

Bylaws of the College of Arts and Sciences - University of New Mexico
May 6, 2024

Purpose

The College Bylaws describe the Faculty Assembly and its standing committees, instituted by the Dean and Associate Deans of the College of Arts & Sciences. The College Bylaws complement and enhance the *UA-UNM Unit 1 Collective Bargaining Agreement (CBA)* and the *UNM Faculty Handbook (FHB)*. None of the Bylaws shall be interpreted as revising or contradicting the provisions of the CBA or the FHB.

I. The Office of the Dean

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. The appointment, term of office, functions, and periodic review of the Dean are described in the Handbook, Sections A51 (Article III) and C35.

II. The Faculty Assembly

1. Faculty Membership:

In keeping with section A51, article 1(a) of the *Faculty Handbook*, the faculty of the College of Arts & Sciences includes all faculty holding continuing appointments (lecturers, tenure track faculty on probation, tenured faculty) and all faculty 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(b) of the *Faculty Handbook*, the voting faculty of the College of Arts and Sciences includes all faculty holding a continuing appointment (lecturer, tenure track faculty on probation, and tenured faculty) and 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 according to article II, Sec. 2 of the Faculty Constitution.

3. The Faculty Assembly of the College

1. Membership. The Faculty Assembly comprises all members of the College faculty, as defined in article I(a) above. All faculty of the College may attend and comment in the Faculty Assembly, but only voting members, as defined in article I(b) above, may participate in formal votes. A quorum for the purposes of voting requires the attendance of at least 20% of the voting faculty.

2. 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.
3. Duties. The Faculty Assembly establishes rules for the conduct of its business; receives and responds to reports or recommendations of the Dean and College Committees; identifies topics about which the Dean or College Committees shall report back to the Assembly with information or recommendations; and considers amendments to the College Bylaws

II. Committees

1. Standing Committees

a. Chairs & Directors Council

The Chairs & Directors Council is comprised of 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 & Directors Council generally 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 may also have a full-day retreat in August 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 & Directors Council are to share information about developments in the College; to serve as a forum to advise the Dean and Associate Deans about key issues; and to deliberate on issues involving College policy including, but not limited to, planning, budget, hiring, tenure and promotion practices, and development.

b. Faculty retention, tenure, and promotion, committees

The College of Arts and Sciences convenes annually four committees for faculty retention, promotion, and tenure (RPT). There are three committees for tenure-track faculty: the Retention (Mid-probationary) Committee, the Promotion & Tenure Committee, and the Senior

Promotion Committee. A fourth committee evaluates lecturers for promotion to the ranks of senior or principal lecturer.

Function. RPT committees review the dossiers of faculty advanced by their departments for retention (mid-probationary), tenure and promotion to the rank of associate professor, and promotion to the rank of full professor. These reviews are considered by the Dean in formulating his/her recommendations and are forwarded to higher administrative levels together with the Dean's recommendation.

The mid-probationary, promotion & tenure, and promotion committees each should consist of 5-7 members of the College faculty that have attained or exceeded the rank under review. The lecturer promotion committee should consist of 5 members at the rank of principal lecturer and/or tenured faculty at any rank. Committee members are appointed by the Dean and should represent the broad range of A&S disciplines. If possible, committees should include members from each of the main divisions: Natural Sciences, Social Sciences, and Humanities. Chairs from each division are asked to identify members. Members serve for two years on a rotating basis, staggered such that there is always a cadre of more experienced members. The chair is chosen by the committee, usually from those members serving their second year.

Process. RPT committees typically have multiple meetings. The first is organizational, at which procedural information is provided by an associate dean. At this meeting, the committee also chooses a chair and reviews the timetable for reviews. The chair assigns primary and secondary reviewers for each candidate, taking into consideration conflicts of interest. All committee members are expected to review all candidate dossiers.

At a scheduled meeting, or meetings, the primary and secondary reviewers present the dossiers assigned to them. The dossiers then are discussed by the entire committee. Any committee member from the same department as a candidate or with any other conflict of interest should recuse him or herself from reviewing, discussing, or making any recommendation on the dossier. If the committee member is a departmental colleague, they will already have provided a recommendation at the departmental level of review.

Following all meetings, each committee member submits to the College a confidential A&S evaluation form for each candidate, recommending for or against promotion or a renewed three-year term. The Chair prepares for the Dean a summary report of the committee's proceedings and general conclusions.

c. Sabbatical and Academic Leave Committee

In accordance with the UA-UNM Unit 1 CBA and FHB Policy C200 section 8, the Dean will appoint a College-wide faculty committee, appointed and coordinated by an associate dean, to advise on all applications for sabbatical leaves for tenured faculty and academic leaves for lecturers. In cases of revised sabbatical or academic leave requests, when the college committee cannot be convened, an associate dean will review the application and advise the

Dean. Sabbatical leaves are governed by Unit 1 CBA, Article 11, and FHB, C200. Academic Leaves for Lecturers are governed by Unit 1 CBA, Article 12, and FHB B3.4, with the CBA taking precedence over the FHB.

d. Curriculum Committee

Function. The A&S Curriculum Committee advises the Dean on all matters pertaining to undergraduate programs and undergraduate units within the college and provides a link between the College and Faculty Senate Curriculum Committee regarding undergraduate programs.

The A&S Curriculum Committee will not duplicate the governance work of the Faculty Senate Curriculum Committee but will collaborate with faculty proposing curricular changes to facilitate consistency and cohesion in the undergraduate curriculum. The A&S Curriculum Committee's purview includes, but is not limited to, identifying, addressing, and troubleshooting problems in undergraduate education that transcend any single department; advising the Dean regarding proposals for new undergraduate programs and changes in existing programs; and following up on issues that surface from unit reviews involving undergraduate programs.

Membership and Structure. The committee is composed of faculty from the undergraduate units within the College and chaired by an associate dean. Committee members should represent the variety of units within A&S and other core functions of the College, including assessment and advising.

Operation. The Curriculum Committee will meet once per month or as needed. The Curriculum Committee will have access to the Dean and Associate Deans as appropriate for ongoing consultation.

e. Research Strategy Committee

Function: The Research Strategy Committee is charged with advising the Dean on Research Policy, Strategic Planning, and allocation of resources, including support for category II centers. It is chaired by the Associate Dean for Research.

Membership and Structure. The committee is composed of five professors distributed amongst the three divisions of Humanities, Social Sciences, and Natural Sciences.

f. Space Allocation Committee

Function: This committee advises the Dean on principles for prioritizing space allocation among units within the College of Arts & Sciences and to advise the Dean on implementation of those guidelines by providing recommendations on space allocation questions presented to the committee.

Membership and Structure: The committee is composed of five professors distributed amongst the Humanities, Social Sciences, and Natural Sciences.

2. Ad Hoc Committees

The Dean has the authority to constitute, appoint, and eliminate ad hoc committees as needed.

III. Faculty Senators

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 current number of Senators for Arts & Sciences is 15. The College of Arts & Sciences will return to a process of proportionate representation that was in effect from 2004-2021. Units of approximately 27 voting faculty members or more will nominate one senator. Smaller units will be placed in groups of approximately 27 voting faculty, observing disciplinary affinities, when possible. No more than three units will be grouped together. The College may change these groupings over time, if warranted, to accommodate changes in academic unit size.

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

c. Caucus. The College of A&S Senators may decide to organize themselves as a caucus to provide Faculty Senate information and advice to the Dean and Chairs Council.

VI. Approval and Amendment of By-Laws

1. Approval

An electronic ballot with a copy of the Bylaws document shall be sent to the College's voting faculty. Upon approval by a majority of those casting ballots and by the Dean, these shall become the permanent Bylaws of the College.

2. Amendment

The Dean shall review and consider amendments to the College Bylaws 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 & Directors 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 may 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 Bylaws give discretion of the Dean, the Bylaws 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 & Directors Council.