

Approved Minutes

Special General Faculty Meeting

10-20-2010

Kennedy Lounge - New Mexico Highlands University, 4:00 pm

1. **Call to Order: 4:10pm**

Number of voting Faculty attending the meeting = 26

2. **Approval of Agenda 10-20-2010:** Approved unanimously

3. **Approval of Minutes 8-25-2010:** Approved unanimously.

4. **Welcome & Information Items**

Greetings were exchanged by the Chair. Discussion arose regarding the suspension of the quorum during the last General Faculty meeting.

5. **Handbook Revisions:**

Dr. Romine reminded the audience that the following items would be discussed during the meeting:

Department Chair Selection Process

Proposed Chair Internal Selection Process

Quorum Statement

Dr. Romine indicated that all items concerned changes to the Faculty Handbook to be presented to the Board of Regents during the upcoming meeting. The order of presentation was changed slightly to leave the item likely to trigger the most discussion last. Dr. Romine then invited the attending Faculty to discuss and vote on each proposal.

a. **Faculty Affairs Committee Membership**

Attending Faculty were reminded that the new Faculty Agreement had made the Faculty Affairs Committee an important committee, perhaps the most important faculty-driven committee on campus. A list of its new responsibilities was offered by Dr. Jenkins. Discussion ensued.

The following proposal was approved unanimously:

'Membership consists of ten tenured faculty members: two from the School of Social Work, two from the School of Business, two from the School of Education, and four from the College (two members from Mathematics and Sciences and two members from Humanities and Fine Arts).'

b. **Department Chair (Internal) Selection Process**

Discussion arose regarding the language that describes the internal selection process of Department Chairs. Inquiries pertained to clarifications concerning the credentials of Faculty entitled to nominate and select

Department Chairs, the need to minimize interim appointments, and the role of Deans in the selection process. The audience was informed that Deans could reject proposed candidates. A suggestion was made to require Deans to justify their decisions. The audience was reminded that during the past couple of years Deans had accepted each of the selections made by Faculty.

The following proposal was approved unanimously:

***Term:** The term for chairs (tenured and tenure-track faculty members) shall be for three years. Interim appointments shall be for one year.*

***Eligibility:** Normally, only full-time tenured and tenure-track faculty shall be eligible for nomination as chairs. In exceptional circumstances, term and retained term faculty may be nominated for an interim appointment or an external search may be conducted.*

Only tenured and tenure-track faculty shall participate in the selection process.

Selection Process:

3rd Week of the spring semester in the last year of the current chair's contract:

The Office of Academic Affairs shall direct the department and the Faculty Senate Executive Committee to begin the selection process.

4th Week:

The Faculty Senate Executive Committee shall assign a member to oversee the chair nomination process in individual departments and notify the department, the Dean, and the Vice President for Academic Affairs. No member of the Executive Committee shall oversee the chair selection in his or her own department.

6th Week:

The Department Chair shall call a meeting of the eligible Department Faculty and the assigned Executive Committee member. The Executive Committee member shall oversee the selection process. This process shall include: a) the nomination of candidates for the position; b) interviews of candidates by eligible Department Faculty; c) a secret ballot of the eligible Department Faculty; and d) communication of the department recommendation for a single candidate to the Dean, who shall respond with approval or disapproval within five working days.

If the nominee is not approved, the process shall be repeated, with the recommendation of a different faculty member within ten working days. The Dean shall respond with approval or disapproval within five working days. If the department and the Dean have not reached agreement within forty-five calendar days from the initial recommendation to the Dean, the Dean in consultation with the Vice President for Academic Affairs shall have the right to make an interim appointment.

In the case of approval, the Dean shall notify the candidate, the department and the Executive Committee of the appointment.

c. Quorum Statement

Considerable discussion ensued concerning the proposed alterations of the Faculty Handbook. The feasibility of several proposals/ideas was examined: (1) make General faculty meetings mandatory, (2) set aside time for meetings (including General Faculty meetings), (3) rely on proxy vs. e-mail voting, (4)

implement reprimands for failing to attend meetings, and (5) send attendance to Department Chairs.

The following proposal was approved (18 yeas & 8 nays):

'One-quarter of the membership of the voting faculty on active duty during the semester shall constitute a quorum. The General Faculty meetings are expected service for all voting Faculty not in classes or engaged in other University functions'.

6. Announcements

None

7. Adjournment

The meeting adjourned at 5:05pm.

Respectfully submitted,

Maura Pilotti

Secretary/Treasurer