. A unified faculty organization is crucial to this campus.

I contacted Dr. Larry Roberts (Chair Pro Tem of the Faculty Senate) to ask if issues concerning the proposed Senate and the current Assembly could be discussed at an informal forum. He agreed, and we are planning this forum on Friday, October 21, at noon in Room 2209 of Gurley Hall. This is before the scheduled Faculty Assembly meeting at 1:30 p.m. that day.

Bring your lunch if you want! The hope is that we can have an informal discussion and get some answers to questions all of us have regarding the future of the faculty organization on this campus.

*typed for Pol Comm.  
mtg. of 10/19/88*

to Order

Approval of Minutes from September 16, 1988 Meeting

III. Reports of Standing Committees

- A. Policy Committee - Ed Seagle
- B. Rank and Tenure Committee - Dr. Fook Choy Yong
- C. Instructional Affairs Committee - Dr. Ralph Casebolt
- D. Student Affairs Committee - Priscilla Smith/Sharon Battles

IV. Reports of Ad Hoc Committees and Other Assignments

- A. Administrative Council - Robert Bell/Jim Dawson
- B. Main Campus Faculty Senate - Priscilla Smith
- C. Main Campus Library Committee - Jim Dawson
- D. Main Campus Undergraduate Committee - Jane Bruker
- E. Courtesy Committee - Beth Poley
- F. Committee on Evaluation - Dr. Hank deBruin
- G. Committee on Substitute for Holiday Magic - Ann Doucette
- H. A.H.C. Insurance Issues - Susan Crowl---????? do we need this
- I. A.H.C. Fractionated Part-time Salaries---Ruth Rhoad???

V. Old Business

- A. Invitation to Legislators
- B. NCA ???
- C. Balloting for Committee Vacancies (Results of) Policy, IAC, R & T, A.H.C. Eval.
- D. Emerine Glowienka Fund - Dr. H. deBruin
- E. Faculty-Staff Development Fund - Jack Crowl
- F. Gallup Area Arts Festival - Jack Crowl
- G. Amendment regarding establishing budget for Faculty Assembly - 2nd vote - type
- H. Election of Chair Elect
- I. Update on the following: Attach copies of correspondence
  - 1. Funding of English 100L - Ruth Rhoad
  - 2. Fractionated Part Time Salaries - Dr. deBruin
  - 3. Physical Plant Deficiencies - Rick Krouth
  - 4. Future Expansion and Planning
- J. Faculty Assembly Constitution - Proposed Amendments - second reading and vote  
*Order of Bus. passed by MC Senate*

VI. New Business

- A. Distribution of Revised 1987-1988 Budget and 1988-1989 Operating Budget
- B. Committee on Substitute for Holiday Magic - Ann Doucette

VII. Other (Motions from the floor, Announcements)