

New Mexico State University Carlsbad

FACULTY HANDBOOK

2019—2020



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Additional resources can be found at both the NMSU Carlsbad website <https://carlsbad.nmsu.edu> and the NMSU website (www.nmsu.edu) under the Faculty & Staff tabs.

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INTRODUCTION

This handbook will serve as a reference guide, not a comprehensive for NMSU policies and procedures. It contains only general information and guidelines focused on faculty practices, issues, and concerns. Faculty and academic administrators are expected to read the Faculty Handbook and to be familiar with its content. We encourage you to review the complete NMSU Policy and Procedure Manual available at <https://hr.nmsu.edu/policy/>.

All revisions require the formal approval from the full-time faculty. When a policy or procedure described in this Handbook is subject to alternative interpretations, the Chief Academic Officer and Provost (CAO/Provost) and faculty council will be the designated body to resolve the disagreement.

HISTORY OF NMSU CARLSBAD

Originally called Carlsbad Instructional Center, New Mexico State University Carlsbad (NMSU Carlsbad) was established in 1950 as the state's first community college. In 1960, it was renamed as a branch campus of New Mexico State University. It was relocated to a new building in 1980, to which an additional wing of classrooms was added in 1987 and a computer facilities wing in 1996. In 2011, the Allied Health building was completed and opened. Throughout its history, the college has been responsive to the changing academic needs of the Carlsbad community and to the region. Currently, it offers courses that will transfer directly into New Mexico State University Las Cruces' baccalaureate programs. NMSU Las Cruces delivers some upper-division and graduate courses on-site at the Carlsbad campus.

NMSU CARLSBAD MISSION AND VISION STATEMENTS

<https://carlsbad.nmsu.edu/about-us/>

Mission of the College

The mission of NMSU Carlsbad is to provide students the resources necessary for them to fulfill their educational potential so that they may help meet the needs of their community as well-trained, well-educated and productive citizens.

Vision Statement

NMSU Carlsbad, a diverse and community-centered institution dedicated to excellence and student success through transformative discovery.

Institutional Values

New Mexico State University Carlsbad is committed to and demonstrates:

- Community Centeredness
- Discovery
- Diversity
- Excellence

- Exploration
- Student Success

ACCREDITATION

NMSU Carlsbad is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and was one of the first institutions to be admitted to the HLC's Academic Quality Improvement Program (AQIP) which is a unique accreditation approach focused on continuous quality improvement. The associate degree program in nursing offered by NMSU Carlsbad is accredited fully by the Accreditation Commission for Education in Nursing. Both the certificate and associate degree programs in nursing are approved by the State of New Mexico Board of Nursing. All vocational programs offered by NMSU Carlsbad are reviewed and approved by the New Mexico State Department of Education's Division of Vocational, Technical and Adult Education.

Professional Associations

The college holds membership in the New Mexico Community College Association, the American Association of Community Colleges and the American Association of Higher Education. In addition, courses offered by NMSU Carlsbad have been approved for enrollment by those veterans and dependents that qualify for higher education benefits under the various sections of the Veterans' Education Assistance Act.

FACULTY AND INSTRUCTION

Regular Full-Time and Half-Time Faculty Appointments

The CAO/Provost with the approval of the campus president and in collaboration with department chairs will monitor the hiring of all regular (full-time and half-time), adjunct, and affiliated faculty members. When a regular faculty position becomes available, a call for applications will be posted online and through appropriate national, professional, local, and regional newspapers. In collaboration with the campus president and the campus HR liaison, the CAO/Provost will appoint a search committee. The search committee chair will arrange for interviews, candidate travel, contact of references, and recommendations for hire, following procedures identified in the *NMSU Search Committee Advisory Guidelines* available at <https://hr.nmsu.edu/searchcommittee/>.

Rank

The following defines the four levels of academic rank found at NMSU community colleges. Although applications for promotions can theoretically occur at any time, the following contains a suggested timetable for applying for promotion in the NMSU community college system.

Promotion is not based solely on time in rank but is based on the criteria as stipulated below. This timetable is based on the normal institutional experiences of faculty personnel and on the expectations of a traditional academic career in regard to the effectiveness in teaching and service. Also addressed below is the promotion of College Faculty. All faculty members are expected to address the criteria in 9.24 in their allocation of effort statements. Tenure-track faculty members are hired on yearly, renewable contracts for a maximum of seven years, except in situations as defined in section 9.34.

Instructor—Demonstrates competence in the instructional area(s) through practical, applied, and/or related experience. A tenure-track instructor normally holds the minimum of a master's degree and 18 graduate credit hours in the field of expertise. However, at the community college level, experience and recognition in a career or technical field, such as appropriate national or state certification, may be considered the equivalent of a master's degree for promotion and tenure purposes. An Instructor's job primarily relates to teaching competency (or its equivalent), scholarship and creative activities (i.e., professional development), and some service, although the instructor may also negotiate outreach/extension in the allocation of effort statement. Individuals new to this rank must demonstrate substantive evidence of likely success at the community college, including documented evidence that demonstrates improvement in instructional effectiveness. Under extraordinary circumstances, an Instructor can apply for promotion prior to the third year. However, under most circumstances, an Instructor can apply for promotion to the rank of Assistant Professor at the beginning of the third full year in rank (with promotion to the rank of Assistant Professor at the start of the fourth full year of employment).

Assistant Professor – In addition to meeting the criteria of Instructor, faculty must also meet the following criterion: Demonstrated mastery within the instructional area(s) through practical, applied, and/or related experience. A tenure-track Assistant Professor normally holds the minimum of a master's degree and 18 graduate credit hours in the field. However, at the community college level outstanding experience and recognition in a career or technical field may be considered the equivalent of a master's degree for promotion and tenure purposes. To be considered for this rank, a person must have demonstrated the ability to teach effectively in the applicant's field. An Assistant Professor's job primarily requires continual progress in teaching effectiveness (or its equivalent) by deepening knowledge in the teaching discipline and developing effective instructional strategies and techniques. The faculty member must continue to advance in creative activities (i.e., professional development), and service to the college and community through committees, councils, and special projects that support the community college mission through outreach/extension activities, all of which are negotiated by the allocation of effort. Under extraordinary circumstances, an Assistant Professor can apply for promotion prior to the third year. However, under most circumstances, it is recommended that a faculty member apply for promotion to the rank of Associate Professor at the beginning of the third year in the rank of Assistant Professor (with promotion to the rank of Associate Professor the following year).

Associate Professor — In addition to meeting the criteria of Assistant Professor, faculty must demonstrate an expertise over a large part of the instructional area(s). An Associate Professor must demonstrate faculty and institutional leadership (such as curricular development, mentorship of colleagues, etc). 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. Under extraordinary circumstances, an Associate Professor can apply for promotion prior to the third year. However, under most circumstances, it is recommended that a faculty member apply for promotion to the rank of Professor at the beginning of the third year in the rank of Associate Professor (with promotion to the rank of Professor the following year).

Professor – Sometimes referred to as a “full professor.” This is the summit of academic rank, characterized by instructional excellence and institutional leadership in the community college. In addition to meeting the criteria of Associate Professor, faculty must also meet the following criteria: The Professor demonstrates greater command of both the breadth and depth of instructional areas, such as a knowledge and application of how the field of expertise integrates with other fields of study. The Professor has also demonstrated institutional leadership through contributions of service and increased responsibility.

College Faculty – College Faculty are eligible for promotion in rank, but they are not eligible for tenure. The criterion for promotion for College Faculty is the same as the criterion for promotion of tenure-track faculty, dependent upon the negotiated allocation of effort and the job description. (See section 9.18)

Source: https://carlsbad.nmsu.edu/wp-content/uploads/sites/5/2018/09/PT_2018Ch_9.pdf

Duties and Responsibilities

Precise rules governing the activities and conduct of regular faculty are found in these NMSU publications: the NMSU Carlsbad Faculty Handbook; the New Mexico State University Policy and Procedures Manual available online at <https://hr.nmsu.edu/policy/>; the NMSU Promotion and Tenure Administrative Rules and Procedures (ARP) Chapter 9 HR Performance Evaluation, Promotion and Tenure at <https://arp.nmsu.edu/chapter-9/> ; and the NMSU Community College Promotion and Tenure Policy Supplement (available under the Faculty/Staff tab on the NMSU Carlsbad website).

https://carlsbad.nmsu.edu/wp-content/uploads/sites/5/2018/09/PT_2018Ch_9.pdf

Duties and responsibilities specific to NMSU Carlsbad faculty members are as follows:

Instructional

- Prepare, present, and evaluate course materials and instructional strategies and activities that are based upon measurable program goals and measurable course objectives to ensure a positive and favorable learning environment
- Serve as the instructional leader in the classroom, laboratory and clinical setting, integrating and reflecting the basic philosophy and educational objectives of NMSU Carlsbad, and teaching educational content in a logical, organized manner

- Meet all scheduled classes and use class time effectively correct and grade all tests, papers, and projects, and return them to the students in a timely manner; for hybrid and online courses, respond to all student messages within 48-72 hours and return homework assignments within one week
- Follow NMSU Carlsbad policies and procedures for classroom management, including those governing syllabus preparation, testing, grading, record-keeping, ADA, and safety/security
- Prepare syllabus for each course as per NMSU C criterion
- Inform CAO/Provost office about relocating or missing classes
- Prepare Allocation of Effort and submit to the head of the department
- Submit Early Performance Grades for 100-200 level courses each semester
- Administer in-class student evaluations for each course
- Have in-class faculty/CAO/Provost evaluation in every three semesters
- Be responsive to student needs, including making referrals to the LAC for tutoring and student services staff for possible special needs (ADA)
- Advise students regarding academic and professional issues
- Be available to teach when and where assigned by the CAO/Provost in the best interests of students and the institution
- Maintain eight office hours per week
- Teach on and off campus, face-to-face, hybrid and online courses

Professional

- Participate in program review
- Pursue a program of professional development
- Stay current in the field of instruction
- Order textbooks and other supplies and materials in a timely manner
- Participate in and/or chair committees and other institutional functions
- Attend all scheduled meetings, convocations, graduations, and other college functions and ceremonies
- Provide leadership in institutional self-study, including assessment of learning objectives
- Comply with university policies and regulations
- Plan and manage appropriate budgets

Assessment

Department chairs and/or program directors will determine for each course under their supervision, when each course outcome will be assessed and will plan, every three years, a yearly rotation of outcomes to be measured in the next three years. For courses offered on a regular basis, all of its outcomes must be assessed at least once in each cycle.

- Faculty will submit assessment reports based on the schedule determined by their department chair and/or program director. It is the duty of the faculty to submit this report on time. The deadline, extent, and content of each report is determined by the department chair and/or program director, as they deem appropriate. It is the duty of the department chair and/or program director to report to the CAO/Provost completion of this task for each faculty they supervise before the CAO/Provost conducts annual evaluations. Failure to submit an assessment report may negatively impact the evaluation of such faculty.
- Faculty will work with their supervisor to come to an agreement on how assessment reports are submitted. For example, a department chair may want to aggregate reports from each faculty and

submit them in aggregate form, so the Provost will not see their report in TaskStream. The department chair must report this to the CAO in this case to not to affect the evaluation of the faculty negatively.

- Most departments will continue their assessment cycles by repeating the three-year cycle stated above. However, the text above allows [the department chair and/or program director] to change that cycle. For example, if there was a class with three outcomes 1, 2 and 3, and the planned rotation was to measure outcome 1 in year 1, outcome 2 in year 2, and outcome 3 in year 3, then in the next cycle a department chair can change this rotation to outcome 3 in year 1, outcome 2 in year 2 and outcome 1 in year 3. What matters is that in each cycle all outcomes are measured, not when they are measured.
- Provide students the opportunity to fill out the “Student Assessment of Instruction” form for every class, every semester. Instructor must arrange for a volunteer student to administer the form and ensure that it is returned to the Business Office. Instructors should not be in the classroom when students are filling out the forms.

Evaluation

- Submit annually an “Allocation of Effort Statement” to be approved by the CAO/Provost (see “Annual Performance Review” below)
- Submit a revised “Allocation of Effort Statement” if, after meeting with the CAO/Provost, a revision is deemed necessary
- Submit a final “Allocation of Effort Statement” at the end of each reporting year.

Other Duties as Assigned

The campus president and/or CAO may assign other duties.

Teaching Load

The standard teaching load is 30 credit hours per academic year with an average of 15 credit hours per semester; however, variation may occur because of overload assignments, redirected time for other assigned duties, and other factors. Although the primary task of the faculty is to deliver instruction, faculty members are expected to provide many other services to the institution and to the community.

Teaching Overload

Assignment of overload teaching responsibilities to regular faculty will be done according to the following guidelines:

- Overload pay must be approved by the CAO/Provost and/or campus president in advance of the teaching activity.
- Instances in which teaching overload is necessary or desired may include but are not limited to
 - abrupt departure of a full-time or adjunct faculty member whose courses need to be covered
 - no qualified adjunct faculty member being available to teach a needed course
 - class enrolling a low number of students needing the class to graduate and no adjunct faculty member being willing to teach it because of its small size
 - class size is small but class needing to be taught for other reasons, such as program startup
 - large student demand for a course is anticipated
 - unanticipated scheduling changes necessary for dual credit enrollment or other outside agency needs

- in lieu of redirected time assigned to a grant funded project
- other instances as approved by the CAO/Provost and/or president
- Teaching classes with a “P” designation may result in instructors carrying an overload that will qualify them for overload compensation. In general, an overload teaching assignment will earn additional pay to be
- The faculty member has the option to accept an overload assignment. There will be no mandatory overload assignments unless they result from a “P” designation formula calculation and do not exceed 3 additional credit hours per semester.
- Agreements to teach overloads and compensation for doing so will be written either in traditional hardcopy or in an email between the CAO/Provost and the faculty member. This document will be shared with Human Resources for payroll purposes. (The CAO/Provost will determine whether or not courses taught as an independent study constitute an overload.)

Course Duration

Scheduled class meetings will total at least 750 minutes per credit hour per semester.

Teaching Upper Division Courses

The primary responsibility of all NMSU Carlsbad regular faculty members is to teach classes for NMSU Carlsbad. NMSU Carlsbad faculty members who wish to teach upper division or graduate courses for NMSU during the regular academic contract year must receive approval in advance from the CAO/Provost.

Summer Session Teaching

Faculty members on nine-month contracts are under no obligation to teach during the summer sessions. Moreover, as stated in NMSU *Administrative Rules and Procedures (ARP)*, 6.62 “Faculty Assignments—Summer Session, “[s]ummer teaching at the university is considered a privilege and not a right. Departments will use the following guidelines in determining summer teaching assignments within the department’s FTE summer allocation:

PART 1: PRIORITIES

- A. The first priority must be student and program needs. As resources permit, courses needed by the students to complete programs in a timely fashion should be offered.
- B. After student needs, continuing tenured and tenured-track faculty will have priority in teaching assignments.

Administrative Rules and Procedures: <https://arp.nmsu.edu/6-62/>

NMSU Carlsbad’s practice is that all instructors to be employed will be notified, normally by April 1, of proposed assignments and salaries. A full-credit class shall consist of eight (8) students counted on the first day of the appropriate session, for which the instructor will receive full pay. A class with less than eight (8) students on the first day of the summer session shall be prorated accordingly.

Annual Performance Review (APR)

Full- and half-time faculty members are evaluated for the contract/academic year. Full- and half-time faculty members are required to complete an Allocation of Effort Statement (AOE) each academic year that must be approved by the department chair and CAO/Provost. The fillable AOE form document is

available through a link on the NMSUC website (Faculty & Staff/Faculty Resources/Allocation of Effort).

In the fall semester, faculty list goals for various sections of the AOE form and submit that as their initial AOE to the department chair and CAO/Provost. The approved AOE serves as the faculty member's working plan for the academic year. In the spring semester, faculty comment on their attainment of their goals and submit their final AOE that includes these comments.

The CAO conducts an Annual Performance Review (APR) each fall semester and reviews the completed AOE from the previous academic year. The completed AOE, in conjunction with the general description of duties and responsibilities outlined in the faculty handbook, serves to establish the performance expectations that form the basis for the APR. Faculty members are assigned one of three possible statuses: Exceeded Expectations; Met Expectations; or Did Not Meet Expectations.

The four components of the AOE form are

1. Teaching and Related Activities
2. Scholarship and Related Activities
3. Extension and Outreach
4. Service

Although Leadership is no longer a criteria category, per se, of the NMSU Community College Allocation of Effort, demonstrations and achievements in Leadership may be recorded as appropriate in each of the previous four criteria categories.

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.

After a faculty member earns tenure, the tenured faculty member continues to be responsible to the policies and procedures governing all faculty members at the college and his or her performance is regarded through that lens. Specifically, the tenured faculty member is responsible for the requirements of the yearly Allocation of Effort form and process, annual performance reviews by the CAO/Provost pursuant to the mission of the college, course assessment responsibilities, continued professional development, program review responsibilities, and classroom observations.

At the end of five years the tenured faculty member meets in formal conference with the CAO/Provost to discuss overall job performance.

NMSU Carlsbad College Document: Promotion and Tenure Practices and Procedures
https://carlsbad.nmsu.edu/wp-content/uploads/sites/5/2018/09/PT_2018Ch_9.pdf

Aligns with NMSU Associated Policies and Procedures, Chapter 9
<https://arp.nmsu.edu/chapter-9/>

Roush Award for Teaching Excellence

All full-time faculty members holding the rank of Instructor or higher are eligible for the award. No person may receive the award more than once in the succeeding four academic years. All full-time faculty and graduating students are eligible to vote for the award winner.

ACADEMIC DEPARTMENT CHAIRS

Chairs Selection Process

Senior faculty members (Professor or Associate Professor) serve as Academic Department Chairs. However, the CAO/Provost, in consultation with the President, may approve a faculty member with lower rank to serve as department chair. The section if the chair positions is based on rotation. That is, a tenured or tenure-track senior faculty member (Professor or Associate Professor) rotates into the role of Academic Department Chairs by formal consent of the members of the department. Consent is demonstrated by an election (if two appropriate candidates express desires to serve) or by formal vote of confidence and consensus recorded in an e-mail to the CAO/Provost.

Under most circumstances, at the end of a three-year term, the Academic Department Chair position will rotate to a new, different senior faculty member. Nonetheless, an Academic Department chair may serve for more than three years (but no more than six) if the members of the department agree to extend the time of service in the best interest of the department.

Academic Chairs Responsibilities and Duties

The following responsibilities of the department chair are to be accomplished, insofar as possible, within budget and policy/rules restraints.

A. Academic Leadership

The department chair is expected to be the academic leader of the departmental faculty. The department chair is responsible for ensuring that highly qualified faculty are employed. Insofar as possible, the kind of atmosphere in which the faculty can do their best work in teaching, research, and service should be maintained.

B. Faculty Development

Leadership of the faculty implies working closely with the faculty on the development and sustenance of departmental courses and the stimulation and encouragement of faculty development. A performance evaluation of each faculty member will be carried out at least once a year and should be made in the positive vein of professional development. Evaluation of the progress of faculty should be made in consultation with senior department faculty and in accordance with the highest national standards of faculty performance.

C. Teaching Support

The department head has no more important task than ensuring teaching excellence. Encouragement and support of good teaching must be given to faculty, especially new faculty. Department chairs should review junior faculty and adjuncts' syllabi each semester. The department chair is responsible for ensuring an effective departmental evaluation of teaching.

E. Effective Management

The department chair must ensure the effective administration of the department, including keeping the faculty fully informed of department, college, and university matters. Routine and special reports, including grade reports and other matters, must be handled accurately and on time. Effective supervision and development of the department budget is important. The department chair will keep the faculty informed on budgetary matters. All research and program contracts should be carefully supervised, both for fiscal integrity and academic appropriateness. The department chair oversees the scheduling, textbook ordering (via Faculty Enlight), and webpage and catalog revisions. The department chair is responsible for submitting final schedules, textbook orders (via Faculty Enlight), and webpage and catalog revisions.

F. Departmental Advocate/College and University Steward

The department chair is expected to be an advocate of the department, yet at the same time appreciate the concerns and priorities of the college and university. The most important department activities in the development of faculty, programs, research, and service are done in close partnership with the office of the CAO/Provost of the college.

G. Liaison to CAO/Provost

The department chair is responsible to the CAO/Provost of the college for all the activities of the department. The CAO/Provost should be kept apprised of all department activities and problems.

H. Policy Compliance

The department head is responsible for ensuring that department, college, and university policies, rules and procedures are enforced.

I. Role in Recruitment

The Search Committee Guidelines will be provided by the department chair for tenure-track faculty positions.

J. Role in Evaluation

After appropriate training, an Academic Department Chair assesses all departmental adjuncts, full-time, non-tenured departmental junior faculty members, and tenure-track departmental junior faculty members through in-class observations and—in collaboration with the CAO/Provost—in the annual review documents. Procedurally, a junior faculty member should be observed at least twice before applying for promotion and/or tenure.

The CAO/Provost assesses full-time faculty through annual evaluations and in-class observations (conducted every two to three years of employment).

FACULTY LEAVE TYPES OVERVIEW

Listed below are brief summaries of the different leave types. Details regarding procedures for requesting leave and the impact on NMSU benefit programs can be found in the NMSU ARP by contacting Benefit Services at benefits@nmsu.edu.

Annual Leave (12 month)

ARP 8.41

- Regular full-time employees earn 22 work days per year.
- Time is prorated for regular part-time employees.
- Annual leave can be accumulated to a total of 52 working days (416 hours), but only 30 days (240 hours) may be carried forward each July 1st.

Sick Leave (12 month)

ARP 8.43

- Regular full time 12-month employees and non-regular full-time term employees employed on or after July 1, 2016, shall accrue annual leave in accord with the schedule and terms found in [ARP 8.41](#).
- Time is prorated for regular part-time employees.
- A doctor's excuse/release should be provided for leave in excess of 3 consecutive days.
 - Individual departments may require a doctor's excuse for absences less than 3 days to use sick leave.
- Sick leave may accrue to 800 hours (100 days).

Sick Leave Bank (12 month)

ARP 8.28

The sick leave bank is available to all regular employees with at least 2 years of service, who are enrolled in the long term disability plan and earn sick leave. Membership in the bank is optional and requires donating a specified number of accrued sick leave days. A member who experiences a catastrophic medical emergency is eligible to apply for withdrawal of sick leave from the bank if the member has insufficient leave balances to cover the length of time the employee will be out of work. Enrollment in the Sick Leave Bank program is available once a year each July.

Absence for Purpose of Course Registration (12 and 9 month)

ARP 8.48

Leave will not be charged to a regular employee who is registering for a tuition-free course.

Absence for Purpose of On-Campus Interview (12 and 9 month)

ARP 8.51

Leave will not be charged to a regular employee who is interviewing for a position within the university. Leave may however be required if the individual must leave the local area to interview at another NMSU campus, extension office or other location outside of the employee's immediate city/area.

Employee Assistance Program

ARP 8.62

Employees will not be charged leave for on campus participation in the Employee Assistance Program (EAP). However, leave must be used for EAP sessions offered off campus.

Compassionate Leave (12 and 9 month)

ARP 8.47

- In the event of the death of a member of the immediate family, an employee is allowed a leave with pay, not to be charged against sick or annual leave, of up to 3 regular working days in order to attend the funeral or to handle affairs immediately associated with the death.
- Immediate family member includes spouse, a domestic partner as defined in **ARP 8.03**, **a child, parent or legal guardian, a sister or brother, a grandparent, or a grandchild. Such familial relationships created by law are also included (i.e. mother/father in law; half or step siblings).**

Domestic Abuse Leave (12 and 9 month)

ARP 8.44

- Leave taken due to the domestic abuse of an employee or an employee's family member, including but not limited to: obtaining or attempting to obtain an order of protection or other judicial relief from domestic abuse, meeting with law enforcement officials, consulting with attorneys or victim advocates, attending court or other administrative agency proceedings.
- Unless the employee opts to use accrued sick or annual leave, compensatory time or other available paid time off, the domestic abuse leave shall be leave without pay.

Educational Leave With Pay (12 and 9 month)

ARP 8.52

- After 5 years of satisfactory service, leave with partial pay may be requested by any full-time faculty member on regular appointment with rank of instructor or above (including exempt staff with faculty rank in the Cooperative Extension Service), normally for the purpose of taking coursework toward a degree, professional licensure or certificate which is related to the individual's university job.

- The time granted for educational leave with pay will not normally exceed the time allowed for a sabbatical leave. The following options apply:
 - One semester at no reduction in annual salary.
 - One full academic year at half salary. (Those within 5 years of retirement may wish to request full salary for 1 semester or a 6-month period and personal leave without pay for the other half.) Semester II (spring) of 1 year and Semester I (fall) of the following year, at 1/4 annual salary for each semester of leave.

Educational Leave Without Pay (12 and 9 month)

ARP 8.52

- Any regular full-time exempt staff member or faculty member on regular appointment with rank of instructor or above is eligible for and may request an educational leave of absence without pay after 3 years of service, normally for the purpose of taking coursework toward a degree, professional licensure or certificate which is related to the individual's university job assignment. If the leave is approved, all annual leave should be used before the educational leave without pay begins.
- A faculty member on educational leave without pay, on continuous or temporary contract, will be required to notify the department head in writing 90 days before the educational leave without pay terminates, or 30 days after notification of salary and position, whichever is later as to the date of return to academic service on the faculty. In the absence of such notification, the department head may immediately initiate proceedings for termination of the contract.

Employee Tuition Remission (12 and 9 month)

ARP 8.61

Employees taking courses under the tuition remission program during working hours may be required to make up time spent away from the work station (or take annual leave) unless enrollment is a requirement for continued employment.

Faculty Care Leave (9 month)

ARP 8.42

NMSU provides regular nine-month faculty with a paid leave benefit that can be used for any qualifying event under the federal Family and Medical Leave Act (FMLA). This benefit is referred to as "Faculty Care Leave". All regular nine-month faculty are eligible to participate in the benefit.

Please see the Faculty Care Leave Benefit Summary for additional details.

Family and Medical Leave (12 and 9 month)

ARP 8.45

- Family Medical Leave Act is a Federal Law that provides up to 12 weeks job protected leave benefits in most instances to eligible employees.
- The 1993 Federal Act provides:
 - Job protection from adverse employment actions while on FMLA status
 - Ability to maintain existing medical benefit programs
- Available to all employees who have been with the university for at least 12 months (does not have to be consecutive) and have worked at least 1,250 hours for the university during the immediately preceding 12 months.
- Enforced and Regulated by the Department of Labor

When does FMLA apply?

- Incapacity due to pregnancy or medical prenatal care
- Birth of a child
- Placement of an adopted or foster child (leave must be taken within 12 months of placement)
- Care of a child, parent, spouse or recognized domestic partner with a serious health condition
- Serious health condition of employee
- Care of a service member with a serious health condition incurred during active duty (up to 26 weeks in a 12-month period)
- Qualifying exigencies arising from service member's active duty or call to active duty

Family & Medical Leave – Instructions on how to request FMLA.

Jury Duty and Court Witness (12 and 9 month)

ARP 8.50

For jury duty leave:

- Employees are paid their regular salary up to 8 hours for jury duty service.
- If employees serve less than 8 hours in a day, they are required to return to work after service ends.
- Available to regular employees only.
- Employees must present written notice of how many days they served under jury duty.
- Employees may retain any payments received for service on a federal jury, however state regulations prohibit public employees from receiving payment for serving on state juries

For court witness leave:

- A copy of a subpoena should be given to the employee's supervisor.
- Annual leave or LWOP will be granted.

Leave Without Pay (12 and 9 month)

ARP 8.55

- Leave without pay (LWOP) may be requested for up to 90 days once all annual and sick leave has been exhausted.
- LWOP requests for up to 90 days may be approved by the Director/Department Head.
- Departments must obtain approval from the Human Resources Director via written request through the Dean or Vice President, if requesting LWOP for more than 90 days.
- Leave without pay for an exempt employee will begin on the first 8 hour day and end on the last 8 hour day of the leave period.
- While on LWOP, the employee is responsible for paying 100% of insurance premiums (employer and employee portion).
- Employees on Educational, FMLA and Professional LWOP are required only to pay the employee's portion of insurance premiums.
- If premiums are not paid, an employee's insurance coverage is subject to cancellation.

Military Duty (12 and 9 month)

ARP 8.46

- Regular employees who are mobilized or volunteer for active duty are placed on leave without pay until the date of discharge or release from active duty at which time they will return to regular employment so long as they are honorably discharged. Copy of orders and DD214 required.
- Active duty cannot be for more than 5 years, unless active duty is during a war, declared national emergency or active duty in support of a critical mission.
- After active duty, an employee must apply for re-employment in accordance with USERRA.
- Employees may use annual leave during their active duty status, but not military leave.

Military Leave (Regular Employees)

ARP 8.46

- Available to employees who are required to leave for military training. A copy of military orders must be submitted to supervisor.
- Military leave with pay cannot exceed 15 working days in a Federal fiscal year (October 1 – September 30)
- Employees are not required to use annual leave.
- Military leave is for training purposes only.

Professional Leave Without Pay (12 and 9 month)

ARP 8.53

- After 3 years of service and with the approval of appropriate department head and administrators, any regular full-time exempt staff member or any faculty member of regular appointment with rank of instructor or above may submit an application for professional leave without pay, normally not to exceed 1 year, for the purpose of

undertaking some project that will directly benefit the university and the person's professional development.

- In cases where the individual enters a contract with a state or federal agency, such agreements must provide for a calendar-year evaluation to be prepared by the appropriate supervisor in that agency and forwarded to the appropriate department head or supervisor. Periods of professional leave without pay normally will not apply toward the probationary period for tenure. All conditions of professional leave without pay, including the status of the individual upon return to the university and (if appropriate) the effect of this period on tenure and promotion eligibility, must be in writing prior to the leave period.

Sabbatical Leave (12 and 9 month)

ARP 8.54

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. 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.

Adjunct Faculty

Appointment

Identification of a potential adjunct faculty member can be made either by the CAO/Provost or the appropriate department chair. In either case, the candidate must submit a vita and transcripts for review by those two individuals. If the review is favorable, an invitation for an interview may be extended. The interview may include a teaching demonstration.

After a successful interview, the candidate, department chair, and CAO/Provost will identify the course(s) that the new instructor will teach.

When approval has been granted, the candidate will submit course outline(s) for evaluation by the department chair or division coordinator and the CAO, who will then identify appropriate professional development activities for the candidate during the semester.

Adjunct faculty members are hired on a semester-by-semester basis. Each contract is temporary and covers only one term. Employment for a given semester is always contingent upon adequate enrollment, available funding, and instructional needs.

Adjunct Faculty Duties and Responsibilities

Adjunct faculty responsibilities include the following:

- Providing quality instruction, continually reviewing and improving instructional skills, and revising courses
- Using the approved campus syllabus template, review by the academic department chair
- Implementing and documenting assessment of student learning outcomes (The classroom assessment requirements for adjunct faculty are the same as those for full-time faculty; see “Assessment,” p. 5).
- Submit their Early Performance Grades and Final Grades on time.
- Advising students regarding academic and professional issues
- Complying with university policies and regulations related to instructional duties
- Cooperating with the department chair in the preparation of schedules, lesson plans, and syllabi
- Being available to students at least eight hours each week for individual help or office hours
- In addition to these requirements, the adjunct faculty is encouraged to participate in the activities and responsibilities of regular faculty, including committees, projects, celebrations, professional development activities, assessment activities, and graduation.

Pay (Online Services)

Faculty pay is processed through the NMSU Payroll Office, located on the main floor of Hadley Hall, (575-646-1713). The following services are available electronically at

<https://hr.nmsu.edu/payroll/>. If you have general payroll questions listed below, please contact the HR Service Center at (575) 646-8000 or hrhelp@nmsu.edu during normal business hours- Monday through Friday 8:00AM to 5:00PM MST:

- Calendar year pay schedules
- Reissue of W-2s
- Request Forms W-4 and W-5
- Change of Address
- Explanation of pay check codes and forms
- Download payroll forms
- Answers to questions about pay.

Pay Dates and Pay Options

New Mexico State University pays employees semi-monthly on the 15th and last day of the month. If the regular pay date falls on Saturday, Sunday or official NMSU holiday, paychecks are issued the preceding workday. Regular and non-regular faculty and exempt staff are paid current. Regular and non-regular non-exempt staff and all temporary faculty, temporary staff, graduate assistants and students are paid one pay period in arrears of work performed.

Faculty – 9 Month Appointment

All regular 9-month faculty will be paid under one the following options:

- 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.

Exempt Staff and Faculty 12 Month Appointments

All regular and non-regular exempt employees, including annual faculty will be paid on a current pay cycle basis: they will receive a paycheck on the 15th and the last working day of the month for the 15-day period immediately preceding that pay date.

Non-Exempt Staff, Temporary Staff, Temporary Faculty, Graduate Assistants and Student Employees

All regular non-exempt employees, all temporary staff employees and all student employees will receive a paycheck on the 15th and the last working day of the month. These payments are made one pay period in arrears of work performed and require the employee to submit a web time sheet at the end of each pay period to be paid. The time sheet must be submitted and approved within four business days following the end of the pay period.

All temporary faculty and graduate assistants, excluding summer session, will receive a paycheck on the 15th and the last working day of the month. These payments are made one pay period in arrears of work performed.

All employees who receive pay in arrears will be paid according to the following schedule:

- Hours worked from the 1st of the month through 15th of the month will be paid on the last working day of the month.
- Hours worked from the 16th of the month through last day of the month will be paid on the 15th of the following month

Summer Sessions Payrolls (faculty and graduate assistants)

All temporary faculty and graduate assistants 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.

Full-time Faculty Deferred Pay Election Form (DPE)

Upon acceptance of employment at the beginning of an academic year, a new full-time regular faculty member can choose to be paid on an annual basis (24 checks) rather than an academic year basis (18 checks). This selection must be indicated on the Hiring Proposal or by submission of the Deferred Pay Election Form (http://hr.nmsu.edu/wp-content/uploads/2013/05/P_F_Faculty_Deferred_Pay_Authorization.doc.) New faculty who do not make this election upon hire and prior to their first paycheck for the academic year will remain on the default 18-check option. One time per academic year, prior to the beginning of each academic year, faculty will be given the opportunity to change their pay selection to either a

24-check option or 18- check option. Once the selection is made for an academic year, it may not be changed for any reason.

Source: <https://af.nmsu.edu/bpm/bpm-5b/#13>

INSTRUCTIONAL POLICIES

Course Syllabus

A link to the course syllabus template can be found on the NMSU web page (Faculty & Staff / Faculty Resources / Syllabus Template). The course syllabus is a learning contract among NMSU Carlsbad, the faculty member, and the students. Every student should receive a course syllabus at the first class meeting. Every semester all faculty members will forward course syllabi for all courses scheduled to be taught to the CAO/Provost and department chair(s) for review and approval.

Each semester faculty members will access and fill out a syllabus template for each course they are teaching. All of the following items will be fully addressed:

- Which of the six graduate outcomes are being addressed in the class
- What three (or more) measurable course objectives the instructor wants students to accomplish or learn (**All objectives included on the syllabus must be assessed.**)
- What grades are based on (number of exams, term papers, reports, etc.)
- When assignments are due
- What weight each assignment is given in determining the final grade
- What the consequences of submitting an assignment late or not at all are
- How the student's final grade is determined
- What consequences result from cheating, plagiarism, absence, tardiness, or other breaches of class discipline
- What the attendance policy is and the consequences of being late to class or leaving early?

The template also asks for course title and number, semester, class meeting time, instructor's name, office hours (8 hrs./wk. for regular faculty and a telephone number and email address on campus), as well as a general overview of the course (prerequisites, and policies on absences, make-up work, cheating, and plagiarism); moreover, students should learn enough detail about course content and activities that they will know weekly where the course is supposed to be, including due dates for papers, reading assignments, and exams. Detailed criteria for grading and the penalties for late or missed work should also be included.

Note: Only those prerequisites included in the college catalog description of courses may be included in the syllabus.

The instructor has the right to change a syllabus, even after the semester has begun; however, changes must be clearly and fairly discussed and communicated to all students.

Syllabi Review

The NMSU Carlsbad Curriculum Committee reviews and approves syllabi for new courses.

Which syllabi need to be submitted for review?

- A. New courses that have not been taught before.
Submit a brief statement for the rationale for this new course and syllabus. The syllabus must include measurable course outcomes.
- B. Courses that have not been taught in the past five years.
Submit the syllabus. The syllabus must include measurable course outcomes.
- C. Courses with subtitles and special topics courses.
Even though courses with subtitle and special topics courses use the same course objectives, content changes. The committee will simply and respectfully review new course content.

How are the required documents submitted to the Curriculum Committee for review?

- Faculty will submit their documents to the committee chair via email. The Chair will then distribute the documents to the entire committee.
- A. The committee will review the information and communicate via the reply all email tab. The committee will ask questions and make suggestions possibly asking for some revisions. Faculty will be included in all email conversations.
- B. Agreement on any revisions will be reached and Faculty will submit adjusted documents to the Chair. The Chair will redistribute the adjusted documents to the committee.
- C. Faculty will then join the next regular Curriculum Committee meeting and present their documents for a formal vote for the record.

Final Examinations

NMSU designates the last week of each semester as “Exam Week” during which each course has only a single two (2) hour meeting time for a mandatory culminating activity which may be a final examination or some other course related activity. The Registrar’s Office establishes the Final Examination Schedule for each semester (<http://registrar.nmsu.edu/final-examination-schedule/>). Examinations are typically held in the course’s usual lecture/lab room. Some departments hold Departmental Exams where all students for all sections of a particular course are required to take the final examination simultaneously. The date, time and location of the Departmental Exams are indicated on the Final Examination Schedule. For courses that were not scheduled to meet at the specific times listed under “Regular Class Time” on the Registrar’s Final Examination Schedule, the instructor and course department coordinate examination dates, times and locations with NMSU’s Academic Scheduling office (575) 646-4790. Final exams for weekend courses are held at the regular class period on the last day of class.

The final exam or culminating activity must not be rescheduled for a different date, time or location, except with permission of the department head and the unanimous consent of the enrolled students. During the week before Exam Week, instructors are not allowed to hold examinations lasting more than one class period.

Any student having more than three examinations scheduled in any one day may, no later than the week prior to exam week, notify the instructor of the examination scheduled latest in the day to obtain an alternative date for that examination. (If the fourth exam is a departmental exam, the instructor of the third exam will make alternate arrangements for that exam upon request.)

Students who believe that their instructor(s) have not honored Exam Week requirements may appeal to the instructor's department head.

(source: Academic Catalog)

Grades/Grading

The course instructor has primary responsibility for instruction and grading. The traditional A, B, C, D, and F system is used at NMSU Carlsbad, except when the course is designated in the catalog as an S/U course or when a student who has earned a minimum of 28 semester credits and carries a 2.5 or better GPA requests the S/U option. In some skill development courses, students may also be given an RR (See the New Mexico State University Carlsbad Catalog for details about the S/U and RR options).

Students should be told their grade status whenever they request it. At least one week before the withdrawal date (see the academic calendar), instructors should complete an academic alert through the Quick Connect Academic Referral and Intervention System (NMSU Carlsbad home page/My NMSU/Faculty tab) for each student who is not doing well in a course. The student is responsible for initiating withdrawal from a course or from the university by the deadlines on the applicable academic calendar, which is published in the Schedule of Classes each term.

Final grades are expressed in letters that carry grade points used in calculating the cumulative grade-point average.

| <u>Letter Grade</u> | <u>Description</u> | <u>Grade Points</u> |
|---------------------|--|---------------------|
| A+ | Excellent work | 4 |
| A | | 4 |
| A- | | 3.7 |
| B+ | Above-average work | 3.3 |
| B | | 3 |
| B- | | 2.7 |
| C+ | Average work or minimally passing | 2.3 |
| C, C- | | 2 |
| D+,D, D- | | 1 |
| F* | Failing work | 0 |
| N | Grade not submitted | 0 |
| W* | Withdrawal | 0 |
| CR | Credit authorized, but not letter grade | 0 |
| RR* | Substantial progress in developmental studies course | 0 |
| S | Satisfactory work (normally equivalent to C or higher) | 0 |
| U* | Unsatisfactory work | 0 |
| I* | Incomplete | 0 |
| AU | Audit | 0 |

* Last date of attendance must be reported in Banner when grades are submitted

Incomplete ("I")

The grade of I (incomplete) is given for passable work that could not be completed due to circumstances beyond the student's control. The following regulations apply to removing or changing an I grade:

1. Instructors may assign I grades only if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course.

Examples of appropriate circumstances include documented illnesses, documented death or crises in the student's immediate family and similar circumstances. Job related circumstances are generally not appropriate grounds for assigning an I grade. In no case is an I grade to be used to avoid the assigning of D, F, U or RR grades for marginal or failing work.

2. To assign an I grade the instructor must complete the I Grade Information Form and have the form delivered to the CAO/Provost.

The instructor will state in writing on the I Grade Information Form the steps necessary to complete the remaining coursework or the instructor may indicate that the student will be required to re-enroll in the course to receive credit (in which case the I grade will not be removed). The student will sign this document, or the Carlsbad Office of Student Services will send a copy of the document to the student's official permanent address as recorded in the Registrar's Office.

3. The student is entitled to have the I grade removed from their transcript only if they complete the remaining coursework as specified on the I Grade Information Form, in a manner satisfactory to the instructor. The work must be completed within 12 months after the I grade assigned and prior to the student's graduation, or within a shorter period of time if specified by the instructor on the I Grade Information Form. If the student fails to complete the coursework, the instructor may change the I grade to any appropriate grade (including D, F or U) provided that the instructor stated that this would occur on the I Grade Information Form.

4. I grades can be removed from the student's transcript by the instructor only during the 12-month period following assignment of the I grade or prior to the student's graduation, whichever comes first. To remove an I grade, the instructor must complete a Change of Grade Form and file the form with the Registrar. The instructor may assign whatever grade is appropriate for the entire course. This may include grades of D, F or U. An I grade not changed by the assigning instructor within 12 months and prior to graduation shall remain an I grade thereafter.

5. A student may re-enroll and receive credit for any course for which an I grade was previously received but retaking the course will not result in a removal of the I grade from the student's transcript.

The effect of removing an I grade on a student's academic standing (scholastic warning, probation or suspension) depends on the date the transaction is officially recorded on the student's academic record. If the transaction is recorded before the student begins another semester, the grade replacing the I is included in the grade point average calculation that establishes the student's academic standing. If the transaction is recorded after the student begins another semester, the new grade's effect on academic standing is based upon its inclusion with grades for the semester in which the student is enrolled.

(source: Academic Catalog)

Posting Final Grades

Faculty members are required to post final grades on-line using my.NMSU.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.

Change of Grade

Instructors can rectify clerical or calculation errors that result in an incorrect grade by completing a "Change of Grade" form. All information relative to grade, course, student, and justification for grade change must be entered on the form, which must be signed, dated, and forwarded to the CAO/Provost.

Semester Length and Parts of Term

NMSU 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. These refunds are then programmed into the university record-keeping system (Banner) and used to structure courses and enforce academic regulations. The regular fall and spring semesters are about 16 weeks for most classes. Courses are also routinely offered for the first 8 weeks (MS1) and second 8 weeks (MS2) portion of each regular semester. NMSU Carlsbad offers a standard 8 week summer semester (MS3) and a first 5-weeks (MS1) and second 5 weeks (MS2) part of term as well. Courses scheduled outside of these routine parameters must be approved by the CAO in advance.

Instructor Absence

If an instructor must be absent from class, he/she should notify the department chair, or the CAO/Provost by submitting a "Faculty Absence" form as early as possible prior to the absence (NMSU Carlsbad web page/Faculty and Staff/Faculty Forms). If an instructor knows in advance that he/she must miss class, the instructor should make arrangements for an adequate (albeit unpaid) substitute; alternatively, a makeup strategy will be confirmed with the department chair and the CAO.

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 department chair or division chair and the CAO/Provost 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
- Coordinate with the office of the CAO/Provost if a room change is needed.

If students are not notified, the department chair, division coordinator or the CAO/Provost must be informed and arrangements made for someone to meet the class at the originally scheduled time to inform students of the change(s). If a class is delayed or canceled, any missed class time must be made up. The instructor is encouraged to discuss alternative strategies for making up missed time with the department chair, or the CAO.

Student Attendance

The instructor is expected to maintain an accurate record of attendance of all students registered for each class and to respond promptly to requests from the Office of Student Services for verification of student attendance. In some cases, student eligibility for financial aid may depend on certification of the student's attendance by the instructor.

Students are expected to regularly attend all classes for which they are registered. Students making satisfactory progress in their classes will be excused from classes when they are representing NMSU on a university sponsored events (e.g., ASNMSU president representing NMSU at legislative session or students attending educational field trips and conferences). Authorized absences do not relieve the student of their class responsibilities. Prior written notice of the authorized absence will be provided to the instructor by the sponsoring department. Specific class attendance requirements are determined by the instructor of the course.

When the number of absences hinder a student's progress in a course, the instructor may initiate a statement of the student's excessive absences including a recommendation of retention or expulsion from the class. Based on the recommendation of the instructor and with the concurrence of the course department head and the CAO at NMSU Carlsbad, or the appropriate academic dean at NMSU Las Cruces, a student will be dropped for persistent absences or for persistent failure to complete assignments. Similarly, a student may also be dropped from a class for engaging in behavior that interferes with the educational environment of the class. Any student who has been dropped from a class shall have the right to appeal that decision through the Student Academic Grievance Policy.

Only enrolled students, for credit or audit, are permitted to attend classes.

A student who has officially withdrawn from a course may continue to attend the course with the permission of the instructor for the remainder of the semester. Students not enrolled may visit classes only with permission of the instructor.

(source: previous version of Fac. Handbook & Academic Catalog)

Student Conduct

Student conduct is described in the NMSU Carlsbad "Student Code of Conduct".

<https://carlsbad.nmsu.edu/current-students/student-policies/student-code-of-conduct/>

All individuals who are authorized to be present on campus to participate in learning activities, both credit and non-credit, including lower, upper, and graduate courses, are bound by and must follow the NMSU Carlsbad student code of conduct. Students are expected to contribute to a positive learning environment as determined by the faculty member responsible for the course. Student conduct that is detrimental to creating and maintaining a positive learning environment--for example rude, disruptive or uncooperative behavior--can lead to dismissal of the student from the class session or the course. While complaints from other students in the class are one measure of disruption, the faculty member has the responsibility and authority to establish a positive learning environment.

For this reason, faculty report allegations of student academic misconduct to the Academic Conduct Officer of NMSU Carlsbad, who facilitates the processes to respond to the allegation defined by APR 5.11, <https://arp.nmsu.edu/5-11/>.

Academic Misconduct

Students at NMSU are expected to observe and maintain the highest academic, ethical and professional standards of conduct. Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to the following:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonest;

2. Plagiarism, which includes, but is not necessarily limited to submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotes, computer-processed materials, or other material as one's own work when such work has been prepared by another person or copied from another person;
3. Unauthorized possession of examinations; reserve library materials or laboratory materials;
4. Unauthorized changing of grades on an examination, in an instructor's grade book or on a grade report or unauthorized access to academic computer records;
5. Nondisclosure or misrepresentation in filing out applications or other university records in, or for, academic departments or colleges.

(source: Academic Catalog)

Course Delivery Modalities

Courses at NMSU Carlsbad are delivered in several modalities, including traditional face-to-face classes, a combination of traditional and on-line instruction (hybrid), and fully on-line or WEB based instruction. On-line courses can be offered synchronously or asynchronously

Children on Campus

Children should not be left unattended anywhere on campus. Occasionally, a faculty member may allow children in his/her classroom due to exceptional circumstances on a case-by-case basis. However, such accommodations should be arranged in advance and cannot result in a disruption of the campus or classroom learning environment.

GENERAL INFORMATION

Carnegie Units

The Carnegie unit is used to measure traditional instructional contact time in post-secondary education. In this model, one credit hour is equivalent to 750 minutes of instructional time. By this ratio a standard three credit course requires 2250 minutes of instructional time to meet North Central Association (NCA) Higher Learning Commission (HLC) accreditation requirement.

Conflict of Interest

Regular faculty is 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.

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 for the following five areas: I Communications, II Mathematics, III Laboratory Science, IV Social and Behavioral Science, V Humanities and Fine Arts. All NMSU Carlsbad courses approved for listing on the NM Common Core must document student learning outcomes by appropriate assessment techniques. Syllabi for these courses must explicitly state the

following: the area and core competencies, related student learning outcomes, and assessment techniques and rubrics employed.

Smoking on Campus

Accumulating evidence has shown environmental or second hand tobacco smoke increases the risk of cancer and other health hazards for non-smokers as well as smokers. NMSU has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors while respecting individual choice. Consistent with these concerns and the New Mexico Clean Indoor Air Act, NMSA 1978, § 24-16-1 through 11, the following policy has been established to restrict smoking of tobacco, or any other weed or plant, and provide procedures for accommodating the preferences of both smokers and nonsmokers.

Smoking of tobacco products is prohibited in all buildings (exceptions below) owned or leased by the University as well as within 25 feet of entrance or exit, vehicles, and during some organized outdoor events on University property.

Smoke Free Areas

Smoking is prohibited in or at:

- All enclosed buildings and facilities including classrooms, offices, food service venues, and lavatories;
- Within 25 feet of building entrances and exits (when reasonable) and fresh air intake grills unless it is a specially designated smoking area
- Partially or fully enclosed walkways, corridors, elevators
- Vehicles owned, leased or rented by the University; and
- Within 50 feet of any area where flammable materials are handled or stored, or where other significant fire hazard may exist
- Indoor athletic or other University-sponsored or designated events

No Smoking signs or the international no-smoking symbol will be posted at major entrances of all University buildings except for those campus residences where smoking is permitted.

Smoking Permitted Areas

Smoking is permitted outdoors on University property except during organized events which have been designated as “No Smoking”. Individuals choosing to smoke outdoors must be 25 feet from doorways, open windows, enclosed walkways, and ventilation systems to prevent smoke from entering enclosed buildings and facilities, and to prevent public access from being denied to an individual with a respiratory medical condition.

Education and Services For Smokers

In light of numerous adverse health effects associated with active smoking, and with exposure to second hand smoke, the University will provide educational services to faculty, staff, and students about the hazards of smoking and information and services on quitting smoking. In addition to consulting with their

own health care providers, students, faculty, and staff may get assistance from the following University programs.

- Students may contact the Campus Health Center for information and programs on quitting smoking.
- Faculty and staff may obtain assistance in smoking cessation through the Campus Health Center.

<http://carlsbad.nmsu.edu/current-students/student-policies/additional-policies-procedures/>

CAMPUS RESOURCES

Assessment Committee

The Assessment Committee is one of NMSU Carlsbad’s standing committees. The committee is comprised of faculty, staff, and executive administrators; a chair and vice-chair are elected for two-year terms by committee membership or selected by the executive administrators. The Assessment Committee’s charge is to provide collaborative leadership to support a college-wide culture of assessment that fosters continuous improvement in teaching practices and reflects a holistic student learning experience. The Assessment Committee’s goals are to:

- Provide oversight in the development of college-wide assessment activities;
- Assist in creating a coherent map of assessment;
- Serve as an advisory board to the executive team;
- Provide a multi-sided perspective through diverse representation.

The Committee fulfills its charge by coordinating assessment practices in conjunction with the campus Assessment Coordinator (to be determined by collaboration between the committee and the Administration), planning and facilitating a “Faculty Assessment Day” at least once each academic year, regularly reviewing and revising the NMSU Carlsbad Assessment Handbook for Faculty and Staff, and reviewing and suggesting improvements to college-wide assessment processes at the college-, program-, and course-level.

All full-and part-time faculty are required to participate in both course-and program-level assessment efforts and processes as detailed in each department or program’s Assessment Plan.

Faculty Council

The Faculty Council of New Mexico State University Carlsbad is a standing committee whose purpose is to help sustain the college’s system of shared governance by facilitating communication between the faculty and the administration.

The Faculty Council consists of five elected positions. Faculty concerns may be submitted (anonymously, if desired) to the Faculty Council for consideration and communication to the Administrative Team. Submissions may be made to any Council member or by default to the Council Chair via a form on the NMSU Carlsbad website. <https://carlsbad.nmsu.edu/faculty/faculty-council/nmsu-carlsbad-faculty-council-response-form/>

Adult Education Program (AE)

The Adult Education Office is in room 207, extension 1250.

The New Mexico State University Carlsbad Adult Education (AE) mission is to provide adult learners the opportunity to acquire and improve the academic and life skills necessary to enhance the quality of life as workers, family members and citizens of Southeastern New Mexico.

Note: The AE does not charge for classes, services, or textbooks.

The AE program offers the following services:

- Preparation for the General Educational Development (GED®) high school equivalency test
- Instruction in English as a Second Language (ESL)
- Help for students who need to meet employment requirements
- Help for students in upgrading their basic literacy skills
- Help for students who need to upgrade skills for entry into the work force
- Help for students who need to prepare for college or university programs
- Help for students who wish to improve their skills for personal benefit.

The primary goal of the Adult Basic Education program is to provide a bridge to the academic and vocational programs at NMSU Carlsbad and state-wide post-secondary education.

Library

The library is located in room 206, extension is 331.

The physical space includes public computers and a student computer lab, exhibit and instruction areas, charging stations, children's reading area, study areas, service desk, and a scanning station. The lab contains workstations (PC and MAC) and a laser printing service for NMSU faculty, staff, and students. A copy machine is available for faculty and staff.

Library online resources are available to NMSU Carlsbad faculty, staff, and students on campus and remotely. While NMSU affiliates are the primary clientele of the campus library, all area residents and visitors of Eddy County are welcome at the NMSU Carlsbad campus library during regular library hours. Links to general New Mexico State Library learning tools for residents are available from the NMSU Carlsbad library webpage. Wired and wireless Internet access is available in the library.

The physical library contains approximately 20,000 items including media, monographs, graphic novels, journals, magazines, and local and national newspapers. The NMSU universal catalog provides access to digital and print materials. Materials not owned by the Carlsbad campus may be requested from other NMSU system libraries. This service is only available to NMSU system faculty, staff, and students.

The director of library services offers in-library and in-classroom training session, by request. Sessions are offered to NMSU Carlsbad campus faculty, staff, and students. Sessions may include a library tour, demonstration of database access and use, limited technology equipment training (projectors, DVD, and VHS players), and information literacy sessions.

Requests for training session must be submitted to the director of library services at least 5 days prior to the expected session date. If requesting a special topic, requests must be submitted 14 days in advance. Availability is not guaranteed until confirmed by the director of library services.

Audio/Visual equipment requests must be submitted at least 24 hours prior to use. Instructors may obtain the requested equipment at the library and should return it as soon as possible. Instructors are responsible for the equipment until it is returned to a member of the library staff. Any malfunctioning equipment should be reported to a library staff member immediately.

Learning Assistance Center (L.A.C.)

The Learning Assistance Center is located in IB 253, 575.234.9315

The Learning Assistance Center (L.A.C.) is NMSU Carlsbad's tutoring center that offers all NMSU students free tutoring in all developmental- and college-level courses. In addition, the L.A.C. offers assistance in test preparation, specifically for the ACCUPLACER placement exam and the HESI A2.

The L.A.C.'s mission is to provide all students with student-centered and directed academic support services to help them become self-confident, independent learners who succeed in current and future college courses.

The L.A.C. is staffed by both full- and part-time tutors in a variety of subjects. Students may walk-in or may schedule an appointment with specific tutor. All individual and small-group tutoring sessions are fifty (50) minutes long. The L.A.C.'s facilitates tutoring in formats such as individual sessions, small group sessions, review workshops, or in the classroom via the embedded tutoring program.

Learning Technology Center (L.T.C.)

The Learning Technology Center is in Main 211, 575.234.1259.

The L.T.C staff supports faculty and students taking online classes through training on the learning management system in order to address technology issues and ensure ease of accessibility. The L.T.C provides professional development for faculty and staff in order to improve course design and development of the online courses. The L.T.C facilitates the process of Quality Matters (QM) professional development. Faculty is encouraged to complete the QM Rubric and become Peer Reviewers. A variety of professional development workshops (Microsoft 365, Canvas, etc.) are offered by the LTC staff. Contact the L.T.C. to access the training schedule, or to make an appointment for a one-on-one training session.

The L.T.C. semester hours are Monday-Thursday from 8:00am-6:00pm Friday from 8:00am-5:00pm.

Information Technology

Located in CS/CECHS 314, 575.234.1448

The ICT department supports all of the technology needs for the NMSU Carlsbad campus faculty and staff. Requests for computer/technology repairs, technology services, equipment/supplies

purchases, and general requests for information can be made through multiple platforms. For non-urgent requests, you may submit them via the SchoolDude Work Order system (NMSU Carlsbad website / “Faculty and Staff” page) and within one business day we will be addressing your request. If you require a more immediate response you may call the ICT Help Desk at 1448 (14IT) from any on campus phone, including classroom phones, or 234-9448 from any phone. This line is monitored throughout ICT’s normal hours of operation. We can also chat with you online during normal business hours from wherever you are in the world, using almost any internet connection. To initiate a chat session visit CarlsbadICT.nmsu.edu and click on any available Technician to start a chat session. Then if you need them to look at your computer the Technician can initiate a remote desktop session and work on your computer immediately, even if you are not on campus. Finally, if you want a little exercise you can always stop by the ICT Help Desk and ICT Department located in the Computer/Electronics building (now unofficially known as the Carlsbad Early College High School) CS/CECHS 314.

ICT’s normal hours of operation are Monday through Friday 8:00am to 5:00pm. All work orders submitted after hours will be addressed the next business day.

Security

NMSU Carlsbad has Level 3 Security from 7:30 am – 11:00 pm Monday through Friday, and Saturday from 8:00 am to 2:00 pm during the school year. Coverage is from 6:30 am through 10:30 pm Monday through Thursday during the summer. We have mobile security at night during non-business hours. The guard can be reached by going to the Information Desk in the Business Office, by calling 575.234.9200, or by using any internal telephone and pushing “0”. Security makes rounds throughout the campus during the above hours. Any questions or special concerns should be directed to the staff in the Business Office.

Student Services

The Office of Student Services, under the direction of the Vice-President of Student Services, provides information and assistance to all registered and prospective students. This office is responsible for admissions and registration, financial aid, academic advising, graduation, student activities, and student discipline. Policies governing student organizations and activities, discipline, and other matters concerning student behavior are outlined in the *Student Handbook*. All students are bound by the provisions of the Code of Conduct contained in that publication. Faculty and staff should be familiar with this code. Matters of academic misconduct should be referred to the vice-president of student services and/or CAO/Provost, while issues pertaining to non-academic misconduct are handled by the office of the vice-president of student services. The CAO/Provost is also the overall campus discipline officer.

Business Office Services

The Business Office is in Main 108, 575.234.1217

Building Keys

Building keys and cards are disbursed by the Business Office staff. Outside door cards, classroom keys, and office keys are distributed to employees upon request and approval. Supervisor approval is necessary for staff members and part time employees. Part-Time employees are issued keys on a daily basis and must return them at the end of the work day, unless approved by the campus President. Students associated with organizations need advisor approval. Each employee obtaining a key or keys needs to complete a “Building Key Contract”. Keys should never be returned to anyone other than Business Office staff.

Business Cards

Business cards should be ordered online (<http://print.nmsu.edu>). The form requires contact information, information to be printed on the card, a delivery location, and the index number of the department to which the cards will be charged.

Lost and Found

Misplaced items found on university property should be turned into the Business Office staff (Main 108). Students, Faculty or staff should check with the Business Office if they have recently misplaced books, keys, cell phones, etc. on campus.

Mailboxes

University mailboxes are located in the hallway between the Business Office (Main 108) and the President’s Office (Main 112). Due to limited space, some faculty and office staff members may share mailboxes. The Business Office staff assigns mailbox numbers and combinations. Outgoing mail for the University is processed in the Business Office, please write the index number on outgoing mail for postage charges and drop in basket at information desk.

Parking Permits

Parking permits are issued in the business office (Main 108). Faculty, staff, and students are required to fill out the “Parking Permit Request Form” to receive a permit sticker. The permit needs to be displayed on your vehicle windshield.

Paychecks

Paychecks will normally be distributed twice each month, on the and end of the month. Faculty members unable to pick up paychecks in person should have prior written permission statements on file in the Business Office, designating the person who will pick them up. Paychecks can be mailed to out-of-town instructors upon request. It is recommended to have paychecks deposited

directly to a bank account by contacting the Office of Human Resources in Main 112, extension 1208.

Photo ID

Faculty IDs are issued at the information desk in the Business Office. New employees will receive an ID upon completion of the “Employee Information Form” provided by the CEO’s Office

Telephones

The switchboard is located in the Business Office at the information desk and is the central number (575.234.9200) coming into the university from which information and transfer calls are processed. All new office phones and numbers are assigned through the Business Office staff as well as repair requests, users’ guides, and miscellaneous assistance.

Travel

Faculty wishing to travel should contact the Business Office to submit travel requests. Travel requests must be made a week in advance for local trips and a month in advance for nation-wide travel. When attending conferences, travel arrangements should be made early enough to take advantage of discounted Early Registration fees.

Supporting documents pertaining to the trip should be brought to the Business Office for the staff to process. Once the Business Office staff has entered the travel information into Trip Direct, it will be routed to the Department Chairs and CAO/Provost for approval. Travel arrangements cannot be made until the travel request form is approved.

Business Office personnel will process registration fees, make air travel arrangements, and reserve university vehicles or rental cars. Faculty members using their own vehicles will be reimbursed according to the rental rate. If a faculty member chooses to process their own air travel arrangements, airfare may be reimbursed prior to the trip provided that the employee submits proper paperwork, such as a flight itinerary and proof of payment.

Faculty members are responsible for taking care of hotel reservations and their own meals while traveling. Faculty members will be reimbursed on a per diem basis for hotel arrangements and meals.

As soon as the faculty member returns from the trip, they must inform travel personnel in the Business Office of departure and return times, provide necessary receipts, and report any meals or expenses paid for by someone else. The faculty member will be notified by email or telephone when their reimbursement voucher is ready to be signed.

For up to date policy and information, please see <http://travel.nmsu.edu/>.

Use of University Vehicles

Faculty members intending to use NMSU Carlsbad vehicles for official university business trips out of Carlsbad will complete a travel request. The travel request includes reservation of the vehicle and is obtained from the Business Office in Main 108, ext. 1406. Local use of NMSU Carlsbad vehicles is reserved a week in advance, if possible, through the Business Office.

To drive a university vehicle, all employees must have completed the Drivers Improvement Course and received an NMSU driver's permit. This permit must be renewed on a regular basis. Once an employee's driving record has been approved by Las Cruces, a Driver's Safety Card will be issued. Keys are signed out by the faculty member prior to travel. A gate key is included on the key ring for early morning departures or after-hour returns. Drivers must comply with all speed limit laws without exception. Credit cards along, with WEX Fuel Card, are also checked out for fuel charges for university vehicles only. Vehicles are located in the gated area and may be accessed by exiting the outside door by room Main 227 on the second floor of the main building. The NMSU Carlsbad Official Vehicle Use Report is provided in each vehicle and must be filled out and returned with the keys and credit cards to the Business Office. It is the faculty member's responsibility to return the vehicle to the university with more than ½ of a tank of gas.

Facilities, Maintenance and Housekeeping

The direct URL for School Dude is <https://login.myschoolbuilding.com/msb>

Facilities Use Requests

Faculty members requiring the use of campus facilities outside their normally assigned spaces must contact the Business Office (Rm. 108) and fill out a "Facilities Use Request" form. This form must also be filled out by outside agencies wishing to use university facilities for any non-academic event. The form can be obtained in the Business Office and should be filled out at least two weeks prior to the anticipated event.

Work Requests

Faculty members with issues that need to be addressed by the Maintenance Department should submit a work order through Schooldude (NMSU Carlsbad website / Faculty and Staff / Maintenance Request) or call the Information/Help Desk at ext. 1406 for assistance in entering a work-order request.

IT can resolve many computer issues by using the NMSUC Support icon on the desktop. IT will generate a work order through Schooldude for these incidents. Other issues to be addressed by IT are submitted through Schooldude (NMSU Carlsbad website / Faculty and Staff / IT Request), or by calling the IT Help Desk at ext. 1448 for assistance in submitting a work-order request.