

## **Part IV. Faculty Association Constitution and By-Laws**

### **IV. A. Faculty Constitution**

#### **Preamble**

The Faculty shares a responsibility for the governance of the institution with the President of Northern New Mexico College and the administration staff. This responsibility is broadly defined as consultative-advisory in nature. The Faculty recognizes that the students are the center of the school and thus seeks to promote comprehensive education and the continued improvement of the College. This document is a statement of the organization, purpose, and responsibilities of the Faculty.

#### **Article I: Name**

Section 1. The name of this organization shall be the Faculty Association.

#### **Article II: Purpose**

Section 1. The purpose of this organization shall be:

- A. To serve as an advisory and consultative body in the governance process in matters affecting instructional programs and the Faculty, including the creation of new colleges, schools, departments, and divisions.
- B. To make recommendations to the administration, the Board of Regents, and the Union on matters affecting instructional programs and the Faculty, including major curricular changes.
- C. To participate in the formulation of policies on instructional and professional matters, including work assignments and workload of Faculty, and policies of appointment, dismissal, and promotion in academic rank.
- D. To promote communication and mutual understanding among Faculty and other groups relating to the welfare and growth of the College.

#### **Article III: Amendment of the Faculty Constitution**

Section 1. Any proposed amendment to the constitution must be presented in writing at two consecutive meetings of the Faculty Senate.

Section 2. A vote on the proposed amendment will be taken at the second meeting of

the Faculty Senate.

Section 3. An amendment to the constitution shall be adopted upon a favorable vote by two-thirds of the members present.

#### **IV. B. By-Laws of the Faculty Association**

##### **By-law I: Membership**

The membership of the Faculty Association shall consist of all full- and part-time Faculty, including adjuncts, instructors, lecturers, visiting faculty, and Department Chairs.

##### **By-law II: Governance**

Section 1. The governing body of the Faculty Association shall be known as the Faculty Senate.

Section 2. The Faculty Senate shall consist of Senators elected from and by the members of the constituent units of the College. The Senate structure shall consist of the two schools that are in place: 1) The School of Science, Technology, Engineering, Math, and Health Sciences (STEM-H) which is represented by the Departments of Biology, Chemistry and Environmental Science, Engineering and Technology, Math and Physical Sciences, and Nursing and Health Sciences, and will have a total of 4 votes, one per Department, and; 2) The School of Liberal Arts, Business, and Education, represented by the four Departments of Arts and Human Sciences, Language and Letters, Business Administration, and Teacher Education, will have a total of 4 votes, one per Department. The Adjunct Faculty shall have three Senators, for a total of eleven Senators, equaling eleven votes. The remaining voters in the Senate consist of one vote for each of the standing Faculty Senate Committees, made by either the Committee Chair OR the Committee Co-chair.

Section 3. Terms of elected Senators shall be for three years. Senators may be re-elected for one consecutive term. An exception to the term limitation shall be made for units that consist of a single faculty member.

Section 4. Chairs and co-chairs of standing committees of the Faculty Senate have partial voting rights – they cannot vote for the election of officers - but otherwise serve as full members of the Senate. The chair and co-chair share a single vote representing their committee.

Section 5. Any Senator who is unable to attend a meeting of the Senate may appoint a

proxy to attend that meeting, providing that the name of the substitute is communicated to the Secretary of the Senate or President before the beginning of that meeting. The Senator should specify whether the proxy is a general or a specific proxy. A specific proxy can only vote on certain items. A general proxy can vote on all items.

Section 6. In the event of a vacancy, any unexpired term of an elected Senator shall be filled by a special election to be held prior to the next meeting of the Faculty Senate following the date of vacancy. Departmental Senators filling such a vacancy shall be elected within the respective Department, while a special election for Adjunct Senators shall be managed by the Vice President of the Senate. Senators filling an unexpired term shall be eligible for election to two regular terms. A new election will take place at the end of the Academic Year in which the vacancy occurred, to establish a new 3-year term of office.

Section 7. The following persons shall have a standing invitation to attend all meetings of the Senate, with the privilege of the floor but not of voting: the President of the College, the Provost, the Academic Deans, Chairs of academic departments not otherwise members of the Senate, the Dean of Student Services, and representatives of the local Union.

The President of the Senate may invite other persons to a meeting of the Faculty Senate if the presence of such a person is deemed important for the discussion of an agenda item. These persons shall have the privilege of the floor but not of voting.

All meetings of the Faculty Senate shall be open to all members of the Faculty who shall have the privilege of the floor but no rights of voting.

Section 8. Faculty Senate members are full-time faculty whose appointments involve teaching at the level of at least 0.5 FTE. However, faculty whose appointments involve teaching at a level of less than 0.5 FTE can serve as voting members (senators or standing committee chairs/co-chairs) of the Faculty Senate as long as the total number of votes from members whose FTE is less than 0.5 does not exceed 25% of the total voting body. Adjunct Senators do not count against this limit. If more than 25% of the voting members present are less than 0.5 FTE, department senators will take priority. Committee chairs can vote up to the 25% limit and/or appoint a proxy that is greater than 0.5 FTE. Departments should select, whenever possible, senators that are over 0.5 FTE. Committee Chairs who are less than 0.5 FTE should have pre-selected proxies or co-chairs that are greater than 0.5 FTE in order to limit the voting members who are less than 0.5 FTE to 25% of the total vote. Proxies and co-chairs must be available to attend Faculty Senate meetings. Adjunct faculty can also be elected as officers

and serve on committees if their duties are limited to teaching.

### **By-law III: Officers**

- Section 1. The officers of the Faculty Senate shall be as follows:
- A. President
  - B. Vice President
  - C. Secretary-Treasurer
- Section 2. Officers shall assume their responsibilities immediately upon election.
- Section 3. The regular terms of the office shall be for two academic years with the possibility of re-election for one additional term.
- Section 4. Elections for vacancies among officers of the Faculty Senate shall be conducted at its next regular meeting. In case of a vacancy in the office of President, the Vice President shall become President and another Vice President shall be elected by elected Senators (these exclude standing committee chairs) by secret ballot. In the event that the vacancy occurs during non-term duties, a special meeting may be called by any member of the Senate. If the office of Vice President is vacant, elections shall be managed by the President or Secretary. An officer filling an unexpired term shall serve until the end of the Academic Year, when there will be a new election for that position. An officer who filled the unexpired term will be eligible for two full elected terms in that position, per Section 3, above.

### **By-law IV: Duties of Elected Officers**

- Section 1. The President of the Faculty Senate shall:
- A. Preside at all meetings of the Faculty Senate.
  - B. Prepare an agenda for each meeting, in consultation with other officers of the Faculty Senate.
  - C. Appoint members to ad hoc committees, upon approval of a majority of the Senate members at any meeting.
  - D. Be the official representative of the Faculty at the NNMC Board of Regents meetings and other meetings of concern to faculty members.
  - E. Be an advisor to the President of the College and the NNMC Board of Regents in matters pertaining to the Faculty.
- Section 2. The Vice President of the Faculty Senate shall:
- A. Perform any and all duties of the Faculty Senate President during

- their absence or disability.
- B. Conduct all elections.
- C. Perform other duties as authorized by the President of the Faculty Senate.

- Section 3. The Secretary-Treasurer of the Faculty Senate shall:
- A. Keep a record of the proceedings of all meetings. Minutes shall be distributed to the Faculty by email.
  - B. Supervise the maintenance of all records.
  - C. Distribute the agenda and the minutes to all members of the Faculty at least five working days prior to the scheduled meeting of the Senate.
  - D. Be responsible for all correspondence.
  - E. Determine if a quorum is present at all meetings of the Faculty Senate and retain all sign-in sheets.
  - F. Collect and disburse monies as approved by the membership and maintain the records thereof.
  - G. Perform other duties as authorized by the President of the Faculty Senate.

#### **By-Law V: Meetings of the Faculty Association**

- Section 1. Meetings of the Faculty Association shall be held twice per year, during the beginning of the Spring and Fall semesters.
- Section 2. Meetings of the Faculty Association shall be for the purpose of dissemination of and discussion of issues pertaining to the Faculty. However, no business will be transacted, except for the election of Senators by the constituent groups of the Faculty Association at the meeting held at the beginning of the academic year in August as determined by the official college calendar.

#### **By-Law VI: Meetings of the Faculty Senate**

- Section 1. Meetings of the Faculty Senate shall be held on the first Friday of each month, during the academic year. The meeting format, time, and place will be designated by the President of the Senate at the first meeting of the academic year.
- Section 2. A quorum of the Senate shall consist of not less than 50% of the voting members.
- Section 3. Special meetings of the Faculty Senate shall be subject to the call of the

Faculty Senate President or may be called on the written request of two-thirds of the membership.

Section 4. All members of the Faculty Senate shall be notified by email of all regular meetings at least five business days prior to the meeting. Special meetings may be called with twenty four-hour notice to the members.

Section 5. Occasionally, the Faculty Senate might encounter issues that require a closed meeting, with only the Senators, officers, and specific invitees in attendance. A motion and vote of the Senate is required to close a meeting. At the conclusion of the sensitive portion of the meeting, a motion and vote will reopen the meeting. The President will determine whether minutes should be taken during the closed portion of the meeting, based on the nature of the issue under discussion.

### **By-Law VII: Conduct of Meetings**

Section 1. Any member of the Faculty may place an item on the agenda prior to the approval of the agenda.

Section 2. The agenda shall include; the order of the agenda may vary if necessary:

- A. Approval of the Agenda
- B. Reading and Approval of the Minutes
- C. Report of the Committees
- D. Old Business
- E. New Business
- F. Announcements
- G. Adjournment

Section 3. All Senate meetings will be conducted according to the rules and procedures outlined in *Robert's Rules of Order, revised*.

### **By-Law VIII: Committees**

Section 1. The following shall be the standing committees of the Faculty Senate:

- A. Committee on Academic Freedom, Promotion and Tenure
- B. Committee on Undergraduate Curriculum
- C. Honors Committee
- D. Personnel Committee
- E. Academic Standards Committee
- F. President's Faculty Advisory Committee

- G. Committee on Educational Policy
- H. Committee on General Education
- I. ¡Así Es!

Section 2. A committee's structure and status (*ad hoc* or standing) can be modified by a majority vote of the Senate.

Section 3. *Ad hoc* committees may be established by the President of the Senate or by a majority vote of the Senate.

### **By-Law IX: Committee Structure**

Section 1. Faculty committees shall be the primary tool through which the Faculty achieves its purpose. Faculty members shall be allowed to self-select the committees which they want to join during an open sign-up session at biannual Faculty Association meetings. Because membership on a committee is required of all full-time faculty, each member of the Faculty shall be assured of a place on at least one committee. If a committee is shorthanded, the Senate can request additional support for that committee.

- A. The chairperson and co-chairperson of each standing committee shall be chosen by the members of the committee. Chair terms are 3 years, chairs can serve multiple terms, subject to the internal bylaws of the committee.
- B. Meetings of all committees shall be conducted according to *Robert's Rules of Order, Revised*.
- C. The chairpersons of all committees shall submit all recommendations, conclusions, reports, actions or other decisions to the Faculty Senate for approval or rejection, with the exception of decisions on promotion and tenure. Committee actions not approved must be returned to the originating committee.
- D. Faculty-approved committee actions are received by the President of the Faculty Senate and forwarded to the appropriate administrative office for necessary action.

Section 2. Duties of Committees.

- A. Academic Freedom, Promotion and Tenure: responsibilities include all issues related to academic freedom and tenure. Specifically, it shall evaluate the credentials of and make recommendations to the Provost

of Northern New Mexico College on Faculty members who are eligible for tenure or promotion in academic rank.

- B. Undergraduate Curriculum: responsibilities include all issues related to the instructional curriculum at the undergraduate level. Specifically, it shall analyze certificates, degrees, courses, and programs and recommend any changes deemed necessary. In addition, it shall certify that the membership includes representatives from all vocational and academic areas. This committee shall specify both normal and emergency procedures for approval of new courses and new programs.
- C. Honors: responsibilities shall include sending out a call for nominations of candidates for honorary degrees, reviewing nomination packages, and recommending nominees, following the Policy and Procedures to Confer Honorary Degrees. It is expected that the committee gives careful study to the selection of candidates for honorary degrees and attempts to select the most appropriate candidates, keeping in mind the present interests and functions of the College and the anticipated development of the College. Suggestions of candidates for honorary degrees may be made to the committee by any individuals.
- D. Personnel: responsibilities include all issues related to Faculty positions. Specifically, it shall review proposed changes in the Faculty Handbook, improve the professional development and sabbatical programs, consult on changes in the number of Faculty positions, review changes in the Faculty Constitution and by-laws, provide input to the administration in the development of the Faculty salary matrix, and make recommendations for salary changes. Further, it should ensure that all Faculty Constitution and Faculty Handbook procedures are followed fairly and correctly.
- E. Academic Standards: responsibilities include all issues related to academic standards. Specifically, it shall review policies governing the transference and validation of credits, admissions, academic advising, and shall review requirements for honors and degrees, hear cases of plagiarism, cheating, or improper conduct and appeals of readmission or change of grade.
- F. The President's Faculty Advisory Committee: the purpose of this committee shall be to advise to the Provost and the President of the College upon matters of college policy, particularly when subjects of



great urgency or delicacy require immediate consultation. It shall consist of three members chosen from the Faculty Senate. No more than one member from any one academic constituency of the College can be represented on the Committee. Potential members are nominated by the Faculty Senate at the first meeting of the academic year; nominees shall be elected by the Senate to serve for three-year terms on this committee. Terms will be staggered when possible, such that one new member is elected each year. When a volunteer is available, one position on the Committee shall be reserved for an Adjunct faculty member. The Committee shall elect its chairman annually. The President of the Senate shall be an *ex officio* member.

- G. Educational Policy: the duties of this committee shall include examining the academic structure of the institution and any changes in this structure. It shall also provide advice on these matters to the President of the College and the Board of Regents. For the purposes of the committee, “academic structure” includes the establishment or discontinuation of new schools and colleges within the institution, the distribution of departments and programs among these schools and colleges, and the administrative oversight of the schools and colleges.
- H. General Education: responsibilities include all issues related to general education for undergraduate students. The committee shall make recommendations to the Faculty Senate regarding General Education. It shall work in collaboration, when appropriate, with the undergraduate curriculum committee. The General Education Committee shall ensure that the general education requirements satisfy the General Education Common Core Competencies established by the State of New Mexico.
- I. ¡Asi Es!: The duties of the Committee are to elevate discussion, awareness, and engagement toward increasing the sense of belonging in classrooms through pedagogy. The committee will keep abreast of best practices in other colleges working toward diversity, equity, inclusion and belonging. It will curate provocative articles and information relevant to the campus community and distribute them to the faculty for reflection and discussion. It will facilitate workshops and seminars on equity and belonging, and co-ordinate with the Provost and Student Senate to enhance their equity and belonging initiatives.

### **By-Law X: Adoption of Constitution**

This constitution with the by-laws shall go into effect immediately upon approval by a

majority of the members present at a regular or special meeting of the Faculty Senate.

Policy approved by Board of Regents  
*on June 21, 2000*

Draft 1.1: 7-DEC-2007

Approved by the Faculty Senate, 1 February 2008

Amended by the Faculty Senate, 4 April 2008

Approved by the Board of Regents, April, 2008

Amended by the Faculty Senate, October, November, December 2008; February, 2009

Amendments approved by the Board of Regents, December, 2008; April, 2009

Amended and Approved by the Faculty Senate, November, 2018

Amendments approved by the Board of Regents, December, 2018

Amendments approved by the Faculty Senate, May, 2021

Amendments approved by the Board of Regents, May, 2021

Amended and Approved by the Faculty Senate, December, 2021

Amended and Approved by the Faculty Senate, March, 2024