



FACULTY HANDBOOK

Success Starts Here!

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PREFACE

The purpose of the ENMU-Roswell Faculty Handbook is to define the central role of the faculty of the Roswell Campus in the fulfillment of its mission. Included are definitions of the faculty and statements concerning faculty responsibilities, faculty rights and welfare, and faculty severance. Where procedures are appropriate, they are clearly stated.

The statements of general educational principles which follow are basic understandings that we subscribe to in this college community as an appropriate means of assuring faculty participation in the governance of the Campus. The administrative procedures outlined in this document supersede the statements of general principles referred to herein which are published in external sources. No statement contained herein shall be construed as a limitation of the plenary powers, with respect to this institution, which the Board of Regents of Eastern New Mexico University exercises under the Constitution of the State of New Mexico.

Eastern New Mexico University – Roswell is an affirmative action and equal opportunity employer. The University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in its programs, activities or employment. Eastern New Mexico University – Roswell does not discriminate on the basis of sex in its education programs and activities, as required and governed by Title IX of the Education Amendments of 1972. Any inquiries concerning application of the Title IX may be directed to ENMU-R’s Title IX Coordinator or to the Office of Civil Rights of the U.S. Department of Education. Members of the University community requiring accommodations for disabilities should notify the office of Human Resources and appropriate offices and administration.

EASTERN NEW MEXICO UNIVERSITY-ROSWELL TEACHING PHILOSOPHY

Eastern New Mexico University – Roswell (“ENMU-Roswell”) faculty’s purpose is to facilitate student learning. We develop, assess, and deliver programs that promote students’ ethical, social, and intellectual development. While nurturing students’ capacity to think critically, we strive to strengthen commitment to positive social values such as kindness, helpfulness, personal responsibility, and respect for others. Through the general education program, students receive the tools and awareness necessary for active lifelong learning. We believe these qualities are essential to leading humane and productive lives in our community.

While teaching objectives vary by course level and content, it is our goal to provide competent and caring instructional support through varied design in course formats. Online or face-to-face classroom programs address students’ preferred modes of learning and diverse work and family obligations. Whether we use collaborative or individual projects, active learning or student-centered learning, large lecture, small discussion, or lab, customized pedagogy directs special knowledge and expertise to enhance student learning and mastery of core competencies.

Faculty promote student responsibility for learning and actively encourages dialogue with students during the teaching-learning process, both in and out of the classroom. We include standardized evaluations to assess the most important aspects of each course. Multiple assessments are used to identify students’ knowledge base as well as levels of critical thinking. This includes assessing abilities, attitudes, and patterns of behavior in order to provide learning interventions tailored to our student population. Our goal is to learn more about assessment and develop creative means for improved evaluation more directly related to our specific objectives, which optimize student engagement and success.

As faculty at ENMU-R, we continually strive to improve our teaching through student feedback, professional development, networking with peers, and implementing new methods. Through these evaluative and informative processes, we refine our teaching practices, enhance materials development, and grow as teachers and scholars. It is our goal to support collaborations across traditional boundaries, encourage innovation in pedagogy, and promote sharing of best practices with the goal of making ENMU-Roswell a model for excellence in teaching and learning.

PART ONE – THE FACULTY

Definitions

Faculty are all persons whose primary assignment is instruction. As of May 6, 2020, the following terms are under review by the Compensation Committee and will need to be updated upon the completion of their work.¹

Regular Faculty are all ENMU-Roswell faculty who are either tenured (continuous appointment) or probationary (eligible for tenure) and who have appointments which are more than half-time in instruction.

Non-Regular Faculty are all ENMU-Roswell faculty who do not qualify as a regular faculty.

Adjunct Faculty are professors who are hired on a contractual basis, usually in part-time positions. Adjunct Faculty are exempt from some of the responsibilities of fully employed university instructors.

Emeritus/Emerita Faculty are a distinguished and honorary appointment given a tenured member of the faculty who has retired, based on a recommendation from appropriate department's Faculty Evaluation Committee of the department and academic administration.

Rights and Privileges

ENMU-Roswell faculty derives rights and privileges in accordance with the provisions of this handbook, the ENMU-Roswell governance document, the policies and procedures of ENMU-Roswell, and the constitution and bylaws of the Faculty Senate of ENMU-Roswell.

Non-regular faculty are not eligible for tenure nor are they entitled to early notice for reappointment or non-reappointment. Full-time, non-regular faculty who teach at least two courses per year shall have the same rights and privileges as regular faculty concerning voting and serving on the ENMU-Roswell Faculty Senate and committees. Eligibility for such service in the current year shall be based upon the individual's teaching assignment during the preceding year. Other non-regular faculty shall not have these rights and privileges.

Adjunct faculty are not eligible for tenure nor is the institution obligated to the faculty beyond their contractual teaching assignment.

Emeriti faculty are accorded certain privileges as defined in this handbook by virtue of their retirement and Emeritus status and by negotiation with ENMU-Roswell administration.

¹ The work of the Compensation Committee was delayed due to the COVID-19 Pandemic and was not able to be completed prior to publication of this revised Faculty Handbook. Once the work of that committee is completed, these terms will be updated to reflect the changes.

PART TWO – FACULTY FUNCTIONS AND RESPONSIBILITIES

General Statement

The Board of Regents of Eastern New Mexico University has adopted a policy on governance (AG&P, 15.2 Statement of Governance). The following procedures shall be observed:

Faculty Participation in University Governance

1. The ENMU-Roswell Faculty Senate is the primary vehicle for faculty participation in campus governance. It is elected in accordance with its own constitutions as approved by the ENMU Board of Regents. Other means of faculty participation in governance include membership of faculty as either elected or appointed representatives on campus in standing committees and other consultative committees.
2. Standing Committees:
 - a. Curriculum Council – must be made up of at least six (6) regular faculty members, two (2) from each unit.
 - b. Faculty/Staff Development – three (3) regular faculty, one from each unit.
 - c. Faculty Evaluation – includes tenured regular faculty members, one (1) from each unit.
 - d. Faculty Dispute Resolution Committee (FDRC) – must include five (5) tenured regular faculty members, at least one (1) per unit, and the remainder elected at large.
 - e. Faculty Senate – regular faculty of ENMU-Roswell must be proportionally represented in the Faculty Senate by a ratio of one Senator for every five faculty members and are elected at large. Must have at least two (2) faculty from each unit.
 - f. Faculty Handbook – must be comprised of five (5) faculty members: one from each instructional unit, and the remainder members are to be elected at-large.
 - g. Institutional Learning Outcome Course Level Assessment – must have at least two (2) faculty from each unit.
 - h. KOSA – no nomination required; committee members include the four most recent recipients of the KOSA award and the current Faculty Senate President.
3. Consultative Committees:
 - a. Academic Standards – must be made up of three (3) regular faculty members. Each instructional unit shall be represented by a minimum of one (1) faculty member at all time; additional faculty are elected, at large, as one faculty per every five regular faculty.
 - b. Administrative Evaluation ENMU-Roswell – must include one regular faculty per instructional unit.
 - c. Diversity Committee – one (1) faculty, elected at large.
 - d. Distance Learning Online – one (1) regular faculty per instructional unit.
 - e. Financial Aid – must have a total of two (2) regular faculty members who represent the instructional units.
4. Ad hoc committees shall be established by the President of the Senate from time to time

as he/she deems necessary to carry out the functions and to transact the business of the Faculty Senate.

Faculty Participation in Budgetary Matters

ENMU-Roswell establishes two requirements:

1. There shall be clearly understand channels of communication and the accessibility of important information to those groups that have a legitimate interest in that information.
2. There shall be participation by each group (governing board, ENMU System President, ENMU-Roswell President and Faculty) appropriate to the particular expertise of each. Thus, the ENMU Board of Regents is expected to steward the endowment and obtain capital and operating funds; the ENMU System Chancellor and the ENMU-Roswell President are expected to Maintain existing institutional Resources and create new ones; the faculty are expected to recommend faculty salary policies and, in their primary responsibility for the education function of the institution, the participate also in broader budgetary matters primarily as these impinge on that function.

Faculty Participation in the Selection and Evaluation of Administrators

ENMU-Roswell subscribes to the principles outlined below:

1. Ad hoc committee for the selection of administrators is established by the ENMU Board of Regents (when a vacancy is in the Office of the President) or by the appropriate administrative offices under the guidelines of the ENMU Board of Regents.
2. Faculty participation in the evaluation of administrators on the ENMU-Roswell campus will be accomplished by an ENMU-Roswell faculty member's election to serve on the Administrative Evaluation Committee. The committee shall be reconstituted each academic year no later than October 1. The Administrative Evaluation Committee will consist of the following:
 - a. The President of the ENMU-Roswell Faculty Senate or his/her appointee from the Senate.
 - b. One faculty member elected from each unit. Initially three faculty members shall be elected for a two-year term and two for a one-year term, the terms to be determine by drawing lots. Thereafter, all terms shall be for two years.
 - c. The President of the ENMU-Roswell Professional Staff Senate or his/her appointee from the Senate.
 - d. The President of the ENMU-Roswell Support Staff Senate or his/her appointee from the Senate.
 - e. The duties of the committee are as follows:
 - i. To secure adequate input from all appropriate constituencies
 - ii. To evaluate the data and to report the results to the administrator being evaluated and to the next two higher levels of administration
 - iii. To maintain confidentiality in dealing with all data and with sources of data
3. Administrators shall be evaluated each academic year: e.g. the ENMU-President, Vice President for Academic and Student Affairs, Vice President for Business Affairs, Director of Human Services, College Development Director, Assistant Vice Presidents.

Faculty Selection, Evaluation, Tenure, and Standards

The primary responsibility for the process of faculty selection and evaluation rests with the faculty.

Procedures for Faculty Selection

1. Appointment to the position of Instructor has minimal requirements of a master's degree or other criteria (certification, licensing, experience, professional development, etc.) established by the Vice President for Academic and Student Affairs and the Assistant Vice Presidents. All faculty members are required to meet applicable accreditation standards.

Procedures for Faculty Evaluation

1. Evaluation encompasses not only teaching and related functions such as advising and service on unit, campus, and ENMU-Roswell committees. Recommendations for appointment, retention, promotion and tenure originate with the faculty and will be based on these evaluations. Final authority for all matters relating to the faculty stats is delegated to the ENMU-Roswell President by the ENMU Board of Regents.
 - a. Each spring semester, the faculty of the ENMU-Roswell Campus shall elect a Faculty Evaluation Committee (FEC) consisting of tenured faculty members. One committee member shall be elected to represent each one of the three (3) units (Arts and Sciences Education, Technical Education, Health Sciences Education) and shall serve staggered two-year terms beginning with the fall semester following (his/her) election. If needed, an additional member of the committee shall be elected each year at large.
 - b. At the beginning of each fall semester, the ENMU-Roswell FEC Chair, in consultation with the Vice President of Academic and Student Affairs, shall establish appropriate evaluation procedures and shall inform the ENMU-Roswell President and faculty in writing as to the nature of these procedures.
 - c. Following the establishment of the evaluation procedures by the FEC, the Vice President for Academic and Student Affairs shall publish a calendar establishing the dates for each step of the faculty evaluation process and distribute to ENMU-Roswell faculty members.
 - d. The administration and collection of all evaluation materials shall be the responsibility of the ENMU-Roswell FEC and the Vice President for Academic and Student Affairs. All materials collected shall be made available to the ENMU-Roswell FEC for their consideration. ENMU-Roswell FEC members should be aware that the information contained in these evaluations is confidential. Breach of confidentiality, in any form, could lead to disciplinary action, up to and including termination.
 - e. All faculty members shall be evaluated on an annual basis. The initial evaluation will be performed by the faculty member's immediate supervisor (Assistant Vice President, Program Directors, etc.) who shall forward the evaluation materials to the ENMU-Roswell FEC.
 - f. The ENMU-Roswell FEC shall review the evaluation materials and make its

recommendation the Vice President for Academic and Student Affairs.

- g. After the Vice President for Academic and Student Affairs has reviewed the ENMU-Roswell FEC's recommendation, he/she shall evaluate individual faculty members. The Vice President for Academic and Student Affairs will then advise the ENMU-Roswell FEC whether he/she concurs with the recommendation. The ENMU-Roswell FEC shall then inform each faculty member as to whether or not the committee agrees with the recommendation of the Vice President for Academic and Student Affairs. The ENMU-Roswell FEC shall also give the faculty member the opportunity to respond in writing to the recommendation regarding any further information he/she may wish to have considered by the committee. The faculty member shall have six (6) working days to prepare a response. The recommendations from the ENMU-Roswell FEC and the Vice President for Academic and Student Affairs, along with any response from the faculty member, shall be forwarded to the ENMU-Roswell President.
 - h. The ENMU-Roswell President will then review all evaluation materials and recommendations regarding the appropriate faculty members. He/she will advise the ENMU-Roswell FEC, the Vice President for Academic and Student Affairs and the appropriate faculty member of his/her concurrence or non-concurrence, in writing, if requested and will give the faculty member six (6) working days in which to prepare a written response should the faculty member so choose. A personal meeting with the ENMU-Roswell President, the Vice President for Academic and Student Affairs, and the corresponding Assistant Vice President shall be granted at the request of the faculty member. A representative of the ENMU-Roswell FEC may be present at this meeting at the option of the faculty member.
 - i. If the faculty member has applied for tenure or if her/his contract has not been renewed, the ENMU-Roswell Vice President of Academic and Student Affairs will forward the affected faculty member's evaluation materials, together with her/his own recommendations, to the President of the ENMU-Roswell campus. The evaluation procedure will terminate with the ENMU-Roswell President's evaluation.
2. Faculty Evaluation Process – Documents
- a. Annually (August-May) each ENMU-Roswell faculty member completes a Performance Appraisal and Development Plan (PADP), an evaluation from the faculty member's Assistant Vice President, and a contributions form. The documents included in this process are listed below:
 - b. Faculty Evaluation Schedule outlines specific dates in the evaluation process and is organized by areas of Steps, Deadlines, Action, and Years of Service.
 - c. Self-Evaluation Form addresses professional strengths and identifies professional areas that need strengthening or improvement. Faculty can also address ways in which the institution can assist faculty development in needed areas.
 - d. The Self-Evaluation Form is broken into the five areas considered in the annual performance evaluation:
 - i. Service to Students
 - ii. Teaching Performance

- iii. Responsible Stewardship
- iv. Curriculum Development/Advancement
 - 1. Career Development/Continuing Education
- v. University Development
 - 1. University and/or Department Service
- vi. Goals: for the appraisal period, each faculty member submits a brief statement of performance expectations that articulates planned professional development activities. Professional development plans should address deficiencies found in previous evaluations, the Self-Evaluation Form, and in EOCs. Activities may include the following:
 - 1. Engaging in readings in discipline
 - 2. Revising course syllabi
 - 3. Attending professional courses, workshops, or conferences
 - 4. Undertaking any project relevant to the faculty member's profession
- 3. Faculty Contribution Form includes the following:
 - a. Courses taught for spring and fall semesters
 - b. ENMU-Roswell committees and councils served on
 - c. Committees and professional organizations served on
- 4. Examples of other contributions are the following:
 - a. Teaching summer school
 - b. Developing new courses/designing online classes
 - c. Serving on search committees
 - d. Attending conferences
 - e. Receiving awards
- 5. Tenure:
 - a. Granting of tenure at ENMU-Roswell generally consists of a six-year probationary period, during which faculty peers and the Vice President for Academic and Student Affairs evaluate the candidates in the areas of teaching effectiveness and superior student learning, professional development and responsible stewardship, and service and community development. Annual evaluations are required and should be taken seriously. If tenure is denied, the individual will be released from service to ENMU-Roswell within the academic year. A faculty member is responsible for providing the appropriate evidence of performance and activities relevant to tenure decisions. Therefore, each faculty member is responsible for maintaining a file of Instructional Assistant Vice Presidents/Program Director evaluations, peer recommendation letters, self-evaluation forms, Faculty Contribution Forms, EOCs, awards, and other materials that document their teaching effectiveness, their responsible stewardship, community development, and their commitment to the mission of the university.
- 6. Notice of Non-reappointment
 - a. Notice of non-reappointment will be given in writing by the ENMU-Roswell President in accordance with the following standards:
 - i. Not later than at the end of the fall term of the current academic year of

service

- ii. Only severe financial exigency will justify departure from this notification deadline.

7. Academic Standards

- a. Standards for Appointment and Tenure: “Academic responsibility” is defined as evidence of willingness to accept and perform satisfactorily such normal faculty assignments as service on committees, as well as the regular instructional and advising assignments.

PART THREE – INSTITUTIONAL POLICIES PERTAINING TO FACULTY

Faculty Rights and Protections Defined in Federal and State Law

The following institutional policies address issues of faculty rights, protections, benefits, and obligations relating to state or federal law. This list is not intended to reflect a comprehensive listing of all federal and state protections.

- A. Records Inspection: Faculty members have the right to inspect their personnel records. One personnel file shall be maintained for each faculty member within the Office of Human Resources. Personnel files shall contain only materials relating to professional qualifications and assignment, professional performance, and employment status.
65-1 Confidential Information Security
65-2 Inspection of Public Records
- B. Affirmative Action/Americans with Disabilities: the University complies with federal law relating to Affirmative Action and Americans with Disabilities Act.
40-3 Recruitment and Hiring
40-4 Equal Opportunity and Anti-Harassment
- C. Drug-Free Workplace: the University complies with federal law relating to the Drug-Free Workplace Act of 1988.
40-13 Drug-Free Workplace
- D. Protection of Children and Venerable Adults: Faculty members and the University have the obligation to comply with state and federal law regarding the protection of children and vulnerable adults participating in campus activities. (80-19)

Institutional Protections, Rights and Benefits for Faculty

The following institutional policies are not intended to reflect a comprehensive listing of all faculty protections, rights and benefits. For a complete listing, *Faculty Handbook* users should consult the University's System policies and the Staff and Professional Handbook.

- A. Complaint or Grievance: Faculty members have the right to register a complaint or grievance of improper, arbitrary or unfair application of any handbook, regulation, policy or procedure.
40-12 Complaints and Grievances
- B. Professional and Ethical Relationships with Students: Faculty members have the obligation to maintain professional relationships with students
30-6 Professional and Ethical Relationships
- C. Faculty members regularly accrue sick leave. Faculty Accrual of Sick Leave 40-7-6E
- D. Faculty members have the right to certain forms of leave with pay (including leave for family illness, bereavement, jury duty, sick leave, access to medical leave bank, and family medical leave). Leave 40-7-6
- E. Faculty members have the right to certain form of leave without pay (including leaves for political purpose or in case of illness, injury, personal reasons, school attendance, sickness in family or other bona fide reasons, or in cases of extended illness or injury when all sick leave is exhausted). Leave 40-7-8
- F. Faculty members have the right to military leaves of absence, where appropriate. Leave

40-7-10

- G. Faculty members are eligible for leave under the Family Medical Leave Act (40-7-13) and the Domestic Abuse Leave Act 40-7-14.
- H. Faculty members are entitled to benefits as University employees. These include insurance benefits (40-8-4), retirement (40-8-5), worker's compensation in case of certain injuries (40-8-6), access to tax-deferred annuities (40-8-8), and the flexible spending accounts program (40-8-9).
- I. Faculty members are entitled to a tuition waiver benefit (40-8-10) each semester.

Notice of Nondiscrimination

ENMU-Roswell is an affirmative action and equal opportunity employer. The University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in its program, activities or employment. ENMU-Roswell subscribes to Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex in any educational program or activity receiving federal funds.

ENMU-Roswell subscribes to Title IV of the Civil Rights Act of 1964 that prohibits discrimination based on race, color or national origin in any program or activity receiving federal funds. Grievance procedures for each group are outlined in the handbooks of the constituency. Persons seeking additional information about the University's nondiscrimination policy or the grievance procedures should contact:

Internal Auditor/Affirmative Action Officer

Jessica Small
Internal Auditor/Affirmative Action Officer
ENMU-Portales
1500 S. Ave. K
Portales, NM 88130
Phone: 575.562.2118
Email: Jessica.small@enmu.edu

Title IX Coordinator

Linda Neel
Executive Director of Student Services
ENMU-Roswell
PO Box 6000, 52 University Blvd. Roswell, NM
88202
Phone: 800.243.6687 or 575.624.7142
Email: linda.neel@roswell.enmu.edu

Section 504 Coordinator

Kim Childress
Director, Distance Learning
Disability Services Officer
ENMU-Roswell
PO Box 6000, 52 University Blvd. Roswell, NM 88202
Phone: 800.243.6687 or 575.624.7218
Email: Kimberly.childress@roswell.enmu.edu

Title XI Policy and Grievance Procedure

ENMU-Roswell Policy 80.12: Title IX Policy and Procedures affirms the commitment of the University to promote the goals of fairness and equity in all aspects of the educational enterprise. This policy and procedure specifically governs the University System's sex-based discrimination policies and procedures.

This policy and procedure:

1. Clearly identifies ENMU-R's Title IX personnel.
2. Expands crime reporting on campus to include offenses related to dating violence, domestic violence and sexual assault.
3. Ensures that ENMU-Roswell has standard operating policies and procedures for handling reports of sexual violence, sexual misconduct, stalking, sexual harassment, sexual stereotyping, retaliation or other conduct that has the purpose or effect of discriminating against any member of the ENMU-Roswell Community on the basis of sex. These policies apply when the above-defined conduct is perpetrated by an employee, student visitor, guest, or third party, and within the jurisdiction of the University.
4. Facilitates professional development and training related to awareness, prevention strategies, and reporting of possible policy violations and/or criminal activity.

Jurisdiction

This policy applies to conduct that takes place on property owned, operated or controlled by ENMU-Roswell, at ENMU-Roswell events, and to off campus conduct as appropriate where such conduct has the purpose or effect of discriminating against any person, on the basis of sex, with respect to any education program or activity of the system.

Non-Discrimination Statement/Title IX Coordinator:

ENMU-Roswell does not discriminate, on the basis of sex, its educational programs, activities, employment and admission, and ENMU-Roswell is required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner.

In accordance with Title IX, ENMU-Roswell is committed to providing maintaining a campus environment free from discrimination based on gender, including without limitation, sexual violence, sexual misconduct, stalking, sexual harassment, sexual stereotyping retaliation or other conduct that, when considered in light of the constellation of surrounding circumstances, expectations, and relationships, has the purpose or effect of discriminating against any member of the ENMU-Roswell community on the basis of sex, whether such conduct is perpetrated by an employee, student, visitor, guest or third-party (collectively "Sex-Based Discrimination"). Inquiries concerning the application of Title IX and 34 C.F.R. Part 106 may be referred to the ENMU-Roswell Title IX Coordinator or to the Assistant Secretary for the Office of Civil Rights of United States Department of Education.

Title IX Coordinator

Linda Neel
Executive Director of Student Services
ENMU-Roswell
PO Box 6000, 52 University Blvd. Roswell, NM 88202
Phone: 800.243.6687 or 575.624.7142
Email: linda.neel@roswell.enmu.edu

For inquiries to the Assistant Secretary for the Office for Civil Rights of United States Department of Education:

**U.S. Department of Education
Office for Civil Rights**

400 Maryland Ave. SW
Washington, DC 20202-1100
Customer Service: 800-421-3481
Fax: 202-453-6012
TDD: 877-521-2172
Email: OCR@ed.gov
Website: <https://www.ed.gov/ocr>

Reporting an Incident:

Report incidences of Sex-Based Discrimination using any of the following options. There is no time limit for filing a report of sex-based discrimination, however, if the respondent is no longer subject to ENMU-Roswell's jurisdiction, the ability to investigate, respond and provide remedies may be more limited. If you are in need of emergency services, call the ENMU-Roswell Campus Security Office, or 911 immediately then:

1. Report directly to the Title IX Coordinator or a Deputy Title IX Coordinator;
2. Report to the Vice President of Academic and Student Affairs;
3. Report to the Director of Human Resources;
4. Report to any trusted, responsible member of the ENMU-Roswell campus community who can refer you to one of the above campus representatives.
5. Report an incident through the automated Self-Service Banner system, using the Student Complaint Links located on the Student Services & Financial Aid tab.

All incidences of actual, suspected or implied Sex-Based Discrimination must be reported to, and reviewed by the Title IX Coordinator, regardless of the role of the reporter or the respondent in the campus community (students, faculty, staff or third-party participants), and even if an incident was initially reported to another party. All ENMU-Roswell employees (students, faculty, staff, and administrators) are required to report actual or suspected Sex-Based Discrimination to appropriate officials immediately, unless the employee is acting in an official, licensed capacity as a counselor, health provider or member of the clergy. All other staff involved in the reporting, investigation or hear processes of a Title IX complaint will remain the confidentiality of parties involved to the extent possible, based on FERPA regulations, and the need to protect the campus

community. All parties involved must understand that the university may not be able to honor confidentiality in all cases.

ENMU-Roswell encourages the reporting of sex-based discrimination by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to ENMU-Roswell officials or participate in resolution processes out of the fear of self-accusation of policy violations. It is in the best interest of the campus community for responsible parties to report to ENMU-Roswell officials, and that witnesses come forward to share what they know. To encourage reporting, ENMU-Roswell pursues a policy that will protect the educational opportunities of parties who willingly participate in an investigation, but might otherwise be subject to sanctions for violations of policy because of their involvement in the activity.

Investigation of an incident: ENMU-Roswell will act on any formal or informal allegation or report of violation of this policy received by the Title IX Coordinator or any System employee. Following receipt of notice or a report of a violation of this policy, the Title IX Coordinator will direct and be involved in a preliminary inquiry of the allegations to determine if there is a reasonable cause to believe there has been a violation of policy. The preliminary inquiry is typically 1-3 days in duration.

As necessary, the System reserves the right to initiate an investigation without a formal report or participation by the reporting party.

The Title IX Coordinator or their designee(s) may provide interim remedies intended to address the short-term effects of sex-based discrimination, i.e., to redress harm to the reporting party and the community and to prevent further violations. These remedies may include, but are not limited to the following:

1. Referral to counseling and health services;
2. Referral to an employee assistance program;
3. Education to the community;
4. Altering the housing situation of the respondent, resident student, resident employee or reporting party;
5. Altering work arrangement for employees;
6. Providing campus escorts (safe ride services);
7. Providing reasonable transportation accommodations;
8. Implementing contact limitations between the parties;
9. Restricting access to certain campus facilities or campuses; and/or
10. Offering adjustments to academic deadlines, course schedules, etc.

The University may impose an interim suspension of a student organization, or may place an employee on administrative leave pending the completion of investigation. Such action may occur when it is determined that the safety or well-being of any member(s) of the campus community may be jeopardized by the continued presence on-campus of the respondent or the ongoing activity of a student organization whose behavior is in question. The Title IX Coordinator will recommend interim actions; however, other campus professionals will be involved in those

recommendation decisions. If an interim suspension is imposed, the student, employee or student organization will be given the option to meet with the Title IX Coordinator or the Vice President of Academic and Student Affairs (whichever is applicable) prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator or the Vice President of Academic and Student Affairs (whichever is applicable) has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

If the Title IX Coordinator determines during the preliminary inquiry that there is reasonable cause to believe there has been a violation of policy, the investigation process will formally begin.

Within five (5) days of Title IX Coordinator's determination that there is reasonable cause to believe there has been a violation of policy, the Title IX Coordinator or his/her designee(s) will provide written notification of the commencement of the investigation to the parties. The notice shall contain a statement of the allegations against the respondent, the possible sanctions if the allegation are substantiated, the right of the respondent to present evidence and a witness list in response thereto, and any other information the Title IX Coordinator, in his/her sole discretion deems appropriate to include.

The Title IX Coordinator or his/her designee(s) will conduct interviews of the reporting party, the respondent and relevant witnesses. A party may submit a list of witnesses, and the Title IX Coordinator must receive the list within ten (10) days of the written notification of the initiation of the investigation. The Title IX Coordinator will review the witness list and will call for the interview of relevant witnesses. The reporting party, the respondent, and any witness interviewed as part of an investigation may have an advisor of their choice present at their interview. However, the advisor may not to speak on behalf of the interviewee, or offer any evidence or argument in the investigation process. All interviews are confidential, and all persons interviewed, and their advisors, if any, are required to maintain the confidentiality of all investigation proceedings.

Upon review of all the evidence, the Title IX Coordinator will determine whether it is more likely than not the acts in the report occurred and whether they constitute a violation of this policy, based on a preponderance of the evidence.

Within sixty (60) days of the initiation of the investigation, the Title IX Coordinator will prepare an Investigation Report with recommendations based on the results of the investigation and promptly provide the Investigation Report to the parties. The Investigation Report will include a statement of the allegations against the respondent, the evidence reviewed and the witnesses interviewed, the Title IX Coordinator's conclusion after review of the evidence, and recommended sanctions, if any.

If the investigation results in the recommendation of sanctions, the respondent may request a hearing as provided in this policy, if not in agreement with the sanction or outcome from the

investigation.

Hearing Procedures:

The respondent party may request a hearing by delivering a written request for hearing to the Vice President of Academic and Student Affairs or the Director of Human Resources, as appropriate within five (5) days of receipt of the Investigation Report. Failure to request a hearing within this timeframe will result in waiver of the right to a hearing and the imposition of sanction will occur.

If the respondent party properly submits a timely request for a hearing, the designated Hearing Administrator shall schedule a hearing to take place not more than thirty (30) days from the date of the written request for hearing. The Vice President for Academic and Student Affairs or the Director of Human Resources, as appropriate, will provide the respondent with notice of the date and time of the hearing not less than five (5) days before the date of the hearing. The Vice President for Academic and Student Affairs or the Director of Human Resources, as appropriate, will preside over the hearing as the Hearing Administrator. The hearing process will allow the respondent an opportunity to be heard, and to respond to the matters in the Investigation Report. The Hearing Administrator will review the Investigation Report, including all evidence provided therewith, including all presented and exculpatory evidence, and render a decision solely on the question of whether or not the University shall impose the recommended sanctions. The Hearing Administrator may impose any greater or lesser sanctions, for good cause, based on his/her review of all of the evidence. The Hearing Administrator's will deliver the decision to the respondent, the Title IX Coordinator, and the reporting party in writing within ten (10) days after the hearing. The hearing shall be private and not open to the public.

Appeals:

If either party is dissatisfied with the outcome of the investigation process, or any hearing, they may appeal to the President of ENMU-Roswell or his/her designee(s). However, a party appealing the outcome of the investigation process must provide a notice of appeal to the President within ten (10) days of receipt of the Investigation Report, or if a hearing is conducted, within ten (10) days of the final decision of the Hearing Administrator. The notice of appeal must specify a proper and reasonable basis for the appeal, including for example: procedural error, the existence of previously unavailable relevant evidence that could significantly affect the outcome of a case, or a claim that the sanction imposed, if any, is substantially disproportionate to the findings. The President or his/her designee(s) will review the appeal on the record of the hearing, or if no hearing was held, on the record of the Investigation Report. The President will issue a decision within thirty (30) days of receipt of the written notice of appeal. The decision of the President on appeal is final.

Subsequent Prevention:

ENMU-Roswell is committed to preventing the recurrence of any sex-based discrimination including without limitation, harassment, or other sexual misconduct. ENMU-Roswell will document and take such steps as are deemed appropriate to facilitate change for the purpose of

the correction of discriminatory effects on the reporting party and others, as appropriate, and ENMU-Roswell.

Retaliation:

ENMU-Roswell takes reports of sex-based discrimination very seriously. The University will not tolerate retaliation against those who make such reports or participate in the investigatory or adjudicatory process. Retaliation includes, but is not limited to, any adverse employment or education action taken for making a report of sex-based discrimination, or otherwise participating under this Policy. The University considers any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of sex-based discrimination or participation in the Title IX Process a separate violation of this Policy and may result in disciplinary sanctions. Any person who believes that they have been subject to retaliation should immediately report this concern to the Title IX Coordinator.

ENMU-Roswell highly recommends that each member of the campus community, as defined above, downloads and becomes familiar with the full language in ENMU-Roswell Policy 80.12 – Title IX Policy and Procedures, for the safety and protection of all members of the campus community.

Contracts

Evert contract issued to a faculty member shall state at least the following information:

1. Tenure Status;
2. Academic Assignment (discipline);
3. Salary;
4. Constituency;
5. Term of Employment; and
6. Special Conditions of Employment, if any.

The contractual responsibilities of ENMU-Roswell nine-month faculty member shall begin with an initial faculty meeting, which shall be called within five (5) days prior to the beginning of instruction in the fall. These responsibilities shall terminate with the submission of final grades and attendance at spring commencement. All full-time regular faculty members will be notified in April of their reappointment based on an acceptable August-May evaluation. An exception to this is for an ENMU-Roswell faculty member who receives a denial of tenure. Such a faculty member will receive a terminal contract immediately following denial of tenure.

Summer Employment

Summer opportunities for employment of regular faculty for summer session will be controlled by anticipated enrollment course offerings and availability of budget funds.

The first consideration will be program needs as determined by the Area Director and the Vice President for Academic and Student Affairs. Every effort will be made to hold summer sessions loads to a maximum of six semester hours per faculty member. ENMU-Roswell faculty members

to be employed for the summer session will be notified verbally and by letter of appointment as soon as possible during or after registration.

Overload Employment

Ordinary full-time faculty shall teach no more than three credit hours as an overload per academic semester. The ENMU-Roswell President may request exceptions to this general guideline through the Area Director and the Vice President for Academic and Student Affairs subject to final approval. Overload shall be any instructional responsibilities of Eastern New Mexico University – Roswell and its affiliated programs assigned to full-time faculty members in addition to the normal load. (A normal load is 15 semester hours or its equivalent).

Supervisor of Internships and Co-ops

A faculty member who supervises internships and co-ops is the “instructor of record” and receives compensation for the work involved in supervising the student(s) enrolled in that coursework. ENMU-Roswell compensates faculty at a rate of 20% of a three-credit hour overload for each student enrolled in the course. ENMU-Roswell Faculty is compensated for a full overload for internships and co-ops of five (5) or more students. Internships and co-ops are not counted against the total faculty workload. Area Directors should normally cap internships and co-ops at the maximum enrollment of ten student per section.

Outside Employment

Outside employment is defined as employment for which ENMU-Roswell does not disburse compensation. Subject to certain restrictions, members of the faculty are encouraged to participate in outside activities that enhance their personal and professional growth and reputation. ENMU-Roswell policy concerning outside employment is as follows:

1. Since a faculty member’s primary responsibility is to ENMU-Roswell, all outside employment is considered secondary. Outside employment will be deemed excessive when, in the judgement of the Area Director and the Vice President for Academic and Student Affairs, it interferes with the faculty members’ contractual obligation to ENMU-Roswell.
2. Outside professional employment will not conflict with classes, office hours, or other assigned duties and commitments. The faculty member is nevertheless responsible for notification of outside employment to the Area Director and Vice President for Academic and Student Affairs in writing.
3. Except in cases specifically approved, in writing, by the ENMU-Roswell President which authorize official ENMU-Roswell involvement, the faculty member, in undertaking such employment, shall act as an individual and not as an agent of ENMU-Roswell, and shall not use the name of ENMU-Roswell or official stationery in connection with such work. However, in order to avoid possible charges against ENMU-Roswell of unfair competition, an ENMU-Roswell faculty member should charge fees at least as great as would be charged by firms or individuals doing similar work, except when advice or services are given free in the public interest.

Administration:

These policies and procedures shall be administered by the ENMU System Director of Human Resources (SDHR) with oversight by the ENMU Chancellor.

Emergency Closures:

The System has an obligation to conduct its education, business and support activities on a regular basis despite occasional inconveniences cause by inclement weather or other reasons determined by the administration.

1. Closings, Delays, Early Releases. The campus shall not close during periods of inclement weather unless conditions are so severe as to endanger the campus community.
 - a. The Chancellor or branch community college president or their designated representative shall determine if the campus will close.
 - b. Employees shall be advised of early release, late report or no report conditions through the campus emergency alert system; Everbridge. The announcements shall specify if the campus is delayed or closed.
 - c. Critical Areas.
 - i. In the event the campus is delayed or closed, certain critical areas, to the nature of the activities, shall need to remain open.
 - ii. Critical activities shall be determined by the appropriate area executive administrator.
 - iii. Directors of critical activities shall clearly communicate to their employees what their work attendance requirements are during severe weather regardless of what media messages are being conveyed to the larger campus population. For example, critical activities such as Physical Plant, Department of Public Safety, Campus Security and Housing shall likely need to remain open when the campus is declared closed due to inclement weather or to open at the normal time when there is a delay announced. Directors of critical activities shall prepare contingency plans, keep plans updated and communicate such plans to employees.
 - d. An employee should direct any questions about job expectations during a delay or closure to his or her supervisor.
 - e. The area executive administrator of the unit or department shall initiate necessary actions to provide emergency meals and sleeping arrangements, should conditions require.
 - f. Non-Exempt employees required to work during a delay or closure will be compensated at their regular rate of pay. If an employee is required to work during a delay the first priority for supervisors will be early release (Example: if the campus is delayed until 10 a.m. and an employee works from 7 a.m. to 10 a.m., the supervisor will attempt to release the employee 3 hours early, and the employee will receive a full day's pay). If early release is not possible, any hours worked during the delay will be added to the total hours worked for the day (Example: if an employee works 8 hours total during a day the campus was delayed he or she will be paid the 8 hours worked plus hours worked during the delay period). Any hours worked during a full day closure will be added to the 8 hours

of pay employees receive for the closure. All hours logged during a delay or closure will be used for the purpose of computing overtime compensation of over forty (40) hours per week.

- g. An exempt employee who is required to work during a delay or closure shall not receive any additional pay beyond his or her regular salary.
- h. Work Schedules.
 - i. During emergency closures, both employees and supervisors must bear in mind the safety and well-being of employees and the need for the campus to conduct business on a regular basis.
 - ii. Employees are expected to be at work as scheduled, but should take reasonable and safe measures in attempting to meet their employment obligations.
 - iii. An employee may need to leave work early to avoid hazardous driving conditions occurring late in the day as temperatures drop.
 - iv. An employee's ability to keep regular hours due to inclement weather or hazardous driving conditions may be adversely affected by such things as the employee's own medical or physical limitations, where the employee lives, availability of transportation and family care responsibilities. If operations permit, supervisors should attempt to accommodate the needs of the employee. These decisions should be made on an individual basis, taking into consideration the employee's specific situation. Supervisors are expected to be flexible in these situations in accordance with the business needs of the campus and the reasonable health and safety needs of employees.
- i. Absences
 - i. Due to Delays and Closures. When a delay has been announced, employees in noncritical areas shall be expected to report to work at the time indicated by the media messages.
 - ii. Time off due to the announced delay or closure shall be reported as paid administrative leave and shall not be considered as time worked for overtime compensation purposes; however, employees on previously approved sick or annual leave or on a shift assignment not affected by the delay are not eligible for the paid administrative leave.
 - iii. When an employee is unable to be at work at the expected time, the employee must notify his or her supervisor, explain the reason for the absence and provide an estimated time of arrival at work.
 - iv. If the employee's individual situation permits, the employee should attempt to get to work when possible.
 - v. In most cases, driving conditions improve later in the day, enabling the employee to get to work safely. When an employee misses additional work time beyond the time indicated for the delay to end or because he or she needs to leave early even when the campus is not closed, the employee must:
 - 1. Make up the time missed under suitable conditions approved by

- the supervisor, if operational needs permit (up to two (2) hours);
- 2. Take annual leave or;
- 3. Take leave without pay.

Tuition Privileges

The Educational Assistance Program in the ENMU-Roswell policy and procedure manual has been revised to reflect the following changes:

1. Purpose.
 - a. The Educational Assistance Program is provided to encourage employees to take advantage of the educational opportunities available at ENMU-Roswell or purposes of personal and professional development.
2. Tuition Policy.
 - a. ENMU-Roswell will waive nine (9) hours of tuition for all regular employees and departments. This policy pertains to the Roswell campus only. Other fees charged for enrollment such as additional fees for distance education classes are not covered.

The foregoing purpose and policy are implemented by the following:

Procedures

1. Eligibility.
 - a. Regular employees and dependents as defined by the I.R.S., who work at least half-time are eligible subject to the restriction in Section 4.
 - b. You may be asked to provide verification of dependents based on the dependents claimed according to the most recent tax return that is filed by the I.R.S.
 - c. Regular full-time employees must comply with state rule 2.82.2.11 New Mexico Administrative Code (NMAC). In essence, this state rule reads that regular full-time employees may not be full-time students and still be eligible for ERB benefits.
 - d. Retired employees shall have the same tuition waiver privilege as permanent full-time employees.
 - e. Temporary employees are not eligible.
 - f. The Waiver of Tuition forms should be completed following regular procedures. The individual's name and social security number should be included in addition to the employee's name and social security number.
2. Restrictions.
 - a. Enrollment in credit courses is subject to availability of space and facilities. In case it is necessary to limit or reduce the size of a class, employees and dependents as defined by the I.R.S. receiving tuition waiver will have low priority.
 - b. As a general rule, employees may not enroll in courses that will interfere with regular working hours. An exception may be made in rare instances if the employee and the supervisor agree in advance, with approval of the appropriate Vice President, that enrollment will not significantly affect the performance the employee's regular assigned duties.

- c. The employee must, before registering for a credit course, be formally admitted as a student in some status by making proper application through the Admissions Office.
- d. The enrollee must pay lab, matriculation, or other fees required for the courses.
- e. The Portales campus will waive tuition for either the employee or spouse (but not both) up to 6 credit hours per semester. Dependents, as defined by the I.R.S., are not eligible for tuition waivers for classes taken through the Portales campus.

Education Assistance Procedures.

The employee obtains a “Waive of Tuition” form from Office of Human Resources, completes it and submits it to his/her supervisor for review and approval.

The Waiver of Tuition form requires the approval from the employee’s supervisor, administrative unit director or manager, Vice President, Director of Human Resources and the President.

Following final approval, the employee presents a copy to the cashier with tuition invoices in lieu of payment.

For the purpose of the Educational Assistance Program, Summer Session is defined as the first day after Spring Semester until the first day of Fall Semester.

Vacations: Faculty on regular nine-month or summer session contract will observe vacations as established by the annual calendar of ENMU-Roswell. Non-teaching faculty on twelve-month contracts will have one month (22 working days) of vacation annually. A maximum of 44 days can be carried forward to a new fiscal year.

PART FOUR – FACULTY SEVERANCE

Resignations

Any position in regard to notification of resignation by a faculty member will depend on the condition of tenure that is in effect. ENMU-Roswell does not expect its faculty to feel an obligation beyond the legal requirements of their contracts. It does expect faculty and staff members to act in accordance with ethical considerations.

It is desirable that, when feasible, the full-time faculty member who has been approached with the offer of another position inform the administration of ENMU-Roswell when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to ENMU-Roswell.

A full-time faculty member should not resign in order to accept other employment during the term of the contract. It is recognized that emergencies will occur. In such an emergency, the faculty member may ask the appropriate officials of the institution to waive this requirement, but he/she should conform to their decision.

Violation of these ethical considerations may result in immediate terminations.

Disciplinary Action

Discharge or other disciplinary action, including written reprimands or temporary suspension (with or without loss of pay) may result from a faculty member's refusal or failure to perform duties as assigned by his or her supervisor pursuant to the terms of employment in the ENMU-Roswell Faculty Handbook or the contract, incompetence in the performance of duties, actions evincing moral turpitude, or other just cause.

A faculty member who commits a minor disciplinary infraction will ordinarily be subject to a minor disciplinary sanction. Typical minor sanctions include but are not limited to verbal reprimands, written reprimands and suspensions with pay. A faculty member who believes that he or she has unjustly or inappropriately received a disciplinary sanction may pursue a complaint, as outlined in the Complaints and Grievance policy at page 14-16 in the ENMU-Roswell Faculty Handbook.

Discharge Proceedings

When just cause may exist to discharge a faculty member, whether the faculty member is tenured or holds an unexpired term appointment, the procedures outlined below are followed:

1. Preliminary proceeding shall be conducted involving the faculty member and an appropriate administrator. During the preliminary proceeding the administrator shall meet with the faculty member and attempt to reach a mutually agreeable adjustment.
2. Formal discharge proceedings shall be instituted by the ENMU-Roswell President and conducted by a hearing committee. The committee shall be appointed by the ENMU-Roswell President from among the faculty and shall include five (5) persons, at least two

of whom shall be from the college in which the faculty member holds his or her appointment.

3. The committee shall report its recommendation to the faculty member and to the ENMU-Roswell President, who shall accept, reject or modify the committee's recommendation and transmit the report and his/her recommendation to the ENMU System Chancellor. The ENMU System Chancellor shall accept, reject or modify the ENMU-Roswell President's recommendation, make the final determination and report his/her decision to the Board of Regents. The faculty member may appeal to the Board of Regents within five (5) days, and the Board of Regents shall hear the appeal within 45 days.
4. Just Cause.
 - a. Just cause for discharge from employment is any behavior that is inconsistent with the faculty member's obligations to ENMU-Roswell, when the behavior is significant or substantial in nature. The following list is for guidance only and is not considered an all-inclusive list:
 - i. Assault or battery on another person.
 - ii. Conduct demonstrating moral turpitude.
 - iii. Conviction of a felony or misdemeanor (subject to the requirements of the Criminal Offender Employment Act, NMSA 28-2-1 to 28-2-6).
 - iv. Conduct that causes damage to ENMU-Roswell, its reputation, programs, property, employees or students.
 - v. Creating a hostile working environment.
 - vi. Discrimination or harassment of another on the basis of the person's race, national origin, gender, age, sexual orientation or other legally protected status.
 - vii. Excessive absenteeism or tardiness without reasonable justification.
 - viii. Falsification or deliberate omission of material information on an employment application or resume or other ENMU-Roswell official document or record.
 - ix. Incompetence.
 - x. Inefficiency.
 - xi. Insubordination.
 - xii. Intoxication on the job.
 - xiii. Misappropriation or personal use of University funds, property or resources.
 - xiv. Misconduct.
5. Negligence.
 - a. Performance which continues to be inadequate after reasonable time has been allowed to correct it.
 - b. Plagiarism or other academic dishonesty.
 - c. Theft or fraud. Uncooperative behavior that is severe enough to interfere with the faculty member's teaching obligations.
 - d. Violation of confidentiality or the release of confidential information.
 - e. Violation of ENMU-Roswell's Drug-Free Work Place policy.
 - f. Violation of ENMU-Roswell policies or state laws.

- g. Suspension. Suspension of the faculty member, if deemed advisable, normally shall be with pay. Notification of suspension shall be given in writing by the Vice President for Academic and Student Affairs.
- h. Publicity about disciplinary matters and proceedings, except for simple announcements about routine matters of public record (such as hearing locations), shall be avoided until the proceedings have been completed, provided that ENMU-Roswell complies with its obligations under the State Inspection of Public Records Act and the Open Meetings Act. All public official statements shall be made through the ENMU-Roswell President's Office.

Other Reasons for Faculty Severance

(Reserved)

Reduction in Force

General Guidelines

The economic and academic conditions prevailing in higher education may require a reduction in force. In order to make reduction in force as fair and orderly as possible and to protect faculty members, both probationary and tenured, against the effects of such action, reduction in force shall occur only under the following conditions:

1. Institutional financial problems that are demonstrably bona fide as determined by legislative funding (Financial Exigency see Policy and Procedures Manual).
2. A significant decline in general enrollment or shifting patterns of enrollment within the College requiring programmatic review.
3. The following priorities shall serve as guides in reduction of force. Only when reduction would create severe program dislocations and when no reorganization is possible, in the judgement of the Vice President for Academic and Student Affairs, will the priorities be affected.
4. Within any academic discipline
5. Faculty other than regular full-time shall be reduced before any probationary staff is affected.
6. Probationary faculty shall be reduced before any tenured faculty.
7. Reduction in force should ordinarily proceed according to seniority. Exceptions shall be clearly justified by the Vice President for Academic and Student Affairs.
8. When faculty members have been employed under an affirmative action program, exceptions may be made to this procedure to guarantee the integrity of that program.

Faculty members whose positions have been reduced shall be guaranteed certain rights and benefits:

1. Before being terminated, the faculty member shall have the right to fill any existing academic or non-academic vacancy for which he/she is qualified or the right to transfer to any other discipline or to fill any vacancy therein for which he/she may be qualified. The Area Director and the Vice President for Academic and Student Affairs in consultation

with the faculty will determine qualification.

2. The right to recall to any position (whether it is a newly created position or a vacancy) for which the individual is qualified shall be provided for a one-year period. Recall within a discipline shall be based on seniority at the time of separation.

The institution should provide all possible assistance to a separated faculty member in securing a position in another institution or location.

Reduction in Force Resulting from Programmatic Review

A reduction in force from programmatic reasons may be necessary when a significant decline in general enrollment or shifting patterns of enrollment within ENMU-Roswell are determined by the ENMU Board of Regents to be sufficiently serious as to require the shifting of personnel resources to meet student needs. The ENMU-Roswell President, in consultation with the Administrative Council, will make the initial determination as to the necessity for programmatic review. When the ENMU Chancellor and the ENMU Board of Regents concur, a review will be undertaken following the procedures below:

Procedures for Reduction in Force Resulting from Programmatic Review

When the ENMU Board of Regents determines that a programmatic review is necessary, a reduction in force committee shall be formed which shall be called the Program Review Committee (PRC), and its membership shall be determined by the Vice President for Academic and Student Affairs.

The committee shall consider special needs of any discipline to carry on a quality program and may recommend that a program be funded in excess of its student production.

Should a possible reduction affect the existence of an academic program, the discipline and division will have three (3) weeks in which to provide written and oral justification for its program to the committee prior to the committee submitting its recommendations to the Vice President for Academic and Student Affairs. The Vice President for Academic and Student Affairs shall then make his/her recommendation to the ENMU-Roswell President.

Faculty affected by reduction in force as a result of programmatic review will be given notification in accordance with the deadlines listed in Part Two, "Notice of Non-reappointment."

Procedures for Approval and Amendment of the Faculty Handbook

Any ENMU-Roswell faculty or administrator may submit proposals for changes in the ENMU-Roswell Faculty Handbook to the ENMU-Roswell Faculty Handbook Committee for review, selection and refinement. The ENMU-Roswell Faculty Handbook Committee is a standing committee composed of one member from each instructional division and one member elected at large. Members elected by their respective constituencies.

The committee shall present all proposed changes to the ENMU-Roswell faculty in a forum. The

ENMU-Roswell Faculty Handbook Committee, after considering the forum discussion, shall further review proposals and submit its recommendation(s) to the ENMU-Roswell Faculty Senate. The Faculty Senate shall determine by a simple majority of the Senate membership which proposals it shall submit for referendum to the regular faculty of ENMU-Roswell. Those proposals receiving a favorable majority vote in the referendum shall be forwarded by the ENMU-Roswell Faculty Senate President to the ENMU-Roswell President.

The ENMU-Roswell President shall submit proposals that pass the referendum to the ENMU Board of Regents through the Chancellor of the ENMU System with his/her recommendations. The ENMU System Chancellor may elect to submit any proposed changes that do not pass this process provided that the Faculty Senate of ENMU-Roswell and the ENMU-Roswell President receive notice of this intent. The ENMU-Roswell Faculty Senate President shall have the opportunity to present recommendations to the ENMU Board of Regents.

The ENMU Board of Regents may amend this handbook without necessarily going through the aforementioned process but shall provide prior notice to the ENMU-Roswell Faculty Senate and ENMU-Roswell President. Amendments approved by the ENMU Board of Regents shall become effective at the beginning of the next contract year.