

New Mexico State University–Alamogordo

FACULTY HANDBOOK



ALAMOGORDO

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<http://nmsua.edu/>

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Effective Fall, 2019

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Introduction

History of New Mexico State University Alamogordo

New Mexico State University Alamogordo (NMSU-A) is situated in the foothills, at the base of the Sacramento Mountains. This vantage point overlooks the city of Alamogordo and the Tularosa Basin. The service area of the school includes Holloman Air Force Base (HAFB), White Sands Missile Range, and stretches beyond the view to include the Mescalero Apache Reservation and approximately twenty villages and towns in Otero County. Much of the south-central New Mexico region benefits from the convenient location of the campus.

NMSU-A was established in 1958 with an initial enrollment of 278 students. The classes were held at night on the Alamogordo High School campus. The objective of this post-secondary educational venture was to serve the military and civilian personnel from HAFB, as well as students from the local non-military population.

Over the years, enrollment has grown, and the institution now serves a much wider student population in both face-to-face and online formats. For Fall, 2019, 1711 students are enrolled in face-to-face and online courses. During their studies, nearly every student takes at least one online course from NMSU-A, and several programs can be completed entirely online. NMSU-A offers traditional transferrable degrees in areas, such as arts, sciences, engineering, allied health, business, criminal justice social work and education, while providing occupational/technical programs and courses for personal enrichment. NMSU-A also has a partnership with New Mexico State University (NMSU) Las Cruces to offer bachelor's programs in Nursing and Education.

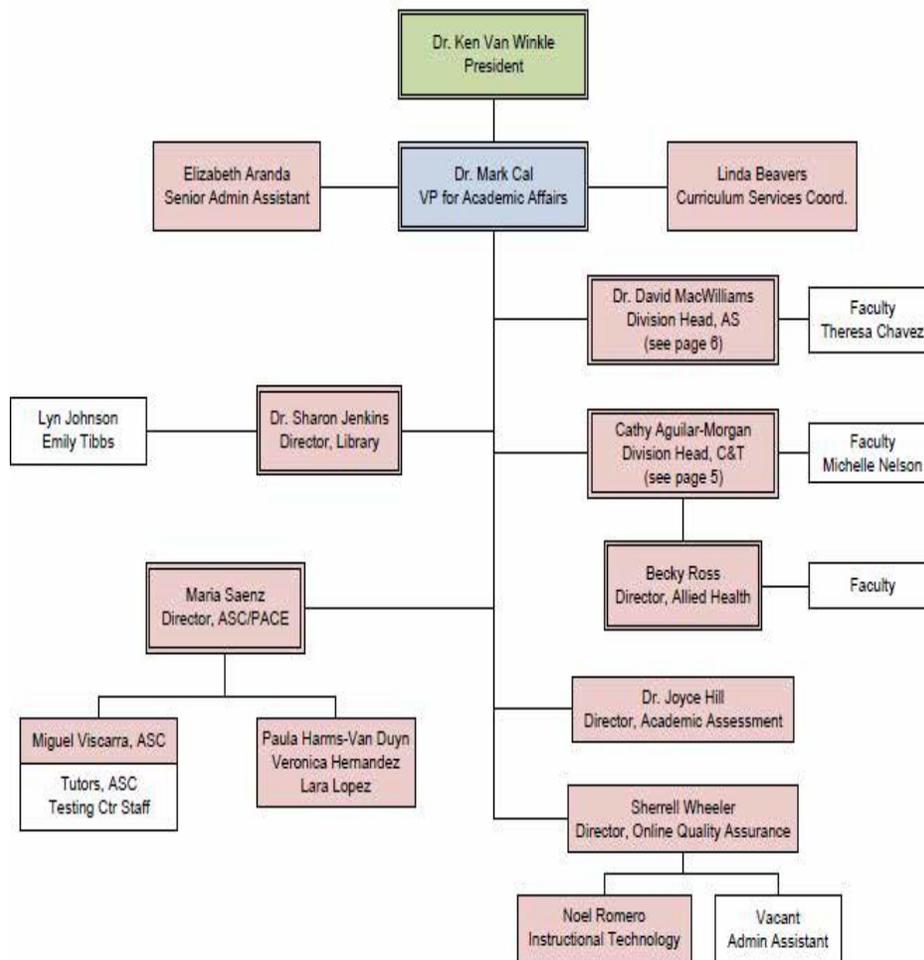
Mission Statement

The mission of New Mexico State University Alamogordo is to provide quality learning opportunities for individuals in the diverse communities we serve.

Values Statements

- **We Value Excellence** in education as a lifelong opportunity to increase productivity, expand visions, and encourage enjoyment of learning.
- **We Value Integrity** in education through responsible teaching and honest interaction with students, colleagues, and community in an atmosphere of mutual respect.
- **We Value Innovation** as it applies to meeting the individual and changing needs of students, faculty, staff, and community.
- **We Value Diversity and Globalization** in education to prepare learners to be effective in a global society.

NMSU-A OPERATIONS MANUAL
APPENDIX A
New Mexico State University Alamogordo
Organization Chart - Academic Affairs



Chapter 1 Faculty

Attendance/Academic Alerts (Quick Connect)

All instructors may participate in Quick Connect by referring students for intervention based upon concerns, both academic and alerts. The "Faculty Referral Form" from Quick Connect home page includes a drop down providing a complete class list which allows you to submit the students name and reasons for referral. The student will then be contacted by a trained "Responder" who will secure resources pertinent to the student's current need. Instructors will be informed of the outcome of the "connection."

Faculty can access Quick Connect through the [MyNMSU](#) portal/Faculty tab/Faculty/Quick Connect or through the NMSU-A website at Faculty & Staff tab/Academic/Attendance Alert.

Americans with Disabilities Act (ADA) Process and Non-Discriminatory Statement

Students and faculty have a shared responsibility for the requirements and intent behind the ADA.

ADA Statement**Disability Accommodation and Discrimination**

Academic programs at New Mexico State University Alamogordo are available to all students without regard to age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veteran status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence (sexual assault, rape), sexual harassment and retaliation.

New Mexico State University Alamogordo ofrece programas educativos a todos los estudiantes sin discriminación basada en edad, color, discapacidad, identidad sexual, información genética, origen nacional, raza, religión, retaliación, problemas serios de salud, sexo, orientación sexual, afiliación conyugal e estado de veterano. Además, Título IX prohíbe discriminación sexual, inclusive conducta sexual inapropiada, violencia sexual (abuso sexual, violación), persecución sexual y retaliación

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions, needs an accommodation in the classroom (all medical information is treated confidentially), or need help filing a complaint contact:

Accessibility Services Department – Student Services, Room 206

Phone: 575.439.3721

Text: 575.201.7775

Email: asdNMSUA@nmsu.edu

Website: <http://nmsua.edu/student-services/asd/>

Title IX NMSU-A Liaison / 504 Coordinator: Anne Ricksecker

Student Services Building

575.439.3716

anricks@nmsu.edu

ASD Coordinator: Gary Bond

Student Services Building
575.439.3724
asdNMSUA@nmsu.edu

For more information on discrimination issues, Title IX, Campus SaVE Act, NMSU Policy Chapter 3.25, NMSU's complaint process, or to file a complaint with NMSU System contact:

Laura Castille, Executive Director and Title IX Coordinator,
Agustin Diaz, Associate Director, Title IX Deputy Coordinator
Office of Institutional Equity (OIE)
O'Loughlin House, 1130 University Avenue

Phone: 575.646.3635
E-mail: equity@nmsu.edu
Website: <http://eeo.nmsu.edu/>

Title IX

Title IX Coordinator: Laura Castille
Director of Office of Institutional Equity/EEO
O'Loughlin House
MSC 3515, P.O. Box 30001
1130 University Avenue
Las Cruces, NM 88003
575.646.3635
equity@nmsu.edu, <http://eeo.nmsu.edu>

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ASD Coordinator: Gary Bond
Student Services Building
575.439.3724
asdNMSUA@nmsu.edu

NMSU Equal Employment Opportunity Policy

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans' status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual

violence, sexual harassment and retaliation.

For more information on discrimination issues, Title IX, Campus SaVE Act, NMSU Policy Chapter 3.25, NMSU's complaint process, or to file a complaint with NMSU System contact:

Laura Castille, Director of Office of Institutional Equity/EEO and Title IX Coordinator
Office of Institutional Equity (OIE)
O'Loughlin House, MSC 3515, P.O. Box 30001
1130 University Avenue
Las Cruces, NM 88003
575.646.3635
equity@nmsu.edu, <http://eeo.nmsu.edu>

Other NMSU-A Resources:

NMSU-A Security Department: 575.439.3634

NMSU-A Vice President for Academic Affairs: 575.439.3621

Crises Services Hot Line: 1.800.314.6841

For any on-campus Emergencies: 8.911

Sexual Harassment

NMSU affirms the sex and gender equality of all individuals in the NMSU community. Gender Equality among faculty, students, staff and associated workers is a source of human excellence, cultural enrichment and social strength. NMSU recognizes that a harmonious climate in relation to gender is essential to the academic, professional and personal development of its members.

NMSU acknowledges its ongoing responsibility to develop and support a responsive and open environment that is gender inclusive; to promote anti-sexism; and to create a study, work and living environment that is free of discrimination and harassment on the basis of sex, gender or gender identity.

NMSU is committed to the objective of ensuring sex and gender equity in the NMSU community. NMSU is committed to improving the status of women at NMSU to achieve sex and gender equity.

NMSU acknowledges its ongoing responsibility to develop and support a university community whose diversity reflects the students it educates; to support equity and full participation by women in the issues such as compensation and distribution of resources; and to support a work environment in which individuals with family responsibilities are not disadvantaged.

Refer to [ARP 3.25](#).

Classroom Observation (Online and Face-to-Face)

Classroom observations are periodically conducted of all teaching faculty. Observations are conducted by Division Heads (DH) and Assistant Division Heads (ADH) as part of documentation for the Annual Performance Evaluation. Peer observations may also be performed at a faculty member's request. All full-time faculty members should be observed by their supervisor every 2-3 years in both online and face-to-face teaching modes, as applicable. Part-time, temporary instructors are observed at least once every 1-2 years.

Following the completion of the observation, supervisors hold conferences with faculty members.

ADHs observe the classroom performance, both on-line and face-to-face, for each part-time, temporary instructor annually. A standard form is used in the observation; following the observation, the ADH and the part-time, temporary instructor discuss the findings in the observation, both sign the form, then the form is filed in the DH's office. If the part-time, temporary instructor disagrees with any of the findings, he or she may file a written statement on the form explaining their disagreement with the observation.

Date and Requirements of Contract

The start of the semester faculty report date is normally the Monday before the Wednesday class start date. Official dates are noted on the Academic Calendar (<https://academiccalendar.nmsu.edu>). Part-time, temporary faculty are expected to be available on the same start date. Regular 9-month faculty must be available through the full term, which is through the final day grades are due, generally the Tuesday after finals week. Part-time, temporary faculty need to be accessible through the day grades are due.

Independent Study

Independent study courses do not count toward an instructor's required course load and are not eligible for salary. Independent study courses (including directed reading and special topics courses which do not carry a subtitle) are for students capable of self-direction who meet the requirements for the *S/U* option, i.e., if students are not eligible for this option, they are not eligible for independent study. On the NMSU-A campus in order for a student to be eligible they must: have a 2.5 minimum GPA; have already completed 28 credits. Independent study courses must be requested by the student through the office of Student Success with the instructor's knowledge and permission. An Independent Study Request Form must be completed to include all signatures and delivered to the Vice President for Academic Affairs for final approval.

Student Evaluations

All student course evaluations (face-to-face and online) are administered online through EvaluationKit.com. Approximately, 10 days before classes end, students will be sent an email inviting them to complete an evaluation for each course they are registered in. The email contains links that the student can use to access the evaluation for each course. If made available by the instructor, the evaluation may also be accessed through the 'Student Course Evaluations' link in each Canvas courses.

Instructors should make sure that their Canvas course is published and that the *Student Course Evaluations* link is active. Instructors should also encourage their students to complete the evaluation. If students encounter a problem with the survey, the DH should be contacted.

Student Group Advisors

There are many student organizations on the NMSU-A campus. Faculty members and/or staff serve as advisors to these organizations. Generally, student groups invite faculty members to serve as an advisor. Faculty members should check with their supervisors before assuming this role. Advising for a student organization does not count toward an instructor's required course load and is not eligible for salary. Faculty advisors play an

important role in the student organization as they: 1) assure that the organization follows bylaws, chartering procedures, campus policies and procedures; 2) offer encouragement and positive directions; and 3) serve as role models in leadership. Please see the Student Organization Handbook produced by the Office of Student Services for complete information.

Syllabus Criteria

The course syllabus is a contract between the instructor and the student. Therefore, it is very important for the syllabus to address as many issues as possible and be written in a manner that is very easy to understand. A complete course syllabus should include but not be limited to the following:

1. Semester and year
2. Course title, number, section number, and credit hours
3. Instructor's name
4. Pre-requisites or co-requisites, if they exist.
5. Instructor's office location, office hours (including online hours, if applicable), office phone number, and class meeting time (note: instructors might also wish to include an email address).
6. Textbook(s) required and/or any additional optional materials.
7. Course description (may use the description from the NMSU/NMSU-A Catalog)
8. Student Learning Objectives
9. Tentative calendar of activities, including dates for papers, projects, tests, and field trips (note: instructors teaching hybrid or web-enhanced courses should also include the dates for all class sessions which meet face-to-face).
10. Instructors teaching online, hybrid, or web-enhanced courses should include instructions for accessing all relevant course materials online, software requirements, and basic pc skills required.
11. Instructors teaching online, hybrid, or web-enhanced courses should include a link to the Student Resources page.
12. New Mexico HED Core Competencies, if applicable. These may be obtained from instructor's division head or the NMHED website.
13. Attendance/absence/tardy policy, including penalties.
14. What procedure to follow in the event of Holloman Air Force base closure (only for base classes).
15. Exactly what items are required for grades for the course (how many exams, term papers, reports, etc.) and when these items are due.
16. What weight is given to each item in determining the final grade.
17. Grading scale for course grade (including an "S").
18. Late/incomplete assignment policy, including penalties.
19. Makeup policy for missed/late/incomplete assignments/tests, including penalties.

20. What consequences does the student suffer because of cheating, plagiarism, absences, tardiness or other breaches of class discipline?
21. NMSU-A Mission Statement (you may copy and paste the following statement): The mission of New Mexico State University Alamogordo is to provide quality learning opportunities for individuals in the diverse communities we serve.
22. [Non-Discriminatory Statement](#)
23. What a student does “In Case of Emergency” (you may copy and paste the following statement): If someone in your family needs to contact you in an emergency, the person calling should know the class you are attending (e.g., COURSE PREFIX AND NUMBER) and use the following telephone numbers:
- NMSU-A Campus, Daytime: 575.439.3700 (Admissions Office)
 - NMSU-A Campus, Evening: 575.439.3789 (Division of Career & Technology)
 - NMSU-A Campus, Evening: 575.439.3670 (Division of Arts & Sciences)
 - Holloman AFB Learning Center: Daytime: 575.479.4318 (NMSU-A/HAFB Coordinator), or 575.572.3971 (HAFB Education Office)
 - Holloman AFB, Evening: No emergency number is available

Insure that your class building, room number, and time of class is available to any individuals that need to contact you in case of an emergency.

24. Emergency Evacuation Plan (to be determined by NMSU-A Administration should include procedure for evacuation and regrouping locations). To make an emergency call from a campus phone, dial 8.911.
25. Classroom conduct (including netiquette for online, hybrid, and web-enhanced courses) including the NMSU/NMSU-A prohibition of smoking in classrooms (*you may copy and paste the following statement*):

Smoking is not allowed in NMSU/NMSU-A classrooms or within 50 feet of the entrance to any building on campus. Any student engaging in disruptive behavior will be required to leave the class and, at the instructor’s discretion, may only be allowed to return to class after he/she meets with the Vice President for Student Affairs.

Other areas to consider, if applicable:

- Student’s responsibility to obtain missed information when absent
- Professionalism in occupation/technical and business fields
- Student’s responsibility when withdrawing from course
- Instructor’s limited prerogative to change syllabus in writing and/or by announcement. (e.g., The instructor reserves the right to change or modify any of the above statements/policies with one week’s advance notice in class)
- Special data concerning programs, such as non-transferability of Occupational Education in Business (OEBU) courses, etc.
- Lab safety and/or hazardous material statement, if applicable
- Student use of cell phones, laptop computers, tablets, or other electronic devices in class

- Important dates such as last day to withdraw, especially for classes with a different schedule
- A notice reminding dual-credit students that they are subject to the same policies/procedures which apply to all regular collegestudents
- Children of students currently enrolled in the course are permitted in classrooms at the instructor's discretion. Children may not disruptclasses.
- Statement reinforcing the syllabus' status as a contract (e.g., by choosing to remain in this course, the student automatically accepts the statements/policies set forth in this document)

Instructors should be, as specific as possible, when developing a course syllabus. Omitting a policy or using outdated policy language may result in difficult situations with students and/or supervisors. Where applicable, reference NMSU policies to the ARP, student handbook and catalog using web links rather than exact text. General links to these documents can be found here:

Administrative Rules and Procedures (ARP) – <https://arp.nmsu.edu>

Student Handbook – <https://studenthandbook.nmsu.edu>

Catalog – <https://catalogs.nmsu.edu>

Regular Faculty

Academic Appointment

Academic Appointment (NMSU Campus and Community Colleges) – Academic appointments are extended to members of the faculty, administrators of academic programs, and individuals appointed to faculty ranks in the Cooperative Extension Service, at the community colleges, and in the University Library. Academic appointments are either regular or temporary as defined in [ARP 6.03](#):

Regular – Refer to [ARP 6.30](#) and [ARP 6.35](#).

Temporary – Refer to [ARP 6.35](#).

Emergency (Faculty and Exempt Staff Only) – Refer to [ARP 6.03](#).

Annual Performance Evaluation (APE)

The annual performance evaluation is a component of the promotion and tenure process. This multi-layered evaluation system relies on consistency at each level of review. The performance of each faculty member, including college faculty, will be reviewed at least once a year. The performance evaluation provides documentation of expectations and a record of faculty performance relative to stated expectations. The form of the evaluation is determined by the college or community college and shall align with promotion and tenure expectations (refer to [ARP 9.20 – Faculty Performance Evaluation](#)).

Allocation of Effort Statement (AOE)

On an academic year basis, faculty workload allocation percentages will be agreed upon by the faculty member and the division head, and will be approved annually by the faculty

member's division head. All reassigned time must be approved by the division head and the VPAA. If agreement cannot be reached, the VPAA may assign the allocation of effort. The faculty member may appeal through existing university procedures (refer to [ARP 10.60 – Faculty Grievance Review and Resolution](#)).

The allocation of effort statement and percentages may be altered during the year with the mutual agreement of the faculty member, division head and VPAA to reflect changing circumstances, such as service on a particularly time-consuming committee or grant, time for scholarship and creative activity, emergency teaching and advising assignments, etc.

At the minimum, this statement shall contain the following elements:

- Percentage of effort devoted to (a) teaching and related activities, (b) scholarship and creative activities, (c) extension and outreach, and (d) service. The total percentage must 100%, but any category may be 0%.
- Courses taught, the number of semester credit hours, and student enrollment.
- If the division utilizes a weighting, ranking, or scoring system, the value assigned to each category must be indicated. The values must be calculated proportionately to a candidate's allocation of effort.

Committee Service

Committee service is considered a vital component of a faculty member's professional responsibilities. This component is also an integral part of the promotion and tenure process.

There are multiple opportunities at NMSU-A for committee service; some positions on committees are elected, while others are appointed. For a complete listing of all NMSU-A committees, consult the link to the NMSU-A Operations Manual (<https://nmsua.edu/files/uploads/nmsua-operations-manual-2019.pdf>)

Course Load Forms and Reassigned Time

Course Load forms are to be completed and reviewed by every regular faculty member at the beginning of the semester. The teaching load for community college faculty members is equivalent to 15 credits per semester. The course load form records the teaching load of each regular faculty member along with any reassigned time. Completed forms are submitted to the division head for approval and then forwarded to the VPAA office for final approval, if reassigned time or overload salary is indicated. Overload salary will be paid in the same semester it was earned.

Duties and Responsibilities

Primary task of the full-time faculty member is teaching. To this end, duties and responsibilities include:

- Provide quality instruction, ongoing review and improvement of instructional skills, and course and curriculum revision as needed.
- Create and maintain a positive learning environment by treating students with understanding, respect, and fairness; conduct oneself professionally and ethically.
- Prepare syllabi that are consistent with the NMSU-A syllabus criteria

(<http://nmsua.edu/academic-affairs/syllabus-criteria/>), include a list of Measurable Student Learning Outcomes (MSLOs) specific to the course, and submit an electronic copy of each syllabus to the division head and the division administrative assistant within the first week of classes.

- Prepare and administer instruments for assessment and evaluation of student learning and progress.
- Correct and grade all quizzes, exams, assignments, papers and projects, and return to the students in a timely manner.
- Meet all classes on time as scheduled and use class time effectively.
- If it is necessary to miss or re-locate a class, the faculty member shall notify the division administrative assistant and the division head prior to missing or re-locating a class.
- Maintain attendance and grades for each student.
- Be available and accessible during regularly scheduled office hours according to campus policy.
- Examine and discuss possible accommodations requested by any student who presents a completed Accommodation form. Return completed forms to ASD Coordinator. Faculty must maintain confidentiality of any student accommodations.
- Maintain positive working relationships and open communication with colleagues and administration.
- Cooperate with the ADH(s) and DH to develop course schedules, area/program reviews/updates, etc.
- Prepare an Annual Performance and Evaluation portfolio and present to the DH as directed.
- Complete reports, submit grades and other requested tasks by due dates.
- Distribute course evaluations and assure student confidentiality/anonymity.
- Be familiar with the Emergency Guidebook and follow the procedures.
- Report to Security and the DH any crime reported or observed on campus.
- Follow all safety procedures and protocols pertaining to the NMSU-A teaching laboratory/classroom per the safety policies listed on the NMSU Environmental Health and Safety web page <https://safety.nmsu.edu/lab-safety/>
- Understand and (under normal circumstances) follow the NMSU-A chain of command (Division Head/Vice President for Academic Affairs).
- Perform other duties as assigned, including showing leadership and service to the university by serving on committees or advising student organizations as requested or elected.

Educational Leave Policy

Refer to [ARP 8.52](#).

Office Hours

Per-week office hours calculation are: $\frac{2}{3}$ of teaching load (credits per semester), with a minimum 50% scheduled. Up to 50% of weekly office hours may be scheduled by appointment.

Required Office Hours

Workload (FTE)	Teaching Load (semester basis)	Total Office Hours ($\frac{2}{3} \times \text{credits}$)	Min. Scheduled on-site Office Hours ($\frac{2}{3} \times \text{credits} \times 0.5$)
1.0	15 credits	10	5
0.8	12 credits	8	4
0.6	9 credits	6	3

Pay Information

Faculty – 9 Month Appointments

For the academic year the pay schedule is as follows:

- Academic basis (18 checks): First semi-monthly check will be issued 8/31 with the final payment issued 5/15 of each academic year.
- Deferred basis (24 checks): First semi-monthly check will be issued 8/31 with the final payment issued 8/15.

Summer Session Payrolls

All temporary faculty working a summer session assignment will receive a paycheck on the 15th and the last working day of the month (Three checks per summer session). These payments are made one pay period in arrears of work performed.

For faculty at campuses whose faculty members have a normal teaching load of 30 units during the regular year, summer teaching is paid at the rate of 8.31% of annual salary for a 3-credit class or 2.77% of annual salary per credit hour.

Professional Development

In acquiring and maintaining a thorough and current knowledge of the discipline taught, the faculty member should take advantage of professional development activities, including the Teaching Academy at the Las Cruces campus, Round-up, Summit, or opportunities available on campus or regionally. When possible, faculty members should attend and/or present at such conferences, and at regional, national or international conferences.

In addition, each division of the college budgets for professional development. Funding for Professional Development is also available through the Professional Development Committee. Funds may be requested by completing an Application for Professional

Development.

Promotion and Tenure

All regular faculty members are eligible to apply for promotion according to NMSU policy. Only faculty hired on the tenure track are eligible to apply for tenure. Faculty may apply for tenure only one time. Failure to be awarded tenure will be recognized by a one-year nonrenewable contract extension. Tenure track faculty members in good standing receive an annual probationary contract until such time as they are granted tenure or are given a terminal one-year contract. Refer to [ARP 9.30](#).

Faculty Rank

Instructor

- Demonstrates expertise within their discipline through practical, applied, and/or related experience.
- Individuals new to this rank may not have demonstrated ability to conduct independent scholarship and creative activity, but there must be substantive evidence of likely success at university teaching or its equivalent.
- Instructors may be working toward a terminal degree.
- An instructor's job description primarily relates to teaching or its equivalent and usually does not include scholarship and creative activity.
- An instructor is not eligible for tenure, except at the community colleges.

College Faculty

A person holding a college faculty appointment is eligible for advancement in rank but not eligible for tenure.

Assistant Professor

- Normally holds the highest terminal degree in their field of expertise.
- Outstanding experience and recognition in a professional field may be considered the equivalent of the terminal degree.
- An assistant professor is expected to have a thorough command of the subject matter of some segment of the discipline, in addition to a comprehension of the whole.
- Assistant professors are tenure-track faculty members hired on a yearly, renewable contract for a maximum of seven years.
- During the sixth year, assistant professors typically are evaluated for promotion and tenure simultaneously, having submitted their portfolio at the beginning of that year.
- However, an assistant professor may elect to apply for tenure or promotion at any time with the written approval of department head and dean or their equivalents.
- The application for tenure may occur only one time.

Associate Professor

- An associate professor is often a mid-career faculty member who has been awarded

tenure.

- If a faculty member is initially employed at the rank of associate professor without tenure, the probationary period may vary depending upon agreements stipulated in writing at the time of initial hire.
- Once tenured, associate professors may hold this rank indefinitely or apply for promotion.
- Promotion to professor should not be considered to be forthcoming merely because of years of service to the university, or because tenure has previously been awarded.
- In accordance with the principal unit's timelines, a faculty member may present a promotion portfolio in any given year.
- An associate professor must demonstrate competence, continuous progress, and maturity over a large part of the academic field.
- It is expected that evidence showing high quality of teaching and scholarship and creative activity has been provided and is current.

Professor

- A professor, sometimes referred to as a "full professor," has established disciplinary, intellectual, and institutional leadership.
- The professor demonstrates command and a mature view of the disciplinary field as evidenced by teaching and advising (or its equivalent) or similar experience, scholarship and creative activity, service, extension, or outreach.
- Faculty members initially hired at the rank of professor are often given tenure on appointment.

Sabbatical Leave

The purpose of a sabbatical leave is to promote professional growth and increased competence among faculty members by subsidizing significant study and research, creative work, or some other program which is judged to be of equivalent value and which cannot be accomplished during the fulfillment of normal academic duties and responsibilities. All departments and colleges including community colleges are encouraged to participate fully in the sabbatical program. Refer to: [ARP 8.54](#).

Qualifications and Options

Application for sabbatical leave may be made by any tenured full-time faculty member (above the rank of instructor) with at least 12 regular semesters of full-time service at the university without a sabbatical. A faculty member who is in the last year of the probationary period may be considered for sabbatical leave if a favorable decision on tenure has already been made. Sabbatical leave may be taken in conjunction with earned annual leave, personal leave, or educational leave without pay. Personal leave and educational leave without pay must comply with university policies. In instances where, for good and sufficient institutional reasons, a sabbatical leave is delayed (not to exceed 2 years), the faculty member will become eligible for a succeeding sabbatical leave after an equivalently reduced period. A faculty member should be given as much notice as possible if a sabbatical leave cannot be approved for the time frame requested. Sabbatical leave is

available under the following options:

- One semester at no reduction in annual salary.
- One full contract year at 60 percent salary (Those within 5 years of retirement should consult the Employee Benefits Office about the possible negative impact on the retirement benefit formula.)
- Semester II (spring) of 1 year and Semester I (fall) of the following year, at 30 percent annual salary for each semester of leave.

When a person has served as both a 9-month and 12-month employee in the 6-year period immediately prior to the requested sabbatical, the amount of time allotted for the sabbatical will be prorated. A faculty member employed on a continuing basis on a 12-month contract may take a 6-month leave at full salary or a 12-month leave at 60 percent salary.

Applications

Sabbatical leave will not be granted automatically upon the expiration of the necessary period of service. Rather, a qualified faculty member shall, normally at least 6 months in advance of the leave, submit an application and proposed leave program to the department head or chair, with evidence of research, creative activity, or other academic achievement, including publications, to support the program of work which is planned for the sabbatical period. Also, this program shall give reasonable promise of accomplishing the major purpose of the leave. Request for a sabbatical leave should be accompanied by a detailed explanation of the benefits to the faculty member, university, and the state resulting from the sabbatical leave. For NMSU campus faculty, the approval of the division dean, Vice President of Academic Affairs and President are required. In addition to the work plan, the leave application should include: (1) a statement regarding choice of options; (2) departmental verification that during the applicant's absence, teaching, research, and service duties can be managed by the department; (3) a statement concerning compensation to be received during the leave. A faculty member on sabbatical leave at full pay usually will not take other paid employment during the leave; and (4) a clear statement of the benefit of the proposed leave to the university. A person on sabbatical at 60 percent time usually will not take more than 40 percent time employment. However, it is recognized that such employment may be necessary for or enhance the leave. In such cases, a request to take compensated employment should be included in the proposal submitted and must have administrative approval. The evaluation of an application should be based on whether the planned program satisfies the aims and goals explicitly set forth in the Purpose statement above. These aims and goals may be independent of geographical location of the leave activities and, therefore, the place of the faculty member's residence during leave should be only one factor in considering the merits of the application.

Teaching Load

The teaching load for community college faculty members will normally be the equivalent of 15 credits per regular semester or 27 to 30 credits per academic year. The teaching load shall be prorated for short courses or courses taught over part of a semesters.

In collaboration with faculty in their department or equivalent unit, and subject to approval by the college dean or equivalent administrator, department head or equivalent administrator may adjust faculty teaching loads if those adjustments increase load equity and are at least revenue neutral. Adjustments to teaching loads within programs should result in or maintain load equity, should respect the career paths of faculty, and should not place an extra

teaching burden on junior faculty who are preparing for tenure review. When a faculty member is assigned special duties above the normal load, arrangements will be negotiated between the faculty member and concerned administrators to determine the amount of additional compensation, if any, to be received.

Part-time, Temporary Instructors

Academic Structure

NMSU-A Academic Divisions, Arts and Science (A&S) and Career Technology (C&T), have a Division Head (DH) who is supervised by the Vice President of Academic Affairs (VPAA). DHs directly supervise the full-time faculty members assigned to their divisions.

Each DH supervises Assistant Division Heads (ADH), who are tasked with supervising and mentoring the division's part-time, temporary instructors. The assigned ADH will assist faculty in their assigned areas with course development and design, scheduling necessary training, posting of final student grades, scheduling classes, and responding to requests for course overrides.

The initial point-of-contact for part-time, temporary instructors is the ADH. If a faculty member is unable to reach the ADH, then the faculty member should contact the DH.

Duties and Responsibilities

The primary task of part-time, temporary instructors is teaching. To this end, duties and responsibilities include:

- Provide quality instruction, ongoing review and improvement of instructional skills, and course and curriculum revision as needed.
- Create and maintain a positive learning environment by treating students with understanding, respect, and fairness; conduct oneself professionally and ethically.
- Any questions or concerns of the part time faculty should be communicated to the ADH.
- The ADH mentors and assists the part time faculty member as appropriate.
- Prepare syllabi that are consistent with the NMSU-A syllabus criteria (<http://nmsua.edu/academic-affairs/syllabus-criteria/>) and include a list of Measurable Student Learning Outcomes (MSLOs) specific to the course, and submit an electronic copy of each syllabus to the ADH and the Division Secretary within the first week of classes.
- Meet all classes on time as scheduled and use class time effectively.
- If it is necessary to miss or re-locate a class, the faculty member shall notify the division administrative assistant and ADH prior to missing or re-locating a class.
- Prepare and administer materials to evaluate and assess student learning and progress.
- Correct and grade all quizzes, exams, assignments, papers and projects, and return to the students in a timely manner.
- Maintain attendance and grades for each student. Turn in attendance and grade sheets to the ADH and division administrative assistant at the end of each semester.

- Be available and accessible during regularly scheduled office hours according to campus policy.
- Complete reports, submit grades and other requested tasks by due dates.
- Distribute course evaluations and assure student confidentiality/anonymity.
- Examine and discuss possible accommodations requested by any student who presents a completed ADA form. Return completed forms to the ASD Coordinator. Maintain confidentiality.
- Maintain positive working relationships and open communication with colleagues and administration.
- Cooperate with the ADH(s) and DH to develop course schedules, area/program reviews/updates, etc.
- Be familiar with the Emergency Guidebook and follow the procedures.
- Follow all safety procedures and protocols pertaining to the NMSU-A teaching laboratory/classroom per the safety policies listed on the NMSU Environmental Health and Safety web site: <https://safety.nmsu.edu/lab-safety/>
- Report to security personnel and the DH any crime reported or observed on campus.
- Understand and (under normal circumstances) follow the NMSU-A chain of command (Division Heads / Vice President for Academic Affairs).
- Perform other duties as assigned, including showing leadership and service to the university by serving on committees or advising student organizations as requested or elected.
- Part time, temporary faculty members are welcome at campus meetings and events, but are not required to attend.
- Part time, temporary faculty may not unilaterally institute override permissions for classes that they teach. Approval from the ADH and/or DH is required.

Grade and Grade Book Submittal

During the fall and spring semesters, final semester grades are due by 5:00 PM on the Tuesday following the end of the regular semester. During the summer session, grades are due by 5:00 PM on the Monday following the end of the summer session. Final grades are posted by the instructor in the Banner System. Grades can be imported into Banner from the Canvas Learning Management System.

Grading criteria for each course and the assignments associated with the course will be discussed in the course syllabus. The Banner System can be accessed by entering **MyNMSU.edu**, clicking on the faculty tab on the home page. When the next screen appears, access the Banner Self Service area on the right side of the screen. Under **Faculty** you will find **Final Grades**. Click on **Final Grades** then the **Select Term** followed by **Select Course**. The next screen you see will contain the students enrolled in your course.

Use the grade column to post course grades for each of your students. For students receiving *D* or *F* grades, you need to indicate in the columns to the right of the **Grade** column how many hours the student attended the course and the last date the student

attended. If you do not find all of your students listed on the initial **Grade** page, you will need to save your work for that page and then proceed to the second page. After completing the first and second page (if needed), press the Save and Send button at the end of the grade page. Before closing the page, print out a copy of your posted grades. This printed page is your record of what grades you have posted and when you completed the posting of your grades.

All faculty members are expected to maintain a grade book for each course they teach. These grade books should be electronic files and backed up. Student grades should be added and maintained in the grade book as assignments are completed during the grading period. At the end of the grading period, part-time, temporary instructors must deliver either electronic copies of their grade book to their division head. The division head will forward grade books to the Office of Academic Affairs (VPAA).

Letter of Intent

The purpose of the *Part-time, Temporary Instructor Intent to Employ* letter is to verify and document teaching assignments. This letter is not an employment contract, since employment of part-time, temporary instructors is contingent on scheduling needs semester by semester.

Mentoring

Mentoring begins during the initial hiring process for part-time employees. The ADH will also mentor part-time, temporary instructors to develop teaching and/or assessment techniques. ADH and/or DH will address syllabus issues. Part-time, temporary instructors may seek assistance from the ADH at any time if they have questions or issues that need to be addressed. Similarly, ADHs will forward appropriate information and announcements to all part-time, temporary instructors.

Office Hours

Face-to-face, part-time, temporary instructors can fulfill office hour requirements by scheduling time before and after class and by appointment. Part-time faculty should schedule one office hour (combined on campus and by appointment) for every 1.5 of teaching credits. Instructors teaching online should schedule an equivalent number of office hours either online or by appointment.

Pay Information

Once the hiring process is complete and a class is assigned, part-time, temporary faculty will be paid on the same schedule as regular faculty. If the hiring process was delayed, the instructor may be paid on a lag. After a part-time, temporary instructor has taught for one semester, the pay per credit hour will increase in the following semester.

Performance Evaluations

Performance evaluations and classroom observations are components of the faculty evaluation process. The Performance Evaluation form records the timeliness of submitting syllabi, grades and grade books. It also reflects student evaluations and currency in the field.

Teaching Load

The teaching load for part-time, temporary instructors is determined on a semester by semester basis. Scheduling of classes for part-time, temporary instructors is dependent upon three criteria: student and institutional needs, Human Resources employment policy, and instructor availability for the current course schedule. Generally, part-time faculty members teach 3-9 credits per semester. The maximum teaching load is 11.25 credits/semester.

Textbook Requirements

Textbook requests are centralized in divisions. Consult the ADH or administrative assistant for specific procedures.

CHAPTER 2

Instructional Procedures

Academic Support Center (ASC)

The ASC offers free assistance in writing, accounting, reading, various sciences, and mathematics. Tutors are available to assist students with problems or concerns that they may have in any of these subject areas. The ASC has day, evening, and weekend hours. The writing center also provides an online writing center service to students.

Learning Technology Center (LTC)

The LTC helps students adjust to online learning. At the beginning of each semester and before the second 8-week classes start, the LTC offers student workshops on Canvas access, navigation, and how to effectively interact with the variety of tools used in Canvas.

Library

Faculty are welcome to bring their classes to the library. Faculty schedule their classes for either brief library tours, more in depth instruction sessions, or simply time for students to work on their own and utilize library resources. Basic instruction library sessions offer a general overview of library services and online resources, including the library catalog and subscription databases. Sessions can also be tailored to match assignments and class research needs.

Please contact the library to schedule a class visit. Feel free to call 575.439.3650, stop in, or fill out a web form at <http://nmsua.edu/library/class-visits/> to schedule a visit. There are policies in place concerning class visits to the library. Please see the <http://nmsua.edu/library/class-visits/> for details.

Collection Development

All faculty members are urged to take an active part in materials selection for their academic disciplines and to make requests throughout the academic year. Please talk to the library staff about materials that you feel the library needs. Please stop in, call 575.439.3650, or complete a Library Web Form with your request(s).

Course Reserves

The library can place selected readings and books on the Faculty Reserve shelf for one semester. Both personal copies and library copies of items can be placed on reserve. Reserve material is listed in the Course Reserve section of the online catalog. <http://alcat.nmsu.edu/vwebv/enterCourseReserve.do>

Request Books and Articles (Interlibrary Loan)

You may request the library obtain books, articles, and other types of items not available at our library. There is never a charge for this service.

Through [MyNMSU](#), students, faculty, and staff can access registration, grades, Banner Self Service email, time and leave reporting, online learning, phonebook, and much more.

Assessment

Assurance that teaching quality is consistent across the spectrum of instruction depends upon learning objective-based assessment strategies. Faculty who teach the same course should meet to discuss development of consistent core learning objectives and assessment methods. For example, they may agree that a multiple-choice test would best assess the

learning of a particular content; however, academic freedom dictates that the test content would be determined by each faculty member. If there are any questions about assessment please contact Joyce Hill, Assessment Coordinator, joyhill@nmsu.edu, tel. 575.439.3879.

Change of Grade

Instructors can correct clerical or calculation errors that result in an incorrect grade after the grade submission deadline by completing a Grade Change/Removal of "I" form. These forms are available in division offices. The form must be fully completed, signed by the instructor, DH, and Vice President of Academic Affairs. All grade changes become official when approved by the Office of Student Records on the NMSU Las Cruces campus.

Children on Campus

NMSU-A is an institution of higher education. Therefore, parents are urged to leave children at home and/or in the care of an adult. Children must ALWAYS be attended by a responsible adult when on campus. Leaving children unattended (on the patio, in the Student Union, in lounges, outside classrooms, etc.) is not permitted. Children are permitted in classrooms at the instructor's discretion. Children must not disrupt classes.

Committees

Committee service is considered a vital component of a faculty member's professional responsibilities. This component is also an integral part of the promotion and tenure process. There are multiple opportunities on the NMSU-A campus for committee service; some positions on committees are elected, while others are appointed. For a complete listing of all NMSU-A committees visit our Operations Manual at <https://nmsua.edu/files/uploads/nmsua-operations-manual-2019.pdf>

Computer Centers

NMSU-A has computer labs located in the Science Center, Professional Technical (Protech) building, Academic Support Center (ASC) <http://nmsua.edu/academic-affairs/asc/> and the Library <http://nmsua.edu/library/> that are open to all registered students. Computer labs are open at varying times so check for posted hours in each location. All locations are equipped with computers to handle visually impaired students. Any student needing any special computer needs must go through the campus ADS advisor. The Computer Center web page is <http://nmsua.edu/its/>

Course Design

Faculty members should begin by requesting previous copies of syllabi, reviewing the catalog's course description and discussing the content and learning goals with their colleagues. The DH/ADH should be able to assist in providing faculty members with the assigned course materials associated with the course.

Learning objectives listed in your syllabus should be consistent with the purpose of the course and with the objectives listed for other sections of the same course. Assessments used during the course should be appropriate to the level and type of learning specified in the course's learning objectives.

Learning activities used during the course should seek to promote active learning by the students. Emphasis should also be placed on how the materials and activities relate to each other in order to promote students' ability to achieve the course's learning objectives.

Course Duration per Credit Hour

Refer to [ARP 4.23](#).

Course Syllabus

Course syllabus criteria can be found on the NMSU-A website, <http://nmsua.edu/academic-affairs/syllabus-criteria/>. The course syllabus is a learning agreement between the faculty member and the student. Every student should receive a course syllabus during the first-class meeting. Each semester, all faculty members must forward course syllabi to the division assistant by the first day of class. The division assistant will send all syllabi to the Office of Academic Affairs (VPAA) for retention.

The instructor may change a syllabus after the semester has begun; however, changes must be clearly and fairly discussed and communicated to all students in the class. In most cases, changes should be correction of errors or schedule changes, e.g. to accommodate faculty travel or unforeseen circumstances.

Override Procedures

Students may request an override. The request should state the reason for the override. It's each faculty member's decision to accept extra students into a closed class. Part-time, temporary faculty members must discuss the decision with the ADH prior to any actions.

If the student will NOT be granted an override into a closed class, the student should be so informed but also told that openings may come up during the add/drop period.

If it is decided the student will be granted an override into the closed class, the faculty member must enter the student's Banner ID into the Banner system (under *Registration Overrides*) and inform the student to register for the class.

Dual Credit Students

Students who are approved to earn both high school and college credit are called dual credit or dual enrollment students. They are treated as regular college students with the following exceptions: textbooks are purchased by the school district; college tuition and general fees are waived; midterm grade reports must be reported to the high school.

Field Trips

Students going on a field trip and one instructor/sponsor (who must be an NMSU-A employee) must sign a form through the Business Office. The students can choose to sign up for the supplemental insurance (which runs 19 cents per day). The form, which can be picked up from the Division Secretary of the Business Office, must be signed and turned into the Business Office at least two weeks prior to students going on the field trip.

Final Exams/Final Exam Week

The last week of instruction of the regular semester is scheduled for final examinations, using the semester course schedule time blocks. Faculty members are not required to give a final examination but must meet their classes during finals week to fulfill contact time requirements for face-to-face traditional classes. Hybrid classes should meet for the final examination period as well.

Grades/Grading

Refer to [ARP 4.55](#).

Academic Appeal (Grade)

Procedure for Initiating Grievance Complaints – This procedure has been established to provide a method to resolve undergraduate student grievances at the lowest administrative level in a fair and expeditious manner. For the purpose of this procedure, grievances are limited to alleged violations of university policy or procedures by the University or its employees, disputes with faculty and/or alleged unfair treatment. Usually this method is used to appeal a grade the student believes was not justified. Refer to –

<https://studenthandbook.nmsu.edu/grievance-process/student-academic-grievance-policy/>

Instructor Absence

A faculty member is responsible for informing the DH/ADH/Division Secretary prior to being absent from campus for the purpose of out-of-city or out-of-state travel. In case of illness, the general practice is for another member of the division to substitute until the faculty member returns. However, the faculty member is responsible for informing the DH/ADH/Division Secretary of absence from classes for any reason.

Each faculty member is expected to meet classes as scheduled or to notify the DH/ADH/Division Secretary in advance if it is necessary to miss classes. Faculty members will meet each class at the place listed in the schedule unless they have approval from the DH/ADH to meet elsewhere. (This especially pertains to changing a class to any off-campus location.)

Classes are not to be cancelled without prior approval of the appropriate supervisor.

Lab Safety

Follow all safety procedures and protocols pertaining to the NMSU-A teaching laboratory/classroom per the safety policies listed on the NMSU Environmental Health and Safety web page <http://safety.nmsu.edu/lab-safety/> .

Online Instruction

Online courses are equivalent and expected to achieve the same learning objectives as other teaching modalities.

Posting Final Grades

Faculty members are required to post final grades on-line using MyNMSU.edu (go to the Faculty tab) within 48 hours of the final examination or end of the term. If the deadline is not met, all students in the class will automatically receive an "N" grade for the course. In such cases, the instructor must then prepare an individual "Change of Grade" form for each student.

Postponing/Changing the Time/Changing the Location of a Class

If an instructor must postpone or change the time or location of a class, the instructor should:

- Notify the ADH or DH or secretary prior to the “postpone” decision, so that possible

alternatives can be discussed and the final decision posted.

- Try to notify every student that the class will be postponed or changed (office staff will do this with sufficient advance notice).
- Ask for assistance from the DH to coordinate with the office of the VPAA, if a room change is needed.

Student Attendance

Students are expected to regularly attend all classes for which they are registered, whether the classes are face-to-face, online, hybrid or some other instructional configuration. Valid reasons for missing classes neither relieve the student of the responsibility of making up the work missed nor of contacting the instructor about making up any missed work. Specific class attendance requirements are determined by the instructor of the course.

In extreme cases, upon recommendation of the instructor, the Vice President for Student Success will drop a student for persistent absences or for persistent failure to complete assignments. Any student who has been dropped from a class shall have the right to appeal that decision through the student Academic Grievance policy.

Only students enrolled for credit or audit are permitted to attend classes. A student who has officially withdrawn from a class may continue to attend the course for the remainder of the semester with the permission of the instructor.

Instructors will notify Advising & Career Services of attendance and academic issues through the use of the Quick Connect system. This system is used to 1) help students succeed in classes and 2) to meet Federal and State laws which require that universities report non-attendance to the Financial Aid Office and other funding agencies. Hard copies of these Alerts are retained in the Financial Aid Office during the semester.

Plagiarism

Plagiarism is considered academic misconduct. Once plagiarism has been identified, the faculty member should consult with their supervisor and the [Student Academic Code of Conduct](#) to determine an appropriate course of action.

Student Academic Code of Conduct

The Student Academic Code of Conduct (SACC), applicable to both undergraduate and graduate students, provides procedures for the review and resolution of alleged or suspected academic misconduct within a reasonably prompt time frame. The full SACC is found in the University's published Administrative Rules and Procedures (ARP), specifically [ARP 5.10](#) and [ARP 5.11](#).

While it is important to refer to the detailed governing rules in the ARP, the process is summarized as follows: An institution-wide Academic Conduct Officer is responsible for processing each case of alleged academic misconduct. The accused student is provided notice of the allegation and has the right to participate during the fact-finding process. The student may contest the investigative findings or sanction before a neutral third-party hearing panel member. Either party to the matter has the right to a final appeal of the findings or a Level II sanction to the Office of the Provost.

The SACC distinguishes between Level I Sanctions and Level II sanctions, depending upon

the severity of the offense and other factors. The Level 1 sanction includes a formal warning. Offenses by graduate students and repeat offenses, even if less serious are subject to a Level II Sanction. Level II sanctions include a notation of academic misconduct on the student's academic transcript.

The full policy, examples of academic misconduct, report form and a flowchart of the procedures for resolving alleged student academic misconduct is available at:

Policies

- [ARP 5.10](#)
- [ARP 5.11](#)

Examples of Academic Misconduct and Report Form

- [ARP Appendix 5.10-A \(Examples\)](#)
- [ARP Appendix 5.11-B \(Form\)](#)

Flowchart of Procedures

- [ARP Appendix 5.11-A](#)

Chapter 3

Campus Resources

Academic Support Center (ASC)

The ASC offers free assistance in writing, accounting, reading, various sciences, and mathematics. Tutors are available to assist students with problems or concerns that they may have in any of these subject areas. The ASC has day, evening, and weekend hours. The writing center also provides an online writing center service to students.

Pathways and Career Education (PACE)

NMSU-A Pathways and Career Education (PACE) holds registration for English as a Second Language (ESL)/ Citizenship classes and GED classes.

Registration is required before entering into the classes. To register, visit the Pathways and Career Education office located at the Tays Center. For more information, call 575.439.3812.

PACE provides: Assessments, GED Preparation, Citizenship, ESL (English as a Second Language), High School Refresher, and Employment Skills.

Audio-Visual Equipment

Audio-visual and computer equipment is available in most classrooms. The extent and variety of equipment varies among classrooms. Part time instructors should clearly communicate their class requirements concerning equipment at the time a course is scheduled. Any problems with equipment should be immediately reported to the Division Administrative Assistant, ADH, or DH.

Bookstore

NMSU-A utilizes a virtual bookstore in partnership with Barnes and Noble located on the Las Cruces campus. Textbook orders are generally due approximately 2-months prior to the start of a semester. Contact the Division's Administrative Assistant for information on ordering textbooks.

Computer Center

NMSU-A has computer labs located in the Science Center, Professional Technical (Protech) building, ASC, and Library that are open to all registered students. Computer labs are open at varying times so check for posted hours in each location. All locations are equipped with computers to handle visually impaired students.

Any student needing any special computer needs must go through the campus ADS advisor. The Computer Center web link: <http://nmsua.edu/its/>.

Computer (IT Help Desk)

Students or faculty in need of computer help should contact Information Technology Services (ITS) located in the Science Center, Rm. 104 or by calling (575) 439-3780. The IT Help Desk is available:

To provide adequate facilities, software and equipment that is conducive to a successful learning environment necessary for quality education.

- To provide computers and software advising to students, faculty, and staff.
- To maintain active ties with ICT on NMSU campus.
- To make services and equipment available to all students, faculty, and staff.

Holloman Air Force Base Pass

Faculty teaching a class at Holloman Air Force Base must obtain a pass to be admitted on the base. Paperwork for obtaining a pass is available at the Admissions & Records Office in Student Success. Once proper paperwork has been submitted to the Admissions and Records office, it will take 7–10 business days for processing and you cannot get on base without the HAFB pass. It is imperative for you to begin the paperwork process well in advance of the start date of the class. Once the Access Letter and Background Check Consent forms are received, they are submitted to the 49 SFS Welcome Center for processing. Once forms are processed by the Welcome Center a tracking number will be sent to the faculty/student seeking base access. Once faculty/students receive tracking number, they must go to the HAFB Visitor's Center, 8:00 a.m. – 4:00 p.m., Monday-Friday, which is located outside the HAFB main gate and provide the following items to receive base access pass:

- Valid driver's license with picture
- Valid vehicle registration
- Proof of valid vehicle insurance
- Tracking number

Additional information about the HAFB Learning Center can be found at:
<http://nmsua.edu/student-services/holloman-afb/>

Learning Technology Center (LTC)

The LTC helps students adjust to online learning. At the beginning of each semester and before the second 8-week classes, the LTC offers student workshops on Canvas access, navigation, and how to effectively interact with the variety of tools used in Canvas.

Media Services

The Media Services Department is responsible for providing audiovisual, graphic, and photographic services for faculty, staff and students. Please see the Media Services website for more information. <http://nmsua.edu/its/media-services/>

Testing Center Process

NMSU-A Testing Center personnel proctor computer-based tests, such as Accuplacer, Canvas, TEAS IV, HiSET, High School Equivalency (GED), and paper quizzes/tests in support of NMSU-A faculty. <http://nmsua.edu/academic-affairs/asc/testing-center/>

Please read the proctor, student, and faculty responsibilities as outlined below.

Proctor Responsibilities

- The Testing Center will ensure that all test/exam instructions provided will be followed as per requirements or instructions provided with the test/exam. Monitor test/exam takers during the allotted time limits.

- After test/exam completion, all tests/exams, and any scratch or notebook paper will be collected.
- Testing proctors will file paper tests in the instructor's file for instructor pick-up.
- The Testing Center is not responsible for lost or stolen articles left in lockers. Personal items [i.e., backpacks, books, cell phones, jackets] should be stored in lockers or cars. The TC staff will not accept, nor be responsible for personal items.
- The Testing Center is unable to make corrections or answer questions regarding any tests or exams.
- The student will be referred to the instructor or test/exam service provider for assistance.
- Cheating is any unauthorized activity that impairs or alters the circumstances of the examination as a measure of the knowledge or skills it was designed to assess. Notification process: Testing personnel will not confront any tester who is cheating, but will complete the Testing Incident Report and submit to the instructor, or tester's institution for handling.
- The Testing Center will provide a quiet place free from distractions for students to take tests and exams under supervision.
- Cell phones, beeper/pagers, calculators, dictionaries or notes are not allowed to be used during placement testing. Usage of calculators, dictionaries or notes for other tests is at the discretion of the instructor and should be noted on the test direction form. If the instructor has not indicated that dictionary, calculator or notes may be used, the proctor will not allow such usage by the student.

Student Responsibilities

- Photo ID is required to take exams in the Testing Center.
- Students are required to login at the front desk.
- Books and notes are not permitted at the testing station. Be prepared to leave them in the locker.
- Plan to arrive at the Testing Center at least one hour prior to closing. Exams must be submitted when the Center closes.
- Cell phones and/or any other electronic devices must be powered off and are not allowed at the testing station. All cell phones and/or electronic devices should be left in the locker provided – Please no exceptions!
- Sorry, no children allowed – Please no exceptions!
- Students displaying any behavior unacceptable in the testing environment (i.e., cheating, using unapproved notes or inappropriate computer use) will forfeit testing rights, and the instructor will be informed of the circumstances. The instructor will decide the outcome.

Faculty Responsibilities

Faculty Submission of Exams. The omission of any of the procedures or information described below may delay test administration. Instructors should follow the procedure outlined below when submitting exams:

1. Fill out the [Test Administration Request Form](#) Internal and External (ASC Form). You can save the document to your files for later use, or you can access the document as needed. In either case, please be sure to save the document first, and then fill it out. This form provides exam guidelines for the students. One form may be used for multiples of the same test. Use this form for all exams, including Canvasexams.
2. Include the following information on the front page of each exam:
 - Instructor's name
 - Course name and number
 - Exam number or name (e.g., Test 1, Midterm, Final)
 - Space for student's name
 - Cutoff date (optional)
3. Hand-carry paper tests and the [Test Administration Request Form](#) to the Testing Center (ASC) at least 48 hours prior to administration. **Please do not send paper tests via campus mail.**
4. For Canvas exams, please forward a completed Test Administration Request Form as an email attachment to the Testing Center at testingNMSUA@nmsu.edu.

Testing Center Exam Return Procedure

An instructor may pick up exams any time the Testing Center is open for service. Instructors are asked to pick up unused tests and materials as soon as the testing deadline has passed. **Please note:** During the last two weeks of the semester, all exams must be picked up by the instructor. All materials not picked up by the first Wednesday after Finals Week will be shredded.

Test Denial Forms

A Test Denial Form is given to a student who comes to the Center but is unable to complete a test due to a policy or procedural problem (e.g., arrived too late, no ID, test not available, deadline passed). A copy of this form is mailed to the instructor.

Testing Center Incident Reports

The Testing Center adheres to the college's Student Code of Conduct and Academic Misconduct Policies. If a student does not comply with these and with Testing Center Rules and Regulations, testing may be discontinued and an Incident Report (Testing Incident Report Form) detailing the situation will be submitted to the instructor.

Chapter 4

General Information

Business Cards

Business cards are obtained through the Division Administrative Assistant with the approval of the DH.

Campus Emergency Notification

NMSU-A now has a state-of-the-art notification network capable of sending emergency notifications instantly and simultaneously to all registered mobile phones, wireless PDAs, pagers, smartphones, satellite phones, and e-mail addresses. It is important for you to keep your contact information current. To make changes go to <http://emergency.nmsu.edu> and follow the prompts. To login to the system, use your Banner username and password.

Dual Credit

NMSU-A admissions policy requires high school juniors and seniors to have a 2.0 GPA in order to take vocational, technical, or applied courses and a 3.0 GPA to take academic courses.

Sophomores must have a 3.75 GPA. Some courses require taking a placement test before enrolling to ensure all students the greatest chance for success. Some courses, including PE and developmental courses, do not qualify for Dual Credit.

Any student wishing to participate in Dual Credit must first consult with their high school counselor. Then students will interview with the Dual Credit Advisor. The following documentation will be required:

- completed, signed, and dated Agreement of Understanding,
- completed, signed, and dated Dual Credit Request Form, and
- high school transcript

In all cases, the college Dual Credit Advisor has the final decision on course selection.

Employee ID

Each employee needs to obtain an employee ID card in the Admissions area of the Student Services building. Bring a photo ID with you.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

Netiquette

Netiquette is under development by the Quality Assurance Team consult your DH/ADH.

New Mexico General Education Common Transfer Curriculum

To assist transferability and course equivalency, the New Mexico Higher Education Department (NMHED) has created a transfer module called the Lower Division (100-200) General Education Common Transfer Curriculum. To assure course equivalency in a way more meaningful than mere contact time, the NMHED has developed and published a set of General Education Common Core Competencies that define student learning outcomes.

Syllabi for the General Education courses must explicitly state the following: the area and core competencies, related student learning outcomes, and assessment techniques and rubrics employed.

New Mexico Statewide General Education requirements are located here:

<http://www.hed.state.nm.us/programs/general-education.aspx>

NMSU General Education requirements are located here:

<https://provost.nmsu.edu/state-wide-gen-ed/>

Semester Length and Part of Terms

The NMSU system establishes the official start and end dates for each semester and all subsequent time lines, such as the course registration window, last day to drop and add a course, official census date, and dates for full or partial refunds. The regular fall and spring semesters are 16-weeks. Courses are also routinely offered for the first 8-weeks and second 8-week portion of each regular semester. Courses offered during the summer semester are a 10-week session and, first 5-weeks and second 5-weeks part of term as well.

Smoking on Campus

It is a violation of NMSU policy to allow smoking anywhere inside the buildings or within 50-feet of building entrances; smoking areas are located outside the buildings. Smoking is not permitted in the Classroom Building (CB) patio area.

Substitution/Waiver Form

Academic advisors will submit a Substitution/Waiver Form for students when it is considered appropriate. These forms are submitted to the DH for consideration and to the VPAA for approval.

Chapter 5

Support Services

Division Resources

Miscellaneous

Consult with the DH/ADH/Division Administrative Assistant for the following issues:

- Building keys
- Initiation of purchase orders (PORs)
- Mailboxes
- Room assignments
- Travel requests
- Vehicle requests
- Main campus parking placards
- Work orders

Scheduling

Scheduling of classes is done within each division and coordinated by the DH and ADHs. Classes are scheduled on the basis of student need and program requirements. Results of the division scheduling process are provided to the VPAA's office for institutional consolidation.

Student Issues

Students at NMSU-A are held to a Student Code of Conduct (<https://studenthandbook.nmsu.edu>) that covers both behavior and academic pursuit in the classroom. Should a student issue of any sort arise, instructors should begin documentation of the issue. Part time instructors should immediately inform their supervisor (ADH) of any student issue. Regular faculty should immediately inform their DH.

Telephones

Telephones are provided for business use. Telephone directories can be obtained through the division secretaries.

Human Resources

Conflict of Interest

Regular faculty are required to complete an electronic Conflict of Interest (COI) form annually. Any potential conflicts of interest such as outside employment (for example teaching for other institutions of postsecondary education) must be reported on this form.

Conflicts of interest occur when there is a competition between a member of the university community's private interests and the member's professional obligations to the university such that an independent observer might reasonably question whether the member's professional actions or decisions are determined by any considerations other than the interests of the university. In this context, the term member of the university community also includes that member's family members, close personal friends and business partners and corporate professional associates. Refer to [ARP 3.11](#).

Full-Time Contracts

Full-time faculty will receive notification from HR to sign their contract. When a faculty member receives tenure, a continuous contract will be issued, and a contract will not have to be signed every year.

Grievance Procedure

NMSU has grievance procedures and policies. Specific procedures for faculty can be accessed in the NMSU Policy Manual (<https://arp.nmsu.edu/10-60/>).

Tuition Remission

With appropriate administrative approval from the current employer/supervisor, regular employees with a 0.50 FTE or greater position are entitled to take course(s) at the NMSU campus or any NMSU community college totaling no more than 6-credit hours (supported by regular I & G funding) each fall and 6-credit hours each spring semester without a charge of tuition or the fees included in the tuition rate. No more than a total of 4-credit hours may be taken at the NMSU campus or any of the community colleges during each summer session. This does not include challenged or nontraditional courses for which the university does not receive formula funding, or any reciprocal agreements the university might have with other higher education institutions.

The legal spouse or domestic partner of the eligible employee may also take the tuition-free courses. Credits not used by the employee may be used by the spouse/qualified domestic partner. The tuition free courses taken by the employee and spouse/domestic partner must not exceed 6-credit hours for the fall and spring semesters, and must not exceed 4-credit hours for each summer session. This benefit is not transferable to another university employee who is eligible for a free course.

Dependent Children Reduced Tuition Program

- The program provides a 50% discount on tuition and the fees included in the tuition rate for eligible full-time and part-time students. Other fees not included in the tuition rate (*e.g.*, fees particular to a given course, late registration fees, graduation fees, thesis fees, etc.) are not included in the discount. To see a complete list of other fees, please refer to the university college catalog.
- Biological children, adopted children, and legally dependent stepchildren, under age 25, of regular employees and of official university retirees, are eligible to participate in this program.

Refer to the NMSU Policy Manual for more information on the Dependent Children Reduced Tuition Program (<https://arp.nmsu.edu/8-61/>).

Facilities, Maintenance and Housekeeping

All facility issues and request for work orders should be submitted through the DH and Division Administrative Assistant.

Student Services

The NMSU-A Office of Student Services provides numerous services to students including: Admissions and Records; Academic Advising; Career Planning/Job Assistance; Services for Students with Disabilities; and Financial Aid. Faculty members should inform students

on using Student Services as a resource. The Office of Student Services is overseen by the Vice President of Student Services (VPSS). The VPSS also acts as the campus student discipline officer. If faculty members have a discipline issue in a class, they should first consult with their supervisor; if a report to the VPSS is warranted this will be made in collaboration with the supervisor.