



University of New Mexico
Important Faculty Policies

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Faculty Handbook

<http://handbook.unm.edu/pdf/>

Section A: The University

(<http://handbook.unm.edu/pdf/unm-faculty-handbook-section-a.pdf>)

Important Committees

A52.1: Academic Freedom and Tenure Committee: Responsible for reviewing significant decisions affecting faculty tenure, promotion, sabbatical leave and employment, and determining if any of the following influenced the decision-making process: 1) violation of academic freedom, 2) decision was not based upon impartial professional academic judgment and resulted in prejudice to the faculty member, or 3) procedural violations of Faculty Handbook policies that resulted in prejudice to the faculty member.

Link: <http://handbook.unm.edu/policies/section-a/faculty/a52.2.html>

A61.7: Curricula Committee: Responsible for maintaining and enhancing the quality of the curricula in the University of New Mexico (UNM), its branches, and its graduate centers.

Link: <http://handbook.unm.edu/policies/section-a/faculty-senate/a61/a61.7.html>

A61.8: Faculty Ethics and Advisory Committee: Advise and consult with other University Committee's regarding action to be taken, if any, where a faculty member or a graduate, teaching, research or project assistant is accused of unethical behavior as defined by the Statement of Professional Ethics.

Link: <http://handbook.unm.edu/policies/section-a/faculty-senate/a61/a61.8.html>

A61.9: Faculty and Staff Benefits Policy: Review and advise on current and potential University benefits, such as retirement, insurance plans, and health care, and investigate the feasibility of additional benefits. Other units within the University shall not create separate benefits committees.

Link: <http://handbook.unm.edu/policies/section-a/faculty-senate/a61/a61.9.html>

A61.10: Governmental Relations Committee Policy: Responsible for identifying issues of concern to faculty, developing strategies to address these issues, and communicating with the executive and legislative branches of government regarding them. The Committee will monitor developments at the state and local levels that affect higher education and will inform the Senate of these developments and recommend an appropriate response.

Link: <http://handbook.unm.edu/policies/section-a/faculty-senate/a61/a61.10.html>

Section B: Policy on Academic Freedom and Tenure

(<http://handbook.unm.edu/pdf/unm-faculty-handbook-section-b.pdf>)

B1: Professional Activities of Faculty and Criteria for Evaluation: All members of the faculty (tenured and non-tenured, full-time and part-time, on main campus and branch campuses) are entitled to academic freedom. The categories in which faculty performance will be evaluated are teaching, scholarly work, service, and personal characteristics.

Link: <http://handbook.unm.edu/policies/section-b/b1.html>

B2: Faculty Ranks and Titles: Appointment or promotion to instructor or assistant professor represents a judgment by the department, college/school, and University that the individual has the required qualifications and expertise, and that the individual will function to sustain the mission of the University and enrich its academic environment. Appointment or promotion to the senior ranks of associate professor or professor represents an implicit assumption that the individual will continue to make sound contributions to the University.

Link: <http://handbook.unm.edu/policies/section-b/b2.html>

B3: Faculty Appointments and Contracts: Appointments may be probationary, tenured, continuing non-tenure-track, or temporary. Tenure-track faculty appointments are probationary appointments; following the award of tenure, appointments are then tenured. All faculty members holding probationary appointments at the rank of assistant professor or above are eligible for consideration for tenure. Non-tenure-track appointments do not lead to tenure, and appointments where there is not a presumption of continuation are assumed temporary.

Link: <http://handbook.unm.edu/policies/section-b/b3.html>

B3.2: Probationary Appointments: The probationary period is the time during which an individual's fitness for tenure is under consideration. Probationary appointments are given only to individuals in a faculty rank who are believed to have potential to achieve tenure in the appointing department. Probationary faculty members serve on one-year faculty contracts.

B4: Faculty Reviews Policy: Tenured faculty and department chairs must participate in the formal review of colleagues. This process is to be conducted objectively by their peers and are guaranteed due process. The six types of review include: (1) the annual review of probationary faculty, (2) the mid-probationary review, (3) tenure review, (4) the review for advancement in rank (promotion), (5) the annual review of tenured faculty (i.e., post-tenure review), and (6) the annual review of continuing non-tenure-track faculty (i.e., clinician educators and lecturers). Mid-probationary, tenure, and promotion reviews involve evaluation of performance at the departmental, college/school, and University (i.e., Offices of the Provost/VPHS) levels.

Link: <http://handbook.unm.edu/policies/section-b/b4.html>

Appendices

1990 Statement on Recruitment and Resignation of Faculty Members: Institutions should make provision for notice to all faculty members, not later than March 15 of each year, of their status the following fall, including rank and prospective salary. When feasible, faculty members who have been approached regarding another position must inform the appropriate officers of their institution when such negotiations are in progress. A faculty member should not resign in order to accept other employment no later than May 15th or 30 days after receiving notification of the terms of continued employment the following year, whichever date occurs later.

Link: <http://handbook.unm.edu/policies/section-b/appendices/appendix-iv.html>

1989 Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments: All members of the faculty, whether tenured or not, are entitled to protection against discrimination by the institution, or discrimination on a basis not demonstrably related to the faculty member's professional performance. Non-tenured faculty members should have available to them the advice and assistance of their senior colleagues; and the ability of senior colleagues to make a sound decision on renewal or tenure will be enhanced if an opportunity is provided for a regular review of the candidate's qualifications. Faculty members during the probationary service (maximum of seven years) should receive periodic reviews and an opportunity to submit material that they believe will be helpful to an adequate consideration of their circumstances.

Link: <http://handbook.unm.edu/policies/section-b/appendices/appendix-iii.html>

1987 Statement of Professional Ethics: Professor's primary responsibility to their subject is to seek and to state the truth as they see it, and devote their energies to developing and improving their scholarly competence. As teachers, they encourage the free pursuit of learning in their students, and demonstrate respect for students as individuals, and avoid any exploitation, harassment, or discriminatory treatment of students. As colleagues, they do not discriminate against or harass other colleagues. As members of an academic institution, professors seek above all to be effective teachers and scholars. As members of their community, professors engage in a profession that depends upon freedom for its health and integrity, and have an obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Link: <http://handbook.unm.edu/policies/section-b/appendices/appendix-v.html>

1971 Committee "W" Statement on Faculty Appointment and Family Relationship: In recent years, and particularly in relation to efforts to define and safeguard the rights of women in academic life, policies and practices which prohibit in blanket fashion the appointment, retention, or the holding of tenure of more than one member of the same family on the faculty (so-called "anti-nepotism regulations") are wholly unrelated to academic qualifications and limit them unfairly in their opportunity to practice their profession. An individual should not function as a judge or advocate in specific situations involving members of his or her immediate family. Faculty members should neither initiate nor participate in institutional decisions involving a direct benefit to members of their immediate families.

Link: <http://handbook.unm.edu/policies/section-b/appendices/appendix-vi.html>

Committee "A" Statement on Extramural Utterances: The 1940 Statement of Principles asserts the right of faculty members to speak or write as citizens, free from institutional censorship or discipline, while remaining accurate, exercising appropriate restraint, showing respect for the opinions of others, and to make every effort to indicate that they are not speaking for the institution. An administration may file charges if it feels that a faculty member has failed to observe the above admonitions and believes that the remarks raise grave doubts concerning the professor's fitness for continuing service. In cases involving such charges, a faculty member's expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member's unfitness to serve. A final decision should consider the faculty member's entire record as a teacher and scholar.

Link: <http://handbook.unm.edu/policies/section-b/appendices/appendix-vii.html>

Section C: Faculty Rules and Benefits

(<http://handbook.unm.edu/policies/section-c/>)

C50: Faculty Contracts: Contracts are usually issued during May or June for the following year. Faculty members who are employed on a nine-month basis have the option receiving their salaries in ten or twelve month installments. The contract of a person employed for the fiscal year, administrators, and certain faculty is written to indicate a 12-month period of employment, with it being understood that a one-month vacation (21 working days), i.e., annual leave on an accrual basis, is implicit in the agreement.

- For *full-time* faculty members on 12-month contracts: vacation accrual is 1.75 days/month for a total of 21 days/year. To earn vacation, faculty must have worked at least 12 days during that month, with maximum accrual of 31.5 days, and one may not accrue annual leave while on sabbatical leave.
- For those working 12-month contracts for *at least 3/4-time* but less than full-time: vacation accrual is 11 hours/month, for a total of 132 hours/year. To earn vacation, faculty must have worked at least 64 hours during that month, with a maximum accrual of 189 hours.
- For those working 12-month contracts for *at least 1/2-time* but less than 3/4-time: vacation accrual is 7 hours/month for a total of 84 hours/year. To earn vacation, faculty must have worked at least 48 hours during that month, with a maximum accrual of 126 hours.

Link: <http://handbook.unm.edu/policies/section-c/employment-appointment/c50.html>

C100: Academic Load Policy: The term “academic load” includes all the officially recognized University duties carried out by members of the tenured and probationary faculty, including branch faculty, at any given time. It is expected that faculty members complete 23 load units each semester in any combination of teaching, scholarly work, and service.

- Teaching load each semester can range from 0 to 18 load, with the “typical” teaching load being 9 load units per semester.
- The “typical” scholarly work load will be 9 load units per semester.
- The typical service load each semester can range from 0 (no service) to 10 (outstanding service), with the “typical” performance of service being 5 load units per semester.

Link: <http://handbook.unm.edu/policies/section-c/employment-appointment/c100.html>

C120: Summer Session Teaching Policy: Faculty members are generally limited in teaching during the summer to two out of three consecutive years or according to a department plan. Regular contract faculty will be remunerated for teaching an eight-week summer course based on a set amount per three credit hours, with a full load of six semester hours. Generally, adjunct, visiting faculty and emeriti faculty are paid within the salary guidelines established in each college used for Temporary, Part-time Faculty during the academic year. The total FTE, which includes any teaching, summer research and outside consulting, of a faculty member during any given week of the Summer Session cannot exceed 125% from all sources.

Link: <http://handbook.unm.edu/policies/section-c/employment-appointment/c120.html>

C130: Outside Employment and Conflicts of Commitment Policy: Full time faculty members of all types are subject to this policy and are encouraged to engage in appropriate outside professional activities that will enhance their professional growth and reputation.

Conflict of Commitment:

A "conflict of commitment" exists when the external professional activities of the faculty member are so extensive and demanding of time and attention as to interfere with the individual's responsibilities to students or to the University. The total time spent in outside employment may not exceed the equivalent of one workday per seven day week during the contract period.

Outside Consulting:

In outside employment faculty members are paid directly by the outside entity and the University is not concerned with the amount of earnings.

Prohibited Activities:

Faculty members should not provide consulting or other services to an outside entity when those services would conflict or be in competition with services offered by the University itself.

Faculty members may not make use of University facilities, address, telephone numbers, equipment, or personnel without prior written approval from the head of the unit responsible for the facilities or personnel. Consultants must make it clear to outside employers that the work has no official connection with the University. The University cannot assume any responsibility for private consulting activities.

Exceptions for Remunerated Scholarship:

Professional activity and scholarly service may be remunerated, such as by a small honoraria or "remunerated scholarship", which generally relates to research or creative work that is expected in a faculty member's discipline. Activities of remunerated scholarship need not be reported and the hours do not count against the 39 or 52 workday limit unless the Chair or Director finds the extent of such activities threatens a faculty member's ability to carry out their regular University duties.

Link: <http://handbook.unm.edu/policies/section-c/employment-appointment/c130.html>

C140: Extra Compensation Paid by the University: Faculty members may receive extra compensation from the University when performing activities outside of their normal departmental duties. Such activities may not replace or diminish the ability of the faculty member to fulfill his/her normal contractual responsibilities. Extra compensation for teaching beyond the scope of the faculty member's regular teaching responsibilities shall be paid through a STC (Special Teaching Component) on the regular faculty contract. Other kinds of special assignments shall be paid on an Extra Compensation Form.

Link: <http://handbook.unm.edu/policies/section-c/employment-appointment/c140.html>

C180: Special Administrative Component: SACs cannot be paid for work that is considered a normal part of faculty service workload, for example, serving on search committees or other assignments that are limited in scope and time, and for which special qualifications are not required. All SACs are incorporated into faculty contracts, and thus are ultimately approved as a part of the faculty contract approval process. SACs must have written policies that specify the type of administrative work for which it may be awarded; how the compensation is determined, including a standardized payment scale to ensure equity; and established SAC terms and criteria for renewals.

Link: <http://handbook.unm.edu/policies/section-c/employment-appointment/c180.html>

C200: Sabbatical Leave: The main purpose is to encourage professional growth and increased competence among faculty members by subsidizing significant research, creative work, or some other program of study that is judged to be of equivalent value. Sabbatical leave is available to any faculty member with tenure or to any faculty member in the last year of the probationary period for whom a favorable decision has been reached with regard to tenure. The faculty member shall present evidence of recent sound research, creative activity, or other academic achievement, including publications, to support the program of work which is planned for the sabbatical period. The sabbatical leave request for any qualified faculty member may not be denied due to adverse effects on the department more than twice. If at any stage of the approval process, the applicant believes that his or her proposal has not been considered properly, he or she may appeal to the Committee on Academic Freedom and Tenure for a review of the matter. Upon returning to the University, every faculty member granted a sabbatical leave shall submit a full report of the research, creative work, publications, or other results of the period of leave.

Link: <http://handbook.unm.edu/policies/section-c/leave-absence/c200.html>

C205: Annual Leave: Currently under construction!

Link: <http://handbook.unm.edu/policies/section-c/leave-absence/c205.html>

Comment [KE1]: Should be updated once policy is released

C215: Parental Leave: This policy provides one semester of parental leave with full pay for a primary or coequal care-giving faculty parent taken within one calendar year after a child is born or an adopted or foster child joins the household. All regular contract faculty at .50 FTE or higher who have been employed at UNM at least one semester are eligible. Parental leave is not intended to take the place of medical leave for a birth mother, but is granted in addition to any medically required leave. The running of the probationary period will be suspended, unless otherwise requested in writing, and parental leave time will count towards time worked to earn a sabbatical. Extraordinary circumstances such as multiple births/adoptions or events involving special-needs children may necessitate additional parental leave and/or flexibility, and shall be referred to the appropriate executive vice president for a determination on a case by case basis.

Link: <http://handbook.unm.edu/policies/section-c/leave-absence/c215.html>

C225: Professional Leave: It is also recognized that a faculty member's absence for attendance at professional meetings or to fulfill other professional obligations may be considered by the department chairperson to be of sufficient importance to justify absence from assigned duties. In any such instance, the request must be made well in advance and must have the approval of the department chairperson; here again it is the faculty member's obligation to make suitable arrangements for covering the absence.

Link: <http://handbook.unm.edu/policies/section-c/leave-absence/c225.html>

Board of Regents' Policies

<http://policy.unm.edu/regents-policies/index.html>

Section 2: Policies of General Applicability

(<http://policy.unm.edu/regents-policies/section-2/index.html>)

Section 2.1: Free Expression and Advocacy: The Regents have protected and defended and will continue to protect and defend the academic freedom of all members of the University community. The exercise of the freedom to dissent, however, must be balanced with the rights of others, respect for others, the educational process, and other legitimate University activities and interests. Those who speak or act shall not do so in the name of the University or any of its organizations unless there has been specific authorization to do so.

Link: <http://policy.unm.edu/regents-policies/section-2/2-1.html>

Section 2.3: Equal Opportunity & Affirmative Action for Employees & Students:

University policy, state and federal law and regulations forbid unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, or medical condition, in recruiting, hiring, training, promoting, and all other terms and conditions of employment. Further, the University of New Mexico commits itself to a program of affirmative action to increase access by, and participation of, traditionally underrepresented groups in the University's education programs and work force. The University makes reasonable accommodations to the religious observances/national origin practices of a student, an employee or prospective employee, and to the known physical or mental limitations of a qualified student, employee, applicant or program user with a disability, unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operation of the University. In addition, the University will prevent and eliminate forms of unlawful harassment in employment and educational settings on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, medical condition, or other protected status. The University makes special efforts to eliminate both overt and subtle forms of sexual harassment.

Link: <http://policy.unm.edu/regents-policies/section-2/2-3.html>

Section 2.4: Diversity and Campus Climate: The University values the diversity of its students, faculty, staff and the other people with whom it interacts and is committed to increasing participation in the University by populations historically underrepresented at UNM (Hispanics, Native Americans, African Americans, Asian Americans, students from rural areas and first-generation college students); in addition to recruiting and supporting a diverse faculty and staff, and fostering diverse intellectual approaches to teaching, research and creative activity.

Link: <http://policy.unm.edu/regents-policies/section-2/2-4.html>

Section 2.5: Sexual Harassment: Sexual harassment subverts the mission of the University and threatens the careers of students, faculty and staff. It is a violation of federal law and will not be tolerated. The University makes special efforts to eliminate both overt and subtle forms of sexual harassment. In fulfilling its dual roles of educating and providing public service, the University can and must demonstrate leadership in educating all members of its community to what is appropriate behavior between the genders.

Link: <http://policy.unm.edu/regents-policies/section-2/2-5.html>

Section 2.10.1: Historic Preservation: It is the policy of the University that all buildings, landscapes and places or objects of historic significance be preserved and protected. Removal of or major alteration to any buildings designated by the University Historic Preservation Committee to be of historic significance must be approved by the Board of Regents. These unique historic resources provide a connection to the past for students, faculty, staff, alumni and the general public. They are essential to alumni development, student recruitment, the public image of the University, and help define a sense of place.

Link: <http://policy.unm.edu/regents-policies/section-2/2-10-1.html>

Section 3: The President and Administrative Matters

<http://policy.unm.edu/regents-policies/section-3/index.html>

Section 3.3: Appointment and Termination of Key Administrators: In addition to following the applicable administrative policies and procedures, the President shall inform the Board of Regents prior to appointing, dismissing, setting compensation, and amending or not renewing the contract of all executive vice presidents, vice presidents, and the University Counsel. Also, the President shall discuss the appointment, termination, and compensation of other senior or key administrative positions as appropriate, depending on the circumstances surrounding the appointment, termination or change in compensation. With regard to the recruitment and hiring of all executive vice presidents, vice presidents, and the University Counsel, the following guidelines shall be observed, consistent with University policies and procedures, which include conducting a national search, unless there are exceptional circumstances and the Regents have been consulted, using a broadly-representative search committee, and conducting interviews, which include an open forum on campus for the general University or Health Sciences Center, as the case may be, community and interested members of the public, for all finalist candidates.

Link: <http://policy.unm.edu/regents-policies/section-3/3-3.html>

Section 5: The Faculty and Administrative Matters

(<http://policy.unm.edu/regents-policies/section-5/index.html>)

Section 5.3: Employment of UNM Graduates: As a general policy, no persons who have received degrees from the University of New Mexico shall hereafter be employed as regular members of the faculty in positions which may lead to permanent tenure unless subsequent to their last degree received at the University of New Mexico, they have taken at least one academic year of advanced work at another reputable institution or have established themselves professionally elsewhere. Such work or professional experience must be in their teaching field. At the discretion of the Provost/Executive Vice President for Academic Affairs an exception may be made to this general policy.

Link: <http://policy.unm.edu/regents-policies/section-5/5-3.html>

Section 5.16: Post-Tenure Review: The purpose of the University of New Mexico's post-tenure review is to determine levels of performance efficiently, equitably, and in conformity with tenure rights. Biographical updates, student evaluations of teaching, and evaluations for salary recommendations shall be required annually of all faculty, including tenured professors. Deans shall require each department or division to file a statement of criteria and procedures for annual evaluation of the performance of tenured faculty members. At a minimum, the procedures shall include an annual written evaluation that describes good teaching and good research at some length, including the importance of one's original research in imparting new ideas in the classroom and inspiring students to engage in original research. They also stress the need for service in the department, the University, and one's discipline, particularly by senior members of the faculty. Any faculty member who feels that two or more consecutive annual reviews have inaccurately conveyed his or her professional accomplishments or have contained other substantial deficiencies shall have the option of initiating the more complete review described above. The more complete review shall not be initiated for any faculty member more frequently than once every five years.

Link: <http://policy.unm.edu/regents-policies/section-5/5-16.html>

University Administrative Policies

<http://policy.unm.edu/university-policies/index.html>

Section 2000: Administration

(<http://policy.unm.edu/university-policies/2000/index.html>)

Policy 2180: Foreign Nationals: The University hosts and sponsors individuals from other countries as part of the educational, research, and public service mission of the University. These individuals include students, employees, and conference participants. Nonresident alien individuals are defined as individuals who are not U.S. citizens or resident aliens. This policy is concerned only with payments made to nonresident aliens who may be taxed by the U.S. on income they receive from U.S. sources. While a visa may permit entry into or presence in the U.S., it does not necessarily convey legal status to the foreign national for purposes of employment or payment. B-1 visa holders may not receive salary or income from a U.S. based entity. Some such visa holders, including lecturers or speakers, may be eligible for reimbursement for expenses incidental to the trip and an honorarium, if the activities last no longer than nine days at any single institution and the visa holder has not accepted such payment or expenses from more than five institutions over the last six months. UNM can pay honoraria, travel reimbursement, and associated incidental expenses to individuals with B-2 immigration status only for academic activities lasting not longer than nine days at any single institution and only if the foreign national has not accepted such payment from more than five institutions in the previous six months.

Link: <http://policy.unm.edu/university-policies/2000/2180.html>

Policy 2205: Minors on Campus: In certain circumstances, it may be appropriate for faculty, staff, and students to bring their minor children to the workplace or classroom for brief visits, specific campus events, situational convenience, or family emergencies. These should be occasional and not in the place of regular childcare. Prior approval from their workplace supervisor or classroom instructor must be done before bringing a minor to the workplace or classroom. The guardian should accept full responsibility for the minor's safety, supervision, and for any damage to property or injury to persons that is caused by the minor's presence. Responsibility must also be taken to monitor the minor's behavior to prevent interruptions to University business or instruction. If a minor is too ill to be sent to the regular childcare location or school, they generally should not be brought to the workplace or classroom. Exceptions may be made if prior approval is obtained from the supervisor or instructor. Minors are not allowed in high-risk or hazardous areas, such as mechanical rooms, food preparation areas, areas with heavy equipment, University vehicles, laboratories, or other specialized hazardous areas.

Link: <http://policy.unm.edu/university-policies/2000/2205.html>

Policy 2720: Equal Opportunity, Non-Discrimination, and Affirmative Action: University policy, state and federal law and regulations forbid unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, or medical condition, in recruiting, hiring, training, promoting, and all other terms and conditions of employment. All personnel policies, such as compensation, benefits, transfers, layoffs, terminations, returns from layoff, University-sponsored training, education, tuition assistance, social, and recreation programs will be administered without regard to the characteristics or conditions listed above, except when one of these is a bona fide occupational qualification. Differential treatment and harassment are prohibited on and off campus by any University affiliates. Assessing and determining appropriate and effective reasonable

accommodations must be done on a case by case basis. Further, the University commits itself to a program of affirmative action to increase access by, and participation of, traditionally underrepresented groups. The University President has overall responsibility for the Affirmative Action Plan. All senior and mid-level administrators are accountable for their performance in the accomplishment of affirmative action goals and objectives. The Director of OEO has been designated as the Affirmative Action Coordinator. This official is responsible for monitoring or auditing all of the University's equal employment opportunity and affirmative action activities, reporting annually on the effectiveness of the University's affirmative action programs, and developing recommendations for necessary action to assure attainment of the University's stated objectives.

Link: <http://policy.unm.edu/university-policies/2000/2720.html>

Policy 2730: Sexual Harassment: Sexual harassment, a form of sex discrimination, is defined as unwelcome conduct of a sexual nature. Sexual harassment is especially serious when it threatens relationships between students and teachers, or relationships between supervisors and their subordinates. The University also disapproves of conduct of a sexual nature which does not rise to the level of the above definition of sexual harassment but which has a detrimental, although limited, impact on the work or academic environment. Such conduct may include isolated sexual remarks, sexist comments, gestures, or inappropriate physical behavior of a sexual nature. This could warrant remedial action in order to prevent such behavior from becoming unlawful harassment. The University may also implement interim measures or interventions, as appropriate to the allegations and if the allegations warrant, to protect the community and students involved, pending the culmination of any review, investigation, or appeal process.

Link: <http://policy.unm.edu/university-policies/2000/2730.html>

Policy 2740: Sexual Violence and Sexual Misconduct: This policy on Sexual Violence and Sexual Misconduct applies to any allegation of sexual violence or misconduct made by or against a student, or a UNM staff or faculty member, regardless of where the alleged sexual violence or misconduct occurred. Sexual violence and misconduct may be committed by anyone, including a stranger, an acquaintance, a friend, or someone with whom the victim is involved in an intimate or sexual relationship. Individuals who have experienced sexual violence or misconduct are encouraged to report what happened to law enforcement and to seek assistance from any of the Campus Resource Offices or community resources. A report of sexual violence or misconduct will be taken seriously and addressed in accordance with UNM policies and procedures.

Link: <http://policy.unm.edu/university-policies/2000/2740.html>

Policy 2750: Lactation Support Program:

The University of New Mexico supports all students and employees who choose to continue breastfeeding their children after they return to school or work, whether they be birth mothers, non-birth mothers, or transgender parents. For these reasons, and to comply with federal and state law, the University provides lactation rooms and reasonable break periods for breastfeeding. These break periods are considered paid time. Breastfeeding individuals should not be asked to provide medical documentation to prove the need to breastfeed their children. Faculty planning to breastfeed during normal work hours should endeavor to do so around their scheduled class time and, when applicable, clinical time. Chairs and deans are expected to work

with faculty (including graduate student assistants) to arrange class schedules in order to allow for reasonable breastfeeding breaks. The University's Women's Resource Center facilitates and oversees a number of lactation stations. For a list of lactation stations available at to register for the Breastfeeding Support Program, please visit the Women's Resource Center website (<https://women.unm.edu/>).

Link: <http://policy.unm.edu/university-policies/2000/2750.html>

Section 3000: Personnel

(<http://policy.unm.edu/university-policies/3000/index.html>)

Policy 3110: Reasonable Accommodation for Employees with Disabilities: The Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 require that reasonable accommodation be given to a qualified employee with a disability if necessary for the employee to perform the essential functions of his or her job. The University shall make reasonable accommodation to the known physical or mental limitations of a qualified individual with a disability, unless the University can show that providing an accommodation would impose an undue hardship, such as the impact of the accommodations on departmental and University operations and delivery of services, the nature of the accommodation and cost in relation to the University's total budget, the number of University employees, and the number, type, and location of facilities. A reasonable accommodation is any change in the work environment or in the way a job is normally performed that enables a qualified person with a disability to perform the essential functions of that job. It is the employee's responsibility to inform his or her supervisor of the need for an accommodation. The University reserves the right to request additional medical documentation if necessary to determine the existence of a disability, determine the employee's or applicant's ability to perform the essential functions of the position involved, and assist in determining reasonable accommodation.

Link: <http://policy.unm.edu/university-policies/3000/3110.html>

Policy 3440: Family and Medical Leave: In compliance with the federal Family and Medical Leave Act ("FMLA" or "Act"), the University of New Mexico provides eligible employees with job-protected leave for up to twelve weeks of leave provided within a twelve month period for eligible family and medical reasons, or for qualifying exigencies arising out of a military member's covered active duty or an impending call or order to active duty. Up to twenty-six weeks of leave is provided for military family leave subject to conditions.

Job protected leave means that the employee's department will reinstate the employee returning from FMLA leave to the same or equivalent position with equivalent pay, benefits, and other employment terms and conditions. To be eligible for FMLA leave, an employee must have been employed at the University for at least twelve months in total in the last seven years, and, worked at least 1,250 hours during the twelve month period. Events that are eligible for FMLA Leave are to care for a child upon birth or to care for a child placed with the employee for adoption or foster care, to care for their immediate family members who have a serious health condition, when they are unable to perform the functions of their positions because of a serious health condition, or arising out of the fact that the spouse or domestic partner, son, daughter, or parent of the employees is on covered active duty, or has been notified of an impending call to active duty status, in support of a contingency operation requiring deployment to a foreign country or to international waters.

Link: <http://policyholder/university-policies/3000/3440.html>

Policy 3445: Domestic Abuse Leave: Faculty, staff, and student employees are granted up to 14 days of domestic abuse leave in any calendar year, and up to eight hours in any one day.

An employee may use accrued sick leave or annual leave, compensatory time, or leave without pay for domestic abuse leave. Domestic abuse leave may be used to obtain or attempt to obtain an order of protection or other judicial relief from domestic abuse, meet with law enforcement officials, consult with personal attorneys or district attorneys' victim advocates, or to attend court proceedings related to the domestic abuse of the employee or the employee's family member.

"Domestic abuse" is defined as an incident of stalking or sexual assault whether committed by a household member or not, that results in physical harm, severe emotional distress, bodily injury or assault, a threat causing imminent fear of bodily injury by any household member, criminal trespass, criminal damage to property, repeatedly driving by a residence or work place, telephone harassment, harassment, or harm or threatening harm to children or pets. When domestic abuse leave is taken as an emergency, if possible, employees or their designees should give notice to supervisors within 24 hours of the leave. Supervisors should request that employees provide verification of domestic abuse leave as soon as practicable. Domestic abuse leave should be reported in Banner as "Leave with Pay" with no additional comments to maintain confidentiality.

Link: <http://policy.unm.edu/university-policies/3000/3445.html>

Policy 3700: Education Benefits: The University will pay resident undergraduate tuition for eligible spouses or domestic partners and dependent children for undergraduate academic courses taken and billed through UNM for up to eight consecutive semesters, not including the summer session (except for the nursing program). The eight-semester limitation applies to both full-time and part-time students. A semester's eligibility is used regardless of the number of credit hours the student takes. If there is a break in the eight (8)-semester enrollment, reapplication is required and the applicant must meet all eligibility criteria. A dependent's eligibility for the tuition benefit ceases once a total of eight (8) semesters have been covered or the dependent fails to meet eligibility requirements. The student must maintain a cumulative UNM GPA of 2.5 or greater. As an alternative to the Dependent Education Scholarship, the spouse or domestic partner of an eligible employee may receive resident tuition for up to four (4) credit hours per semester for UNM courses taken for academic credit (including graduate courses). Courses taken at any other institution; non-credit professional development courses;

and health, fitness, and personal enrichment courses do not qualify for this additional Spouse or Domestic Partner Tuition Remission benefit.

Link: <http://policy.unm.edu/university-policies/3000/3700.html>

Policy 3790: Domestic Partners: The University must provide equal employment benefits to employees with a domestic partner of the same gender. The University has determined that in the interests of fundamental fairness, the definition of domestic partners will apply to all relationships akin to marriage, whether of the same gender or not. All University employees that have a domestic partner herein shall be provided services and benefits on the same basis provided to legal spouses. Legally married same-sex couples are not subject to this policy and have the same rights and benefits as legally married opposite-sex couples. To qualify, both domestic partners must be unmarried, they must have been in a mutually exclusive relationship for the last twelve months, intending to do so indefinitely, and must share the same primary residence. An Affidavit of Domestic Partnership form signed to that effect and proof of one of the following must be submitted to the Employee Services Office: A joint mortgage or lease, ownership of a motor vehicle, bank account, or credit account, a domestic partner named as beneficiary of life insurance, a beneficiary of retirement benefits, a primary beneficiary in the employee's or student's will, assigned durable property or health care power of attorney, or shared household expenses. The child of a domestic partnership qualifies as an eligible dependent if either of the domestic partners is the biological parent of the child, either or both partners are adoptive parents of the child, or the child has been placed in the domestic partner's household as part of an adoptive placement. Domestic partners and their dependents herein, shall be granted all and the same services and benefits as those provided to married spouses and their dependents, except where expressly prohibited by law. All University policies that affect employees, spouses and their families also apply to employees, domestic partners, and their families.

Link: <http://policy.unm.edu/university-policies/3000/3790.html>

Section 5000 – Physical Facility Management

(<http://policy.unm.edu/university-policies/5000/index.html>)

Policy 5300: Universal Restroom Initiative: Campus users may require special restroom accommodations for their health, safety, convenience, or privacy. A universal restroom must welcome and accommodate all campus users, regardless of gender identity, disability, or family status. A universal restroom shall be a single occupancy (single stall) restroom, with a single commode and a single sink. It may or may not include a urinal. It must comply with the Americans with Disabilities Act (ADA), provide a sharps container for the disposal of hypodermic needles, other sharp objects, and syringes. It must also provide a baby-changing station, a sanitary napkin disposal container, and lock from the inside. The locking mechanism shall make it apparent from the exterior whether the restroom is occupied or vacant. In the event of an emergency, appropriate personnel must be able to unlock the door from the outside. It shall adopt non-gender- and accessibility-specific signage. The sign shall include a toilet icon (as opposed to gender binary “male/female” icons) as well as the “accessible” icon (a person in a wheelchair). All newly constructed facilities on UNM’s campuses must include at least one universal restroom per building. All new publicly accessible single-stall restrooms should be designed as universal restrooms. Any major renovations to facilities that include upgrades to restrooms to comply with the ADA should provide for at least one universal restroom per building to the maximum extent feasible.

Link: <http://policy.unm.edu/university-policies/5000/5300.html>