

# **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, February 2015, January 2018, February 2019, October 2019, November 2019, February 2020, April 2021, September 2021

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 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, the Dean of Students, the Graduate Dean, the Dean of Engineering, the Dean of Arts & Sciences, 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, and the Director of Community Education and Outreach (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 that 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.

Amendment: During discussion and voting on student awards and the graduation list, the student representatives will be asked to leave and to refrain from voting. The rationale is to maintain confidentiality (especially with respect to student grades), to allow for open and honest discussion, and to avoid any

conflict of interest. [Approved Feb 2019]

**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**

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. Election of all three positions will be for two-year terms, with a maximum consecutive limit of two terms (four years).

- A. The Vice President for Academic Affairs shall provide a secretary or some other person to record the minutes of the Faculty Senate meetings.
- B. 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.
- C. The Vice Chair shall perform the duties of the Chair in the absence of the Chair.
- D. 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.
- E. If the Chair should become vacant, the Vice Chair shall take his/her place.
- F. 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 the week of 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. Regular and special meetings will be held in a hybrid format; members may attend either in person or online.
- D. 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), present either in person or online.
- E. 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.
- F. 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 two 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 on the New Mexico Tech, Vice President Academic

Affairs website.

## **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 Faculty Senate Chair, Nominating Committee Chair, and the Office for Academic Affairs for posting on its web site.

Ex officio committee members do not have voting rights unless explicitly granted in the committee descriptions below.

#### **1. Academic Standards and Admissions Committee**

The Academic Standards and Admissions Committee shall judge all applicants for undergraduate readmission and all appeals relating to admission of new or transfer undergraduate 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 Associate Vice President of Academic Affairs, 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 1/2 rotation).

#### **3. Student and Faculty Conduct Committee**

The Student and Faculty Conduct Committee is a Faculty Senate Committee with student representation from the Student Government Association (SGA) senate and the Graduate Student Association (GSA). Membership is composed of five (5) faculty with a 2-year term, on a 2/3 rotation, two (2) undergraduate student representatives appointed annually by the SGA, and two (2) graduate student members appointed annually by the GSA. The responsibilities of the committee are to: a) advise Faculty Senate and the University on student /faculty conduct policies and procedures (e.g. The Student Code of Conduct), b) maintain a roster of trained hearing panelists who can be called upon to adjudicate academic and non-academic conduct hearings as outlined in

the Student Handbook as well as Title IX hearings.

#### 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, Director of Financial Aid, the Director of Residential Life and a Undergraduate Student Representative.

#### 6. 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 1/2 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.

#### 7. 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 tenured faculty members (2-year terms, with a 2/3 rotation).

8. 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).

9. 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, a undergraduate student representative and a graduate student representative

10. 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).

11. Americans with Disabilities Act (ADA) Committee

The committee shall consist of 7 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, two members of Facilities Management, an undergraduate student representative and a graduate student representative.

12. 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).

#### 13. 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 (midsummer). 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, Faculty Senate Chair, Faculty Senate Vice Chair, and Parliamentarian

#### 14. Benefits Committee

The Benefits Committee is charged by the Faculty Senate to review and advise on current and potential NMT benefits to include but not be limited to, the retirement and insurance plans and health care and investigate the feasibility of additional benefits as may occur to the Committee or be suggested to the Committee. The Committee shall then recommend changes in, or additions to, these benefits to the Faculty Senate, and NMT Administration. The committee consists of 5 members with at least 1 staff member serving 2-year terms, with a 2/3 rotation.

#### 15. 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.

#### 16. 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).

#### 17. Undergraduate Academic Advising Committee.

This committee will review NMT's academic advising system and make

recommendations to the senate and the administration on how academic advising can be structured to contribute to enhanced student success. Membership will include: 5 faculty members with two year terms and a 3/2 rotation. two student representatives including an undergraduate student, and an undergraduate transfer student. Ex officio members: Associate Vice President for Academic Affairs, Registrar, Director of Admissions, Director of the Office of Student Learning, Associate Dean for Student Success, Director of Student Affairs and Director of Veterans Affairs as ex officio members

#### 18. Curriculum Committee

This committee is responsible for reviewing and evaluating changes to the Catalog, curricula, courses, and academic requirements, then proposing changes to the Faculty Senate for approval. The committee will coordinate curricular changes among academic units and divisions to reduce duplication, dilution of the quality of programs, and reduce errors, contradictions, and inconsistencies. The committee will meet at least twice each semester, and the meeting dates will be advertised to the Faculty Senate at the beginning of each semester. The committee will receive undergraduate curricular and catalog changes from academic departments and programs and graduate curricular changes from the Graduate Council. The committee will then debate and consider the changes for implementation into the catalog. The committee will present Catalog change proposals to the Faculty Senate in a standard format, and upon approval of the Faculty Senate will work with the Registrar's Office to ensure implementation of the proposed changes. Membership will include 6 faculty members with two year terms and a 3/3 rotation), and ex-officio members including but not limited to the Registrar and the Associate Dean for Student Success.

#### 19. Mental Health and Wellness Committee

This committee reviews and reports on factors affecting student mental health, mental health policies, and initiatives. The committee works with the administration and the student Mental Health Committee to make recommendations to improve support for students struggling with mental health issues, and to help inform and educate faculty on these issues. The committee consists of four faculty senate members. Ex officio members include an undergraduate student representative, a graduate student representative, the VP for Student Life or their designee, the Director of the Counseling Center or their designee, and the Associate Dean for Student Success. (2 year terms, 2/2 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, with the exceptions of the Faculty Academic Freedom and Tenure Committee for which tenure is required.
2. Special Faculty Senate committees may include individuals who are not members of the Faculty Senate.

### D. Annual Committee Meetings

All 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: Reports shall include 1) a description of the current situation and 2) recommendations.

### E. Council of Chairs and Graduate Council

The Council of Chairs and Graduate Council are administrative committees chaired by Vice President for Academic Affairs and Dean of Graduate Studies respectively. These bodies act as committees of the Faculty Senate in that they may bring motions to the Faculty Senate and the Faculty Senate may refer matters to these bodies.

#### Page last updated

11.5.2019: Removed Distance Education Committee per FS meeting on 11.5.2019

2.4.2020: Changed ADA Committee to include two ex officio members from Facilities Management

3.4.2020: Clarified that ex officio members on standing committees do not have voting rights unless explicitly granted.