

**By-Laws of the College of Arts and Sciences**  
**University of New Mexico**  
(April 1, 2016)

**Preamble**

The College of Arts and Sciences is the foundational College of the University of New Mexico. It enrolls more students and includes more majors than any other division of the University. Every UNM student takes courses offered in the College. The College has more faculty and undertakes more sponsored research than any other unit. The College of Arts and Sciences is the primary provider of education—instruction and research—at the University. The mission of the College is to provide a structure, and services to facilitate, encourage, enhance and maintain scholarship and student success. The administrative unit of the College serves as the liaison between departments and other units and allocates resources to further the values of the University of New Mexico and to promote excellence in College faculty, staff, and students.

The following By-Laws provide a guide to the supra-departmental organization and operation of the College, the duties and responsibilities of the Dean, and the mechanisms by which the Dean and A&S faculty cooperative to fulfill the missions of the University.

**I. The Office of the Dean**

*1. Authority*

The authority of the Dean derives from the Board of Regents, the President of the University, the Provost, and the Faculty of the College, each acting within its lawful authority.

*2. College By-Laws and the Faculty Handbook*

- a.* The College By-Laws complement and enhance the UNM *Faculty Handbook*. None of the By-Laws shall be interpreted as revising or contradicting the provisions of the *Handbook*.
- b.* The appointment, term of office, functions, and periodic review of the Dean are described in the *Handbook*, Sections A51 (Article III) and C35. The duties of the Dean in connection with faculty reviews and the appointment and review of departmental chairpersons are specified in the *Handbook*, Sections B4.3.2, B4.9.4-7, B5.6, and C40.

*3. Other Duties*

In addition to the duties prescribed by the *Faculty Handbook* (see article I.2 above), the Dean shall have the following responsibilities:

- a.* To provide academic leadership and set high standards for the College's instructional and research programs;

- b. To promote the academic quality and welfare of the College's faculty, through the authorization of new faculty positions, the diversification of the faculty, oversight of faculty development and review, and recommendations to the Provost concerning faculty reappointment, promotion and tenure, and special honors;
- c. To represent the College in its relations with the central administration, other colleges and units within the University, the student body, and public, and to advocate for the resources necessary to fulfill the College's mission;
- d. To exercise control over the internal budget of the College, allocating and reallocating faculty and staff lines, graduate assistantships, and other resources;
- e. To review and assess the quality of the College's department and non-department units, their effectiveness in developing, clarifying and achieving their missions, and their contribution to achieving the College's mission; and to use these assessments as the basis for budget allocations and decisions affecting the units' instructional programs;
- f. To promote and maintain shared governance within the College concerning policies and resources, by consulting regularly with the departmental executive officers and the Faculty of the College, either directly or through their representative bodies;
- g. To select, assign responsibilities to, and evaluate the Associate Deans;
- h. To determine and oversee the College administrative structure and activities, including the Associate Deanships and the necessary nonacademic staff;
- i. To oversee and promote external fundraising and the acquisition of grants and contracts in support of the College's instructional and research programs; and
- j. To facilitate the resolution of conflicts as they arise and helping resolve them expeditiously according to established policies and procedures.

#### 4. *Selection*

- a. *Search.* When a vacancy occurs in the position of Dean of the College, the Provost oversees a search for a new Dean. After consultation with the Faculty and the Chairs of Departments in the College and other such persons as the Provost shall see fit, the Provost shall appoint a search committee. The search committee shall be diverse and broadly representative of the faculty in the College. The faculty component of the committee shall constitute a majority of the voting members of the committee and shall be chosen from a list of nominees provided by the Council of Chairs. The committee shall be chaired by a person who holds a faculty appointment in the University. The committee shall include representatives of the student body and the College's non-academic staff; it may also include other members designated by the Provost.
- b. *Consultation.* The search committee shall be consulted in connection with the drafting of the job description. The committee shall assess applicants for the Dean and recommend candidates to be interviewed for the position. The Provost shall select finalists from the search committee's list, and may add finalists from the pool of qualified applicants whose names do not appear on the list. The committee shall participate in campus interviews and shall ascertain and transmit

to the Provost the assessments of candidates by faculty, staff and students. The committee shall make recommendations to the Provost concerning the offer of the appointment. In accordance with Faculty Handbook section C35, the Provost must take a vote of the College faculty by secret ballot on any potential appointment or reappointment. The vote shall be administered by the Faculty Committee on Governance. The results of the vote shall be transmitted to the Provost and be made available to the faculty and department chairs of the College.

- c. Appointment. After receiving all input, the Provost shall make the appointment of a Dean.

## **II. Associate Deans**

The College Professional staff includes three Associate Deans:

The Associate Dean for Faculty is responsible for matters involving faculty hiring, tenure and promotion, annual reviews and other personnel deliberations. Normally, the Associate Dean for Faculty will also carry the title of Senior Associate Dean, with responsibilities for serving as Acting Dean in the Dean's absence. The Senior Associate Dean also oversees staff personnel matters in the College.

The Associate Dean for Curriculum and Instruction is responsible for the oversight of College advisement; student complaints and grievances; advising the Dean concerning all matters involving curriculum and instruction, including summer session and part-time budgets; and also for the oversight of interdisciplinary academic programs in the College.

The Associate Dean for Research is responsible for reviewing research proposals with regard to cost share and compliance; encouraging the sponsored research by all units in the College; coordinating with the Office of the Vice President for Research, the Research Policy Committee of the Faculty Senate; and also for the oversight of research centers, institutes and museums in the College.

The Senior Associate Dean and the Associate Dean for Faculty must have the rank of Professor; the other Associate Deans may come from the ranks of tenured faculty within the College. Associate Deans, other than the Associate Dean for Faculty, can vote on promotion and tenure decisions in their respective departments, but cannot "vote twice" and consequently must recuse themselves from any review or decision the Dean may request they conduct if it relates to their own department. The Associate Dean for Faculty manages the College process for all milestone reviews (mid-probation, tenure and promotion, promotion to Full and promotion to Distinguished Professor), reviews all files and makes recommendations to the Dean on such decisions. At the Dean's discretion, usually in cases with divided votes, the other Associate Deans may be asked to make recommendations to the Dean, except that an Associate Dean holding the rank of Associate Professor shall not participate in reviews of candidates for promotion to full professor.

When a vacancy for an Associate Dean position occurs, the Dean circulates an open call for nominations and applications among the tenured faculty of the College. The Dean, current Associate Deans, the College Administrator and/or a senior College officer would normally constitute the search and appointment committee.

### **III. The Faculty and the Faculty Assembly**

#### *1. The Faculty*

In keeping with section A51, article 1, of the *Faculty Handbook*, the faculty of the College of Arts and Sciences includes all those holding continuing appointments (lecturers, tenure track faculty on probation, tenured faculty) and all those holding non-continuing appointments (Professors of Practice, term teachers, part-time instructors and research appointments.)

#### *2. The Voting Faculty*

In keeping with section A51, article 1, of the *Faculty Handbook*, the voting faculty of the College of Arts and Sciences shall include all faculty holding a continuing appointment (lecturer, tenure track faculty on probation, and tenured faculty) as well as Professors of Practice. Research professors (other than those holding a tenured or tenure-track position,) faculty on temporary or interim appointments (such as visiting professors) and non-tenure-track faculty on part-time or term appointments are not voting members of the College faculty. Voting rights at the departmental level are established by the faculty of the department according to Article II, Sec. 2 of the Faculty Constitution.

#### *3. The Faculty Assembly*

- a. Membership.* The Faculty Assembly comprises all members of the College faculty, as defined in article III.1 above. All faculty of the College may attend and comment in the Faculty Assembly, but only voting members, as defined in article III.2 above, may participate in formal votes. A quorum for the purposes of voting requires the attendance of at least 20% of the voting faculty.
- b. Meetings.* In keeping with section A51, article III.3c, of the *Faculty Handbook*, the Dean of the College of Arts and Sciences is the presiding officer of the Faculty Assembly. The College faculty delegates to the Dean the authority to determine the number and timing of Assembly meetings. However, a special meeting may be called in writing by at least ten members of the voting faculty. In that case, the Dean will convene a meeting within three weeks of receiving the call. Except in the case of emergency meetings, the agenda shall be circulated at least five days in advance of the meeting.
- c. Duties.* The duties of the Faculty Assembly are to establish rules for the conduct of its business; to receive and respond to reports or recommendations of the Dean and College Committees; to identify topics about which the Dean or College

Committees shall report back to the Assembly with information or recommendations; and to consider amendments to the College By-Laws.

#### **IV. Committees**

Some committees are established by authority of the *Faculty Handbook* and some by the authority of the College By-Laws.

##### *1. Standing Committees*

###### *a. Chairs Council*

The Chairs Council comprises the Dean, the Associate Deans, the Chairs of all departments, and the Directors of those programs, museums, and institutes directly reporting to the Dean of the College.

The Chairs Council meets at least once a month during the academic year and can meet more frequently if there is sufficient business and during the summer if there are urgent matters. It also has a full-day retreat in August just before the academic year begins. The Dean chairs the meetings. The agenda is set by the Dean, but individual Chairs or groups of Chairs can also submit items for Council discussion or action.

The duties of the Chairs Council are to share information about developments in the College; to serve as a forum in which the Dean and Associate Deans can get advice about key issues; and to serve as a major deliberative forum for issues involving College policy including, but not limited to, selection of the Dean, planning, budget, hiring, tenure and promotion practices, and development.

###### *b. Senior Promotion Committee*

*Function.* The Senior Promotion Committee (SPC) reviews the dossiers of faculty advanced by their departments for consideration for promotion from Associate to full Professor, and reports its recommendations regarding each candidate to the Dean. These reviews are considered by the Dean in formulating his/her recommendation on each case, and are forwarded to higher administrative levels together with the Dean's recommendation.

In addition, following section B4.9.7 of the *Faculty Handbook regarding post-tenure reviews*, the Dean will seek a recommendation from the Senior Promotion Committee in cases requiring a more complete review. Should the Dean conclude that the case warrants informing the Provost, the dossier submitted to the Provost will include the recommendations of the Senior Promotion Committee. Prior to sending his/her recommendations on promotion or post-tenure review to the Provost, the Dean will inform the Committee Chair about the decisions.

*Membership.* The SPC consists of nine members of the College faculty having the rank of full Professor, appointed by the Dean. Committee membership is representative of the broad range of College disciplines and includes three members from each cluster when possible: Physical Sciences and Math; Social Sciences, and Humanities. Chairs from each cluster are asked to identify members. Members serve for two years on a rotating basis, staggered such that there is always a cadre of “senior” members and one of “junior” members. The chair of the SPC is chosen by the committee, usually from those members serving their second year.

*Process.* The SPC typically has multiple meetings. The first is organizational, in which information is provided by the Associate Dean for Faculty regarding those A&S faculty to be considered for promotion to full Professor. At this meeting the committee also chooses a Chair, and reviews the timetable for reviews. Each candidate is assigned a primary reviewer and a secondary reviewer, taking into consideration conflicts of interest. Both reviewers should review the entire file. Currently all materials are secured and available electronically.

Once files become available, all committee members are expected to familiarize themselves with all candidate dossiers. At a scheduled meeting, or meetings, the file of each candidate is presented by the primary and secondary reviewers, and discussion ensues in order to assist each committee member to complete their individual reviews. Any committee member from the same department as a given candidate recuses him or herself from the work of the committee: they should not be present for the discussion of that candidate and make no recommendation regarding promotion (since they would have provided a recommendation within the department review.) Following all meetings, each committee member completes a standard A&S promotion evaluation form for each candidate, recommending for or against promotion, and returns these to the committee Chair. The Chair summarizes the Committee’s recommendations in a report to the Dean, and the individual evaluation forms are forwarded together with the committee Chair’s report to the Dean.

c. *Junior Promotion and Tenure Committee*

*Function.* The Junior Promotion and Tenure Committee (JPTC) reviews the dossiers of faculty advanced by their departments for consideration for promotion from Assistant to Associate Professor, and reports its recommendations regarding each candidate to the Dean. As a distinct process, the committee also reviews the dossiers of those probationary faculty subject to mid-probationary review. (In special circumstances, it is possible for the Dean to convene a separate, and similar, committee to review only the mid-probationary files.) These reviews are considered by the Dean in formulating his/her recommendations in each case, and are forwarded to higher administrative levels together with the Dean’s recommendation. Prior to forwarding recommendations on promotion and tenure to the Provost, the Dean will inform the Committee Chair about the decisions.

*Membership.* The JPTC consists of nine members of the College faculty holding a rank of Associate or full Professor with tenure, appointed by the Dean. Committee membership is representative of the broad range of College disciplines and includes three members from each cluster when possible: Physical Sciences and Math; Social Sciences, and Humanities. Chairs from each cluster are asked to identify members. Members serve for two years on a rotating basis, staggered such that there is always a cadre of “senior” members and one of “junior” members. The chair of the JPTC is chosen by the committee, usually from those members serving their second year.

*Process.* The JPTC typically has multiple meetings. The first is organizational, in which information is provided by the Associate Dean for Faculty regarding those A&S faculty to be considered for promotion to Associate Professor, and awarded tenure, or, in the case of mid-probationary faculty, be considered for an additional probationary term. At this meeting the committee also chooses a Chair, and reviews the timetable for reviews. Each candidate is assigned a primary reviewer and a secondary reviewer, taking into consideration conflicts of interest. Both reviewers should review the entire file. Currently all materials are secured and available electronically.

- d. Once files become available, all committee members are expected to familiarize themselves with all candidate dossiers. At a scheduled meeting, or meetings, the file of each candidate is presented by the primary and secondary reviewers, and discussion ensues in order to assist each committee member to complete their individual reviews. Any committee member from the same department as a given candidate recuses him or herself from the work of the committee: they should not be present for the discussion of that candidate and make no recommendation regarding promotion (since they would have provided a recommendation within the department review.) Following all meetings, each committee member completes a standard A&S promotion evaluation form for each candidate, recommending for or against promotion, and returns these to the committee Chair. The Chair summarizes the Committee’s recommendations in a report to the Dean, and the individual evaluation forms are forwarded together with the committee Chair’s report to the Dean.

e. *Lecturer Promotion Committee*

*Function.* The Lecturer Promotion Committee (LPC) reviews the dossiers of faculty advanced by their departments for consideration for promotion to the ranks of Senior Lecturer (after five years of service) and Principal Lecturer (after 11 years of service) in accordance with Faculty Handbook policy C190. The committee’s recommendations regarding each candidate are reported to the Dean. Prior to forwarding recommendations on promotion to the Provost, the Dean will inform the Committee Chair about the decisions.

*Membership.* The LPC consists of five members of the College faculty holding the rank of Principal Lecturer or a tenured faculty holding the rank of Full Professor, appointed by the Dean. Committee membership will attempt to be representative of the broad range of College disciplines. Members serve for two years on a rotating basis, staggered such that there is always a cadre of “senior” members and one of “junior” members. The chair of the LPC is chosen by the committee, usually from those members serving their second year.

*Process.* The LPC typically has multiple meetings. The first is organizational, in which information is provided by the Associate Dean for Faculty regarding those A&S faculty to be considered for promotion. At this meeting the committee also chooses a Chair, and reviews the timetable for reviews. Each candidate is assigned a primary reviewer, taking into consideration conflicts of interest. The primary reviewer should review the entire file. Currently all materials are secured and available electronically.

Once files become available, all committee members are expected to familiarize themselves with all candidate dossiers. At a scheduled meeting, or meetings, the file of each candidate is presented by the primary reviewer, and discussion ensues in order to assist each committee member to complete their individual reviews. Any committee member from the same department as a given candidate recuses him or herself from the work of the committee: they should not be present for the discussion of that candidate and make no recommendation regarding promotion (since they would have provided a recommendation within the department review.) Following all meetings, each committee member completes a standard A&S promotion evaluation form for each candidate, recommending for or against promotion, and returns these to the committee Chair. The Chair summarizes the Committee’s recommendations in a report to the Dean, and the individual evaluation forms are forwarded together with the committee Chair’s report to the Dean.

*f. Sabbatical Leave Committee*

In accordance with Faculty Handbook Policy C200 sec.8, the Dean will normally appoint a College-wide faculty committee, chaired by the Associate Dean for Faculty, to advise on all applications for sabbatical leaves. In cases of revised sabbatical leave requests, when the college committee cannot be convened, the Associate Dean for Faculty will review the application and advise the Dean. In a similar manner, and toward a similar goal, the Associate Dean for Faculty may appoint a separate College-wide faculty committee to review applications from Lecturers for Academic Leave per Faculty Handbook policy C250.

*g. Undergraduate Committee*

*Function.* The Arts and Sciences Undergraduate Committee (ASUC) advises the Dean on all matters pertaining to undergraduate programs and undergraduate units

within the college, and to provide a link between the Faculty Senate Curriculum Committee and decision-making in the College regarding undergraduate programs.

The ASUC will not duplicate the governance work of the Faculty Senate Curriculum Committee, but will maximize less formal communication and dialogue regarding the improvement of undergraduate education within the College and the development of new undergraduate programs. ASUC's purview includes, but is not limited to, identifying, addressing, and troubleshooting problems in undergraduate education that transcend any single department; advising the College in its efforts to support departmental recruitment and retention of minority undergraduate students; advising the Dean regarding proposals for new undergraduate programs and changes in existing programs; recommending improvements in college student advising processes; and following up on issues which surface from unit reviews involving undergraduate programs.

*Membership and Structure.* The committee is comprised of faculty from the undergraduate units within the College, and chaired by the Associate Dean for Curriculum and Instruction. The Chair of each undergraduate unit in the College will appoint a faculty member to the ASUC. Members are chosen under procedures defined by each department, which should include appropriate consultation with departmental faculty.

*Operation.* The ASUC will generally meet two times per semester. The Dean will be asked to attend one meeting per year. At other times, the ASUC will be presumed to have access to the Dean and Associate Deans as appropriate for ongoing consultation. These Deans will offer staff support for such areas as scheduling meetings, arranging meeting space, coordinating with the Faculty Senate Curriculum Committee, taking minutes, etc.

#### *h. Graduate Committee*

*Function.* The Arts and Sciences Graduate Committee (ASGC) comprises representatives of the graduate units within the College. The overall role of ASGC is to advise the Dean on all matters pertaining to graduate programs and graduate units within the College; to coordinate with the Dean of Graduate Studies on all matters affecting graduate programs within Arts and Sciences; and to provide a link between the Faculty Senate Graduate Committee and decision-making in the College regarding graduate programs.

ASGC will not duplicate the governance work of the Faculty Senate Graduate and Professional Committee, but will maximize less formal communication and dialogue regarding the improvement of graduate education within the College and the development of new graduate programs. ASGC's purview will include, but not be limited to, identifying, addressing, and troubleshooting problems in

graduate education that transcend any single department; advising the College and the Office of Graduate Studies in their efforts to support departmental recruitment and retention of minority graduate students; advising the Dean regarding proposals for new graduate programs and changes in existing programs within the College; and following up on issues which surface from unit reviews involving graduate programs, and carrying any concerns regarding graduate education within the College to the Faculty Senate Graduate Committee and the Dean of Graduate Studies, as appropriate.

*Membership and Structure.* The committee is chaired by the Associate Dean for Curriculum and Instruction. The Chairperson of each graduate unit in the College will appoint a faculty member to the ASGC. This will ordinarily be that unit's Director of Graduate Studies (or equivalent, for example Chair of Graduate Committee). The latter are chosen under procedures defined by each department, which should include appropriate consultation with departmental faculty.

*Operation.* The ASGC will generally meet two times per semester. The Dean of Arts and Sciences and the Dean of Graduate Studies will be asked to attend one meeting per year. At other times, the ASGC will be presumed to have access to both Deans and Associate Deans as appropriate for ongoing consultation. The deans will offer staff support for such areas as scheduling meetings, arranging meeting space, coordinating with the Faculty Senate Graduate and Professional Committee, taking minutes, etc.

## 2. *Ad Hoc Committees*

The Dean has the authority to constitute and appoint ad hoc committees as needed. Although the number and title of all committees may vary, they often include:

### a. *Arts & Sciences Teaching Awards Committee*

These awards recognize individuals who have made significant contributions to the College's teaching mission. Three faculty and two teaching assistants are selected each year. The Teaching Award Committee is convened each year in the spring by the Associate Dean for Faculty and comprises the previous year's winners of the award – both faculty and graduate students. The Committee reads applications from departments for faculty and graduate student awards and ranks the candidates. The final decision on the awards is made by the Dean.

### b. *Regents' Professor and Regents' Lecturer Committee*

Regents' Professor is a special title bestowed on selected senior faculty members who, in the judgment of the Dean on the advice of a faculty selection committee, merit recognition of their accomplishments as teachers, scholars, and leaders both in

university affairs and in their national/international scholarly communities. There are up to three such awards and the term is three years. The title is perpetual.

Regents' Lecturer is a special title bestowed on selected junior faculty members (Associate Professors) who in the judgment of the Dean on the advice of a faculty selection committee merit recognition for their scholarly, teaching and service accomplishments. There are up to three such awards and the term is three years. The title is perpetual.

The Regents' Professor and Regents' Lecturer Committees are convened by the Associate Dean for Faculty. Both committees are composed of previous awardees. The Committees read applications from departments and rank the candidates. Applications are also reviewed by the Associate Deans. The final decision on the selections is made by the Dean.

*c. Distinguished Professor Nominations*

The call for Distinguished Professor nominations emanates from the Provost. Following University guidelines for appointment of Distinguished Professors, once a department has agreed to support a distinguished professor nomination, a nomination packet is sent to the Dean. The Associate Deans will review the nomination materials and make recommendations to the Dean. The Dean provides his/her recommendation to the Senior Vice (Deputy) Provost.

## **V. Faculty Senators**

*a. Representation.* The *Faculty Handbook*, section A51, article I,.6b(i), states that "The Faculty Senate shall be made up of 68 members, of which 63 are chosen according to the number of full-time voting faculty in each academic unit, ..." and the number of Senators from the College "shall be determined yearly by first dividing the set number of senators (63) into the total number of voting faculty in the University followed by using this resulting number to determine the proportional representation for each of the units with academic faculty."

The College will make every attempt to elect the required number of Senators each year such that each Senator represents an equal number of College faculty. The mechanism for determining representation is described in an addendum to the By-Laws. The addendum, titled Faculty Senate Representation in the College of Arts and Sciences, must be ratified by a majority of the voting faculty in a separate electronic vote as required when the method of representation or the voting rules are modified. The Dean, after consultation with the Chairs Council, may alter the Faculty Senate Representation in the College of Arts and Sciences, which then must be ratified as described above.

*b. Terms.* Senators may serve two terms, each term being two years.

*c. Caucus.* The College Senators may decide to organize themselves as a caucus in the College to provide information and advice to the Dean and Chairs Council on Faculty Senate matters of interest to the College.

## **VI. Approval and Amendment of By-Laws**

### *1. Approval*

An electronic ballot with a copy of the By-Laws document shall be sent to the voting faculty of the College. Upon approval by a majority of those cast ballots and by the Dean, these shall become the permanent By-Laws of the College.

### *2. Amendment*

The Dean shall review and consider amendments to the College By-Laws at least once every seven years. Amendments may be proposed at any time by ten voting members of the Faculty Assembly, or by the Dean. The Dean shall consider all amendments and discuss any revisions with the Chairs Council before offering the amended document to the Faculty Assembly for consideration and vote. Amendments shall be transmitted to the Faculty Assembly at least ten days before the scheduled vote takes place, and optionally discussed at a Faculty Assembly meeting before the vote. Ten or more voting members of the Faculty Assembly can request such a meeting before the vote. Ratification of amendments shall require the approval of a majority of the voting faculty of the College who cast ballots via an electronic vote. If approved, amendments shall become effective at the beginning of the next academic semester.

In those areas which the College By-Laws give discretion of the Dean, the By-Laws may be revised without a faculty vote. Such areas include the creation or dissolution of Ad Hoc Committees and the redefinition of the titles, qualifications, and duties of the Associate Deans and other administrators. When considering such changes the Dean may consult with the Chairs Council.