A Word from the Dean of Instruction

On behalf of UNM-Valencia faculty, staff & students I would like to welcome you to our campus and to thank you for your service on behalf of our students’ education. I believe that you will find our campus to be a great environment for teaching and learning. Everything we do—our facilities, technology, business systems, and, of course, our staff and faculty—reflects a culture of devotion to our students’ academic success as reflected in our Mission Statement,

“A quality education – a lifetime of success”

This document represents a major initiative to provide better and more focused information with an aim to help you understand our students, faculty, services and other programs and processes. More comprehensive and detailed information about instruction at UNM-Valencia can be found in the Instructional Council Policies & Procedures Manual and also the UNM-Valencia Faculty Handbook. I encourage you to take some time to familiarize yourself with the information in these documents.

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Brief History of UNM-Valencia

The University of New Mexico began serving the educational needs of Valencia County in August 1978 with the establishment of the UNM–Eastern Valencia County Satellite Center. The creation of this Satellite Center ended nearly two decades of work by members of the Los Lunas and Belén School districts to provide a stable source of post-secondary education and vocational training in Valencia County. A total of $93,000 in seed money was raised to help open the facility.

In 1979, the State Legislative Finance Committee indicated that expanding satellite centers, such as the one in Belén, should be established as branch campuses to be supported by an ongoing mill levy as well as with student tuition and general fund appropriations.

The local community indicated its continued support by voting overwhelmingly in favor of creating a branch campus. Additional assistance came from the Board of Educational Finance, the New Mexico State Legislature, and the Eastern Valencia County Higher Education Committee, Inc. As a result, a formal proposal to establish the branch was accepted by UNM in March 1981.

Classes began in August of that year. Technical certificates and Associate degrees could now be completed locally for the first time in Valencia County history. Continued growth in enrollment and program offerings soon created a pressing need for additional space and new facilities. A new campus in Tomé was built in response to this need, opening its doors in the summer of 1986.

A library and Learning Resource Center were added in 1994, extensive renovations in the spring of 1995 provided additional classroom and office space, and the completion of the Student/Community Center in the spring of 2000 added additional classrooms, office space, and a wellness/fitness center and child care facility. In the spring of 2005 a new Health Sciences Building opened up providing a nursing lab, anatomy & physiology lab w/cadaver lab, allied health lab, presentation lecture hall, and four classrooms, two of which are equipped with student workstations. Also in the spring of 2005 an Instructional Technology Center opened in the Learning Resource Center providing instructional technology and other teaching enhancement training opportunities for faculty. Finally, the Child Care Center was discontinued and a Nursing Center was housed in its former location.
What the “UNM” in UNM-Valencia Means

The University has established branch colleges to serve the citizens of New Mexico more fully and to provide the highest quality of education for students pursuing post-secondary education at different locations throughout the state. Branch colleges respond specifically to the unique needs and multi-cultural backgrounds of their respective communities by offering community education programs; career education, including certificate and associate degree programs; and transfer programs that prepare students for upper division entry into colleges and universities.

Branch colleges utilize many resources in their service districts and therefore function as integral parts of their surrounding communities. They are thoroughly committed to assisting in the economic development of their service areas.

The branch campuses of the University of New Mexico are considered fully integrated component colleges. They are committed to serving the needs of their respective communities in the manner of a comprehensive community college, offering a variety of academic, career, and community service programs. The branch colleges pledge themselves to protect the quality and integrity of all academic curricula, and the main campus pledges its resources, whenever appropriate and practical, to the fulfillment of the varied missions of the branches. UNM’s Associate Vice President for Academic Affairs has responsibility for establishing policies and procedures relative to all branch operations.

UNM-Valencia’s Strategic Plan

UNM-Valencia’s Strategic Plan is updated annually and revised as a whole every three years. The Plan is available in its entirety @ http://www.unm.edu/~strgplan/. The following are the main portions of the current Strategic Plan.

Vision Statement

Excellence in teaching, learning, and service to our community

Mission Statement

A quality education – a lifetime of success

Core Values

Student Centered  Diversity & Community  Creativity & Initiative
Quality Education & Services  Ethics & Academic Integrity  Responsible Stewardships
Strategic Areas

Increase Student Success
Increase the prospects of all students to realize their educational goals.

Ensure a Quality Curriculum and Accountability for Teaching & Learning
Focus on academic quality, innovative teaching and learning practices and program relevancy with a commitment to improvement of the curriculum through assessment of student learning at the course and program level.

Invest in Campus Renewal and Sustainability
Continue investing in our physical resources to ensure a quality and sustainable learning environment.

Require Accountability
Promote a culture of openness, honesty, integrity, and the highest of ethical standards.

Expand Access to Students
Extend our reach by reducing barriers to enrollment.

What We Do @ UNM-Valencia

Five-Part Educational Program

In order to fulfill its mission as a branch college, the University of New Mexico–Valencia Campus offers five types of educational programs:

1. **Vocational/Technical Education** programs are offered in: Computer-Aided Drafting; Information Technology; and Office and Business Technology; and Digital Media Arts. Certificates and/or two year Associate of Applied Science degrees are available in each of these career-based fields. While these are not designed as transfer programs, some or all credits earned through these programs may be eligible for transfer.

2. **Certificates and/or Associate of Arts or Associate of Science Degrees** are offered in the fields of Business Administration, Criminal Justice, Early Childhood Multi-cultural Education, Education, General Science, Health & Fitness Education, Liberal Arts, and Studio Art. Credits in the general science program can be applied to bachelor degree programs in nursing, dental hygiene, radiography, nuclear medicine imaging, physical therapy and physician’s assistant at the UNM-Albuquerque Campus. Most of the credits earned for these degrees can be transferred to the UNM-Albuquerque
Campus or to most other four-year colleges and universities. Specific
program articulation agreements have been approved with UNM
Albuquerque Campus for the business administration, education and
criminal justice.

3. Developmental Studies/Basic Skills assistance is offered so that students who
are not adequately prepared for admission for college level study can work to
improve their skills and meet their educational goals. Developmental credit
courses are offered in reading, writing, math, and study skills. Services for
free basic skills, employability skills, GED and College Prep, English as a
second language and citizenship are provided by the Adult Education
Program which houses a complete learning center. Tutorial services are
available to all students on campus as well as services for students with
special needs through the Transitional Studies Division.

4. The Community Education Services program is comprised of several unique
programs providing learning opportunities for citizens of all ages. These
programs include: Dual Credit for high school students; UNM’s Extended
University offering bachelor and graduate programs on-site, on-line and
through instructional television; American Heart Association Training Center
offering various levels of CPR and 1st Aid training; customized workforce
training for business, industry and government entities; personal enrichment
courses; professional development; the Cultural Enrichment Series; off-
campus instruction; and facility master scheduling.

5. The Small Business Development Center program, established as a service to
the county’s small businesses, provides individual counseling, training
workshops, and seminars (developed in conjunction with the community
education program and area economic development groups), a resource
center with books and computer databases, and a referral service for
professional support. This program also offers certification to businesses and
individuals upon completion of entrepreneurship courses.

Student Services

Advising, financial aid, mentoring, testing (including make-up testing) and
registration are among the services available through Student Services.
Other Programs & Services

- **Academic Office** provides administrative and clerical assistance to faculty.
- **Tech Prep** is a K-12 program providing articulation and college credit for vocational-technical programs.
- **Fitness & Wellness Education Center** addresses all aspects of wellness by providing education, safe effective exercise activities, and assistance in developing a healthy lifestyle.
- **Teaching & Learning Center** provides assistance to faculty with instructional equipment and other teaching-enhancement programs.
- **The Learning Center** provides tutorial assistance to our students.

Who Does What @ UNM-Valencia

UNM-Valencia’s Administration

- UNM’s governance & administrate structure over UNM-Valencia:
UNM-Valencia’s Administration continued

UNM-Valencia’s extended administrative structure:

The individuals illustrated in the organizational chart above constitute the Instructional Council (IC). The Instructional Council is an Advisory Board to the Dean of Instruction in all matters that pertain to instruction. It is also a forum for the exchange of information. All major decisions in the instructional area are made by the Instructional Council.
The top side of the IC organizational chart represent faculty administration, i.e., the Dean of Instruction, Division Chairs or Managers, and Program Coordinators or Managers. A summary of their role is as follows:

- **Dean of Instruction** serves as the Campus’ Chief Academic Officer and UNM-Valencia’s “second-in-command.” All instructional and instructional support departments (as illustrated in the chart) report directly to the Dean.

- **Division Chair:** Division chairs at the Valencia Branch are very similar to academic chairs at our main campus and are subject to the same governing policies. The primary difference between a division and a department chair is that the former oversees multiple departments and disciplines. The job description, duties & responsibilities are detailed below.

- **Division Manager:** A division manager has similar responsibilities to that of a division chair with the difference that it is a 12-month position, specifically hired for the stated duties, and not subject to the same selection process and terms in office as that of chairs.

- **Program Coordinator:** Program coordinators assist their respective division chair by assuming various curriculum-related responsibilities for specific programs under the supervision of their chair. Except in specific instances as delegated by the division chair, program coordinators are not responsible for supervising division faculty or staff.

- **Program Manager:** Program managers assist their respective division chair or manager with supervision of a major area or program within the division. As such, these are generally 12-month position. As is the case with coordinators, program managers are responsible for curriculum development but are also responsible for supervising faculty and staff in their respective areas of responsibilities.

More detailed description on the duties and responsibilities of faculty administrators can be found in the Instructional Council Policies & Procedures Manual. For more information on the Instructional Council, including meetings times, agendas, and minutes of previous meetings please visit the IC’s web page @ http://www.unm.edu/~vic/.

**UNM-Valencia’s Faculty Governance**

UNM-Valencia has a Faculty Assembly (as opposed to a Faculty Senate). In effect, all UNM-Valencia faculty are voting members of the Faculty Assembly.
Faculty Assembly officers (what is generally referred to as the “FEC” – Faculty Executive Committee) include a President, Vice President, Secretary, Arts & Sciences Representative and Business & Technology Representative. Faculty Assembly meetings are generally held on a monthly basis during the academic year.

For more information regarding the Faculty Assembly, please contact the Faculty Assembly President, John Anderson at 925.8623 or jonander@unm.edu or visit the Faculty Home Page @ http://www.unm.edu/~vfac/ or the UNM-Valencia Faculty Handbook Home Page @ http://www.unm.edu/~vic/handbook.htm (current Handbook) or http://www.unm.edu/~vhand/ for information on the progress on the development of the new Handbook.

Whom Do We Serve @ UNM-Valencia

The easy answer is—students! Everything (and “everything” means everything) we do is for the benefit of our students. And to better serve our students we need to better understand our students.

The following is a brief profile of our student body:

- **Mean age**: 27, distributed as follows: ≤24 = 59%, 25-29 = 12%, 30-39 = 12%, 40-49 = 8%, 50-64 = 7%, ≥65 = 2%

- **Ethnicity**: 55% Hispanic, 34% White, 5% American Indian, 2% African-American, 1% Asian/Pacific Islander, 3% No Response

- **Sex**: 63% female and 37% male

- **Economic**: 60% of students are on need-based financial aid; of these, 42% received Pell grants (a good indicator of family economic status)

- **High school completion date**: 39% recently graduated from high school or completed a GED, 61% have been out of high school for one or more years

- **Largest majors** (i.e., of students who have declared a major): 26% in General Science, 15% in Liberal Arts, 14% in Business Administration, 14% in Education (inc. elementary, secondary & ECME), 6% in Criminology; of these and other majors, 79% in academic programs and 21% in technical programs

- **Preparedness**: 56% of entering freshmen require at least on developmental studies course as preparation for college-level work.
What Faculty @ UNM-Valencia Should Expect

The easy answer is—to teach! UNM-Valencia is a teaching institution. That’s what we’re all about—teaching and learning. But we all know that what goes on in the classroom is but one element of teaching & learning (albeit the most focused and directed aspect of it). Faculty should also expect to be treated with dignity respect as professional educators who devote their time and energy to improving the lives of others.


Types of Faculty

Faculty expectations (i.e., responsibilities) are contingent on the type of appointment. Before listing faculty expectations let’s look at UNM’s Policy on Faculty Appointments as described in the UNM Faculty Handbook:

The UNM Faculty Handbook describes four different types of faculty appointments in Section 3.1 as follows:

3.1 TYPES OF FACULTY APPOINTMENTS

(a) Faculty appointments may be probationary, tenured, continuing non-tenure-track, or temporary. Prior to awarding of tenure, tenure-track faculty appointments are probationary appointments; following the award of tenure, such appointments are tenured. All faculty members holding probationary appointments at the rank of assistant professor or above are eligible for consideration for tenure. (For a definition and discussion of tenure, see Sec. 4.7.1 and Appendix I.) Non-tenure-track appointments do not lead to tenure. However, the presumption with continuing non-tenure-track appointments is that they will be continued if the faculty member is not duly notified to the contrary. Non-tenure-track appointments where there is not a presumption of continuation are temporary.

The following is a summary of the four types of appointments:

1. Tenured: The term “tenured” indicates that the faculty member has, in effect, been issued a lifetime contract.

2. Probationary: The term “probationary” is synonymous with “tenure-track.” These are faculty who, if successful, will achieve tenure in a period of six
years or, in exceptional cases, less and generally have the rank of Assistant Professor.

3. **Continuing Non-Tenure-Track:** The term “continuing non-tenure track” refers to faculty who are issued annual contracts but who have “expectation” that their contracts will be renewed for the subsequent year. These faculty generally carry the rank of Lecturer (I, II or III, depending on degree and other criteria).

4. **Temporary:** The term “temporary” refers to faculty who are hired for one or two terms with no expectation of being hired beyond the current term of appointment. Temporary faculty are generally designated as “adjunct” faculty. Adjunct faculty are hired on a semester-by-semester basis on a competitive process. There are also one-year (i.e., two terms) temporary assignments on a full-time basis. These appointments are usually made in the interim period between the retirement or resignation of a continuing faculty member.

Faculty described in #1, #2 & #3 above will be designated as “continuing” faculty.

**Faculty Responsibilities**

Regardless of appointment type, all faculty are responsible to:

1. **Treat students with dignity, respect and the highest expectations.** Regardless of their age, college students are considered to be adults (the idea of *in loco parentis* disappeared about the same time as the Chevrolet Corvair) and should be treated accordingly. This means three things:
   a. Students are responsible for their own actions, including both maintaining appropriate behavior and meeting all requirements for the course as described in your syllabus.
   b. Students should not be spoken to in a condescending or patronizing manner. Nor should they be criticized or otherwise derided in front of others. As far as possible, if a student needs to be corrected for any reason (e.g., class work, behavior), the matter should be addressed in private.
   c. Expect your students to succeed. It has been shown that high expectations (realistic ones, of course) from the instructor, as evidence by enthusiastic and optimistic verbal and body language, translate into higher achievement by students.
2. **Teach assigned courses.** Faculty are assigned to teach courses by their Department or Division Chair as indicated in their Teaching Agreement. It is understood that teaching assignments have been discussed with the faculty member prior to receiving a formal teaching assignment.

3. **Maintain office hours.** Continuing faculty teaching a full 15 credit hour load are expected to regularly hold seven hours per week (proportionately less for those who teach part-time or have course releases) of office hours for consultation with students. Office hours should be posted on their office doors and listed in their syllabi. Adjunct faculty should hold ½ hour per week office time for each three credit hour course they teach. Likewise, adjunct office hours should be listed on their syllabi and noted with the academic office.

4. **Be evaluated.** All faculty are evaluated by students using the IDEA (Individual Development & Educational Assessment) and by their supervisor. Faculty teaching during their first semester at UNM-Valencia will also be required to be evaluated using a simplified version of IDEA. The IDEA instrument is different from the previous ICES instrument in many respects, including the process by which faculty access the instrument. For detailed information on administering the IDEA instrument please turn to page 45.

The supervisor evaluation for continuing faculty consists of the FE/DI (calendar year basis). The FE/DI addresses the areas of teaching excellence (includes IDEA, peer and supervisor classroom evaluations, and other teaching-related duties), college & community service, and professional development. In addition, continuing faculty receive a summary evaluation from their Division/Program Chair and from the Dean of Instruction.

Adjunct Faculty are evaluated every other semester they teach at UNM-Valencia by their Department/Division Chair or his/her designee using the “Part-Time Faculty Evaluation Report” instrument as illustrated below.

5. **Develop good syllabi.** A syllabus is more than just information about a course—it is tantamount to a contract between you and your students. Consequently, students should not be surprised by course requirements which are not clearly stated in your syllabi. Please turn to page 35 for details on preparing a syllabus.

6. **Take attendance.** Faculty are required to take attendance and to record it on the VMIS Attendance Module. There are some very good reasons why attendance taking and centrally recording it is in our students’ best interest.
Please refer to page 20 for these reasons and for detailed instructions on how to use this system.

7. **Order Textbooks and desk copies.** Faculty are responsible for ordering textbooks and desk copies in a timely manner and with the students' best interest—both pedagogical and financial—in mind. Please refer to page 49 for detailed instructions on ordering textbooks and page 33 for instructions on ordering desk copies.

8. **Attend regularly scheduled meetings.** There are meetings...and then there are meetings. The following is a list of “meeting types” along with a description of those whose presence is required:
   a. **Convocation:** Continuing faculty are expected to attend the annual Convocation in August; adjunct faculty are both welcome and encouraged to attend.
   b. **General Faculty Meeting:** All faculty are expected to attend the annual General Faculty Meeting in August.
   c. **New Faculty Orientation:** All new faculty are required to attend the New Faculty Orientation (fall & spring).
   d. **Division Meetings:** Each division will determine the frequency of departmental meetings and requirements for attendance. It is expected
that faculty would want to participate in discussions about curricular, organizational, and other departmental matters.

e. **Faculty Assembly:** UNM-Valencia is unique in that it has a Faculty Assembly form of faculty governance (in contrast to a Faculty Senate). In this system all faculty have full voting rights. Consequently, faculty should make every effort to regularly attend and actively participate in Faculty Assembly meetings. It goes without saying that the effectiveness of our faculty governance is contingent on participation.

f. **Faculty administration:** Division Chairs and Managers are required to attend monthly Chairs' Council meetings (closed meeting). In addition Program Coordinators and Managers are also required to attend monthly Instructional Council meetings (open).

g. **Committee meetings:** Committee membership is voluntary at UNM-Valencia. However, faculty who commit to serving on a committee should make every effort to regularly attend committee meetings. Faculty who are unable or unwilling to regularly attend committee meetings should resign from the committee in question.

h. **Commencement:** Continuing faculty should make every effort to participate in our annual Commencement exercises as a show of support and honor for our graduates. Adjunct faculty are both welcome and encouraged to participate. Regalia will be provided for you free of charge.

9. **Keep up with information.** Paper memos are a rarity at UNM-Valencia. Instead, we rely on email and the web to disseminate information. Your email address will be added to our faculty list serve (vfac-L@list.unm.edu). This list serve will be used to pass on information to you. Please be sure and read UNM-Valencia list serve email messages carefully and take whatever action is required.

In addition, the following websites provide very useful information:

- [http://www.unm.edu/~vfac/](http://www.unm.edu/~vfac/): Faculty Home Page.

10. **Be collegial.** According to The University of New Mexico Faculty Handbook, under “Policy on Academic Freedom and Tenure,” the definition of “Personal Characteristics” reads as follows:
“This category relates to the personal traits that influence an individual’s effectiveness as a teacher, a scholar, researcher, or creative artist, and a leader in a professional area. Of primary concern are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. There must also be demonstrated collegiality and interactional skills so that an individual can work harmoniously with others while maintaining independence of thought and action. Attention shall also be given to an individual’s moral stature and ethical behavior, for they are fundamental to a faculty member’s impact on the University.”

This statement is both self-explanatory and comprehensive. In effect, we can disagree on and be passionate about numerous issues. We may not engage in ad hominem or other forms of incivility attacks towards anyone on campus.


Continuing faculty are also expected to achieve well in the areas of Teaching Excellence (which also includes activities such as curriculum development, advising, etc.), College & Community Service, Professional Development and Personal Characteristics. Assessment of achievement in these areas is evidenced through the Faculty Evaluation/Development Instrument, the Chairs’ Summary Evaluation and the Dean’s Summary Evaluation.
How to...

Apply to the Adjunct Pool and/or Submit a Teaching Bid

Adjunct faculty must first submit their application through UNM Jobs at the following web site: https://unmjobs.unm.edu/. Your application will be electronically submitted to Human Resources at UNM-Valencia as well as Department Chairs. You may search faculty job posting for the Valencia Campus by using the search engine located at the bottom of the UNM Jobs page. Should you need additional assistance please contact the Human Resources department at 925-8530 or Della Willis at 925-8602.

To submit a teaching bid:

Adjunct faculty interested in teaching must submit a teaching bid when notified in writing (email or snail-mail) to do so. Course bids can be accessed at the following web sites:

- [http://www.unm.edu/~vclasses/schedule/summer/bid.htm](http://www.unm.edu/~vclasses/schedule/summer/bid.htm), for summer semesters;
- [http://www.unm.edu/~vclasses/schedule/fall/bid.htm](http://www.unm.edu/~vclasses/schedule/fall/bid.htm), for fall semesters; or
- [http://www.unm.edu/~vclasses/schedule/spring/bid.htm](http://www.unm.edu/~vclasses/schedule/spring/bid.htm), for spring semesters.

Reserve an Adjunct Office Cubicle

Adjunct faculty may reserve a cubicle for office use on a time-shared basis (i.e., your cubicle will be assigned to you around the time you teach and so as not to be in conflict with that of another faculty member).

To reserve your cubicle please drop by the academic office and visit with Laura Encinias. She can also be reached by at 925.8600.

Access & Use Attendance Module (VMIS)

At the February 26th, 2003 meeting of the Faculty Assembly, the faculty approved a resolution mandating attendance taking. The exact language in the minutes of that meeting reads as follows:

“Attendance taking is an institutional policy that is required of faculty and expected by students.”
Subsequently an electronic system called the VMIS Attendance Module (“VMIS” stands for “Valencia Management Information System” a Title V-funded set electronic systems for managing data at UNM-Valencia) was implemented to gather this information in a form which would be useful for a variety of purposes. These include:

- Afford Student Services an opportunity to provide intervention measures for students who are not regularly attending class.
- Dramatically reduce the amount of financial aid students owe the federal government when they withdraw from school.

On that second note, by documenting the last day a student attended a class, the amount of financial aid owed by that student is prorated back to the last day of attendance. If we cannot determine the last day of attendance, then the student owes the entire amount of financial aid! If we can verify that they attended past the 60% mark for the semester (i.e., past the 10th week), then the student owes nothing.

To get access to VMIS (Valencia Management Information System):

1. Access the form online @ [http://www.unm.edu/~vchelp/downloads/NewNetUser.pdf](http://www.unm.edu/~vchelp/downloads/NewNetUser.pdf) (requires Acrobat Reader) and print it out or ask for one in the academic office;
2. Fill out the form and hand it to the office administrator [Della Willis] in the academic office;
3. Your VMIS login ID and temporary password will be emailed to your UNM email address (may not be the same as your UNM email address and password);
4. The first time you access VMIS you will be prompted to change your password.

To use the VMIS Attendance Module:

1. Attendance data must be entered from a computer on campus. Simply access the VMIS Attendance Module @ [http://dingo/vmis](http://dingo/vmis) and proceed to step 2.
2. Point to Attendance and then select Update; a new web page will appear;
For the remaining instructions please refer to the figure on page 22.
3. Select the current semester on the top-left hand corner of your screen;
4. Select the course for which you will be entering attendance data;
5. Select the current week in the range is 1 – 16, with week 1 being the first week of classes...and week 16 being the last week of classes, not the week of finals when attendance taking is not required (if your class runs less than 16 weeks, simply access the week relative to the semester, i.e., if your class runs for eight weeks and starts in the middle of the semester, then your first week of class would actually be week 9);

6. Click on the box corresponding to a particular student and week day (a ✓ indicates that the student was present and a □ indicates the student was absent—or, as a time saver, check the C button located directly under the weekday designation to check ✓ all students as present and then go back and click on any box to uncheck □ students who were absent that day; the U button marks all students as absent □);

7. When finished entering data for a particular day, be sure and hit the Save button (or you will lose your data!);

8. It is not necessary to select Post Changes to Database as doing so will lock the entire week from further editing (if you press this button and later need to make a change to the locked week please notify your department chair);

9. After saving your attendance data, select another course and repeat beginning with step 4;

10. When finished, close the web browser window;

11. Please be sure to logout when you’re finished using your PC.

Faculty who experience problems with VMIS (i.e., discrepancies between VMIS & Banner—assume that Banner is the more accurate of the two) should proceed as follows:

1. A web site – [http://vc.unm.edu/studentsnotonvmis.htm](http://vc.unm.edu/studentsnotonvmis.htm) – has been developed for faculty to report the absences of students who are enrolled in the course (as verified by Banner) but whose names do not show up on VMIS.

2. Each submission of a web page includes the course CRN and a list of students who were absent (i.e., those not listed on VMIS).

3. The web site also includes a place to enter the names of students who are not in attendance but who previously contacted the instructor and received permission to not attend during the first week of classes.

4. A designated person in Student Services, who is also the one who has access to VMIS attendance reports, will be the recipient of the information on the
web page and will maintain this information for reference and possible action.

Please record attendance on the VMIS Attendance module each day the class meets during the first two weeks of classes and at least once a week thereafter. For further assistance please contact the T&LC @ 925.8554, 925.8556 or 951-0048.

The following illustration indicates the varying functions of the VMIS Attendance Module:

→ **Cancel a Class**

For emergency cancellations: Please contact your chair or the Dean of Instruction (925.8601) as soon as possible. If your chair or the dean are not available, please call the academic office (925.8600); every effort will be made to notify your students and a cancellation sign will be posted on the classroom door. Once you return to campus you will need to fill out the “Report of Dismissal of a Class” form.
For planned cancellations: Please be sure to get approval ahead of time from your chair or the dean and fill out the “Report of Dismissal of a Class” as part of the approval process. You should make every effort to find a colleague who can fill in for you (your chair will assist you with this).

Manage Classroom Enrollments: Access a Class List, Print a Class List, Create an Excel Worksheet from a Class List, Drop a Student, Enter Grades

All UNM faculty are responsible for accessing an online system for:

1. Generating their own class lists;
2. Reporting grades; and
3. If the instructor chooses, dropping students from their classes—for valid reasons, of course (e.g., poor attendance, discipline issues).

All of these processes are available at http://my.unm.edu. But before you can access student data you must complete the online Securing Private Data course and take (and pass) the online assessment. If you have not yet taken this online course please proceed as follows:

1. Access the following web page: http://www.unm.edu/~hrinfo.
2. Select >>Learning Central Online Registration<< in the turquoise box on the top right.
3. Log in using the same ID and password you use to access your UNM email.
4. On the top right of the page there is a text box preceded with Search Catalog. Enter the exact words “Securing Private Data” (w/o “”) and click Go (immediate right of the text box).
5. Select the ☑ Online box only (i.e., leave the ☐ Instructor-Led and ☐ Other blank) and then click on Search. All available online courses will now be displayed directly below in the Catalog Search Results table.
6. Select Securing Private Data (Web Course) and, when finished, return to this same site.
7. Select Securing Private Data – Exam and “ace it!”
8. If you do not pass the course please redo return to this same site and redo steps 6 & 7 until you pass it. YOU MUST PASS IT!

Once you’ve completed the online “Securing Private Data” course and passed the assessment, you’re ready to proceed.
To access a class list, print a class list, create an Excel worksheet from a class list, drop a student, or enter grades you will need to access Lobo Web. To do this, go back to http://my.unm.edu and proceed as follows:

1. Log in using the same ID and password you use to access your UNM email.
2. Select the **Faculty Life** tab.
3. Look for the box with the **Lobo Web** logo. This is your portal for accessing your class lists, dropping students, and entering grades (at the end of the course, of course).

→ To access your class lists:

⚠ **IMPORTANT NOTICE**: Please do not allow students to attend your class unless they are officially registered as verified by their names appearing on the LoboWeb class list. If your class is still open for enrollment, please send the student to the Registrar’s office immediately for enrollment. If your class is closed, please refer to the “Closed Class” section on page 34 for options available to the student.

2. Select down to **Class Section Functions**.
3. Select View Summary Class Lists with Student Details.
4. Select the current term by bringing down the list of options under **Select a Term**: and select, well, the current term (e.g., Fall 2008—do not select anything that starts with “MS Program…”), and click **Submit**.
5. The courses you are scheduled to teach are listed in the **CRN**: selection box. Bring down the selection, click on the course you wish to select, and click **Submit**.
6. To view personal information on a particular student, click on the student’s name (if “Confidential” appears next to a student’s name, this implies that their personal info is to be kept confidential). From this page you can also access a student’s UNM email address by selecting **Student E-mail Address** or other registration information by selecting **Student Info**.
7. To send email to a student click on the ✉ icon (last item on each row). To send email to the entire class click on **Email class** ✉ (bottom of page).

→ To print a class list:

2. Scroll down to **Class Section Functions**.
3. Select Exportable Class Lists.

4. Login again (same ID and password you used previously).

5. Click on Class Lists.

6. Select the course you wish to access by clicking on the section number (please note that it lists courses you’ve previously taught going back a couple of years).

7. Click on Printable Class List link

8. Click the browser’s print button (located on the tool bar at the top of your web browser; you may then return to the previous page by clicking on the Back to Class List link).

→ To create an Excel worksheet from your class list (repeat step 5, a-e, and proceed as follows):

1. Access the Lobo Web.

2. Access Exportable Class Lists as described directly above.

3. Click on Create EXCEL Spreadsheet.

4. If you’re using Internet Explorer, proceed as follows:

5. If you’re using Mozilla Firefox, proceed as follows:
   a. In the ensuing dialog box, select ⊗ Open with Microsoft Office Excel (default).
   b. Format and edit the worksheet as per your preference and save it for later use.

→ To drop students (repeat step 4, a-d, and proceed as follows):

1. Follow steps 1 – 5 under access your class list.

2. Click on the box under Drop for each student you wish to drop (selected boxes will now have a ✅ in the box).

3. Click on the Drop Selected Students from Course button and follow ensuing instructions.

Note: Clearly (obviously, apparently, evidently, perceptibly), no student should be dropped without good reason, prior warning, and a clear policy in your syllabus to this effect (please refer to #3 and #7 under “Prepare a Course Syllabus, page 35.

→ To enter grades:

2. Scroll down to Class Section Functions.
3. Select Enter Final Grades.
4. Select the radial button corresponding to each student’s grade.

**Note:** This feature is only available during the grade-entering period, which is generally the week of final exams but earlier for eight-week courses or other courses which end before the normal end date for the semester.

Also, we experienced some problems with Banner from time to time. Part of the problem can be remedied by click [Save/Submit] frequently (every 10 minutes, at least) as the system tends to timeout if you don’t. Other than that, if you encounter any anomalies when you’re entering grades please proceed as follows:

1. Create a report grouped by course (one course per page). Please be sure to include the course designation (e.g., CS 150), CRN, and section number.
2. For each course, list each student (name & Banner ID) and denote the correct grade the student should receive. If the student was missing altogether in the grade form, please report missing students immediately as they need to be added before the end of the semester.
3. Sign each page and submit it to the Registrar’s office.

With regards to issuing grades, UNM has a host of different grading options and procedures. You can read about these in the 2008 – 2010 Catalog on pp. 43 – 46.

What follows is a summary and more complete explanation of grading procedures.

**Grades Issued to Reflect Completion/Achievement:** Faculty generally issue letter grades to students as an indication of the extent of mastery of the course material. Letter grades include “+” & “-” resulting in the following grade point equivalent:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
<td>B+</td>
<td>3.33</td>
<td>C+</td>
<td>2.33</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>B</td>
<td>3.00</td>
<td>C</td>
<td>2.00</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>B-</td>
<td>2.67</td>
<td>C-</td>
<td>1.67</td>
<td>D-</td>
<td>0.67</td>
</tr>
</tbody>
</table>

Please note that faculty are not required to issue “+/-” grades, although they are strongly advise to do so as it provides a more detailed and accurate range of grades. Faculty should also be aware that a grade of “C” (not “C-”) is the minimum grade required for a course to be accepted as fulfilling a prerequisite, a core requirement in the student’s major, or for UNM’s Core Curriculum.
In addition to the letter grades detailed above, some courses include “CR” or “NC” (“credit” or “no credit”) as a grading option—either exclusively or as part of other grade options. A grade of “CR” grants the student the prescribed credit hours whereas a grade of “NC” does not. However, neither “CR” nor “NC” factor into a student’s grade point average. In addition, a student may opt to apply this grading option to any course under the following stipulations:

1. The course cannot be a part of the student’s major or, for some departments, minor.
2. It can only be applied the first time the course is taken (i.e., the option cannot be taken for repeated courses).
3. A grade of “CR” generally indicates that the student achieved the equivalent of a grade of “C” or higher in the course (i.e., not “C-“ or lower).
4. A maximum of 12 credit hours of regularly graded courses (i.e., “A” – “F”) can be selected to be taken under “CR/NC” option for completion of an associate’s degree. Similar restrictions apply to BS/A programs.
5. Grade option changes are only available through the fourth week of a regular semester or second week for an eight-week course summer course.

Students are advised to consult with an advisor before proceeding to change grade options.

Grades Issued to Reflect Non-Completion: There are a variety of grade options for students who do not complete the requirements of a course. There is the grade of “F,” which is intended to be assigned to students who remain enrolled in the course throughout the term but fail to show any “significant” degree of mastery of the material. Other options for students who do not complete the course include the following:

- **No grade:** Students who withdraw or are dropped from a course prior to the 6th week of the semester receive no grade whatsoever (this applies to regular fall & spring 16-week courses, it is be the 3rd week of the semester or course duration for summer semester and eight-week courses). Names of students who drop/are dropped prior to this deadline will cease to appear in the Banner class list and will not be listed in the grade form at the end of the term. For GPA and transcript purposes, it is as though the student never enrolled in the course. However, students should be advised that for financial aid purposes the credit hours will be factored in the ratio of completed to attempted credit hours.
Incomplete – “I”: The grade of “I” is intended for students who, through circumstances beyond their control are prevented from completing the course before the end of the term but, in the instructor’s opinion, should have the opportunity to finish it successfully. The student is then obliged to complete the requirements of the course (i.e., must take the initiative to contact the instructor in order to submit remaining required materials and/or take remaining tests) within a calendar year of the end of the semester in which he/she was enrolled in the course. It is then the instructor’s responsibility to initiate and submit a grade change form with the Registrar. If the grade is not changed by the due date (as a result of student or faculty error) it will automatically turn into an “IF” (same as an “F” for all intended purposes).

Although the instructor has broad discretion on how and when it is appropriate to issue a grade of “I,” the following guidelines (my own recommendations, actually) should be applied and should be clearly stated in the course syllabus:

- Incompletes should be issued only to students who experience circumstances beyond their control and who can provide documented evidence to this effect (e.g., physician’s note, commanding officer’s notice of impending deployment).
- The student’s achievement should be at a satisfactory level (i.e., students who are failing or performing poorly in the course should not be issued incompletes) as it will be more difficult for students to successfully complete the course without the benefit of attending classes and after a period of time has elapsed.
- The point in the semester that the students stops attending classes should be past the half-way mark (my own policy is that the student must be enrolled and regularly attending classes for a minimum of 12 weeks before the grade of “I” becomes an option).

It is my opinion that many (most, perhaps) grades of “I” issued by faculty are unwarranted and, not surprisingly, many of these end up as “IFs.”

Withdrawal – “WP,” “WF,” “W/NC”, or “W”: Withdrawal grades apply to students who drop or are dropped from a course (i.e., by a student’s own initiative or by way of an instructor-initiated drop) after the 6th week of the semester (or 3rd week, for eight-week courses). Students under these circumstances will continue to appear in the Banner class list but with the message “Drop with grade” indicating that the only grading options which will be made available on the grade entry form at the end of the semester will
be “WP,” “WF,” or “W/NC” (the latter option applies only to courses where “CR/NR” is an option).

As previously, although the instructor has broad discretion on which “W+” grade a student should receive, the following guidelines (again, my recommendations) should be applied and be clearly stated in the course syllabus:

- Students who have a passing grade in the class at the time the drop is initiated should receive a grade of “WP” (my own policy in this respect is that if they have a current grade of “D-” or higher—the equivalent of a numeric score of 60 or higher—they will be issued a grade of “WP” at the end of the term).

- Students who have a failing grade in the class at the time the drop is initiated should receive a grade of “WF” or “WNC” (my own policy in this respect is that if they have a current grade of “F”—the equivalent of a numeric score of 59 or lower—they will be issued a grade of “WF” at the end of the term).

- The grade of “W” is a “last-minute” drop grade issued to students who are still enrolled in the course at the time grades are entered or by way of a grade change form. The UNM Catalog describes the grade of “W” as follows:

  “Used for approved administrative withdrawals only at the end of the semester. Examples of administrative withdrawals include: determination by the instructor that the student never attended the class, processing errors, catastrophic illness of the student or other reasons beyond the student’s control.”

I rarely issue a grade of “W,” and would do so only to students who can provide documentation to the effect that, through circumstances beyond their control, are unable to complete the requirements of the course and who do not request or are ineligible for an incomplete.

It is unfair to students who choose to stay enrolled in the course (i.e., with intent to pass it but who end up failing it anyway) to be penalized with an “F” when another student who was also failing the course but drops it (or is dropped by the instructor) receives a grade of “WP” or talks the instructor into doing a grade change to “W.” Rather, grades should accurately reflect student achievement and be both fair and consistent. I believe we can do this by following these recommended guidelines:

- Students who are failing the course and drop/are dropped should receive a grade of “WF” and not “WP.”
› Students who stay enrolled in the course but fail it should receive a grade of “F” and not “W.”

› Students who experience difficulty due to circumstances beyond their control (w/supporting documentation) should remain enrolled in the course and receive a grade of “I” (if applicable, as described previously) or a grade of “W.”

› Students who received an incomplete in the course and experience difficulty completing it within a year due to circumstances beyond their control (w/supporting documentation) merit a grade of “W” instead of “IF.”

For further assistance with accessing class lists, dropping students, or entering grades, please contact your Division Chair or the Teaching & Learning Center @ 925.8555.

⇒ Get Clerical Assistance

Faculty can get assistance with some clerical matters in the academic office. A few of the services provided (and the individual to contact [in brackets]) include:

- Arrangement for adjunct faculty to reserve a work area with PC and phone and mail box [Laura Encinias, or work studies for mail boxes];
- Duplicating documents and fixing paper jams (Laura Encinias and work studies);
- Arranging for instructor evaluations (IDEA, Laura Encinias or work studies);
- Assistance (very basic) with electronic mail, internet access and electronic attendance module [Della Willis] (for further assistance please access the Teaching & Learning Center @ [http://www.unm.edu/~tlc/](http://www.unm.edu/~tlc/) or call 925.8554);
- Ordering desk copies (Laura Encinias);
- Accessing basic classroom supplies (markers, folders, etc.) [Laura Encinias or work studies];
- Provide a place for students to drop off/pickup homework and portfolios and leave messages for instructors [Laura Encinias or work studies];
- Arrange for class cancellations (the office staff will post cancellation notices on the classroom door and will make every effort to call students in the event an instructor cancels a class) [Laura Encinias];
- Assist students with questions, help them find their classrooms, post changes to classes [receptionists or work studies].
Some of the services we cannot provide (but will direct you to the appropriate department) include:

- Proctoring tests (please access the following web site for information on make-up exams: http://www.unm.edu/~vic/make-ups.htm or call the Testing Center @ 925.8577)
- Assistance with instructional equipment (please access the Teaching & Learning Center @ http://www.unm.edu/~tlc/ or call 925.8554 or 925.8555);
- Document processing (you will need to create your own syllabi, study guides, tests, scanning, etc.);
- Entering attendance.

Office hours for fall and spring semesters are:

- Mondays – Thursdays: 7.30a to 8.00p;
- Fridays: 7.30a to 4.00p;
- Saturdays: 8.30a to 1.30p.

Summer semester hours are:

- Mondays – Thursdays: 7.30a to 5.00p;
- Fridays: 7.30a to 4.00p.

When classes are not in session, office hours are:

- Mondays – Fridays: 7.30a to 5.00p.

Closed Class Enrollment/Disenrollment Procedures

Students who fail to attend all sessions of a closed class by the end of the first week of classes without notifying and receiving approval from the instructor, will be dropped from the course on the following business day by Student Services. Likewise, students who have outstanding balances in excess of $75 by the end of the day on Friday of the first week of classes will be disenrolled from all courses in which they are enrolled on the following business day.

Please do not allow students to attend your class unless they are officially registered. Instead, LoboWeb now maintains a waiting list of students who wish to enroll in a closed class. If a student tells you that s/he wishes to enroll in your closed class please direct them to Student Services for assistance with this.
As room becomes available in the closed class (i.e., non-attending students are dropped from a course), students will be contacted in the order that the petition was submitted for immediate enrollment in the class. However, no student will be enrolled unless s/he is available to speak with the Student Services person making the contact.

➤ Get Computer Assistance

For assistance with your office computer, or with computer in a lab or classroom, or you can’t log in to VMIS (i.e., can’t log into your PC), need to install software (please don’t do this yourself), please contact the Teaching & Learning Center @ 925.8554, 925.8556, or 951-0048.

➤ Prepare a Course Syllabus

The UNM-Valencia Faculty Handbook provides a general template for a “good” syllabus. These elements include.

1. Information about yourself. Your name, office location, office hours, how you can be reached (office phone [925.8600 for adjunct faculty], other phone [at your discretion, of course], email address, etc.).

2. Basic information about the course. This component includes:
   a. Complete course name (e.g., CS 150, Computing for Business Students, Section 001),
   b. Full course description from the Catalog (you may want to accompany this with a “translation” of what the description means),
   c. Meeting place and time (or times/places if there’s a lab component offered in a different room and at a different time),
   d. Textbook and other materials required for the course (please be specific),

3. Attendance policy. The issue of taking attendance, which is required, is covered above. Students need to be clear about what you consider to be excessive absences, what being tardy means, if there’s a distinction between an “excused” and an “unexcused” absence, and what the consequences of being absent and tardy are. For instance, one faculty members may grade students in part on their attendance record while another faculty member may drop a student after missing three classes (regardless of reason).

   These are not the only options, of course. Please consult with your Chair, Dean or a colleague you trust about this matter prior to developing a policy
which works best for you. The more important matter is that your policy be clearly stated in your syllabi and applied consistently and fairly.

4. Grading policy. UNM’s grading policy is included in our Catalog beginning on page 43 (online @ http://www.unm.edu/~vclasses/catalog/2008-2010/UNM-V_2008_2010_Catalog.pdf). Your syllabi should be clear as to what constitutes each letter grade. Also listed should be the weight of each course requirement and any “bonus” materials. Finally, you need to include a statement of your policy on late assignments, missed tests, make-ups, etc.

For instance, your letter grade designation may include a 10-point scale for major letter grade and thirds for plusses & minuses. In such a scale 98-100 would equate to an “A+,” 93-97 an “A,” 90-92 an “A-,” 87-89 a “B+,” 83-86 a “B,” 80-82 a “B-” ... 60-62 a “D-” and 0-59 an “F.” An example of a weight designation would be 50% for assignments, 25% for the midterm exam and 25% for the final exam.

5. Library usage. If applicable, your course syllabus should include a statement indicating how your students will make use of the UNM-Valencia library during the semester.

6. Students with disabilities. Include a statement such as: “If you have a documented disability, please provide me with a copy of your letter from Equal Access Services as soon as possible to ensure that your accommodations are provided for in a timely manner.” For sure, do not ask students to identify their disabilities in public.

7. Academic dishonesty and other disciplinary issues. Please refer to “Deal w/Student problems” on page 45 for more information on this subject.

You should quote UNM’s policy on “Dishonesty in Academic Matters) in your syllabus, found on page 35 of the 2008 – 2010 UNM-Valencia Catalog:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.
You should also state in your syllabus that students are expected to conduct themselves in a professional and collegial manner. Do not assume that all of your students will understand what this means. You may need to cite both positive and negative examples to ensure a proper understanding (and better compliance) on their part.

Finally, you may want to make it clear that neither dishonesty nor unruly behavior will be tolerated in your class, and that such may lead to being dropped from the course.

8. **Course outline.** You should provide as many details as possible about the timeline for topics covered and due dates for course requirements. The following areas should be covered in a course outline:
   a. Weekly lecture and discussion topics,
   b. Weekly reading/homework assignments,
   c. Videos or other presentations to be shown in class,
   d. Guest speakers to appear in class,
   e. Required library work,
   f. Due dates on class projects,
   g. Quiz and exam dates,
   h. Dates of holidays (available in the schedule of classes),
   i. Drop/add dates (also available in the schedule of classes).

9. **Teaching & learning objectives and student learning outcomes (SLOs).** Your syllabus should include a set of broad objectives and SLOs which detail what the student is expected to know (cognitive), do (skills), and/or appreciate (affective) at the completion of the course. The degree to which each of these is applied is specific to discipline, of course.

   We will work with faculty to provide assistance creating teaching & learning objectives through the Teaching & Learning Center and members of the Teaching & Learning Assessment Committee.

One last thing... All faculty are required to submit a copy of their syllabi to the academic office.

► **Duplicate Documents**

Duplication should be used only when absolutely necessary (e.g., tests, quizzes, classroom exercises). Faculty are encouraged to seek means to disseminate
information to students w/o duplicating. In order of recommended priority, please consider the following options:

1. **Selling materials through the Bookstore.** Obviously, this requires that materials to be duplicated be prepared well in advance of the start of the semester as the materials have to be cleared for copyright issues and, if applicable, permission from the intellectual owner will have to be secured before they can be duplicated. Time frame is two (original materials) to eight weeks (copyrighted material) before the start of classes.

2. **Putting instructional materials on reserve at the Library.** Faculty should place hardcopies of required materials in reserve in the Library. Students will be directed to the Library by their instructors to make copies of the required materials using the Library’s public copiers—at the students’ expense, of course.

3. **Converting materials to electronic format.** This process requires putting course materials on the instructor’s web site or copying it to CDs. The Teaching & Learning Center will gladly assist with either of these methods, but they need to be notified a few days in advance.

   **Note:** A potential drawback for this option is that it almost always guarantees that the students will just come to the Library, Learning Center (Tutorial), or a Business & Technology lab and print off what they need, thus incurring heavy printing costs on these areas. Printing in the Library will be possible only on non-networked printers (i.e., the student will have to bring the information to be printed on a CD or flash memory device). The Learning Center (Tutorial) and computer labs may soon follow suit.

Duplicating, when absolutely necessary, will be handled as follows:

1. **Location:** For all academic divisions except Business, Technology & Fine Arts duplicating will be limited to the copier in the Arts & Sciences Building. For Business, Technology & Fine Arts duplicating will be limited to the copier in the Business & Technology Building. If either or both of these copiers breaks down an administrative assistant or their designee will make copies for you wherever possible.

2. **Monitoring of funds:** Duplicating funds will be monitored closely and periodically (especially when funds start running low) and reported to the department/division chair. When available funds reach a low level the department’s duplicating account will be frozen and no more duplicating will be possible until the start of the next fiscal year.
3. **Limitations on duplicating**: It will be left up to each department chair to determine further procedures for duplicating. Department faculty will be notified by their department chair of such procedures.

4. **Termination of duplicating**: Departments whose duplicating funds are depleted will no longer be able to duplicate on any campus printer.

- Refer a Student Using Early Alert Report

At UNM-Valencia we do everything possible to help our students succeed—even when they fail to make the needed effort. Often times a good word of encouragement and admonition from the teacher will jump start a student.

And then there are times when the student will benefit from speaking with an advisor or counselor in Student Services. If any of your students are not attending class on a regular basis or are performing poorly in your class please submit an online Early Alert Report by way of the following web page: [http://www.unm.edu/~vic/erlylert.htm](http://www.unm.edu/~vic/erlylert.htm). Please note that the Attendance Module should automatically alert Student Services about this—but it’s best to follow up with an Early Alert Report anyway.

By all means, don’t let any of your students just fail. Please do everything possible to intervene.

- Get Access to & Assistance w/Electronic Mail

UNM-Valencia relies heavily on email to communicate with faculty, staff & students. Consequently, it is imperative that all faculty have an active UNM email account (“@unm.edu”).

To get a UNM email account visit the following web site: [https://lamb.unm.edu/lamb-bin/SelfServ/newreq.cgi](https://lamb.unm.edu/lamb-bin/SelfServ/newreq.cgi) and follow the on-screen instructions. If you were recently hired to teach, your contract or agreement may not be completed in time for your personal data to be filed. Consequently, you may be denied access to an UNM account for a day or two. The best thing to do in this case is to try again the next day and each day thereafter until you succeed.

For further assistance please contact the Teaching & Learning Center @ 925.8555.

- Refer a Student for Equal Access Services

Students with documented disabilities can request academic adjustments or accommodations in their classes through Equal Access Services (EAS). The EAS
program is designed to assist the University in complying with the American Disabilities Act (ADA) section 504 of the Rehabilitation Act of 1973. Reasonable academic adjustments in the form of auxiliary aids and services may include, but are not limited to:

- Extended time on exams,
- Note taking services,
- Readers,
- Braille or large print materials, and
- Sign language interpreters.

Equal Access Services is located in the Advisement and Counseling area of the Student Services Building. Contact Nancy Moore at 925.8910 or njmoore@unm.edu.

► Learn About Decisions on Inclement Weather

Dial 925.SNOW (925.7669). This number will alert to class cancellations due to inclement weather.

► Get Instructional Equipment Assistance

Instructional equipment refers to projectors, document cameras, Sympodiums® (interactive display devices), Smart Boards, keyboards, mice, VCR, DVD players, receivers, speakers, dry erase boards and such. Simply call 925.8554, 925.8556 or 951-0048.

► Get Keys to A/V Cabinets

Keys to A/V cabinets are available at The Teaching & Learning Center. Please drop by the T&LC (located in room 138 of the LRC) or contact Najib Manea at nmanea@unm.edu or 925.8554, or Phillip Leimbach at lemibach@unm.edu or 925.8556.

► Address Kids in the Classroom

UNM-Valencia’s policy on “Children on Campus” (Catalog, page 36) clearly states that,

Parents must not bring children to University classes or leave children unattended while at campus activities or conducting business on campus. UNM–Valencia Campus will not be held responsible for injury, illness, or expense thereof for children
brought to college property by parents who are attending classes and/or campus activities.

This is by no means a rare occurrence—but one which must be addressed immediately and consistently for reasons of safety and liability. Students may state that their regular child care provider didn’t show up, that they experienced transportation problems, and so on—any of which may be valid—and that they cannot miss class—also valid. Regardless, you will need to insist that the student take their child out of the classroom but not leave him/her unattended.

Access Materials & Services in the Library

Please note the following guidelines for accessing Library services:

- Class materials may be placed on reserve in the library. Forms are available in the library at the circulation desk and must be signed by the instructor. Please give at least 24 hours for us to process materials to be available for your class.

- Faculty ID cards, available in the Academics Office (925.8600), are required for checking out materials in the library or for requesting interlibrary loans.

- If there are books or videos that you would like the library to purchase for additional resources available to the students please contact the Library at 925.8990, Esther Shir at 925.8991, or email your suggestions.

- Library tours may be scheduled for your class to become familiar with the library, how to check out items, and accessing materials.

- Library instruction sessions may be scheduled and tailored to your class content and assignments. They are held in the library instruction lab, LRC 143. In general, we cover research strategies, effective searching in online databases, demonstrate using library resources (online catalog, databases, reference materials, library web page), and evaluating web sites. These sessions typically take one class period, but an additional class period can be scheduled if you would like your students to have time for researching their topic in the library classroom or the library. Please contact LeAnn Weller at 925.8993 to arrange for tours and classes.

- Interlibrary loan service is available to all faculty with a current Valencia Campus or Lobo ID card. Request forms for books and periodical articles are at the circulation desk. Please allow 10 day to two weeks for delivery of requested items.
Schedule a Make-Up Exam

If you need to give a student a make-up exam or schedule exams for online courses you have the choice of doing so on your own or through UNM-Valencia’s Assessment Center. Please do not ask any academic office staff to monitor a make-up examination or to come to your class to proctor an exam in your absence. We simply do not have the staff to do this.

There are very specific guidelines for issuing make-up exams in the Assessment Center. You can find these guidelines along with a form which must accompany the make-up exam and available times at the following web site:

Please be sure to closely adhere to these guidelines. For more information please contact Cindy Shue @ 925.8576 or cshue@unm.edu.

Get Paid

Faculty salaries are dispersed as follows:

- **Continuing faculty on a 9-month contract** have a choice of being paid in 10 or 12 installments paid on the last working day of each month beginning in August and ending in May, for 10 installments, or July, for 12 installments.

- **Continuing faculty on a 12-month contract** are paid in 12 installments.

- **Adjunct faculty and continuing faculty overloads** are paid in 4 installments* as follows:
  - **Fall semester:** Last working day of September through December; and
  - **Spring semester:** Last working day of February through May.

- **Summer salaries** (all faculty) are dispersed in two installments each on the last working days of June & July.

Faculty have a choice of direct deposit or having their checks mailed home. If you wish to have your check directly deposited please contact the Human Resources office @ 925.8530 or Della Willis @ 925.8601.

Get a Parking Permit

All vehicles which park at UNM-Valencia need a parking permit. Parking permits are free and are available at the Security office in the Student Center.
Although there are no fines for parking violations at UNM-Valencia, vehicles which are illegally parked (you may not park in areas where the curb is painted green, yellow, or red or in areas reserved for handicapped persons—unless you qualify as such, of course). Violators will be given the “boot” (device attached to wheel which immobilizes the vehicle) upon their fourth and subsequent violations.

» Enroll in Performance Improvement Workshops

Performance improving workshops of every variety (including technology training which provide credit and stipends) are offered through the Teaching & Learning Center. To learn what’s available please call or email Najib Manea @ 925.8554 or nmanea@unm.edu. You should also check out the T&LC’s web site where they post their programs @ http://www.unm.edu/~tlc/ or, preferably, http://titlev.unm.edu/.

» Enroll in Physical Fitness Programs

Faculty are encouraged to take advantage of our Fitness & Wellness Education Center courses, programs, and facilities. A brochure for the FWEC is also available. For additional information, please call 925.8830 or visit the FWEC’s web site, http://www.unm.edu/~fwec. Hours of operation are as follows:

- Mondays – Thursdays: 7.00a to 8.00p;
- Fridays: 8.00a to 3.00p;

The FWEC is closed between semester breaks and all official holidays.

To use the FWEC facility you will need to enroll in the Introduction to Fitness Students course, a section of PENP 193 titled “T/Intro Fitness/Mandatory Orientation” in the schedule of classes (you may simply audit the course—see “Get Tuition Remission on page 49). Services available at the FWEC to faculty enrolled in PENP 193 include:

- Personal training sessions—you will receive an initial meeting to establish fitness goals and discuss any physical activity limitations; an individualized exercise program is then developed and demonstrated to you;
- Body fat testing;
- Fitness assessment tests.

Services available at the FWEC to the campus community and community members:

- Massages are offered throughout the year at the FWEC (for a donation);
- Special Friday Workouts; and
- Special wellness presentations and events.

- Get **Professional Development $$**
  Funds for professional development are available through the Faculty Assembly’s Faculty Professional Development Committee. To apply for these funds please fill out the “UNM-Valencia Campus Faculty Professional Development Stipend Request Form” (available at [http://www.unm.edu/~vfac/Forms/StipendRequestform.pdf](http://www.unm.edu/~vfac/Forms/StipendRequestform.pdf) or in the academic office) and send it to the committee chair for processing (or ask the receptionist in the academic office to send it for you).

- Call **Security**
  The Campus Security office is located in the Student Center (please see campus map “D”). They can be contacted at their office or by cell phone @ 925.8570.

  Campus Security also offers escort service to your vehicle.

- Purchase **Stuff**
  **Small stuff** (i.e., office supplies) can be purchased at the Bookstore with prior approval from your chair. The following procedures will apply to making purchases at the Bookstore:

  1. **Purchase cards will be required to purchase stuff at the Bookstore** (the cards will be available in the academic offices—Arts & Sciences and Business & Technology—on a checkout/return basis only). Department chairs & coordinators and office staff may check out the cards at any time; other department faculty will need authorization from their chair to check out a card.

  2. When a department’s materials & supplies funds reach low levels (<$100) no further Bookstore (or other) purchases will be possible for that department.

  **Bigger stuff** (i.e., $100 or more – software, equipment, etc.) which has to be ordered requires available funding, approval from your chair, and a purchase requisition. Faculty who wish need a purchase requisition should contact Debra Venable (925.8606), for Arts & Sciences departments, or Susan Jackson (925.8711), for Business & Technology departments.
Request Software Installation

To request installation of software on A/V PC’s or in labs or to request any other assistance from the Teaching and Learning Center call 925.8555 or email @tlc@unm.edu.

Administer Student Evaluations

The following are instructions for administering the IDEA instrument:

a. Fill out the “Faculty Information Form” (blue type) you will be provided with by the academic office and return them to Laura Encinias in the academic office by the stated deadline. You need to fill out one form for each class you’re teaching. If you need assistance filling out this form please ask Laura to assist you with it. Laura will send the completed blue forms to ITS (Information Technology Services).

b. Administer IDEA as you did the ICES, i.e., select a student, have him/her distribute the forms to their fellow students, then collect them, place them in the envelope provided, and drop off the package in the designated area in the academic office.

c. Laura will send the completed forms to ITS.

d. ITS returns folder w/report & completed services back to faculty and a summary to the Division Chair.

Deal w/Student Problems

For addressing disruptive behavior, please refer to the “Student Code of Conduct” section on UNM-Valencia’s 2008 – 2010 Catalog, found in Appendix B and beginning on page 182 (available online @http://www.unm.edu/~vclasses/catalog/2008-2010/UNM-V_2008_2010_Catalog.pdf).

The following guidelines address students problems of a disruptive nature, disturbing behavior, grievance procedures, and dishonesty in academic matters:

1. Student problems in your classroom of a disruptive nature include the following (taken from the Dean of Students Office website @http://www.unm.edu/~doso/ja_disruptivebehavior.html):
   - A student who physically confronts another person.
   - A student who verbally abuses another student.
   - A student who physically destroys or vandalizes property.
   - A student who interrupts the classroom process by...
     - making remarks out of turn,
distributed behaviors include:

- taking over the lecture,
- dominating classroom discussion,
- using cell phones, pagers, or other electronic devices in the class,
- consistently being late to class or leaving class early, and/or
- shuffling of papers or book.

The University Faculty/Staff member may find the following procedures helpful when dealing with a disruptive student:

- **Talk with the student about their behavior,** immediately if needed, but preferably in private.
- **Should you feel uncomfortable speaking with the student alone,** ask your chair/dean or another staff member to sit in on the meeting. If you feel this is not necessary, but still have hesitation concerning your meeting, you may leave your office door open and have another staff member nearby.
- **The instructor should follow up this conversation with a written summation of the meeting,** complete with a deadline to change the disruptive behavior and consequences should the behavior continue. A copy should be sent to your Chair/Dean and to the student involved.
- **If the behavior does not change,** then follow through with your consequences, which could include dropping the student from the course and referring the incident to the Dean of Students Office. The incident may be cause to charge the student with a violation of the Student Code of Conduct.

Some procedures for immediate intervention in the classroom or offices of the university are:

- **Verbal request to stop the behavior.**
- **Verbal request to leave.**
- **Call Campus Security** (925.8570 or the pager at 540-6007).

Please keep in mind that this is a University and that disruptive behaviors will not be tolerated. Please be assured that you need not subject yourself to rudeness or profanity; your chair, your dean, and Student Services will support you in your endeavors to maintain a good learning environment.

2. **Disturbing behavior** usually causes us to feel concerned, alarmed, afraid or frustrated. Disturbing behavior of a student might mean that there is no
negative impact of the behavior on other students, the professor's ability to teach or conduct class, or the implementation of other professionals' roles in the University. However, it may indicate that a particular student is having difficulties that affect his/her academic performance. Examples of disturbing behavior may include such things as (taken from the Dean of Students Office website @ http://www.unm.edu/~doso/ja_disturbingbehavior.html):

- A student who jokes in class about killing himself.
- A student who perspires profusely when giving a talk in front of a class.
- A student who discloses that his/her mother was diagnosed with terminal cancer.
- A student who seems to work harder' than most students but can’t pass an exam.
- A student who appears to be losing significant weight yet speaks with pride about how little she eats.
- A student whose writing appears disjointed and fragmented, as though he cannot maintain a logical sequence in his thought processes.
- A student who reports that FBI agents are following her around campus.

Clearly, faculty and staff have options for responding to student behavior they find disturbing. These include:

- You can do nothing.
- You can initiate a private conversation with the student about the behavior that concerns them.
- Should the disturbing behavior cause a negative impact on the class or other students, then expectations should be given to the student so you as the instructor can continue to create a positive classroom environment for participants in your course. If the behavior were to continue then you should consult with other professionals on campus, which include the following:
  - Division/Program Chair or Dean – It is very possible they have dealt with situations like this and can give you valuable advice
  - Director, Students Affairs Office (925.8582) – This office can be helpful in assisting you through the process or referring you to the appropriate persons to speak with.
  - Equal Access Services (925.8910) – This office can be helpful in helping faculty or staff understand how to deal with students
with disabilities that may cause disruptive behavior and can become a resource for the student as well.

If the disruptive behavior were to continue after assistance from the one or more of the above areas, it may be necessary to drop the student from your course. Please consult with your Chair, Manager, or Dean prior to taking this measure.

3. For addressing a student grievance procedures (usually challenging a grade or other dispute over the manner the class is conducted), please refer to the “Student Code of Conduct” section on UNM-Valencia’s 2008 – 2010 Catalog, found in Appendix C and beginning on page 190.

Please note that the first step in this process is for the student to meet with you in person and attempt a resolution to this matter. It is not uncommon for students to complain about an instructor directly with the Dean or Division/Program Chair. However, faculty administrators will insist that this procedure be followed. The only exceptions are egregious matters such as charges of discrimination, verbal abuse, sexual harassment, and so on, which require immediate attention and which are addressed in #1 & #2 above.

4. UNM’s policy on Dishonesty in Academic Matters is stated in UNM-Valencia’s 2008 – 2010 Catalog on page 35:

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.

Please note that this policy gives the instructor some latitude in addressing this matter.

➔ Get a Teaching Approval

The new UNM Faculty Handbook stipulates that faculty are now hired at the branch campus based on standards determined by UNM departments. Hence, it is no
longer required that we send approval forms to UNM department chairs prior to hiring faculty.

If you intend to teach a course which you have not previously taught, and your chair agrees to put this course in the schedule with you as the instructor, you will need to be approved to teach the course.

Regardless of whether you are continuing or adjunct faculty, please make available to the Academic Office Administrator the following:

- A copy of your curriculum vitae;
- Official transcripts; and
- A syllabus for the new course you’ll be teaching.

For more information about the faculty approval process please contact your Division Chair or the Dean of Instruction @ 925.8601 or rgarcia@unm.edu.

⇒ Ordering Textbooks

Faculty are responsible for ordering textbooks for their classes directly through the Bookstore. The procedure is as follows:

- The Bookstore will place Textbook Requisition forms in each instructor mailbox with submission deadlines as follows:
  - For the fall & summer semesters, the forms will be made available during the last week of February and due the last week in March.
  - For the spring semester, the forms will be made available during the first week of October and due the first week in November.

- If the course was offered during the previous fall or spring semester, the order form will be hardcoded for any textbooks which were previously used.

- If a textbook order form is not returned by the due date, the Bookstore will:
  - Order the default textbook, if the course was offered during the previous fall or spring semester; or
  - Request a textbook order from the Division Chair, if the course was not offered during the previous fall or spring semester or is newly offered.

- Faculty who are appointed to teach a course after the textbook order deadline will use either the default textbook or the one ordered by the Division Chair.

Exceptions to this policy must be approved by the Dean of Instruction.
Faculty are expected to do everything possible to alleviate financial burdens on students either by continuing to use the same textbook for as long as possible or ordering less expensive textbooks wherever possible. Previously used textbooks save students money by making it possible for them to buy used books, and as everyone well knows a large proportion of our students are considered to be “economically disadvantaged.”

Faculty are also encouraged to educate students as to how the book will be used in a particular course, why the textbook was chosen, and what role it will play in testing and grading for the course. By making the textbook a key element of the course, students are more likely to perceive that their textbook purchase was a valuable investment in their education.

➤ Get Tuition Remission

Tuition remission is available only for “regular employees” (i.e., staff and continuing faculty) with an FTE or 0.5 or greater. Qualifying faculty and staff can take up to eight credit hours at UNM or T/VI tuition-free (but not fee-free). In addition, up to four credit hours (the balance of hours you’re not using) can be applied to your spouse or domestic partner.

To apply, you need to complete the “Tuition Remission Benefit Form” which is available in the academic office. The form need not be signed by your supervisor unless the course is offered at a time which coincides with your regular work duties (this is seldom an issue with faculty).

Adjunct faculty may receive professional development funds to take a course at UNM-Valencia (only) up to four credit hours. To apply simply fill out the “UNM-Valencia Campus Faculty Professional Development Stipend Request Form” available @ http://www.unm.edu/~vfac/Forms/StipendRequestform.pdf and submit it to the chair of the Faculty Professional Development Committee (currently that would be Lucille Farrington, 925.8931 or lfarrington@unm.edu).
Refer a Student for Tutorial Assistance

The Learning Center (tutorial) provides tutoring, study areas and computer labs for individuals and/or groups. Students may drop-in or make appointments for services. Instructors and/or students may request lab or test reviews (math, sciences, grammar) and workshops in a variety of topics (calculator, math components, grammar, and software).

The Learning Center provides the following services for students:

- Peer and professional tutors trained to recognize and accommodate diverse learning styles;
- Supplemental instruction for traditionally difficult academic subjects;
- Tutors who provide support to students in computer applications;
- Access to state-of-the-art technology and software;
- Workshops and seminars on study skills, goal setting, learning strategies, and time management;
- Course specific study groups and reviews;
- Tutor CRLA (College Reading and Learning Assoc.) training and certification for tutors in four programs: the Learning Center, Highway to Success, the TRIO On-Trac Program, and Adult Education Center.

Appointments can be scheduled by stopping by The Learning Center or calling 925.8900. Faculty may request special topic workshops and/or refer students to TLC for assistance. Workshops and/or reviews can be arranged by calling Lucille Farrington, lfarring@unm.edu or 925.8931.
Where’s What
(includes Human Resources and Business & Finance)
New Faculty Orientation Manual

(includes art studio and computer labs)
D - Student Center
(includes cafeteria, Computer Lab)
and other major events take place in this location)
Classroom 111
Classroom 108
K–Health Sciences Building (includes Anatomy & Physiology lab, nursing lab for CNA and EMS, allied health lab, presentation classroom, and computer classrooms)
New Faculty Orientation Manual

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