



# OFFICE OF ACADEMIC AFFAIRS

University of New Mexico  
Academic Affairs  
Remote Work Guidelines – UNM Faculty  
June 14, 2023

## PURPOSE

The purpose of the Remote Work Guidelines is to provide the University of New Mexico - Albuquerque and Branch campus communities – a set of principles, procedures for exceptions, and considerations for decision-makers regarding remote work for University of New Mexico (UNM) faculty members to ensure student success, create an environment of learning and creative discovery, and promote fair decision-making.

## PRINCIPLES

Faculty deliver the core mission of the University of New Mexico, the state's premier institution of higher learning and provider of health care, promoting discovery, generating intellectual and cultural contributions, honoring academic values, and serving our community by building an educated, healthy and vigorous New Mexico. [UNM's 2040 strategic framework](#) (April 13, 2022) describes the institution's values that guide our work as we execute our strategy to achieve our mission; these values are excellence, inclusion, environment, integrity, and place.

UNM faculty are expected to participate fully in the life of the intellectual community of the campus and to fulfill their obligations in meeting the University's mission, grounded in our values, as an engaged intellectual community and place for research and creative activity, teaching, learning, and service, fueled by faculty members who are regularly physically present on campus. UNM faculty foster the University's intellectual community through mentoring and stimulating ideas within undergraduate students, graduate students, post-doctoral fellows, and faculty colleagues, and by doing so ensure the longevity and sustained legacy of the institution for the benefit of New Mexico.

UNM faculty have always had flexibility in their work schedules and locations, which serves the University well and promotes collaboration, external engagement, and the generation of new ideas. Regular and frequent in-person collegial interactions among students, faculty, and staff are essential to maintaining the integrity of the University as an intellectual community, developing a healthy institutional culture, and ensuring students' success.

Substantial remote work by UNM faculty should be rare and permitted only in exceptional cases when it is *in the best interests of the University and our students*, and such remote work must be expressly approved by the chair, dean, and provost. Even when remote work is permitted, faculty must be able to perform all aspects of each component of responsibility assigned to them with integrity, excellence, responsiveness, and timeliness.

In assigning faculty workload, including the location and mode of instruction, the relevant dean and department chair/program director must ensure the above principles are supported. Additionally, in determining how instruction, research or creative activity, and service will be conducted, individual faculty should ensure they are supporting the above principles.

Requests for remote work as an accommodation for a disability or serious medical condition will be addressed through UNM's accommodations request process with the Compliance, Ethics, and

Equal Opportunity office, in accordance with the Americans with Disabilities Act, state law, and University policy.

## DEFINITION

Remote work is performing duties, including instruction, office hours, meetings, and other assigned duties, that would ordinarily be carried out in person, at a location other than UNM's physical campus or other University of New Mexico work site for a semester or longer. Remote work does not include temporary occasional off-campus work, sabbatical leave, and other approved leaves of absence.

These guidelines do not apply to faculty travel and time away from campus for conventional University-related business such as academic research/scholarship and creative works, professional service, off-campus instructional activities, Fulbright Awards, or other external fellowships and residencies.

### **Procedure for Exceptions, effective 7/1/2023**

1. The Provost/Executive Vice President for Academic Affairs makes the final decision as to whether and to what extent remote work is an option for faculty.
  - a. Out-of-country remote work is prohibited except in instances of a sabbatical or approved out-of-country temporary (e.g., one or two semester approved sabbatical leave) research work (e.g., field work).
2. The Provost may delegate the authority to approve and implement remote work, including out-of-state arrangements, to deans or a senior member of the provost staff.
3. Only the Provost, or their delegate, in consultation with the Executive Vice President for Finance and Administration, is authorized to approve out-of-state remote work.
  - a. If approved, the academic unit (department/center or school/college) must ensure the out-of-state remote work arrangement will be implemented in compliance with the applicable tax, labor laws, and other policies.
4. A remote work arrangement is an exception to UNM's expectation that faculty will be regularly on campus, as described above.
  - a. Remote work is not a right of an academic appointment and will not be available to all appointees; rather, a remote work arrangement is at the discretion of the Provost or delegate.
5. For any and all remote work that involves online teaching assignments, faculty must follow UNM's Online teaching policies, receive course approval by the faculty member's respective department, and have completed the required trainings (e.g., EBPTO, RASI) in advance of the start of the remote work assignment.
  - a. The primary consideration in determining instructional modality must be student learning and student success.
  - b. Courses to be taught remotely must be approved and published as such, so that students enrolling in them know the course modality at the time of registration.
  - c. Course modalities may not be changed after the course schedule has been published, except in emergencies and with the approval of the department chair.
6. Assignment of a faculty member to a remote work arrangement does not set a precedent that the appointee will always be working under a remote work arrangement.
  - a. Faculty members may not premise a request for a remote work assignment on a comparison of how other units implement remote work arrangements, or on a remote assignment of a colleague within their own unit.
7. The Provost or assigned delegate retains the authority to modify or discontinue a remote work arrangement.

- a. If a faculty member refuses or fails to return to campus as expected, they will be deemed to have resigned their UNM employment.
8. Noncompliance with these guidelines may result in modification or discontinuation of a remote work arrangement, may be reflected in faculty evaluations, and may result in disciplinary action up to and including termination in accord with applicable procedures.

### **Considerations for Decision-makers**

Before implementation of a remote work arrangement requested by a faculty member, the decision-makers must consider the following, as well as any aspects of remote work that are unique to the relevant college/school and department/program. Decision-makers include the department chair, dean, and provost (or designee).

1. Documentation: Remote work arrangements must be memorialized with a memorandum approved by the school/college/branch and Academic Affairs that addresses the following aspects of each remote work arrangement:
  - a. Explanation regarding how the faculty member will fully meet the obligations of each component (teaching, research or creative activity, and service) of responsibility assigned.
    - i. The needs of students and colleagues for ready access to a faculty member in formal and informal settings are the primary considerations.
    - ii. Rearranging schedules or otherwise negatively impacting those remaining on campus should not be expected – generally it is the colleague working remotely who must accommodate those working on campus.
  - b. Description regarding how the faculty member will assist undergraduate and graduate students achieve success.
  - c. Expectations as to the availability of faculty members to students (e.g., office hours/check-in times) and colleagues (e.g., committee and faculty meetings).
  - d. Identification, with specificity, of the equipment that UNM will provide.
    - i. Equipment necessary to enable a faculty member (whose remote work has been approved) to fully perform their duties will be provided by the academic unit (department or school/college).
    - ii. Faculty working remotely should use only UNM-owned IT devices that have been reviewed by IT support staff for compliance with IT policies and standards.
  - e. Plans for servicing, repair, and replacement of university-owned equipment.
  - f. Arrangements for the return of equipment upon separation of a remote faculty member.
  - g. Management of institutional data: To ensure the availability and security of institutional data, UNM-approved storage solutions should be used as appropriate for the relevant data classification.
    - i. When hard copy material cannot be kept on campus, those materials should be stored in a location that has acceptable access control measures, such a locked cabinet or locked office. NOTE: A locked car is not considered a secured location.
  - h. UNM will not reimburse or provide a subsidy for a faculty member's utilities, broadband service, or parking.
2. A remote work arrangement is an exception to UNM's expectation that faculty will be regularly available on campus. Therefore, remote work is not a right of an academic appointment, and the University retains the authority to modify or terminate any remote work arrangement at any time.
3. Units that had faculty members working remote prior to August 2022 are responsible for fulfilling these guidelines if they wish to continue remote work arrangements.
4. Periodic Review of Remote Work Arrangements

- a. The chair, dean, and provost will review remote work arrangements each academic year, no later than March 31.  
The faculty member is responsible for actively reaching out to colleagues and the chair to determine whether department needs are being met, and to demonstrate to the chair that they are working effectively.
  - i. The faculty member is responsible for maintaining accurate mailing address, worksite address, and other personal information in Banner.
- b. Any modifications to a remote work arrangement must be documented.
- c. The unit has the discretion to terminate the remote work assignment and reassign the faculty member to work on-campus.
- d. A faculty member may request to return to on-campus work for the upcoming academic term; however, a unit may not immediately be able to provide a private office based on the department's available on-campus space.

**Procedures:**

*Before* a department implements a remote work arrangement for a faculty member, the following procedures must be completed.

1. Faculty seeking approval of a remote work arrangement will communicate with their department chair to discuss their request.
2. The department chair will consult with the school/college/branch dean regarding the faculty member's request.
3. If the dean expresses support for the request, the faculty member and department chair will prepare a Memorandum of Agreement (MOA) addressing the aspects of the remote work arrangement detailed in the section (above) titled, Considerations for Decision-Makers.
  - a. An MOA template will be available on The Office for Academic Personnel's website: [www.oap.unm.edu](http://www.oap.unm.edu).
  - b. Contact the Senior Vice Provost, [svp@unm.edu](mailto:svp@unm.edu), with questions or concerns.
4. The MOA is reviewed by the department chair. If the department chair, approves it and attests to meeting each aspect of the remote work arrangement, the MOA is routed to the dean for approval.
5. If the dean approves the MOA, it is then routed to Academic Affairs for review and approval by the provost (or designee).
6. Approved MOAs will be placed in the faculty member's personnel file (department, school/college/branch, Academic Affairs) following the UA-UNM Unit 1 Collective Bargaining Agreement, Article 18 or the UNM Faculty Handbook, C70.