

Eastern New Mexico University—Roswell  
FACULTY HANDBOOK



*Success Starts Here!*

Contents.....	2
PREFACE .....	4
Procedures For Approval And Amendment Of The Faculty Handbook .....	5
PART ONE – THE FACULTY .....	6
DEFINITION OF UNIVERSITY FACULTY .....	6
REGULAR AND RESOURCE FACULTY .....	6
ACADEMIC RANK.....	6
APPOINTMENT.....	8
ASSIGNMENT .....	10
FACULTY CONTRACTS, LOAD, And OVERLOAD ASSIGNMENT .....	11
RIGHTS, PRIVILEGES And RESPONSIBILITIES.....	12
PART TWO—FACULTY FUNCTIONS AND RESPONSIBILITIES .....	14
General Statement .....	14
Statement On Ethics.....	14
FACULTY PARTICIPATION IN UNIVERSITY GOVERNANCE .....	14
FACULTY PARTICIPATION IN BUDGETARY MATTERS.....	14
FACULTY PARTICIPATION IN THE SELECTION AND EVALUATION OF ACADEMIC ADMINISTRATORS.....	15
FACULTY SELECTION AND EVALUATION.....	16
ANNUAL PERFORMANCE APPRAISAL AND DEVELOPMENT PLAN (PADP) And REVIEW OF TENURED FACULTY .....	20
Teaching & Learning .....	21
Service .....	22
Professional Growth .....	22
Periodic Review Of Tenured Faculty. ....	24

PART THREE INSTITUTIONAL POLICIES PERTAINING TO FACULTY ..... 27

    FACULTY RIGHTS AND PROTECTIONS DEFINED In FEDERAL And STATE  
LAW..... 27

    INSTITUTIONAL PROTECTIONS, RIGHTS, And BENEFITS For FACULTY .... 27

    ACADEMIC FACULTY POLICIES..... 28

    Outside Employment ..... 29

    Faculty Personal Leave ..... 30

    Leave For Professional Development..... 30

    UNIVERSITY POLICIES And PROCEDURES RELATING To FACULTY  
SEVERANCE And REDUCTION In FORCE ..... 32

    Reduction In Force ..... 35

    General Guidelines..... 35

    Reduction In Force Proceedings Due To Financial Exigency..... 36

PART FOUR UNIQUE LANGUAGE SPECIFIC TO ENMU-ROSWELL ..... 39

    Campus Presence And Office Hours:..... 39

    Faculty Evaluation Committee ..... 39

    The Tenure Packet..... 39

    Rank And Title ..... 41

    Definition Of Terms..... 41

    Consideration For Rank..... 41

    Faculty Adjudication. .... 42

    Faculty Rank..... 43

    Minimum Requirements And Other Elements Of Each Rank. .... 43

## PREFACE

The ENMU-Roswell Faculty Handbook defines the central role of the faculty on the Roswell Campus. The Faculty Handbook articulates faculty rights, responsibilities, roles, obligations, and status.

Faculty voices contribute to decision making at multiple levels and are an important component of shared governance across the campus.

The administrative procedures outlined in the most current Faculty Handbook supersede statements of general principles published in external sources or previous versions. No statement contained in The Handbook limits the plenary powers, with respect to ENMU-Roswell, 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-Roswell’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.

## 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 are 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 their recommendation(s) to the ENMU-Roswell Faculty Senate. The Faculty Senate shall determine by a simple majority of the Senate membership the proposals to 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 the 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.

## PART ONE – THE FACULTY

### I. DEFINITION OF UNIVERSITY FACULTY

- a. The University faculty shall consist of all persons formally appointed with academic rank by the Vice President for Academic and Student Affairs. Faculty appointments and privileges vary according to the nature of rights and responsibilities, term of appointment, assignment, rank, governance, and administrative role.

### II. REGULAR AND RESOURCE FACULTY

- a. It is useful to distinguish between categories of faculty that have certain rights, responsibilities and roles in the University and in representing the faculty constituency in governance. For this purpose, and for economy in referring to faculty who are tenured or who are eligible for tenure, the concepts of Regular and Resource faculty are defined.
  - i. Regular faculty are all University faculty who are either tenured (continuous appointment) or probationary and who have appointments that are half time or more in instruction, University service, professional service, department chairship \ program directorship, or scholarship and research.
- b. Resource faculty are all other University faculty who do not qualify as regular faculty. In general, but not exclusively, resource faculty hold term appointments from one semester to three years (with annual review prior to reappointment) and/or administrative assignments.

### III. ACADEMIC RANK

- a. Promotion in rank is an earned achievement and is an indication of the institution's confidence in the individual faculty member. As such, promotion is a significant procedure and not an entitlement. Promotion indicates the faculty member has continued to grow and develop professionally. In no way should minimum years in rank be considered the only prerequisite for promotion.
- b. While guidelines are desirable and helpful in most circumstances, they should not be construed so rigidly as to prevent consideration of exceptional and unusual circumstances. Such instances should be clearly identified as exceptional and should be explained in detail on an ad hoc basis.
- c. There are five academic ranks at Eastern New Mexico University—Roswell. Rank is assigned at the time of appointment or, for those on continuing appointments (tenure), as the result of decisions from the faculty evaluation process. The five ranks are Professor, Associate Professor, Assistant Professor, lecturer, and Instructor. For all ranks, “academic responsibility”

is defined as evidence of willingness to accept and perform teaching, service, and scholarly or creative activities, as well as advising, as defined by the faculty member's individual contract, FEC Criteria, and/or University Guidelines.

- d. Generally, faculty shall hold at least a master's degree or have appropriate experience, certifications, or licensure. Exceptions to these requirements may be made by the Vice President for Academic and Student Affairs upon presentation of evidence of a record of experience or other credentials that indicate academic degree equivalence. Retired faculty who receives an adjunct appointment shall be assigned the same academic rank as they held at the time of their retirement.
- e. The Rank of Professor. Persons appointed at or promoted to Professor, the highest rank which the University confers, shall hold an earned doctorate, appropriate terminal degree in the field, or significant qualified experience in a technical or career field and shall have demonstrated excellence in teaching, service, and scholarly, creative, or professional activities. They shall have served a minimum of ten years in higher education and shall have served in rank as an Associate Professor for at least four years.
- f. The Rank of Associate Professor. Persons appointed at or promoted to Associate Professor, a senior rank in the University faculty, shall hold an earned doctorate, appropriate terminal degree in the field, or significant qualified experience in a technical or career field and shall have demonstrated excellence in teaching, service, and scholarly, creative, or professional activities. They should have served a minimum of four years in higher education and should have served in rank as an Assistant Professor for at least four years.
- g. The Rank of Assistant Professor. Persons who hold a doctorate, master's, or appropriate professional certifications, licensure, and training (qualified experience) are eligible for appointment at the rank of Assistant Professor. A person with four years of experience in higher education and evidence of significant progress toward the completion of an appropriate terminal degree or an equivalence of professional training, certification, and professional advancement, may also be assigned rank as Assistant Professor. Consideration for promotion shall require evidence of demonstrated excellence in teaching, service, and scholarly, creative, or professional activities.
- h. The Rank of Lecturer. This rank is reserved for resource faculty appointed on a term contract for a primarily instructional, temporary, and usually part-time assignment. Faculty holding the rank of lecturer are not assigned the full, normal range of faculty responsibilities (teaching, service and scholarly, creative, or professional activities as defined by the faculty member's individual contract, respective FEC Criteria, and/or College Guidelines).

Exceptions to these requirements may be made by the Vice President for Academic and Student Affairs upon presentation of evidence of a record of experience or other credentials that indicate academic degree equivalence.

- i. The Rank of Instructor. This rank is the beginning level in college and university teaching and as such has minimal requirements as far as academic preparation is concerned, i.e., the completion of the master's degree. This rank is also for resource faculty appointed on a one-year or three-year rolling contract primarily for instructional assignment. Faculty holding the rank of instructor are not assigned the full, normal range of faculty responsibilities (service and scholarly, creative, or professional activities as defined by the faculty member's individual contract, their respective FEC Criteria, and/or College Guidelines). There is no experience requirement.

#### IV. APPOINTMENT

- a. There are four kinds of faculty appointments at Eastern New Mexico University-Roswell: tenured, probationary, term, and special. Tenured and probationary appointments apply only to regular faculty; term and special appointments apply only to resource faculty. The terms and conditions of any appointment will be defined in the contract issued by the Vice President for Academic and Student Affairs to the appointee. The types of appointments are described below.

- b. Regular Faculty

- i. Tenure Appointment

1. A tenure appointment provides for continuous employment for fall and spring terms (or otherwise, if so stated) from the date of appointment until the year of retirement. Tenured faculty are accorded the rights of academic freedom and due process. Following first notification of a tenured appointment, except in circumstances or change of status (promotion, leaves, etc.), tenured faculty on continuous appointments will receive annual employment contracts, in electronic or paper format, that will establish salary and assignment.

- ii. Probationary Appointment (or tenure-track appointment)

1. A probationary appointment may be made for a full-time or part-time faculty member eligible for tenure for a period established in the employment contract from the Vice President for Academic and Student Affairs. Previous experience to be credited to the probationary period must be agreed upon and communicated in writing when the University issues an initial letter of probationary appointment.

This appointment is subject to renewal. Probationary appointees will be given the following notice of non-reappointment, if applicable, as follows:

2. Not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or, if a first-year appointment terminates during an academic year, at least three months in advance of its termination.
3. Not later than December 15 of the second academic year of service if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
4. At least twelve months before the expiration of an appointment after two or more years employed by the institution.

c. Resource Faculty

i. Term Appointment

1. Non-tenure-track faculty, either full-time or part-time, may be given a term appointment. A term appointment is for a specific period of time, from one semester to three years, and provides no guarantee of reappointment. Faculty on term appointments do not have the same rights and responsibilities as tenured or probationary faculty.

ii. Special Appointment

1. A special appointment is one made to assign academic rank to a person who has contributed or is contributing to the teaching, University service, professional service, or research functions of the academic mission of the University but currently may not be a compensated faculty employee of the institution. Persons holding special appointments do not have the same rights and responsibilities as tenured or probationary faculty. There are three kinds of special appointments that are likely to occur most often, although others may be designated:
2. The Rank of Post-Doctoral Associate. This rank, a beginning level in college and university teaching or research, has the minimal requirement of an earned doctorate degree. There is no experience required.

3. Emeritus/Emerita: A distinguished and honorary appointment given a tenured member of the faculty who has retired, based on a recommendation from the Faculty Evaluation Committee, department or school, and academic administration.
4. Honorary Assignment: On occasion, persons who have distinguished themselves in faculty functions will be given an academic rank and title to acknowledge their accomplishments. After consultation with appropriate faculty and academic administrators, the Vice President for Academic and Student Affairs may appoint these individuals to the Eastern New Mexico University faculty with the designation of "Distinguished Professor."

## V. ASSIGNMENT

Faculty assignments vary in time, work load, and function. This variation affects not only the appointee's employment rights and responsibilities but also the appointee's role in faculty or administrative governance.

### a. Faculty Functions

- i. Faculty members may perform functions in the following areas: teaching, service and scholarly or creative or professional activities (The term scholarly or creative activities shall include research and/or artistic and creative endeavors, when appropriate; the term professional activities shall include certifications, trainings, or other professional interactions). Schools or departments may add and/or define these areas as needed within the FEC Criteria and school guidelines.

### b. Term and Time of Assignment

- i. Faculty appointments vary according to the part of the fiscal year for which the appointee is assigned. The typical units are the fiscal year, the academic year (contiguous fall and spring semesters), a semester, the summer semester, an interim period, or others as defined.
  1. Assignments may also vary according to whether the individual is assigned to a full-time or part-time effort within a given term of employment.

### c. Visiting Assignment

- i. On occasion, persons who already hold academic rank at another institution of higher education will be appointed to the University faculty. After consultation with the appropriate faculty and academic

administrators, the Vice President for Academic and Student Affairs may appoint these individuals to the Eastern New Mexico University faculty with the designation of "visiting" professor.

d. Administrative Assignment

- i. University faculty with less than half-time administrative assignments retain their status as tenure-track or probationary faculty (for example, department chairs, program coordinators, etc.). University employees with more than half-time administrative assignment in their contracts and who hold academic rank are, by definition, resource faculty. Academic administration shall include, but not be limited to, the President of the University, the Vice President for Academic and Student Affairs, Assistant Vice Presidents, Deans, and associates and assistants of the aforementioned administrators.

VI. FACULTY CONTRACTS, LOAD, and OVERLOAD ASSIGNMENT

a. Contracts

- i. Every contract issued to a faculty member shall state at least the following information:
  1. faculty classification (see Definitions, Sections II, III);
  2. rank;
  3. tenure status;
  4. academic assignment (discipline);
  5. salary;
  6. constituency;
  7. special conditions of employment, if any, and
  8. term of employment.
- ii. The faculty contract specifies when faculty will report in the fall and spring and when the semester's responsibilities conclude. All full-time regular faculty members will be notified no later than one week prior to the end of the spring semester of the details of their contracts for the next year.

b. Summer Employment

- i. Opportunities for employment of regular faculty for the summer session are based on anticipated enrollment, needed course

offerings, and availability of budgeted funds.

1. Where feasible, a rotation system will be utilized to give as many faculty members as possible an opportunity for summer employment. The first consideration will be program needs as determined by the appropriate Dean and the Vice President for Academic and Student Affairs.
2. Faculty members with terminal academic preparation in a program will ordinarily be given preference in summer assignments as faculty with less than terminal preparation are expected to continue work toward the completion of terminal qualifications. Every effort will be made to hold summer session loads to a maximum of six semester hours per faculty member, based on an eight-week session. Faculty to be employed for a summer session will be notified by letter of appointment on May 1 or as soon as possible after that date.

c. Overload Employment

- i. Ordinarily, full-time faculty shall teach no more than three credit hours as an overload per academic year. Exceptions to this general guideline may be requested through the appropriate Dean, subject to final approval by the Vice President for Academic and Student Affairs. Overload shall be defined as any instructional responsibilities of Eastern New Mexico University-Roswell and affiliated programs assigned to a full-time faculty member in addition to the normal load. Normal load is defined as 15 semester hours or its equivalent on the Roswell campus.

d. Release Time

- i. Faculty members can be reassigned from normal teaching responsibilities, and the most common request for reassigned time comes from faculty who wish to pursue various scholarly, creative, or professional activities. A faculty member receiving grant funding to conduct research with sufficient dollar amounts in the grant to cover a percentage of his/her salary can be granted course reassignment at the beginning of a semester.

## VII. RIGHTS, PRIVILEGES and RESPONSIBILITIES

- a. General Principles. The University subscribes to the principles the 1940 Statement of Academic Freedom and Tenure of the American Association of University Professors (AAUP). All University faculty also acknowledge the responsibility to accept the constraints of professional ethics as outlined in that statement, the parallel Statement of Professional Ethics of the AAUP (1966), and the AAUP Statement of Freedom and Responsibility (1970).

- i. University faculty derive rights and privileges in accordance with the provisions of this Handbook, the University Statement on Governance and the constitution and bylaws of the Faculty Senate. In situations where the rights and privileges of regular faculty are not specifically addressed by this Handbook, the issue may be referred to the Faculty Senate for review.
- b. Resource Faculty. Resource faculty are not eligible for tenure or sabbatical leave. They are not entitled to early notice for reappointment or nonrenewal. They may not vote in the election of senators or members of standing or special committees in any other election conducted under the auspices of the Faculty Senate election committee. They are not eligible to serve on a standing or special committee. Resource faculty may participate in college and school/ department elections if their participation is approved by majority vote of the regular faculty in their school.
- c. Emeriti Faculty. Emeriti faculty are accorded certain privileges as defined in this Handbook by virtue of their retirement and emeritus status and by negotiation with the University administration. (See Part Three, X. Retirement)
- d. Rights and Responsibilities. As members of the University community, faculty members have an obligation to protect and secure University property, equipment, records and resources. Many of these obligations are clarified in University policies including but not limited to the code of conduct, keys, computer and information security, use of purchasing cards and purchasing practices, and travel regulations. While faculty may use University resources for certain activities related to teaching or other responsibilities, these resources should be used to advance the University's mission, not for personal or financial gain. If such use is more than occasional, the department chair, director, or dean may request clarification of use from the faculty member. If the faculty member is in doubt about the use of University facilities, equipment or resources (equipment, staff time, etc.), faculty should consult the appropriate department chair, director, or dean and secure permission for the use.

## PART TWO—FACULTY FUNCTIONS AND RESPONSIBILITIES

### I. General Statement

The Board of Regents of Eastern New Mexico University has adopted a policy on governance that subscribes to the principles outlined in the 1966 Statement on Government of Colleges and Universities, jointly formulated by the American Association of University Professors, the Association of American Colleges and Universities, and the Association of Governing Boards of Universities and Colleges.

### II. Statement on Ethics

Collegiality is best evaluated in the context of established criteria for the evaluation of teaching, scholarly or creative or professional activity, and service. Faculty and administrators strive to be objective in their professional judgment of colleagues, and they do not discriminate against or harass colleagues. Faculty members have the right to register a complaint or grievance of improper, arbitrary, or unfair application of any handbook, regulation, policy or procedure (see Part Three, Section II.A below). Faculty respect and defend the free inquiry of associates, even when inquiry leads to findings and conclusions that differ from their own. Faculty accept their share of faculty responsibilities for the governance of their institution.

### III. FACULTY PARTICIPATION IN UNIVERSITY GOVERNANCE

- a. The Faculty Senate is the primary vehicle for faculty participation in University governance and is elected in accordance with its own constitution as approved by the Board of Regents. Other means of faculty participation in governance include membership of faculty as either elected or appointed representatives on University standing committees and other consultative groups.

### IV. FACULTY PARTICIPATION IN BUDGETARY MATTERS

- a. Eastern New Mexico University subscribes to the principles outlined in the 1972 statement of the AAUP entitled The Role of the Faculty in Budgetary and Salary Matters, which essentially establishes two requirements: (1) clearly understood channels of communication and (2) the accessibility of important information to those groups which have a legitimate interest in budgetary and salary issues.
  - i. There shall be participation by each group (governing board, President, and faculty) appropriate to the particular expertise of each. Thus, the Board of Regents is expected to husband the endowment and obtain capital and operating funds; the President is expected to maintain existing institutional resources and create new ones; the faculty is expected to make recommendations about faculty salaries and, in its primary responsibility for the educational

function of the institution, to participate also in broader budgetary matters primarily as these impinge on that function. All three groups, the ENMU Statement on Governance states clearly, should participate in long-range planning.

- ii. Faculty involvement in budgetary matters primarily manifests through the President of the Faculty Senate (or designee) attendance at meetings of the Higher Education Department and the New Mexico Legislative Finance Committee.

#### V. FACULTY PARTICIPATION IN THE SELECTION AND EVALUATION OF ACADEMIC ADMINISTRATORS

- a. Eastern New Mexico University subscribes to the principles outlined in the 1974 Statement of Faculty Participation in the Selection and Retention of Administrators of the AAUP, which are outlined below:
- b. Ad hoc search committees for the selection of administrators are established by the Board of Regents (when a vacancy is in the office of the University President) or by the appropriate administrative offices.
- c. Faculty participation in the evaluation (and retention) of academic administrators is accomplished through their representation on a committee for the evaluation of administrators, which is broadly representative of the several University constituencies. The committee, which shall be reconstituted each academic year not later than October 1, is composed of:
  - i. three members of the faculty; they must be tenured and be at least Associate Professors; the faculty of each college annually shall elect one member of the committee from within the college's faculty.
  - ii. a member of the Professional Employees Senate constituency to be selected by Professional Employees Senate.
  - iii. a member of the Support Employees Senate constituency to be selected by the Support Employees Senate.
  - iv. a member of the Student Senate constituency to be selected by the Student Senate (or other student representative).
- d. The chair of the committee must be a faculty member and will be determined by a vote of the membership.
- e. Only the faculty members of the committee will have access to the academic administrator evaluations in order to prepare a report that summarizes those evaluations. The reports prepared by the faculty members of the committee are submitted to the University President for his or her use in determining the effectiveness of the academic administrators

and their retention in their positions.

- f. For the purposes of this review academic administrative positions shall include all administrators whose duties significantly impact the academic environment of the University. The following are considered to be academic administrative positions: President, VPASA, vice presidents, deans, and academic directors.

## VI. FACULTY SELECTION AND EVALUATION

- a. Faculty participation in the selection of colleagues occurs through their determination of the needs of the department, the preparation of the job announcement, membership on the search committee, opportunities to interact with candidates, and the opportunity to provide a recommendation regarding the candidate selected.
- b. The primary responsibility for faculty selection and evaluation rests with the faculty. Evaluation encompasses functions in the areas of teaching, service, and scholarly or creative or professional activities.
- c. Recommendations for appointment, retention, promotion, leaves and tenure originate with the faculty and will be based on these evaluations. Regular faculty members seeking a change of status (probationary retention, promotion, tenure, leave) shall be responsible to initiate such a change through their own active role in applying for the change of status, following appropriate procedures, and preparing and submitting materials and/or a review file.
- d. To be retained/rehired for the next contract year, resource faculty who have an academic year or multi-year contract that includes at least a .5 FTE teaching load are also subject to the following procedures.
- e. Subject to the Board's review, the Board of Regents delegates final authority for all matters relating to faculty status to the President.
- f. Faculty Evaluation Process
  - i. Timeline. At the beginning of each fall semester the office of Academic Affairs shall publish a calendar establishing the dates for each step of the faculty evaluation process. The schedule for faculty who are in their first year of employment at Eastern New Mexico University--Roswell shall commence with the gathering of information during fall semester with the evaluation process occurring in spring semester. The schedule for all other faculty shall begin with the fall semester.
  - ii. Selection of FEC. Each fall semester, the faculty shall elect a Faculty Evaluation Committee (FEC) of not fewer than three nor more than

five faculty at any rank. Whenever possible, a majority of the FEC shall hold tenure.

1. If an elected member of an FEC must be evaluated, that member shall recuse themselves from those deliberations.
- iii. Establishment of FEC Criteria. The FEC shall propose appropriate FEC peer and student evaluation procedures for the subsequent year for all faculty with instructional assignments. FECs shall develop faculty evaluation guidelines that identify appropriate teaching, service, and scholarly or creative or professional activities for their disciplines as well as expectations for rank, tenure, and promotion. Other evaluations may include those from faculty on campus and/or professional colleagues off campus. Peer evaluations must be signed by their author. The proposal must be ratified by a simple majority vote from regular faculty and full-time resource faculty members. After approval by the faculty, these guidelines should be forwarded by the chair to the deans and VPASA.
    1. The FEC shall communicate these procedures in writing to the faculty of the unit and to the Dean of the colleges. When changes are made to these guidelines, they go into effect in the next academic year.
  - iv. Probationary Faculty. For the required annual appraisal, probationary faculty submit a PADP. The PADP should document the faculty members' performance in the areas of teaching, service, and scholarly, professional, or creative activities for the academic year. A cumulative file (including individual PADPs) is submitted for tenure or promotion review and covers the faculty member's entire service.
  - v. Resource Faculty. Resource faculty with at least an average annual .5 FTE teaching load on multiyear contracts shall submit a PADP to their FEC each year of their initial contract. After this period, they will be required to submit a PADP only during the year in which the contract is under consideration for renewal (the year prior to contract renewal), unless otherwise specified in their faculty contract or as required by University guidelines. The evaluation steps for resource faculty members (those with term contracts) shall stop at the level of the deans.
  - vi. Tenured Faculty. Faculty who are tenured are reviewed every three years through the regular PADP process.
  - vii. Right of Response. At any step in the evaluation process, upon receiving written notification of a recommendation, a candidate may

submit a written response to provide comment or additional clarification or information. This response shall be submitted to the evaluator by the date specified in the evaluation calendar from Academic Affairs. The evaluator (within five working days) shall acknowledge receipt and shall notify the candidate how the response affected the recommendation. These responses become part of the review file. The evaluation calendar for candidates electing to make responses may be adjusted to absorb the five-day allowance as required to meet individual circumstances.

g. Stages of the FEC Process

- i. Step One. On the date assigned by the Academic Affairs calendar, a faculty member seeking retention, promotion, or tenure submits a cumulative review file according to established FEC criteria. The FEC shall then review these materials according to FEC and prepare an appraisal of the candidate's progress or success in meeting or achieving the University's standards for retention, promotion, or tenure.
  1. The FEC Chair shall provide the candidate with a copy of their recommendation and rationale and forward the review file and recommendation to supervisors (the appropriate dean or director). In the case of a recommendation of non-retention from the FEC, the faculty member may respond to the FEC with additional statements or clarifications. The FEC chair will respond, and then the file, with the responses, is forwarded to the supervisor.
- ii. Step Two. The supervisor (dean or director) shall review the faculty member's file, the FEC recommendation, rationale, and any responses and then shall present a written recommendation and rationale to the VPASA who will review materials to determine whether standards and procedures have been applied equitably. A faculty member's file is assessed based on the expectations established by the FEC Criteria.
  1. In the case of a recommendation of non- retention, declined tenure, or declined promotion from the FEC or supervisor, the faculty member may respond with additional statements or clarifications. The dean and/or FEC will respond, and then the file, with the responses, is forwarded to the VPASA. If VPASA recommends non-retention, declined tenure, or declined promotion, faculty can appeal to the President.
    - a. The VPASA and the President will review all requests for retention, promotion, and tenure even if all levels

are recommending retention.

- iii. Step Three. If the faculty member is requesting tenure and/or promotion, the Vice President for Student and Academic Affairs shall review all recommendations and supporting materials. If a tenure or promotion decision is involved, the VPASA shall present a written recommendation and rationale to the President. The VPASA shall provide the faculty member with a copy of the recommendation and rationale at the time the recommendation is forwarded to the President. If no tenure or promotion is involved, the VPASA shall present his/her decision to the faculty member and copy the FEC and supervisor (deans or directors).
- iv. Step Four. If the faculty member is seeking tenure and/or promotion, the President shall review the file, recommendations, and responses and shall advise the faculty member, the FEC, supervisors (dean or director), and VPASA of the President's decision. In the case of a negative decision, the faculty member may submit a written response to the President within five working days. The President, within five working days, shall acknowledge receipt and shall notify the faculty member of how the response affected the decision.
- v. Appeal Process. Faculty can submit a written appeal regarding a final negative decision for retention, tenure, and/or promotion to the President. Within five working days of receiving the final Presidential decision, the faculty member may request a hearing before the Board of Regents to appeal the President's decision. The Board of Regents shall schedule the meeting as soon as possible.
- vi. Unless otherwise stipulated in their contract, a probationary faculty member will submit their application for tenure in the Fall semester (1st semester) of their fourth year of service. If awarded, tenure would begin in the fall of the faculty member's fifth year of service, acknowledged in their contract.
  1. Similarly, a successful application for promotion is acknowledged in the following fall's contract

#### h. Emeritus Status

- i. Emeritus or emerita status upon retirement may be recommended to the President through the regular faculty evaluation process (FEC, supervisor (dean or director), VPASA) for approval by the Board of Regents. Such status is not automatically awarded but is a special recognition of outstanding service. Emeriti faculty shall be listed with other faculty in University publications.

VII. ANNUAL PERFORMANCE APPRAISAL AND DEVELOPMENT PLAN (PADP) and REVIEW OF TENURED FACULTY

- a. Because of ENMU-Roswell's unique status as a two year, Associates granting community university with a mission that serves transfer students as well as work force, technical and trade, and health professions, yearly evaluations focus on each faculty member's development as instructors and professionals.
- b. The PADP is a collaborative document whose goal is to share accomplishments and both mark and inspire professional growth. Specifically, the PADP should highlight significant achievements, contributions to the department and University, and professional development activities while identifying areas of strength and areas for development.
- c. The PADP provides a venue for open dialogue between the faculty member and their supervisor and allows for a discussion about expectations, challenges, goal setting, and support needs.
- d. The PADP is an official document and serves both administrative and faculty goals, which include professional development, administrative supervision, and career advancement tracking.
- e. Each faculty member completes a PADP once every calendar (tenured faculty submit every third year unless they are applying for promotion and elect to submit more frequently). The summary covers the Spring, Summer, and Fall semesters and serves as a review of a faculty member's experience as a professional educator. The complete PADP becomes a part of the faculty member's employment file, and as a collection, PADPs are included in a Tenure and Promotion packet submissions.
- f. The PADP:
  - i. Serves three primary purposes:
    1. Chart a record of development and track milestones as an educator at ENMU-R;
    2. Provide an opportunity to catalog and express accomplishments and service for each year; and
    3. Articulate opportunities and goals for the next year.
  - ii. Unites multiple voices to create a holistic view of a faculty member's experience and contains:
    1. Instructor's self-review;

2. Supervisor's review;
  3. Student End of Course Critiques (numerical and narrative / comments); and
  4. Peer and supervisor course observations.
- iii. Includes three principal areas of faculty review, including the faculty member's:
1. Teaching and classroom experience including course management and facilitation of different modalities;
  2. Service to their department, students, and the University; and
  3. Commitment to professional development activities.
- iv. Is reviewable by the following:
1. Supervisors (Dean, Program Directors, VPASA, President) and
  2. FEC committee members for tenure review only.
  3. All FEC members, supervisors, and administrative personnel reviewing faculty submissions must keep all documents, information, and committee discussions confidential.
- v. Has the following administrative uses:
1. Supervisory review for probationary faculty;
  2. Supervisory assessment for tenured faculty;
  3. evaluative assessment for tenure or promotion;
  4. individual and supervisory collaborative goal setting; and
  5. tenure review.

## VIII. Teaching & Learning

- a. The self-review and supervisory-review focus on the faculty member's teaching and learning and include observations from multiple stake-holders (including students and peers). Teaching and learning cover a wide-range of experience and skills and can be expressed through an instructor's pedagogy, classroom management, expressed teaching philosophy, curriculum development, assignment creation, feedback and grading, online presence and effective use of technologies (as appropriate),

advising, mentorship, and rapport among several others.

#### IX. Service

- a. Service takes many forms but includes leadership on or contributions to department or University-wide committees, task forces, ad-hoc groups, and boards as well as program development, curriculum development, mentorship roles, advisory functions, student organization or club development or leadership, participation in University events, attendance at University functions, community engagement or outreach, participation in assessment activities, grant writing, fundraising, strategic planning, accreditation work, and participation in shared governance among others.

#### X. Professional Growth

- a. Professional development manifests in many unique forms including publications, presentations, additional education (degrees, courses, badges, etc.), research, academic activity, creative activity, contributions to professional societies, leadership in professional groups, conference attendance, workshop leadership or attendance, commitment to University sponsored PD activities, mentorship roles, curriculum and course development or creation, peer observation, and grant writing among others as well as external representations like awards, certifications, professional promotion or acknowledgement, and others.

#### XI. Supervisor's Role

- a. A faculty member's Dean will review the PADP submission and generate the Supervisor's PADP Review form prior to meeting with the instructor. The Dean's feedback is developmental and will provide growth-oriented comments on areas of strength. The Dean and faculty member will collaborate on goals and plans for professional progress. The faculty member and Dean sign the completed PADP.

#### XII. PADP Process

- a. By the date assigned by the VPASA FEC schedule, the faculty member (probationary and tenured) will submit a completed PADP (including a self-evaluation, peer (and/or supervisor) observations, and end of course critiques) to their Dean.
- b. The Dean shall review the faculty member's PADP form and any additional attachments (supporting materials, observations, etc.); indicate whether the faculty member's performance is Satisfactory or Unsatisfactory; add their own comments; and present the completed form to the faculty member for review and discussion.
- c. After discussing the PADP with a faculty member, the Dean shall review the

faculty member's PADP and then present the FEC with the completed, signed, and initialed PADP form.

- i. A member of the FEC will sign for collected documents. The FEC will not accept any PADP that is not completed, signed, and initialed. The appropriate Dean and their office will be responsible to make sure the PADP is complete before sending the document to FEC.
  - ii. The FEC will only collect PADPs once the entire unit has completed the evaluations for all scheduled faculty.
  - iii. The VPASA and their office will be responsible to notify the faculty member, director, and Dean if scheduled deadlines for submissions are not met.
- d. The FEC shall review, comment if necessary, and sign the faculty member's PADP. Once signed, the FEC shall present the VPASA with the completed, signed, and initialed PADP. The VPASA's office will sign for the submitted documents.
- e. The VPASA shall review all recommendations and supporting materials to determine whether standards and procedures have been applied equitably, sign the document, and move each PADP to the President for signature.
  - i. In the case of a recommendation of non-retention (Unsatisfactory) from the Dean, the VPASA will provide a written recommendation and rationale to the faculty member. The faculty member may respond within five business days (5) with additional statements or clarifications.
  - ii. The VPASA will respond within five business days (5) of receipt of the response and then forward the PADP to the President with the responses. The VPASA shall provide the candidate with a copy of their recommendation, rationale, and PADP.
- f. The VPASA's office will send a copy of the final PADP to the faculty member and the appropriate Dean.
  - i. Upon receiving the final decision, the faculty member may appeal to the President's office within five business days (5). The faculty member must submit a written appeal.
  - ii. The President will have five business days (5) upon receipt of appeal to respond to the faculty member.
  - iii. Final responses will be included in the evaluation.
- g. In summary: the faculty member completes and submits the PADP; the

appropriate Dean completes the Supervisory portion of the PADP, assesses strengths and assigns a Satisfactory/Unsatisfactory rating, and meets with the faculty member; the Dean sends the signed PADP to the FEC; the FEC sends the signed PADPs to the VPASA; The VPASA acknowledges procedures have been followed and forwards the PADPs to the President for signature who returns signed PADPs to the VPASA; the VPASA returns completed PADPs to faculty member and Dean. Faculty have opportunity for rebuttal at certain stages.

### XIII. Periodic Review of Tenured Faculty.

- a. The requirement of periodic review of tenured faculty (as mandated by SB 1131 of the 42nd Legislature of the State of New Mexico [1995]) shall be satisfied with the existence of the PADP, provided the faculty member's performance is considered to be Satisfactory. However, if the faculty member's overall performance is considered Unsatisfactory in two consecutive cycles, the faculty member shall be recommended for post-tenure review, following the procedures outlined below.
- b. Notification. Upon receiving two consecutive annual appraisals with Unsatisfactory ("does not meet overall expectations"), the faculty member shall be notified by the appropriate supervisor that during the next academic year, a post-tenure review will be conducted of the faculty member's performance in the areas of teaching, service and scholarly or creative or professional activities.
- c. Review Committees. Early in the fall semester, if a faculty member has been identified for post-tenure review, the Faculty Senate shall conduct elections for an ad hoc committee, the University Faculty Review Committee (UFRC). The UFRC shall be formed of five tenured faculty members elected with representation across the campus. When possible, the committee should include members from the faculty member's discipline or direct peers. The committee will elect a chair.
- d. Criteria. The criteria used in the post-tenure review shall be the same as the PADP.
- e. Timeline. The timeline for the periodic review is set by the Vice President for Academic and Student Affairs.
- f. Process of Post-Tenure Review. With each step of the post-tenure review process, the faculty member shall be provided with a copy of the reviewers' analysis, recommendation, and rationale for the recommendation. At any step in the process, the faculty member may submit a written response. The response shall be submitted to the reviewer(s) within 5 working days. Reviewer(s) conducting the review shall, within five working days, acknowledge receipt and respond to the faculty member. All analyses,

recommendations, and responses shall be added to the, review file. Analyses shall identify if there is a clear pattern of poor performance in the areas of teaching, service, and scholarly or creative or professional activities.

- i. Step One. In the year the tenured faculty is scheduled for review, they shall submit a five-year review file to the FEC. The review file shall include a reflective statement by the faculty member describing their teaching, service, and scholarly, creative, or professional activities along with the record of student and peer reviews.
  - ii. Step Two. The FEC shall provide an analysis of the faculty's performance in the areas of teaching, service, and scholarly, creative, or professional activities. The FEC analysis shall indicate whether or not a Mandatory Improvement Plan (MIP) is recommended. The file is then forwarded to the Dean.
  - iii. Step Three. The Dean analyzes the file and shall indicate whether or not an MIP is recommended. The file is then forwarded to the VPASA.
  - iv. Step Four. The VPASA analyzes the file and shall indicate whether or not an MIP is recommended. The file is then forwarded to the President.
  - v. Step Five. The President analyzes the file and shall indicate whether or not an MIP is recommended. The President shall have the opportunity to solicit additional information as needed. Any additional information obtained will be shared with the faculty member and added to the file. If either the President or Dean recommends the faculty member for an MIP, the recommendation shall be forwarded to the FEC. If neither the President nor Dean recommends an MIP, the post-tenure review is complete.
- g. (If necessary) Development of the Mandatory Improvement Plan (MIP). The faculty member's Dean will convene a meeting of the FEC. The MIP will
- i. specify areas of needed improvement, using measurable objectives;
  - ii. identify supporting programs, personnel, and resources;
  - iii. establish a timeline of not less than two years with periodic reviews by the Dean; and
  - iv. establish a documentation plan. If consensus is not reached, the VPASA will be the final arbitrator of the MIP measures.
- h. (If necessary) Reporting the Progress of the Mandatory Improvement Plan

(MIP). The faculty member will report their progress on meeting the MIP objectives and timeline as part of their subsequent annual PADP (each year until satisfied).

- i. (If necessary) Reevaluation following the completion of the Mandatory Improvement Plan (MIP). According to the guidelines established in the MIP, the faculty member will submit their final MIP report. If the faculty member has made satisfactory improvement as determined by the FEC and Dean, the post-tenure review is concluded.
  - i. If the faculty member has not made satisfactory progress, as determined by the FEC or Dean, the VPASA will review the MIP report to see if loss of tenure should be recommended. The VPASA shall forward their recommendations about loss of tenure to the President for comment and recommendation. The President shall determine whether or not to revoke tenure.

## PART THREE INSTITUTIONAL POLICIES PERTAINING TO FACULTY

### I. 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. For a complete listing, Faculty Handbook users should consult the University's Administrative and Governance Policies and Procedures (AGP&P) compilation.

- a. Records Inspection: Faculty members have the right to inspect their personnel records. 65-1 Confidential Information Security
- b. 65-2 Inspection of Public Records
- c. Affirmative Action/Americans with Disabilities: The University complies with federal law relating to Affirmative Action and Americans with Disabilities Act.
- d. 40-3 Recruitment and Hiring
- e. 40-4 Equal Opportunity and Anti-Harassment
- f. Drug-Free Workplace: The University complies with federal law relating to the Drug-Free Workplace Act of 1988. 40-13 Drug-Free Workplace
- g. Protection of Children and Vulnerable 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)

### II. INSTITUTIONAL PROTECTIONS, RIGHTS, and BENEFITS for FACULTY

- a. 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 Administrative and Governance Policies and Procedures (AGP&P) compilation and the Academic Affairs policy handbook.
- b. 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
  - i. Professional and Ethical Relationships with Students: Faculty members have the obligation to maintain professional relationships with students (30-6)

- ii. Faculty members regularly accrue sick leave. Faculty Accrual of Sick Leave 40-7-6E
- iii. 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
- iv. Faculty members have the right to certain form of leave without pay (including leaves for political purposes or in case of illness, injury, personal reasons, school attendance, sickness in family and other bona fide reasons, or in cases of extended illness or injury when all sick leave is exhausted.) Leave 40-7-8
- v. Faculty members have the right to military leaves of absence, where appropriate (Leave 40-7- 10)
- vi. Faculty members are eligible for leave under the Family Medical Leave Act (40-7-13) and the Domestic Abuse Leave Act 40-7-14
- vii. 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)
- viii. Faculty members are entitled to a tuition waiver benefit (40-8-10) each semester.

### III. ACADEMIC FACULTY POLICIES

- a. Because the policies listed below are unique to faculty, they do not appear in other University policies but are approved by the Regents of Eastern New Mexico University.

- i. Additional Retirement Benefits for Faculty

- 1. The following privileges are afforded retired faculty members:

- a. Library privileges are available on the same basis as those granted regular faculty, except that loans are limited to one month.
      - b. Publications printed by the University may be obtained on the same basis as they are made available to regular faculty.
      - c. All University-sponsored events and facilities will be made available on the same basis as they are made

available to regular faculty.

- d. Retired faculty shall have free access to office and laboratory facilities when available.

#### IV. Outside Employment

- a. Outside employment is defined as employment for which compensation is not disbursed by the University. Subject to certain restrictions, members of the faculty are encouraged to engage in outside activities which will enhance their personal and professional growth and reputation.
- b. Outside employment is governed by the following guidelines:
- c. Faculty must secure approval from their Dean prior to the start of the academic semester in which the faculty plans to engage in outside employment.
- d. Outside professional employment shall not significantly conflict with classes, office hours or other assigned duties and commitments. When outside employment does not involve absence from assigned duties and commitments, the faculty member is nevertheless responsible for keeping the Dean fully informed, in writing, about the nature and extent of these circumstances.
- e. Since faculty members' primary responsibility is to the University, all outside employment is considered secondary. Outside employment will be deemed excessive when, in the judgment of the department chair and the college Dean, it interferes with the faculty member's obligation to the University.
- f. Faculty members can submit a written appeal within five working days to the vice President of academic affairs regarding a judgment of excessive interference of outside employment by their Dean. The VPASA shall review the appeal and shall advise the faculty member and the Dean of the decision.
- g. If the VPASA agrees with the judgment of the Dean, the faculty member can submit a written appeal within five working days to the President. Within five working days of receiving the final Presidential decision, the faculty member may request a hearing before the Board of Regents to appeal the President's decision. The Board of Regents shall schedule the meeting as soon as possible.
- h. Except in the cases specifically approved, in writing, by the President authorizing official University involvement, the faculty member, in undertaking such employment, shall act as an individual and not as an agent of the University.

- i. The amount of earning from outside employment is not a concern of the University. To avoid possible charges of unfair competition against the University, a 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.

#### V. Faculty Personal Leave

- a. When a faculty member requests time away from campus for events other than those occasioned by family/health emergencies or for professional development, such an absence constitutes personal leave. Only regular faculty will be eligible for personal leave, which will be limited to five work days during the regular academic year and two work days during summer semester. Personal leave will not accumulate from academic year to academic year.
- b. A faculty member requesting personal leave has the obligation to secure prior approval from the appropriate Dean before taking personal leave, to complete the off-campus leave request and to provide precise information about how missed classes and other obligations will be covered. Upon return to campus, off-campus leave reports must be filed promptly with the Dean. Faculty are relied upon not to abuse the right to request personal leave, since their absence burdens faculty covering responsibilities and students whose instruction is being interrupted.

#### VI. Leave for Professional Development

- a. To encourage professional development of faculty members, Eastern New Mexico University provides, when possible, sabbatical and faculty development leaves.
- b. General Guidelines
  - i. Applications for sabbatical or faculty development leaves mentioned below are reviewed through the regular faculty evaluation process, based on:
    1. the merit of activity to be undertaken during the leave period as it relates to the growth of the individual in the fulfillment of the total purposes of the University;
    2. the suitability of arranging for others to assume responsibilities of persons while on leave; or feasibility of eliminating course offerings while the person is on leave; and
    3. the availability of funds for these purposes.
    4. a report of the work undertaken and completed by the faculty

member during the leave shall be submitted through the Dean of the college to the Vice President for Academic and Student Affairs and the President within two months of the faculty member's return to the campus.

c. Sabbatical Leave

- i. Sabbatical leave shall be for post-doctoral study, research, and/or enrichment. Tenured members of the faculty have first consideration in sabbatical leaves. If there are not enough requests, or if the projects of tenured faculty are not approved, nontenured, full-time faculty will be eligible.
- ii. Other factors being equal, persons having the longest interval since the last sabbatical shall be given highest consideration.
- iii. Eligibility for sabbatical leave is established by the completion of six years of full-time service to the University. Following completion of a full sabbatical, eligibility for a second sabbatical leave will require six additional years of full-time service to ENMU.
- iv. Two full contract years of service to ENMU are required after any portion of the sabbatical leave has been completed. Failure to comply will require full reimbursement of salary paid for the sabbatical plus interest compounded at the rate prevailing in local lending institutions.
- v. Sabbaticals for two semesters will be at half pay; sabbaticals for one semester will be at full pay. In either instance, the salary will be based on the academic year salary (August-May) of the faculty member during the year for which the sabbatical is granted. Summer sabbatical salary will be the regular summer school stipend to which the faculty member would be entitled if assigned to regular teaching for the summer session. Two summer sabbaticals will constitute the equivalent of a full sabbatical.
- vi. Faculty members on sabbatical leave will continue as employees of the University; thus, the policies regarding rights, privileges, and responsibilities of those on sabbatical are the same as those for faculty members on active duty on campus. Persons on sabbatical should give at least as much time to their study and research as they would give to their regular duties on campus. In accepting sabbatical leave, the faculty member will accept only such employment as is consistent with the goals of the sabbatical. Grant support during the sabbatical should be reported to the VPASA and to the Dean of the college.

d. Faculty Development Leave

- i. Any faculty member may apply for a faculty development leave for professional development that will enhance the faculty member's professional capabilities in a present instructional assignment. The funding level for this type of leave will be negotiated individually and may vary from case to case, depending on circumstances. Development leave contracts will be prepared upon approval of a leave and will define the conditions and obligations of the faculty member.

## VII. UNIVERSITY POLICIES and PROCEDURES RELATING to FACULTY SEVERANCE and REDUCTION in FORCE

### a. Faculty Resignations

- i. Any provision in regard to notification of resignation by a faculty member will depend on the conditions of tenure which are in effect. ENMU 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 several ethical considerations.
- ii. When feasible, the full-time faculty member who has been approached with the offer of another position should inform the appropriate officers of ENMU 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.
- iii. A full-time faculty member should not resign 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 or she should conform to their decision.
- iv. Violation of these ethical considerations may be brought to the attention of professional associations.

### b. Disciplinary Action

- i. Adequate cause for suspension, termination of services, or other disciplinary action, including written reprimands, temporary suspension with loss of pay or other disciplinary action may result from a faculty member's refusal or willful failure to perform duties as assigned by his or her supervisor pursuant to the terms of employment in the Faculty Handbook or the contract, incompetence in the performance of duties, or other just cause. The University subscribes to the principles outlined in the AAUP Statement of Procedural Standards in Faculty Dismissal Proceedings of 1958.

- ii. 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 or written reprimands and suspensions with pay for short periods (no exceeding two days). 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 (ENMU AGP&P 40-12).
  - iii. When a question regarding the fitness of a faculty member to discharge his or her responsibilities is raised, whether the faculty member is tenured or holds an unexpired term appointment, the procedures as outlined below are followed.
- c. Preliminary proceedings shall be conducted involving the faculty member and an appropriate administrator. The matter may be terminated by mutual consent at this stage.
- d. If the matter is not terminated, The Faculty Senate shall elect an Ad Hoc Senate Review Committee to meet informally with the faculty member and an appropriate administrator to attempt to reach an acceptable resolution or adjustment of the matter. If an acceptable resolution or adjustment is not agreed to by the parties, the Faculty Ad Hoc Senate Review Committee will meet in conference and decide whether to recommend that the President initiate formal proceedings. If the Faculty Senate Ad Hoc Senate Review Committee recommends formal proceedings, the committee shall issue a statement to the President and faculty member with reasonable particularity as to the basis for the recommendation. If the Faculty Senate Ad Hoc Senate Review Committee does not recommend formal proceedings, they shall indicate grounds, with reasonable particularity, for their recommendation in the matter.
- e. After the Faculty Senate Ad Hoc Senate Review Committee has forwarded its report to the President, it will be within the President's discretion to accept the recommendation or to implement formal proceedings. If the President institutes formal proceedings, he or she may adopt or modify the Faculty Senate Ad Hoc Senate Review Committee statement or promulgate his or her own statement with reasonable particularity of the proposed grounds for dismissal.
- f. The President shall commence formal proceedings by a communication addressed to the faculty member that includes the statement of proposed grounds for dismissal. The President shall also notify the ENMU, Roswell Faculty Senate President that formal proceedings are to commence so that election of the Faculty Disciplinary Hearing Committee can begin. The hearings will be conducted by the Faculty Disciplinary Hearing Committee. This seven person Faculty Disciplinary Hearing Committee shall be elected

from among the faculty at large; at least five members of the committee shall be from among tenured faculty members. The election shall be conducted by the Faculty Senate.

- g. The Faculty Disciplinary Hearing Committee shall investigate the details of the case, deliberate and issue a report, their decision, and recommendations. This report, decision, and recommendations will be delivered to the faculty member and to the President.
- h. The President shall review the report, decision, and recommendations of the Faculty Disciplinary Hearing Committee and make a determination to accept, reject, or modify the report, decision, and recommendations. This process contemplates that the President will give considerable weight and deference to the findings, decision, and recommendations of the Faculty Disciplinary Hearing Committee. A final determination by the President substantially different from the findings, decision, and recommendations of the Faculty Disciplinary Hearing Committee should be supported by particular grounds and a clearly enunciated rationale. The President shall issue a final determination and decision as to the resolution of the matter.
- i. If the faculty member is dissatisfied with the written decision and final determination of the President, the faculty member may, as a matter of right, appeal this decision and determination to the Board of Regents, in writing, within ten (10) business days after Receipt of the President's decision. The Board of Regents shall review the appeal. At the Board of Regents review, the faculty member shall have the following rights:
  - i. To appear in person and to make whatever arguments and present whatever appropriate evidence the faculty member decides to present on their behalf.
  - ii. The faculty member will be permitted to be accompanied by legal counsel and/or an advocate. The legal counsel or advocate must comply with the prevailing rules of the Board of Regents. [ENMU Board of Regents Policy 10-2- 8B]
  - iii. The faculty member shall have the right to have one or more designated members, approved by the faculty member, of the Faculty Disciplinary Hearing Committee to present the hearing committee's findings, statement, and underlying rationale and to advocate the committee's position favorable to the faculty member before the Board of Regents. The faculty member may choose to forego having a hearing committee member present on his or her behalf. This policy does not alter the right of any University member to attend Board of Regent's meetings pursuant to the Open Meetings Act.

- j. The President or his or her designee may address the Board relative to his or her decision and determination in the matter.
- k. The Board of Regents shall make a final decision after review.
- l. Guidance on Committee hearings, witnesses, counsel and applicable procedural rights should be consistent with AAUP standards as contained in the AAUP "Statement on Procedural Standards in Faculty Dismissal Proceedings."
- m. Suspension of the faculty member is rarely justified, but, if deemed advisable, normally shall be with pay unless prohibited by law. Notification of suspension shall be given in writing by the Vice President of Academic Affairs.
- n. Publicity about the case, except for simple announcements, shall be avoided until the proceedings have been completed. All public statements, on behalf of the University, shall be made through the President's Office.

#### VIII. Reduction in Force

- a. Reduction in Force (RIF) conditions exist when budgeted monies for the University are insufficient in the opinion of the administration, as verified by the Board of Regents, to continue the current level of personnel. Institutional work-load problems leading to the dismissal of any full-time faculty shall be demonstrably bona fide. Examples of workload problems may include but are not limited to (a) reduced number of students; (b) changing federal or state requirements; or (c) contracted services.

#### IX. General Guidelines.

- a. 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 judgment of the Dean of the affected college will the priorities be affected.
  - i. Within any academic discipline:
  - ii. Faculty other than regular full-time faculty shall be released before any probationary staff is affected.
  - iii. Probationary faculty shall be reduced before any tenured faculty.
  - iv. Reduction in force should ordinarily proceed according to seniority; that is, junior faculty members are released before more senior faculty. Exceptions shall be clearly justified by the Dean of the college.

- v. 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.
- b. The University administration will coordinate the reassignment, whenever possible, of faculty when RIF conditions exist. If such an arrangement is achieved, it shall not be considered a RIF action.
- c. Faculty members whose positions have been reduced shall be guaranteed certain rights and benefits:
  - i. Before being terminated, the faculty member shall have the right to fill any existing academic or nonacademic vacancy for which he or she is qualified or the right to transfer to any other discipline or to another branch to fill any vacancy therein for which he or she may be qualified. Qualifications will be determined by the Dean of the affected college in consultation with the faculty.
  - ii. The right of 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.
  - iii. When faculty members who have been separated are rehired for the same discipline, they will be reinstated with the benefits and status accrued at the time of reduction.
  - iv. The institution should provide all possible assistance to a separated faculty member in securing a position in another institution or location.
- d. Procedures for RIF are in lieu of all other procedures relating to notice, grievance, removal, reassignment and other provisions which are triggered not as a result of reduced budgets or work-loads. (Normal notice requirements do not apply under these provisions.)

X. Reduction in Force Proceedings Due to Financial Exigency

- a. Upon the request of the President, the RIF Committee shall be convened and shall meet as needed to consider the necessity for RIF action.
- b. RIF Committee Membership. The committee shall consist of the Vice President for Academic and Student Affairs (who shall chair the committee); the vice President for Business Affairs; Presidents of Faculty Senate, Professional Senate, and Support Senate; seven faculty members; and two students. Faculty members must be tenured and shall be elected by those eligible to vote in Faculty Senate elections. The two student appointees should represent different majors.

c. RIF Procedures

- i. The RIF Committee shall review all available data it deems relevant. The chairperson will be responsible for providing the committee with all necessary information including, among other possible data, official Higher Education Department documents, Board of Regents directives, and enrollment statistics covering at least the previous three years and any other input submitted by the University community members.
- ii. The Vice President for Academic and Student Affairs shall conduct hearings to allow concerned departments, disciplines and programs the opportunity to rebut before recommending to the Dean that a program be reduced.
- iii. In accordance with the guidelines established above, the Dean, in consultation with the department chairs, shall submit his or her recommendations to the Vice President for Academic and Student Affairs. The Vice President for Academic and Student Affairs shall submit his recommendations to the President for review before final recommendations are submitted to the Board of Regents.
- iv. Tenured faculty members affected by these procedures shall be afforded a hearing before the Board of Regents.
- v. Nontenured faculty may request a hearing which may be granted at the discretion of the Board. The decision of the Board is final.

d. Reduction in Force Resulting from Programmatic Review

- i. When the Board of Regents determines that a programmatic review is necessary, a reduction in force committee shall be formed and shall consist of the Vice President for Academic and Student Affairs (who shall chair the committee), the Presidents of Faculty Senates, seven faculty members, and two students. The faculty and student members shall be elected or appointed as described above.
- ii. The committee shall consider the 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.
- iii. Should a possible reduction affect the existence of an academic program, the discipline, department, and/or college will have three weeks to provide written and oral justification for its program to the committee before the committee submits its recommendations to the Vice President for Academic and Student Affairs.
- iv. The Vice President for Academic and Student Affairs shall conduct

hearings and submit a recommendation.

- v. The VPASA shall submit their recommendations to the President for review before final submission to the Board of Regents.
- vi. Faculty affected by reduction in force resulting from programmatic review shall be afforded a hearing before the Board.

## PART FOUR UNIQUE LANGUAGE SPECIFIC TO ENMU-ROSWELL

- I. Faculty are highly educated and trained professionals. In collaboration and concert with ENMU-Roswell administration, staff, and other stakeholders, they contribute to the academic, professional, and personal success of students while promoting a culture of collegiality.
- II. Campus Presence and Office Hours:
  - a. Full-time faculty should maintain a robust campus presence. Each faculty member's teaching schedule and service obligations are unique, and faculty presence (including teaching and University service) and scheduled office hours will vary.
  - b. Each faculty member should be accessible and responsive to student outreach across various modalities and create opportunities for students to seek support; faculty should generally be available through email and other advertised communication platforms to address student interests.
  - c. Faculty should arrange formal times where they are available to students for tutoring, advising, general conversation, or other concerns in a settled, advertised location.
  - d. The scheduling of Campus Presence and Office Hours is a collaborative effort between the faculty member's supervisor and the faculty member on a per-term basis. Supervisors and faculty members should work together to establish effective schedules that align with program needs, faculty availability, and student demand.
  - e. Campus Presence encompasses a range of activities aimed at supporting student learning, promoting faculty development, and contributing to the overall academic community. Campus Presence time is a kind of University service.
- III. Faculty Evaluation Committee
  - a. Purpose: The Faculty Evaluation Committee (FEC) in consultation with the VPASA creates a document used for faculty evaluation and guidance [a Performance Appraisal & Development Plan (PADP)]. The PADP establishes metrics and guidance to promote faculty success and improvement. The PADP is one component of tenure and promotion consideration. The PADP allows supervisors to rate a balanced and equitable array of professional activities, including an evaluation of teaching/classroom management, professional experience, and service to the institution. All faculty across disciplines complete regular or periodic review.

## IV. The Tenure Packet

- a. Granting of tenure at ENMU-Roswell generally consists of a four-year probationary period, during which faculty peers, appropriate supervisors, 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. The faculty member should collect artifacts to document their professional experience, including student evaluation, publication or other professional activity evidence, professional activities from a broad range of experience (initiatives, programs, attendance and contributions at official activities, awards or honors, service to area/department, professional service, academic or artistic production, leadership roles, certification, additional education or training, club sponsorship or student group affiliation, committee participation (including leadership roles), etc.).
- b. Each faculty member should open a personal file when their tenure process commences and maintain documentation to support their tenure submission.
- c. At minimum, a complete tenure packet will include the following:
  - i. Recommendation from President and Vice President of Academic and Student Affairs
  - ii. Letter of Petition
  - iii. Dean and Program Directors (supervisors) recommendations and evaluations
  - iv. Peer recommendation letters (minimum 3)
  - v. Self-evaluation forms (PADP)
  - vi. Faculty and Campus Contribution Forms
  - vii. End of Course (EOCs) Evaluations to current date of application
  - viii. Awards and Honors
  - ix. Professional Memberships
  - x. Kudos
  - xi. Other materials (publications, services, CV [with updated continuing education activities], narrative, thesis and dissertation, pedagogical articles and reports, student products, indicators of impacts, prizes, external supports and documentation, internal supports, thank you letters from internal/external supports, etc.

V. Rank and Title

- a. Purpose of Rank and Title. Faculty of Eastern New Mexico University-Roswell can earn or be assigned rank depending on their designation, years of service, excellence of service, and commitment to teaching and professional improvement. Rank and title are an expression of a faculty member's professional progress and accomplishment, and their ascension through titles is matched with a proportional increase in pay and benefits.

VI. Definition of Terms.

- a. Experience. For traditional faculty, experience is measured in years of teaching experience at accredited post-secondary institutions. Approximately 30 credit hours, or equivalent, of instruction over an academic year constitutes "one year of teaching experience."
- b. Qualified Work Experience. For faculty in all fields but especially vocational, health, workforce, or technical fields, non-academic work experience counts toward the determination of tenure and rank and can be equated to graduate education and degrees. One year of service in a technical or vocational position is equivalent to one year of teaching experience. Specialized training; certificates; awards; service on committees, boards, or agencies; recognition from local, regional, or national agencies; and other indicators of professional accomplishment and commitment serve as measurement of professional progress.
- c. Regular Faculty. Regular faculty are all University faculty who are either tenured (continuous appointment) or probationary and who have appointments that are half time or more in instruction, University service, professional service, or department chairship \ program directorship.
- d. Non-regular Faculty. Any faculty employee who does not qualify as Regular Faculty.
- e. Resource Faculty (Adjunct). A temporary, part time faculty employee not eligible for rank.
- f. Visiting Faculty. A faculty employee visiting from another post-secondary institution.

VII. Consideration for Rank.

- a. ENMU-Roswell outlines the following priorities for rank:
  - i. Instruction. Teaching and student learning in all modes is a faculty member's bedrock responsibility, and excellence of teaching is assigned the most substantial weight in the award of rank

- ii. **Stability and Credibility.** Demonstrated commitment to ENMU-Roswell and to the profession of teaching and learning is assigned the second most important weight and obligates both the faculty member and the University to support professional development and opportunities for continuous University service.
- iii. **Education, Experience, and Professional Activity.** A faculty member's level of education, certificates, industry certifications, industry training, professional recognition or awards, or field-experience in addition to creative output, work in technical or vocational positions, leadership in the field, attendance at professional meetings and conferences, and other activities germane to their profession will also be weighed in a rank decision. A faculty member's level of education and experience is measured broadly and acknowledges equivalences between traditional academic degrees and vocational/technical professional accomplishment.

#### VIII. Faculty Adjudication.

- a. In procedures, and on a time-line, similar to tenure, the FEC will announce the opportunity to apply for rank, collect applications for promotion to a specific rank, evaluate the candidate's materials, arrive at a determination, and forward recommendation to the VPASA, who reviews them and sends them forward to the President for approval.
- b. **Faculty Rank.** Rank signifies a faculty member's progress through important milestones of professional performance, advancement, and demonstrated excellence. Rank is linked equally to the quantity and quality of service a faculty member contributes to their students, field of expertise, University community, and personal growth. An assigned Senate committee reviews, evaluates, and recommends a faculty member's initial rank and advancement through different ranks. Each rank confers obligations to the University and the faculty member. Alignment with compensation (University) and increased engagement with the University community (Faculty) are two obligations.
- c. **Administrative Faculty.** For the purposes of tenure service accumulation, faculty serving in administrative roles who teach at least a 50% load accrue years of service toward tenure while in their dual capacity.
- d. **Intra-Institutional Transfer.** Service time accrues to the university and not to specific departments.
- e. **Adjunct Faculty.** Adjunct or part-time faculty converted to full-time status can aggregate their teaching experience into years of service with 15 credit hours of teaching equivalent to one semester.

IX. Faculty Rank.

- a. All current ENMU-Roswell full-time faculty serving as Instructor who are qualified for higher rank, achieved higher rank at previous institutions, or who have achieved tenure, may apply for expedited evaluation and assignment of appropriate rank.
- b. Newly hired full-time tenure-track faculty with teaching experience at a rank equal to or higher than “Assistant Professor” may negotiate with ENMU-Roswell’s VPASA for an initially higher rank at time of appointment.
- c. Newly hired full-time tenure-track faculty with previous teaching experience as an adjunct may negotiate years-of-service-credit toward tenure and rank with ENMU-Roswell’s VPASA.
- d. Adjunct faculty are not eligible for tenure or rank but their commitment, service, personal professional development, and expertise may count as credit toward rank and tenure if they become full-time faculty.
- e. All faculty hired into a full-time teaching position begin with a rank of Assistant Professor. If full-time faculty do not apply for initial rank during the transition period to a rank system, they will be assigned Assistant Professor.

X. Minimum Requirements and other elements of each rank.

- a. Instructor
  - i. Any adjunct or temporary instructor without higher assigned title or rank.
- b. Assistant Professor (Any one of the elements qualifies)
  - i. Any entry level full-time faculty without higher assigned title or rank with at least an MA, MFA, or two years Qualified Work Experience.
  - ii. All full-time faculty serving their Probationary period (tenure-track faculty of any subject or program).
- c. Associate Professor (Any one of the elements qualifies)
  - i. Any full-time faculty of any subject or program upon being granted tenured status will simultaneously be assigned the rank of Associate Professor.
  - ii. Any full-time faculty bringing rank from an equitable institution can negotiate the rank of Associate Professor at time of hiring; rank is separate from Tenure.

- iii. Six (6) years of teaching and a Doctoral Degree, MFA, or Qualified Work Experience (including training, certifications, and industry recognition in addition to years of professional experience).
- iv. Significant evidence of successful teaching, service contributions to ENMU-R, and contributions toward personal professional development (including publications, conference attendance and participation, workshops, leadership roles, certifications, industry recognition, specialized training, awards, etc.).
- v. Previous service at an accredited institution at the rank of Associate Professor.

d. Professor

- i. Only full-time faculty members who have achieved the highest level of education, training, or certification available in their discipline; who can demonstrate exceptional contributions to the field through publications, awards, industry recognition, performance, or other representations; and who throughout their career have dedicated themselves to superior and sustained service may achieve Professor status.
- ii. Any one of the elements qualifies:
  - 1. Only full-time faculty members who have achieved the highest level of education, training, or certification available in their discipline; who can demonstrate exceptional contributions to the field through publications, awards, industry recognition, performance, or other representations; and who throughout their career have dedicated themselves to superior and sustained service may achieve Professor status.
  - 2. Any full-time faculty bringing rank from an equitable institution can negotiate the rank of Professor at time of hiring; rank is separate from Tenure.
  - 3. Ten (10) years of teaching and highest degree or certification available in their discipline (a Doctoral Degree, MFA, or Qualified Work Experience), which includes training, certifications, and industry recognition.
  - 4. Continuing and significant evidence of successful teaching, service contributions to ENMU-R, and contributions toward personal professional development (including publications, conference attendance and participation, workshops, leadership roles, certifications, industry recognition, specialized training, awards, etc.).

5. Previous service at an accredited institution at the rank of Professor.
- e. Faculty must meet both the Education or Qualified Work Experience and Years of Service to advance in rank and title.

Rank Chart.		
Rank and Title	Minimum Education or Qualified Work Experience to Qualify for Rank and Title	Instructional or Qualified Work Experience Minimum Years of Service for Rank and Title
Instructor	Masters, or 18 hrs graduate work, or Bachelors + Qualified Work Experience, or Associates + Qualified Work Experience, or Qualified Work Experience	Adjunct and Part-Time
Assistant Professor	Masters, or Associates + Qualified Work Experience, or Bachelor's + Qualified Work Experience, or Qualified Work Experience	3
Associate Professor	Doctorate, or Master's + Significant Qualified Work Experience, or Bachelor's + Significant Qualified Work Experience, or Associates + Significant Qualified Work Experience, or Significant Qualified Work Experience	6
Professor	Doctorate, or Master's + Exceptional Qualified Work Experience, or Bachelor's + Exceptional Qualified Work Experience, or Associates + Exceptional Qualified Work Experience, or Exceptional Qualified Work Experience	10

## XII. Faculty Evaluation Committee, Rank and Title Responsibility

- a. The FEC establishes, promotes, and advertises a calendar for rank applications and the process of evaluation;
  - i. Accepts and assesses faculty employee applications and recommends assignments;
  - ii. Monitors, reviews, and ensures timely completion of the rank processes;
  - iii. recommendations to VPASA for review; VPASA transmits recommendations the President and the Board of Regents for final approval.

## XIII. Faculty Recognition

### a. NISOD Award Process

- i. The National Institute for Staff and Organizational Development (NISOD) Excellence Awards were established in 1991 to provide NISOD member colleges with an opportunity to recognize individuals doing extraordinary work on their campuses.
- ii. The FEC will ask for faculty/academic directors to nominate faculty members that have demonstrated teaching excellence, dedication to students and the University.
- iii. On the date assigned by the VPASA FEC schedule, the NISOD nominations will be submitted to FEC.
- iv. The FEC and previous year's winners will determine two winners.
- v. On the date assigned by the VPASA FEC schedule, the FEC will submit the NISOD nominations to the VPASA. The FEC's decision is final, but the VPASA may ask the FEC to reconsider.