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SECTION A GUIDING DOCUMENTS

A.1. CORE VALUES

Advocacy: In response to evidence of educational, social and political inequities, we promote activism to advance change.

Building Professional Identities: We support the development of individuals as life-long learners and effective professionals who are grounded in their own identities.

Collaboration and Relationships: We engage in authentic, active participation with all community members to develop solutions for the individual, local and global challenges we face.

Dignity: We treat all people ethically, with respect and afford them the dignity that is their innate right.

Diversity and Social Justice: We are dedicated to the analysis of social structures and power relations that hinder equal access for all, especially historically underrepresented populations, and to the educational and political work that addresses these inequalities.

New Mexico: The peoples, cultures, histories and communities of New Mexico enrich our work. This sense of place influences all that we do.

Scholarship and Research: We challenge ourselves to engage in scholarship and research that enrich the human experience, inform educational policy and practice, and address the needs of a complex, diverse world.

Teaching and Learning: Teaching and learning are central to our work. We study, question, debate and revise these dynamic and robust areas of investigation in order to improve our practice.

Adopted April 27, 2010
SECTION B DECISION-MAKING

B. 1 POLICY ON POLICIES

Purpose: To provide policies specific to the College of Education (COE) and to delineate the process of policy approval for the College. COE policies are intended as a supplement to the University of New Mexico (UNM) Faculty Handbook, Regents’ Policy Manual (RP), and University Administrative Policies and Procedures Manual (UAPP)

Guidelines

1. No new policy shall be adopted by the faculty of the College until the Faculty Governance Committee and/or the Deans Office has provided written assurance that the policy is compatible with existing policies, unless the adoption of the new policy explicitly repeals established policies with which the new policy conflicts. (Grandparent provision: If, at the time a policy on policies is adopted, the College records indicate that existing policies are incompatible, it shall be presumed that the most recent policy is the operative one.)

2. All policy decisions shall be brought to the faculty through the Faculty Governance Committee, which shall recommend approval, modification, or disapproval. All program changes shall be considered policy changes, except for matters deemed merely editorial in nature by the appropriate Associate Dean.

3. The Dean of the College of Education, in consultation with the Chair of the Faculty Governance Committee, shall annually compile and distribute (to the Faculty Governance Committee and to the COE Leadership Team) all operative policies of the College faculty except those pertaining to curriculum (which shall be deemed to be published in the University (Bulletins). In addition, the Office of the Dean shall annually distribute to all faculty members a document setting forth the membership and responsibility of all standing committees.

4. When the College of Education faculty policies are in conflict with University-level policies, the latter shall be operative unless there are express provisions to the contrary. Within the College, a policy which is more restrictive than the policy of the next level above is not considered a conflict in policy. Lower levels may adopt more stringent standards than the next level above, but may not diminish the standards set by higher levels, unless there are express provisions permitting such diminishment.

Procedures

1. Proposals for new policies should be brought before the Faculty Governance Committee prior to faculty review, or the Faculty Governance Committee has the authority to draft new policies for faculty review, in response to a problem brought before them.

2. All proposals shall be presented to the faculty at a meeting prior to the faculty vote. Drafts of all proposals shall be distributed electronically to the faculty for comment at
least one week prior to the meeting. The Faculty Governance Committee will take suggestions into account, and, if necessary, present a revised version to the Faculty prior to the vote.

3. All proposals for new policies or policy revisions must contain the following sections:
   - **Purpose** related to a specific section of the UNM Faculty Handbook.
   - **Guidelines** that state the tenets of the policy
   - **Procedures** for implementation

4. All proposals for policy revisions must contain the above sections and be accompanied by the existing policy and an explanation of the reason for the change.

5. Once passed by the faculty, the Chair of the Faculty Governance Committee and the Dean or an appointee must add to the appropriate sections of the manual and make it available to faculty on the COE website.
B.2 Electronic Voting Policy

Purpose

To ensure fair representation, one vote per faculty member, and voter confidentiality on issues related to the College.

Policy

College-wide votes should be conducted electronically. This includes, but is not limited to: a) elections of at-large members of Standing Committees, b) elections of Faculty Senate representatives, and c) votes on motions presented at College faculty meetings.

Procedure

Software Requirements

1. Electronic voting should utilize available software programs that meet the following requirements:
   a) Ballots are confidential.
   b) Each individual must be a voting member of the College and can only vote one time.
   c) Results of the elections should be tallied electronically and reported to faculty in a timely fashion after the close of the election.

Standing Committee Elections

1. Standing committee elections must be conducted in the spring semester to fill available positions prior to the end of the academic year. A staff member charged with the responsibility for conducting the at-large member elections. Departments are in charge of their own elections for their representatives and need not be conducted electronically.
2. Departmental election of representatives to standing committees will be conducted prior to the call for nominations for at-large representatives.
3. The staff member in charge of the elections should contact departments early in the Spring semester to notify them that they need a new representative and establish a deadline that allows the election to be completed prior to soliciting nominations for at-large representatives.
4. The staff member in charge of the elections should solicit nominations for at large representatives from faculty for at least two weeks prior to distributing the ballot. Individuals may nominate themselves, or others may nominate someone who is willing to serve. Nominators are responsible contacting their nominees to confirm that they will accept the nomination and submitting the names electronically. The staff member will contact each nominee to obtain their consent to appear on the ballot.
5. In order to familiarize themselves with the mission and operation of the standing committee on which they will serve, both department and at-large representatives will have the opportunity to attend the last meeting of the standing committee prior to the year in which they will serve.
6. For each election, a tally of votes should be maintained at the College level. When an individual is unable to fulfill the full term, the person who received the next highest number of votes will be asked to serve.

Faculty Senate Elections

1. When the Secretary of the Faculty Senate sets deadlines for elections, the staff member in charge of elections must schedule electronic nominations and voting to ensure that the deadline is met.
2. Procedures for Faculty Senate Elections are identical to those for Standing Committee elections.

Voting on Motions

1. All College-wide motions should be voted upon electronically.
2. The vote should follow the quorum policy (see B.4)
3. A staff member shall be charged with recording the motion on an electronic ballot and distributing it after the meeting in which the motion was presented. Voting will end five business days after distribution. The staff member will then report the results of the vote in the minutes for the meeting.
B.3 Policy on Proxy Votes

**Purpose**
To ensure that a member of a faculty decision making body (e.g., Program, Department, and College) in the College of Education may delegate their voting power to a representative, to enable a vote in absence.

**Guidelines**
Voting faculty at program, department and College meetings who are unable to attend during matters involving faculty vote are allowed to charge another member of the group to vote on their behalf. Absent members requesting a proxy for their vote should ensure that they communicate with the chair or leader of the group before the set meeting time, to inform them of the proxy request, as well as communicate with their proxy about their thoughts and intentions related to any upcoming votes. No one member of any committee or group can serve as a proxy for more than one other person.

Adopted May 8, 2018
B.4 Policy on Quorum

Purpose
To ensure that a majority of faculty have the opportunity to provide input to any decision made in person or via electronic vote while conducting the business of the College of Education.

Guidelines
All faculty votes at the program, department or College of Education level must occur with at least a majority (50% plus 1) of voting faculty present and engaged in the vote. Any times College meetings (e.g., Program, Department, or College of Education) are facilitated with less than 50% plus 1 of faculty, a vote cannot occur. In the event of an electronic vote, a minimum of 50% plus 1 of voting faculty must respond to the vote, regardless of how they vote (e.g., yay, nay, or abstain).

Adopted May 8, 2018
SECTION C: ORGANIZATION

C.1 Administrative Leadership Team

Purpose

To provide counsel to the Dean in matters pertaining to College policies and procedures. The Leadership Team represents the College on administrative matters and functions as a decision-making body.

Guidelines

The Dean shall convene a Leadership Team for each academic year. This team shall consist of:

- Associate Deans
- Department Chairs
- A representative from the Faculty Governance Committee (ex-officio)
- A representative from the COE Staff Council (ex-officio)
- Academic Operations Officer (ex-officio)
- Program Operations Director for the Center for Student Success (ex-officio)
- A representative from shared fiscal services (ex-officio)

The Dean of the College of Education serves as chair of the Leadership Team and only votes in the event of a tie.
C. 2 College Committees

The College of Education has standing committees to facilitate the work of the College:

- Faculty Governance Committee
- Graduate Committee
- Undergraduate Committee
- Diversity Committee
- Center for Research and Community Engagement Advisory Board
- Scholarship Committee

Membership

The standing committees (Faculty Governance, Graduate, Undergraduate, Diversity, Center for Research and Community Engagement Advisory Committee, and Scholarship) shall consist of nine members each, one from each respective Department and the remaining elected at-large from the College voting faculty. A representative from the Dean’s office will serve as an ex-officio member of each committee.

Term of Appointment

Members are elected for a three year term appointment. Election of members should be on a staggered basis.

Replacement of Committee Members

When a member is unable to complete the three-year term, the Faculty Governance Committee shall appoint the faculty member receiving the next highest number of votes from the last election at either the department or College. In the event that there is no viable candidate from the prior election, an election will be held to fill the remainder of the term.

Chairperson Role and Responsibility

Each Standing Committee will elect a Chairperson. The Chair serves for one academic year, starting at the beginning of the fall semester. The Chair is elected by the Standing Committee members in the prior spring term. The Chair convenes meetings, establishes the agendas, and conducts meetings in a collegial manner, according to Robert’s Rules of Order. The Chair is also responsible for overseeing the recording and distribution of meeting minutes.

Attendance at Committee Meetings

All standing committee meetings are open to faculty, staff, students, and other interested parties. Non-members may not participate in meetings unless this is agreed to in advance by the Chair. Committees reserve the right to closed session when deemed necessary by a majority vote.
Faculty Ad Hoc Committee

When the College of Education doesn’t have a standing committee to refer business to, or faculty want to have a committee to oversee a certain project where no standing committee exists, Faculty Governance can create an Ad Hoc committee by adopting an incidental motion to carry out a specific assignment. The Dean of the College of Education also can initiate an Ad Hoc Committee with consultation with the Faculty Governance Committee. The purpose of the Ad Hoc Committee is to investigate or carry out the specific project for which it is created; it ceases to exist after the work is completed and the chair of the Ad Hoc committee submits its final report to the Faculty Governance Committee and/or to the Dean of the College of Education.

An Ad Hoc Committee cannot be appointed to perform the functions of an existing standing committee. However, an Ad Hoc Committee can become a standing committee if the Ad Hoc Committee members vote to change its status by adding its name and duties to the bylaws. The Ad Hoc Committee Chair can initiate this process by submitting a proposal to the Faculty Governance. This proposal must be approved by the Faculty Governance before going to a full vote of the Faculty of the College of Education.

Adopted March 20, 2018
C. 3 Faculty Governance Committee

Charge
To advocate for the Faculty of the College of Education and serve as a liaison between the Faculty and the Dean. The Committee formulates policies and procedures that affect the primary responsibilities and roles of the Faculty. These areas include, but are not limited to: curriculum, subject matter, methods of instruction, faculty status, admission of students, and issues related to the educational process.

Responsibilities
As an elected body that represents the faculty of the College of Education, the Committee deliberates on concerns related to governance, as specified in the statement of purpose and shall:

- Gather input and review information, either in full or by appointing an ad hoc committee.
- Make recommendations to the Dean and/or the Faculty for action.
- Interact with and serve as a liaison to other College committees by:
  - Referring matters of policy, procedures and governance to appropriate college committees that have jurisdiction over such matters;
  - Developing and maintaining effective working relationships with standing committees of the college.
  - Reviewing reports and recommendations of other college committees if governance or faculty policy implications are involved and providing feedback prior to submission of such reports and recommendations to the COE faculty.
- Participate with the College administration and department chairs in setting budget priorities and in developing and reviewing annual budget requests, fiscal policies, and the allocation of resources.
- Ensure that annual reviews of the college's administration, including department chairs, associate deans, and the Dean, are implemented with input from the Faculty.
- Represent COE faculty interests outside of the COE.
- Designate temporary acting appointments to fill college-wide committee vacancies until such times as standard procedures can be used to reconstitute the membership.
- Provide input to the agenda for COE faculty meetings.
- Communicate to the faculty regarding the work and actions of the committee, including regular distribution of meeting minutes.

Revised: April 27, 1999; October 12, 2000; April 18, 2003; February 2016
C. 4 Graduate Committee

Charge

1. supervises and coordinates graduate activity,
2. maintains University policies regarding graduate affairs,
3. recommends to the College of Education (COE) faculty any appropriate supplementary policies for COE graduate education, and
4. recommends to the Senate Graduate Committee (SGC) any revision in University policy deemed necessary.

In carrying out its activities, the Committee will call attention to issues of diversity, equity, and social justice; the "educational needs" of New Mexico should be a primary consideration.

Membership

In addition to the membership outlined in C.2, the Graduate Committee shall include one (1) graduate student ex-officio member named by the COE Graduate Student Leadership Alliance (GSLA). The graduate student will be named for a one-year term. Membership may be renewable.

Responsibilities

Final action at the College level is reserved to the COE faculty, after review and recommendation of the Faculty Graduate Committee on the following:

- Reviews and makes recommendations for action for the COE faculty on graduate courses and programs at the graduate level. This includes new programs, courses, and major revisions of existing programs or degree requirements.
- Monitors the evaluation of all graduate program and graduate certificate processes including: linguistic and cultural diversity, student admissions, graduate curriculum, student committees, theses and dissertations.
- Reviews problems regarding dissertation progress which cannot be resolved by the graduate program and which may be referred to the Committee for resolution.
- Cultivates a college climate that actively encourages and provides support for graduate students throughout their academic and professional journey, from admission to graduation.
- Encourages a climate of collaborative design, implementation, and dissemination of research with graduate students and faculty in the college.
- Actively participates in University sponsored conferences where graduate students can share their work and network with other students and faculty.
- Works with the college administration and the Office of Graduate Studies to track our graduates and disseminate information on their accomplishments.
C. 5 Undergraduate Committee

Charge

To supervise and coordinate undergraduate activity, maintain University policies regarding undergraduate affairs, recommend to the College of Education faculty any appropriate supplementary policies for undergraduate education, and recommend to the Senate Undergraduate Committee any revision in University policy deemed necessary.

In carrying out its activities, the Committee will call attention to issues of diversity, equity, and social justice; the "educational needs” of New Mexico should be a primary consideration.

Responsibilities

- Review curricular forms and make recommendations for action to the COE faculty after studying these requests.
- When requested, review current undergraduate programs offered in the COE, and make recommendations to the faculty.
- Review, evaluate and make recommendations to the College of Education faculty and the Dean, policies related to undergraduate education that are consistent with the mission of the College of Education and its responsiveness to cultural and linguistic diversity.
- Keep written minutes of the Undergraduate Committee meetings and forward copies to all COE faculty and administrators.
- Periodically sponsor meetings for the College, to encourage and stimulate interaction over issues relevant to undergraduate education.
- Maintain communication with the College, Associate Dean for Curriculum, Faculty and Student Affairs department chairs, faculty and other stakeholders in the community.
- Review and recommend College-specific policies and practices to the COE Faculty and the Dean regarding undergraduate student services in the College of Education. (For example: outreach, recruitment, admissions, retention, advisement, student database, field services, follow-up of graduates, and other matters relating to student services in the College.
- Assist as needed with the process for communication with other colleges focusing on issues of undergraduate education relevant to students and faculty in the College of Education.
- Work with the Associate Dean for Curriculum, Faculty and Student Affairs to be informed about and advocate for undergraduate education issues and to promote quality student life.
C. 6 Diversity Committee

Charge

The college has committed to a focus on diversity in its teaching practices, and all courses evidence information and activities that engage the culturally- and linguistically-different students that comprise the state’s population. The faculty are aided in this effort by the COE Diversity committee which is responsible for the identification, analysis, and integration of new practices and information to all faculty and candidates in the college. Diversity is the multiplicity of people, cultures, and ideas that contribute to the richness and quality of life. Diversity includes: race, ethnicity, social class, national origin, language, exceptionality, religion, spirituality, age, sexual orientation, gender, and gender identity. Values, philosophies, ideas, and worldviews that individuals and groups possess are integral parts of this conceptualization. Diversity embodies inclusiveness, mutual respect, and multiple perspectives. This view of diversity encourages the free exchange of ideas, while honoring the maintenance of individual identity and the integrity of culturally centered knowledge.

Responsibilities

- Promote interpersonal, intellectual, and physical environments in the COE that embrace understanding of human diversity;
- Promote the diversity of administrators, faculty, staff and students to better reflect our mission statement; provide annual report to the COE faculty;
- Study public records and disseminate trends in diversity as it pertains to COE promotion, tenure, and merit as allowed by UNM policy;
- Recognize, honor and establish mutually beneficial relationships with diverse constituencies of UNM (i.e., UNM offices and College/School Diversity Committees);
- Recognize, honor and establish mutually beneficial relationships with diverse constituencies of New Mexico (e.g., Indigenous Nations, community organizations, business community, civic organizations, student organizations);
- Identify venues for critical conversations on issues related to diversity within the COE and collaborate with other campus entities;
- Address issues of social justice in public education and the COE;
- Support UNM and COE efforts in international interactions;
- Serve as resource to COE faculty, staff, students, and the larger educational community on issues of diversity specific to educational settings (e.g., sponsor workshops and conferences, COE Diversity Committee Web Site to identify potential speakers, academic literature, syllabi considerations, contextual information for research proposals, strategies for recruitment and retention of diverse students, faculty, administrators and staff).
C. 7 Center for Collaborative Research and Community Engagement Advisory Board

Charge

To improve the effectiveness and efficiency of the COE Center for Collaborative Research and Community Engagement and to foster collaboration, innovation and the pursuit of research excellence. The board will provide the COE Dean with recommendations regarding policies, operational guidelines, strategic directions and priorities for the CCRCE.

Membership

The CCRCE Advisory Board has the same composition as other standing committees to include 5 departmental faculty and 4 at-large faculty representatives. Additionally, the membership will include 1 COE Department Chair, 1 Category II Center Representative (IPD or FDP), 3 Community Representatives (ex-officio) and the Director of the CCRCE (Associate Dean for Collaborative Research and Community Engagement (ex-officio))

Responsibilities

- Make recommendations for new and/or improved services provided by the Center
- Evaluate the annual outcomes of the Center and make recommendations regarding new strategic opportunities and collaborative initiatives
- Make recommendations regarding investment of Center indirect cost (F&A) revenue

Adopted by faculty vote on November 13, 2017.
C.8 Scholarship Committee

Charge

The Scholarship Committee exists to provide support to students during their academic career through means that are equitable, fair, and transparent. Thus the committee makes all policy and procedural recommendations regarding awarding scholarships in the college. The committee is the primary source of support to students, the faculty, and to the COE Development Office on scholarship matters.

Responsibilities

- To make policy and procedural recommendations regarding the scholarship process not already assigned to other entities (e.g. Development Office, Dean’s Office).
- To meet throughout the academic year to:
  - Critique the previous year’s effort.
  - Consider changes to the process that would require changes to publicity, the application process, the rating process, and the awarding process.
  - Consult with staff and administration on the “run up” to the scholarship process.
  - Prepare the criteria for selection of scholarship recipients.
  - Advise staff and administration on questions raised by applicants.
  - Rate applications.
  - Award scholarships.
  - Adjudicate changes in eligibility, disbursements, etc. as they arise.
- To advise on and award emergency scholarship requests.
- To be available to participate in fundraising and donor relations as needed.
- To be the visible “face” of the scholarship process to students, faculty, administration and staff, and to the community.
- To raise the awareness of the scholarship process among faculty and students.

Approved as Standing Committee in March 2017. Committee charge adopted by faculty vote on March 20, 2018