

New Mexico Tech Faculty Senate Standing Rules

Adopted on December 4, 1990

Amended on November 7, 2000, September 3, 2002, October 2004, October 2005, February 2006, October 2007, May 2010, and October 2011, February 2013, October 2013, December 2014, January 2015

The Faculty Senate of the New Mexico Institute of Mining and Technology exists to set policy relating to academic matters, including admissions, academic standards, curricula and graduation requirements for both the undergraduate and graduate programs, and to recommend the conferral of earned degrees to the President. An additional role of the Faculty Senate is to promote communication among teaching faculty, researchers, and administrators.

I. Membership

A. Members of the Faculty Senate shall be:

1. All persons paid regularly from the funds of the College Division and assigned the title of instructor or any of the professorial ranks.
2. The President of the Institute, the Vice President for Academic Affairs, the Vice President for Research and Economic Development, the Dean of Students, the Graduate Dean, the Registrar, the Director of Admission, the Director of the Library, Director of the Office for Student Learning and the Director of the Academic Center for Technology (ACT), the Associate Dean for Student Success, the Community Education Director (even if they fail to meet the criteria listed below).
3. Emeriti who qualified under provisions 1 and 2 above prior to their retirement.
4. Full-time employees of the Institute who are currently teaching courses which fulfill degree requirements.
5. Adjunct faculty who are full- or part-time employees of the Institute.
6. The following students: The President of the Student Body (or equivalent title), an undergraduate selected by the Student Senate (or equivalent body), and a graduate student selected by the Graduate Student Association (or equivalent body). In the event that student organization changes make this selection process ambiguous, the Dean of Students shall determine the method of selecting student members.

B. Membership Status:

1. A current membership roster shall be compiled each semester by the Vice President for Academic Affairs for distribution by the second meeting of the semester.
2. Challenges to membership status shall be resolved by a majority vote of the members present.

II. Officers

- A. The officers of the Faculty Senate shall be the Chair, the Vice Chair, and the Parliamentarian. The Nominating Committee will nominate two nominees for each office and present the names at the first Faculty Senate Meeting of the year. Additional nominations may be made from the floor at the first meeting. Election of officers shall occur at the second meeting of the academic year.
- B. The Vice President for Academic Affairs shall provide a secretary or some other person to record the minutes of the Faculty Senate meetings.
- C. The Chair shall set the agenda for all Faculty Senate meetings and preside at those meetings unless he/she delegates that responsibility to the Vice Chair. The Chair shall communicate with the administrative officers of the Institute regarding matters of concern to the Faculty Senate and shall perform other duties as required on behalf of the body. He/She shall serve as the voice of the Faculty Senate in the governance of the Institute, a responsibility which might include attendance at cabinet. Cabinet meetings and Board of Regents meetings when invited and will include other duties as required by the Senate.
- D. The Vice Chair shall perform the duties of the Chair in the absence of the Chair.
- E. The Parliamentarian shall advise the Chair and the Faculty Senate on matters of parliamentary procedure. He/She shall perform the duties of the Chair when both the Chair and the Vice Chair are absent.
- F. If the Chair should become vacant, the Vice Chair shall take his/her place.
- G. A vacancy in any other offices shall be filled for the remainder of the term of office by a special election at a regular or a special meeting of the Faculty Senate.

III. Meetings

- A. Regular meetings of the Faculty Senate shall be held on the first Tuesday of each month during the academic year except during graduation month when the meeting shall occur on the day before graduation.
- B. Special meetings may be called by the Chair or his/her authorized representative, or by petition by one-third of the membership.
- C. A quorum for a regular or special meeting of the Faculty Senate shall be 25% of the membership (excluding Emeritus, adjuncts, and faculty on leave).
- D. Provision shall be made by the Vice President for Academic Affairs or his/her representative to ensure that Faculty Senate members are notified at least seven days in

advance of regular meetings and receive an agenda and the minutes of the previous meeting. Special meetings shall be announced at least three days in advance.

- E. In the event that no business is slated for the agenda, the Chair on concurrence with the Vice Chair shall have the authority to cancel up to 2 regular meetings per academic year.

IV. Conduct of Business

- A. Robert's Rules of Order shall govern unless modified or amended as provided for in this document.

V. Amendments

- A. The Faculty Senate may revise or repeal existing rules, or enact additional rules pertaining to organization and procedure, by a two-thirds vote of the members present at any regular meeting.

VI. Records

- A. The Vice President for Academic Affairs or his/her representative shall permanently record this document and, all subsequent repeals or revisions and all minutes of the Faculty Senate. In addition, hard copies must be kept in a notebook.

VII. Committees of the Faculty Senate

- A. Standing Committees

Members who remain on a committee for a second year should meet to designate a chair, and to forward the names of all chairs to the Office for Academic Affairs for posting on its web site.

1. Academic Standards and Admissions Committee

The Academic Standards and Admissions Committee shall judge all applicants for readmission, all appeals from students relating to academic problems, and all appeals relating admission of new or transfer students. The committee shall also address policy matters relating to academic procedures and regulations, good standing, readmission, academic probation, and academic suspension. The Academic Standards and Admission Committee consists of five faculty members (2-year terms, with a 2/3 rotation), and ex-officio members including but not limited to the Registrar, the Associate Dean for Student Success, the Director of Financial Aid, and the Director of Admission.

2. Nominating Committee

The Nominating Committee nominates members for Faculty Senate standing committees and representatives to non-Senate committees or groups. The committee shall complete the slate of nominees for Faculty Senate officers mentioned in section II.A. The Nominating Committee consists of three faculty members (2-year terms, with a ½ rotation).

3. Student Discipline Committee

The Student Discipline Committee shall conduct its business as outlined in the New Mexico Tech Student Handbook. This is a responsibility shared with the Student Association Senate and the Graduate Student Association, which shall also have members on this committee. The Student Discipline Committee consists of five faculty members (2-year terms, with a 2/3 rotation) and a student representative as indicated in the Student Handbook.

4. Computing on Campus Committee

The Computing on Campus Committee makes policy recommendations to the Faculty Senate on issues pertaining to instructional and research computing and the campus computing network. The Committee prepares the Academic Computing Plan and acts as an advisory committee for the Tech Computing Center. The Computing on Campus Committee consists of six faculty members (2-year-terms, with a 3/3 rotation), and ex-officio members including but not limited to the Director of Information Technology and Communications (ITC), Director of the Academic Center for Technology, the Library Director, the Dean of Students, an undergraduate student Representative and a Graduate Student Representative.

5. Retention Committee

The Retention Committee investigates the localized phenomena that contribute to student retention, persistence, and completion (e.g., graduation rates.) The Committee consists of five faculty members (2-year terms, with a 2/3 rotation), and ex-officio members including Ex-Officio Members: Associate Vice President for Academic Affairs, the Director of the Office for Student Learning, the Director of Admission, the Registrar (who is also the Higher Ed Coordinator), the Associate Dean for Student Success, the Director of the Office of Counseling and Disabilities Services, and a Student Representative.

6. Student Learning Committee

This committee contributes to the institution's evaluation of student learning according to the NMT Mission and Institute-Wide Student Learning Outcomes and fosters a culture of student learning at New Mexico Tech. The committee consist of five faculty members (2-year terms, with a 2/3 rotation). Ex-officio members include the Associate Vice President for Academic Affairs, Director of the Office for

Student Learning, the Director of Admission, the Registrar (who is also the Higher Ed Coordinator), and a student representative.

7. Honorary Degrees and Awards Committee

The Honorary Degrees and Awards Committee solicits nominations for honorary degrees. They review the nominations for merit and then make a decision to present them to the Faculty Senate. The committee solicits nominations for the following awards: Langmuir Award, Founders Award, and Brown Medal Award. The Honorary Degrees and Awards Committee consists of three faculty members (2-year terms, with a ½ rotation). The deadline for nominations for Honorary Degrees and Awards is November 1. Supporting letters and other data concerning the nominees are due December 1. The Board of Regents shall act on the recommendations of the President no later than the first Board meeting of the spring semester. March 15 is the deadline for nominations for the Langmuir Award. By April 1, all successfully nominated papers and support material will be made available on the university's web site.

8. Distance Education Committee

The Distance Education Committee works with the administration and faculty to encourage and facilitate the exchange of instruction into and out of the Institute using a variety of media. An important aspect of the Committee's work involves (a) evaluating the suitability of current and near-term future technologies for instruction and promoting those technologies most likely to be effective, and (b) investigating collaborations with outside groups. The Distance Education Committee consists of five faculty members (2-year terms, with a 2/3 rotation), and ex-officio members including but not limited to the Director of the Academic Center for Technology (ACT), Registrar, Director of Information Technology and Communications (ITC), and ITV Coordinator.

9. Faculty Academic Freedom and Tenure Committee

The committee will serve according to the rules governing academic freedom and tenure, or in matters relating to policy in this area. The committee will serve as a source of information and advice to Faculty Senate members during informal grievance procedures. The Academic Freedom and Tenure Committee consists of five members (2-year terms, with a 2/3 rotation).

10. Faculty Sabbatical Leave Committee

The committee will review and make recommendations on sabbatical leave applications and policy matters relating to sabbatical leave for Faculty Senate members. The Sabbatical Leave Committee consists of five members (2-year terms, with a 2/3 rotation).

11. Space Utilization and Campus Planning Committee

The committee will review and report on policy relating to space utilization and campus planning. The Space Utilization and Campus Planning Committee consists of five members (2-year terms, with a 2/3 rotation), and ex-officio members including but not limited to the Director of Facilities Planning, Registrar, and a student representative.

12. Budget and Research Committee

The committee will review and report on budget allocations, research policy, and priorities, based on the zero-based open budgeting process recommended in the Strategic Plan of 2005. The Budget and Research Committee consists of six members (3-year terms, with a 2/2/2 rotation).

13. Americans with Disabilities Act (ADA) Committee

The committee shall consist of 5 members serving 2-year terms (2/3 rotation). The Committee shall assess the status of New Mexico Tech's compliance with this federal law and will make recommendations to the Faculty Senate regarding measures to achieve full compliance. Ex-Officio members include the Director of Counseling and Disability Services, the Director of Affirmative Action, and a student representative.

14. Ombudspersons

Ombudspersons function as confidential, impartial, independent mediators in employment-related problems of individuals. An ombudsperson can be requested by a member of administration or by any individual to intervene in the early stages of a conflict and to attempt to resolve issues informally before they proceed to more formal processes. (2-year term, one representative from the faculty, one from staff).

15. Regents-Faculty Conference Committee

This committee shall prepare a report to the Board of Regents on the status of the Institute, from the Faculty's perspective, at the annual retreat (mid summer). The report is to be presented in April Faculty Senate Meeting for approval or for recommended changes. The committee consists of 4 rotating members with a 2/2 rotation, half Engineering and half Arts& Sciences faculty. Permanent members include the Dean of Engineering, the Dean of Arts and Sciences, and the Faculty Senate Chair.

16. Benefits Committee

The committee consists of 5 faculty members serving 2-year terms, with a 2/3 rotation.

17. Faculty Development Committee

The Faculty Development committee develops and coordinates faculty development efforts, including new faculty events, the mentoring program for Assistant Professors, and the pathway to Full program. This includes recruiting mentors and matching them with those who desire mentoring. The committee consists of 5 faculty members serving 2-year terms, with a 2/3 rotation. Ex-Officio members include the Associate Vice President of Academic Affairs.

18. Education and Research Efficiency Committee (EREC)

The committee will represent the educational and research missions of New Mexico Tech to assure that business processes are supportive of these missions and balance business needs against faculty/staff time and attention. EREC consists of four members (4-year terms, with a 1/1/1/1 rotation).

B. Special Committee

1. Special committees may be appointed by the Chair when deemed necessary.

C. Committee Membership

1. All members of the Faculty Senate shall be eligible to serve on regular and special committees.
2. Special Faculty Senate committees may include individuals who are not members of the Faculty Senate.

D. Annual Committee Meetings

The following committees shall meet at least once annually and will present brief written and oral reports to the Faculty Senate at least once per academic year: Computing on Campus Committee, Retention Committee, Student Learning Committee, Distance Education Committee, Space Utilization and Campus Planning Committee, Budget and Research Committee, ADA Committee. Reports shall include 1) a description of the current situation and 2) recommendations.