



Southeast New Mexico College



FACULTY HANDBOOK

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2022-2023



Southeast New Mexico College

Southeast New Mexico College
1500 University Drive
Carlsbad, NM 88220

<https://senmc.edu>
(575) 234-9200

Additional resources can be found at the SENMC website <https://senmc.edu>.

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INTRODUCTION

This handbook will serve as a reference guide, not a comprehensive for SENMC 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 SENMC Policy Manual available at <https://senmc.edu/policies/index.html>.

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 Vice President of Academic Affairs (VPAA) and Faculty Senate will be the designated body to resolve the disagreement.

The Faculty Senate will update this document each academic year, in the fall semester. Every three years, or as needed, the Faculty Senate will revise this document.

HISTORY OF SOUTHEAST NEW MEXICO COLLEGE

Southeast New Mexico College (SENMC) was established in 1950 as the State's first community college and was named the Carlsbad Instructional Center. Ten years later, the Center was renamed as a branch campus of New Mexico State College System. In 1980, the campus was relocated to a new building, which was expanded with an additional wing of classrooms in 1987. In 1996, computer facility wing for occupational programs was added to the existing facilities. The newest building, the Allied Health Center was completed in 2011 to house programs in Nursing and Allied Health.

The College celebrated its 70th year record of accomplishments on October 2, 2020. Throughout its existence, the College has helped shape lives and in turn, shape the community of Carlsbad. The College appreciates the continued support of Carlsbad and Eddy County community. Effective July 1, 2021, SENMC Carlsbad started another phase of its rich history by transitioning from NMSU Carlsbad to Southeast New Mexico College as an independent community college.

Southeast New Mexico College (SENMC) is accredited by the Higher Learning Commission. For 1998, 1999, and 2000, SENMC was the only two-year college in the state to be recognized consecutively by Quality New Mexico. SENMC has a student population of approximately 2,000 students, approximately 41 full-time faculty members, 63 part-time faculty members, and 72 full-time staff members.

SENMC MISSION AND VISION STATEMENTS

<https://senmc.edu/about-us/index.html>

Mission of the College

The mission of SENMC is to provide educational programs, training, and services that best serve our diverse students, communities, and industry.

Vision Statement

Building bridges to a better life through education.

Institutional Values

Southeast New Mexico College is committed to and demonstrates:

P--Persistence

R-- Resilience, respect, and resourcefulness

I--Inclusion and integrity

D--Diversity

E--Excellence

ACCREDITATION

SENMCM 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 SENMCM 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 SENMCM 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 SENMCM 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 VPAA, with the approval of the President and in collaboration with department chairs/directors, 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 and websites. In collaboration with the President and the Director of Human Resources, the VPAA will appoint a search committee. The search

committee chair, in collaboration with the appropriate personnel from the HR office, will arrange for interviews, candidate travel, contact of references, and recommendations for hire.

In a tenure track faculty search, the chairperson must be a tenured faculty member, and preferably, the chair of the department.

Rank

The following defines the four levels of academic rank found at SENMC. All section numbers refer to SENMC's Promotion and Tenure Procedure Manual, found at https://senmc.edu/faculty-and-staff/senmc_promotionandtenureprocedure.pdf

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 Section 6 in the Promotion and Tenure Procedure 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, part 2.

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, 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 college, including documented evidence that demonstrates improvement in instructional effectiveness.

An Instructor can apply for promotion to the rank of Assistant Professor only after serving two years as Instructor. The application can be submitted at the beginning of the third year in the rank of Instructor (with promotion to the rank of Assistant Professor the following year).

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, 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 college mission through outreach/extension activities, all of which are negotiated by the allocation of effort.

An assistant professor can apply for promotion to the rank of Associate Professor only after serving two years as Assistant Professor. The application can be submitted 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.

An Associate Professor can apply for promotion to the rank of Professor only after serving two years in that rank. The application can be submitted 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 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 11)

For more information, please see the SENMC Promotion and Tenure Procedure at https://senmc.edu/faculty-and-staff/senmc_promotionandtenureprocedure.pdf

Duties and Responsibilities

Rules governing the activities and conduct of regular faculty are found in these SENMC publications: the SENMC Policy at <https://senmc.edu/policies/index.html> and the SENMC Promotion and Tenure Procedure Manual found at https://senmc.edu/faculty-and-staff/senmc_promotionandtenureprocedure.pdf

Duties and responsibilities specific to SENMC 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 SENMC, 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 SENMC 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 SENMC criterion
- Inform VPAA 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 online student evaluations for each course
- Have in-class faculty/VPAA 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 VPAA 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 SENMC policies and regulations
- Plan and manage appropriate budgets

Committee Service

Committee service is an important part of a full-time faculty member's duties at SENMC. It represents a vital aspect of continuous improvement and shared governance. In their first academic year, new faculty members should serve on one committee. After the first year, all full-time faculty members—tenured, tenure-track, and non-tenure track College Faculty—are required to serve on two standing committees. Faculty members who are elected to committees such as the Promotion and Tenure committee, or who serve as Faculty Senators for their departments, will have their standing committee obligations reduced accordingly.

Faculty members are appointed to standing committees by the VPAA and President. Ideally, faculty interests, strengths, and departmental needs should be considered when appointments are made in the summer. Elected committees are typically formed in the spring. Please see the SENMC Promotion and Tenure Procedure at https://senmc.edu/faculty-and-staff/senmc_promotionandtenureprocedure.pdf and the SENMC Faculty Senate Constitution for more details on elected committees.

Standing committee members terms are two years, but committee members may request to remain on a committee if they so choose. Maintaining continuity is encouraged in order to advance the goals and charge of each committee.

Committee chairs should be elected by the committee during the first meeting of the academic year. Committee chairs serve for two years in that capacity. Committee chairs typically are required to attend the Steering Committee meetings. In that case, the committee chair's committee obligation is met by serving on the standing committee they chair and the Steering Committee. After two years of service as committee chair, the chair will step down from that position, and a new chair will be elected by the members of the committee. It is recommended that the new committee chair should have at least one year of service on the committee before becoming chair.

In most cases, a department chair should not serve as a standing committee chair, unless having a department chair as standing committee chair is required by the charge of the committee. Department chairs may serve in elected committee leadership roles such as chair of Promotion and Tenure or Faculty Senate President.

Standing Committees and Charges

Steering Committee: To develop, implement, monitor, and improve plans to address strategic planning, continuous improvement, and leading and communicating for the college.

Assessment Committee: To develop, implement, monitor, and improve assessment of student learning.

Curriculum Committee: The mission of the SENMC Curriculum Committee is to review and recommend degree and certificate plans, programs, and courses that address the needs of our students, community and service area. The committee provides direction for planning, developing and implementing new academic and workforce programs. The Curriculum Committee ensures that SENMC course offerings are integrated, comprehensive, and rigorous.

Distance Learning Advisory Committee: The Distance Learning Advisory Committee focuses on the application of best practices and on quality course design education practices for SENMC distance education courses.

Developmental Education Committee: To research, discuss, implement, and monitor best practices in developmental education to foster student success in college-level courses – adopt data-driven processes.

Diversity Committee: The Diversity Committee Mission at Southeast New Mexico College is to create a culture of inclusion across Southeast New Mexico College and the surrounding community. The Diversity Committee Vision at Southeast New Mexico College encourages a respectful and welcoming learning environment that values diversity and inclusion.

Facilities & Instructional Operations Committee: to develop, implement, monitor, and improve instructional support services and institutional facilities.

Persistence and Completion Committee: To collaboratively develop and monitor plans to improve persistence and graduation rates.

Stakeholders and Collaborative Relations Committee: To develop, implement, monitor, and improve plans to address internal and external stakeholder needs.

Elected Committees

Faculty Senate

Faculty Senate consists of one elected representative from each academic department and a President, elected by the faculty. The purposes of the Southeast New Mexico College Faculty Senate shall be to:

- serve as the exclusive representative of the Southeast New Mexico College faculty to the college administration and Board of Trustees in academic and professional matters and the determination, formulation, and implementation of educational policy;
- advise the College President on matters of importance to the college and faculty;
- promote communication, collaboration, and professional development among the faculty and between the faculty and other groups;
- maintain and promote the standards and ideals of the profession;
- serve as the voice of the faculty in shared governance;
- protect and preserve academic freedom;
- provide an open forum for the free discussion of academic and professional issues;
- negotiate and advocate for faculty hiring, salary structure, benefits, promotion and tenure, and other employee matters;
- negotiate other academic and professional matters as mutually agreed upon between the administration, Board of Trustees, and the Senate.

For more information, please see the SENMC Faculty Senate Constitution at <https://senmc.edu/documents/southeast-new-mexico-college-faculty-senate-constitution.approved5.4.22.pdf>

Promotion and Tenure Committee

SENMC has one college promotion and tenure committee. Promotion and Tenure Committee membership is determined by election. The committee will be comprised of six members. An alternate may be elected to read portfolios should a conflict of interest be made known. Because the college may have a limited number of faculty members, Department Chairs and Program Directors (who typically have teaching responsibilities) may serve on the SENMC Promotion and Tenure Committee.

For more information, please see the SENMC Promotion and Tenure Procedures at https://senmc.edu/faculty-and-staff/senmc_promotionandtenureprocedure.pdf

Assessment

Department chairs 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 three-year cycle.

- Faculty will submit assessment reports based on the schedule determined by their department chair or program director in accordance with the timeline for submissions of assessment provided by the VPAA. It is the duty of the faculty to submit this report on time. The extent and content of

each report is determined by the department chair or program director, as they deem appropriate. It is the duty of the department chair or program director to report to the VPAA completion of this task for each faculty they supervise before the VPAA 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 VPAA will not see their report in TaskStream. If this is the case, the department chair must acknowledge the contribution of each faculty in their assessment report and additionally report the contribution of each faculty to the VPAA so as to not affect the evaluation of the faculty that reported this way negatively.
- Most departments will continue their assessment cycles by repeating the three-year cycle stated above. However, the text above allows the department chair 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.
- Department chairs and directors will be responsible for assessing the rigor of courses offered in their departments annually. Such an effort may include group norming, class observations, Canvas observations, or other applicable measures.
- Student evaluations of instruction are loaded into the Canvas Shell for each faculty member, and faculty members are encouraged to remind students to complete the evaluations. As student evaluations are critical in continuous improvement of teaching, the promotion and tenure process, and in annual evaluation, faculty members should strive to increase student completion of the evaluation instrument on Canvas. Department chairs and directors may request access to student evaluations for their faculty from the appropriate administrative staff member.

Assessment Calendar (Academic Year 2019-2026)

Event	Date
Assessment & Strategic Planning Retreat	Last Tuesday in July
Fall Assessment In-Service / Faculty Development Day	Last Friday in August
Academic Program Reviews (3-Year Cycle)	April 30
Fall Assessment Day / Workshop	Second Friday in November
Fall Course Outcomes Assessment	January 30
Graduate Exit Exam/ETS Proficiency Profile Test	First and second week in March
Executive Team Assessment Day	Last Friday in March
Persistence and Completion Day / Workshop	Second Friday in April
Program Outcomes Assessment	May 15
Spring Course Outcomes Assessment	June 1
Institutional Outcomes—Student-centric	June 1
Institutional Outcomes--KPIs	June 15

Assessment Committee

The Assessment Committee is one of SENMC'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 VPAA (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 SENMC 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.

Other Duties as Assigned

The President and/or VPAA may assign other duties.

Teaching Term

All non-tenured full-time faculty are employed on an annual nine-month contract. Tenured full-time faculty are employed on a continuous nine-month basis.

Adjunct faculty are employed on semester contracts.

Summer Session Teaching

Faculty members on nine-month contracts and tenured nine-month faculty members are under no obligation to teach during the summer sessions. Departments will use the following guidelines in determining summer teaching assignments within the department's FTE summer allocation:

- 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.
- After student needs, continuing tenured and tenured-track faculty will have priority in teaching assignments.

SENMC 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.

The total allowed teaching load for all summer sessions combined cannot exceed 12 credit hours.

Teaching Load

The standard teaching load is 27 - 30 credit hours per academic year equating to 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 VPAA and/or 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 VPAA and/or President
- Overload teaching assignment will earn additional pay based on the current adjunct credit hour pay and the faculty member's degree. Overload pay is paid at the same rate as adjunct's per credit hour. Faculty with a terminal degree earn an additional \$50 per credit hour.
- There is a maximum overload of 1.5 FTE for all faculty. For regular full-time faculty with 1.0 FTE = 15 credit hours, the 1.5 FTE would be 22 credit hours. For a department chair with 1.0 FTE = 9 credit hours, the 1.5 FTE would be 13 credit hours.
- The faculty member has the option to accept an overload assignment. There will be no mandatory overload assignments.
- Agreements to teach overloads and compensation for doing so will be written either in traditional hardcopy or in an email between the VPAA and the department chair. This document will be shared with Human Resources for payroll purposes. (The VPAA will determine whether or not courses taught as an independent study constitute an overload.)

Allocation of Effort (AOE) and Annual Performance Review (APR)

Full-time faculty members are evaluated for the contract/academic year. Full-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 VPAA. The fillable AOE form document is available through a link on the SENMC website. <https://senmc.edu/faculty-and-staff/index.html>

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

The VPAA conducts an Annual Performance Review (APR) each summer 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 and the Annual Performance Review are

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

Although Leadership is not a criteria category of the SENMC Allocation of Effort, demonstrations and achievements in Leadership may be recorded as appropriate in each of the previous four criteria categories.

Student evaluations, faculty meeting attendance, and assessment compliance, as evidenced by the use of TaskStream, are also components of the Annual Performance Review. Student evaluations and assessment compliance are documented in the "Teaching and Related Activities" category of the APR, and faculty meeting attendance is documented in "Service." The final Allocation of Effort form and the VPAA's Annual Performance Review are very important in the promotion and tenure process.

Promotion and Tenure

Promotion and tenure procedure can be found at (https://senmc.edu/faculty-and-staff/senmc_promotionandtenureprocedure.pdf). Only tenure-track faculty 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 VPAA 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 VPAA to discuss overall job performance.

SENMC Policy can be found at Southeast New Mexico College Board Policy Section C – Human Resources – 1000 Promotion and Tenure Policy <https://senmc.edu/policies/index.html>

SENMC Promotion and Tenure procedure can be found at https://senmc.edu/faculty-and-staff/senmc_promotionandtenureprocedure.pdf

Adjunct Faculty

Appointment

Identification of a potential adjunct faculty member can be made either by the VPAA 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 VPAA 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 VPAA, 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 SENMC 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](#)").
- Submit their Early Performance Grades and Final Grades on time.
- Advising students regarding academic and professional issues
- Complying with college 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.

ACADEMIC DEPARTMENT CHAIRS

Chairs Selection Process

Senior faculty members (Professor or Associate Professor) serve as Academic Department Chairs. However, the VPAA, in consultation with the President, may approve a faculty member with lower rank to serve as department chair. The selection of the chair position 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 desire to serve) or by formal vote of confidence and consensus recorded in an e-mail to the VPAA.

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 that extending the time of service is 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.

Department chairs and directors will be responsible for assessing the rigor of courses offered in their departments annually. Such an effort may include group norming, class observations, Canvas observations, or other applicable measures.

B. 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 (Instructor and Assistant Professor) and adjuncts' syllabi each semester. The department chair is responsible for ensuring an effective departmental evaluation of teaching.

C. Effective Management

The department chair must ensure the effective administration of the department, including keeping the faculty fully informed of department and college 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, and webpage and catalog revisions. The department chair is responsible for submitting final schedules, textbook orders, and webpage and catalog revisions.

D. Departmental Advocate/College 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. The most important department activities in the development of faculty, programs, research, and service are done in close partnership with the office of the VPAA of the college.

E. Liaison to VPAA

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

F. Policy Compliance

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

G. Role in Recruitment

The Search Committee Guidelines will be provided by the department chair for tenure-track faculty positions. The department chair or director should work in collaboration with the VPAA to maintain appropriate staffing levels. Department chairs and directors are also tasked with finding, in collaboration with the VPAA, adjunct instructors with appropriate credentials to teach classes as needed.

H. 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 VPAA—in the annual review documents. Procedurally, a junior faculty member should be observed at least twice before applying for promotion and/or tenure.

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

FACULTY GRIEVANCE PROCEDURE

A faculty grievance process is an important component of any institution to address and resolve conflicts that arise between faculty members, immediate supervisors, and/or the college administration. Faculty and academic administrators alike are strongly recommended to pursue informal discussions, mediation or alternative forms of dispute resolution services available on campus to resolve contested matters at the lowest administrative level possible, and avoid escalation of a dispute and polarization of the Parties' positions. Failing informal resolution, this document provides the rules and procedures by which a formal fact-finding hearing is conducted by a Grievance Review Committee comprised of faculty peers, followed by a final decision by the President. If the faculty member is not satisfied with the decision of the college president, they may appeal to the SENMC Board of Trustees.

Step 1: Informal Resolution

The faculty member should attempt to resolve the issue informally with the individual(s) involved. This could include discussing the matter with the department chair, program director, or other relevant college personnel, such as the Director of HR or the Vice President of Academic Affairs.

Step 2: Formal Grievance

If the issue remains unresolved, the faculty member may file a formal grievance with the Grievance Review Committee.

Timing: Failing resolution through alternative dispute resolution, the Faculty member submits a written grievance within thirty (30) Days from the date of the action or inaction giving rise to the grievance. The thirty (30) Day deadline may be waived by the GRC in cases alleging a “continuing violation” where the most recent incident alleged occurred within the thirty (30) Day period, or where ongoing and genuine efforts during the pre-grievance stage caused a delay in filing, or other good faith extenuating circumstance.

The grievance must be in writing and include the following information:

Grievance Format:

1. The grievance will be in memo format, with the subject line indicating that it is a Faculty grievance and the Respondent(s) named therein (e.g. “SUBJECT: Faculty grievance versus Respondents ABC and GHI”).

2. The grievance memo, limited to 5 pages excluding attachments, will:

- a. Identify the Grievant(s) by name, job title, phone number, mailing address, SENMC email address, and the method by which they may be readily contacted;
- b. Identify the Respondent(s) by name, job title, phone number, and e-mail address;
- c. Identify the issue(s) in dispute, including the specific allegations against each named Respondent;
- d. Identify any individuals with personal knowledge regarding the issues in dispute, including contact information for the individual;
- e. Identify efforts made to date to resolve dispute;
- f. Outline the points in support of the Grievant’s position, referencing any supporting documentation;
- g. State the desired outcome of the grievance;
- h. Include the statement “By signing this grievance, I hereby verify that the facts I have alleged in this grievance are to the best of my knowledge and belief true and accurate.”;
- i. Contain the signature of the Grievant with the date signed; and
- j. Attach or reference any supporting documentation;

Notice: If after preliminary review, the GRC accepts the grievance for hearing, the Grievant will electronically send a copy of the grievance to:

1. The named Respondent(s);
2. Grievant’s and Respondent’s supervisors.

Step 3: Grievance Review Committee

Upon receiving the formal grievance, the college administration should establish a Grievance Review Committee (GRC) to review the grievance. The GRC should be composed of four faculty members chosen from the standing committees.

In years ending in an even number, the faculty members shall come from the following committees:

- Assessment Committee
- Curriculum Committee
- Distance Learning Advisory Committee
- Developmental Education Committee

In years ending with an odd number, the faculty members shall come from the following committees:

- Diversity Committee
- Facilities and Instructional Operations Committee
- Persistence and Completion Committee
- Stakeholder and Collaborative Relations Committee

In addition to the faculty members selected from the standing committees, a member of the Faculty Senate shall serve as a member of the GRC. A chair should be elected for the GRC, and this chair should be a tenured faculty member. Majority rules in all GRC votes, but vote totals will not be made public, to shield GRC members from any possible repercussions.

Faculty Consultant: Either Party (Grievant or Respondent) may enlist the aid of a Faculty Consultant whose role will be to provide guidance directly to the Party. The role of Faculty Consultant does not include actively advocating on behalf of the Party in official communications or at the formal hearing. It is the responsibility of the Party to keep the Faculty Consultant informed. If a Party requests assistance in obtaining a Faculty Consultant, the Faculty Senate President or their designee will appoint a senior faculty member to serve in that capacity.

- 1) **Review by Quorum:** Within ten (10) Days of receipt of the grievance, at least a quorum [three (3) members] of the GRC will convene to review the grievance and determine whether or not the Grievant has standing has filed timely regarding an issue that may be grieved under this rule.
- 2) **Decision to Accept or Decline Grievance:** The GRC will vote to either accept the grievance for formal hearing or to decline to hear the matter. Guidance is provided below regarding the types of issues the GRC will accept.
 - a) **Subject Matters within GRC's Purview:** The GRC may hear matters involving alleged violation of college policy, rules or procedures or appeals from administrative decisions and other administrative actions perceived to be unfair or unprofessional, provided college policy, rules or procedures do not otherwise provide or prohibit a dispute resolution process.
 - b) **Subject Matters Outside of GRC's Purview:** There are several areas outside the scope of authority of the GRC; when grievances alleging the following types of matters are filed, the GRC will not accept the grievance and will notify the Parties that the grievance will not be heard.
 - (1) Job direction, including coaching, counseling, and documented warnings provided for purpose of improving work performance;
 - (2) Non-renewal of annual employment contract during probationary period of a tenure-track Faculty member, unless a violation of policy, rule or procedure, or the letter of hire is alleged;
 - (3) The outcome of the promotion and tenure process, unless a policy or procedural violation is alleged to have materially affected the outcome;

- (4) Disputed matters that fall within the jurisdiction of another college body, including but not limited to:
 - (a) Involuntary termination for cause
 - (b) Complaints of unlawful discrimination
 - (c) Disputes involving hostile misconduct in the workplace
 - (5) Reassignment or transfer, provided no change in tenure home, loss in pay or Faculty rank, or other violation of policy, rule or procedure, or letter of hire is alleged;
 - (6) Changes in status of an academic administration position, consistent with policy, rules and procedures and with letters of hire.
 - (7) The substance of a policy, rule or procedure, including established practices, unless it has an alleged unfair impact;
 - (8) A resignation that has been sent and received;
 - (9) Issues that could have been raised in a previous grievance submitted to the GRC involving the same Parties and arising from the same or substantially similar facts, unless new evidence is submitted that is found to be substantive. This exclusion is intended to bar duplicative claims or claims that could have been included in the prior grievance; and
 - (10) Grievances filed past the time limit, unless authorized by a waiver of the time deadline.
- c) *Time Deadlines:* Faculty grievances should be processed as expeditiously as possible.
- (1) Requests for extensions of time may submitted in writing by any Party or GRC official involved in the grievance process. Such requests must justify the request, copy the Parties and be addressed to the GRC. The GRC will grant reasonable requests for extension and notify the Parties about the new deadline.
 - (2) If the personnel necessary for the hearing are not mutually available on the dates and times proposed for the hearing, the Chair may seek the assistance of the VPAA or the Director of Human Resources to resolve scheduling conflicts, or time deadlines may be extended, with notice to the Parties.
- 3) *Communications:* Neither party nor their Faculty Consultant may communicate in any form (e.g. verbal, written, email, text, social media) with the GRC officials about the merits of the grievance. They may seek procedural guidance from the GRC Chair as needed, who will document the communications for the record. Substantive communications which inadvertently happen will be documented via memo for the record and shared with the relevant GRC officials or Parties as appropriate. Under no circumstances will the involved Parties, witnesses or representatives or Faculty Consultants communicate with the President or other designated final decision maker about the grievance.
- 4) *Confidentiality:* Grievances relate to sensitive personnel issues and all SENMC employees and students who acquire knowledge or information relating to a grievance are asked to maintain confidentiality. The outcome of terms of any negotiated mutual agreement resolving a grievance will be only be divulged to personnel with a “need to know” and whose assistance is required in implementing the terms of the agreement.
- 5) *Elimination of Potential Bias:* The GRC Chair and the members assigned to the grievance must be able to serve impartially and fairly. The following guidelines are provided to assist the GRC and the Parties to work through claims of alleged bias or conflict of interest, ideally in the pre-hearing stage.
- i) Any GRC member must disclose actual or potential conflicts of interest immediately, or as soon as it is realized, in order that it may be resolved prior to convening the hearing.
 - ii) A Party, including their representative or Faculty Consultant, must also disclose actual or potential conflicts of interest as soon as it is realized so it may be resolved prior to convening the hearing.
 - iii) Under no circumstances will a GRC member participate in a hearing convened to hear a grievance involving a Party with whom the member has a familial, personal, or close

- professional relationship. A GRC member will not hear a matter involving Faculty from their own academic department.
- iv) If one or more of the witnesses has a close relationship with one of the GRC members, disqualification of the GRC member from service will not be automatic; either the member will recuse voluntarily or the GRC Chair will issue a decision in writing, based upon the specific facts of each case.
 - v) If the Grievant, Respondent, or a witness has had prior contact with a GRC member, disqualification from service will not be automatic; either the member will recuse voluntarily or a the GRC Chair will issue a decision in writing, based upon the specific facts of each case.
 - vi) After consideration of the relevant facts and positions of the Parties, if it is determined that a conflict exists sufficient to call into question the impartiality of the GRC member, the resolution will be either voluntary recusal by the individual alleged to have the conflict or by substitution of a different individual by the appropriate GRC Chair.

Prohibited Retaliation:

1. Retaliation against any person who files a formal grievance, whether accepted or not by the GRC, or against any person involved in the grievance resolution process (e.g. witnesses, administrators) is strictly prohibited.
2. Any claims of retaliation must be reported immediately to the Director of Human Resources.
3. Allegations of retaliation for utilizing this rule or for cooperating with the administration of this rule will be taken seriously, investigated independently from the grievance; and if substantiated, will be grounds for employee discipline up to and including involuntary termination.

Step 4: GRC Investigation

The GRC should conduct an investigation, including gathering information from all relevant parties, and provide a written report to the college president. The report should include findings of fact, conclusions, and recommendations for resolving the grievance.

Step 5: Decision and Resolution

The college president should review the GRC's report and make a decision regarding the grievance. The decision should be communicated in writing to the faculty member who filed the grievance, as well as to the other relevant parties. If the decision includes a remedy, the college administration should take prompt action to implement it.

Step 6: Appeal

If the faculty member is not satisfied with the decision of the college president, they may appeal to the SENMC Board of Trustees. The appeal must be in writing and submitted within 10 working days of the college president's decision. The Board of Trustees should review the grievance and make a final decision.

Step 7: Record Keeping

The college administration should maintain records of all grievances, including the informal resolution attempts, the formal grievance, the GRC's report, the college president's decision, and any appeals. These records should be kept confidential and only disclosed on a need-to-know basis.

By following this process, SENMC can ensure that faculty grievances are handled in a fair and consistent manner, promoting a positive and collaborative work environment.

INSTRUCTIONAL POLICIES

Course Syllabus

A link to the course syllabus template can be found on the SENMC web page (Faculty & Staff / Faculty Resources / Syllabus Template). The course syllabus is a learning contract among SENMC, 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 VPAA 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 SENMC 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.

Course Duration

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

Final Examinations

SENMC 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. 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 the SENMC Registrar. 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.

Grades/Grading

The course instructor has primary responsibility for instruction and grading. The traditional A, B, C, D, and F system is used at SENMC, 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 SENMC 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 (SENMC home page/My SENMC/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 college 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-	Below-average work	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 Anthology 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 VPAA.

The instructor will state in writing on the I Grade Information Form the steps necessary to complete the remaining coursework. The student will sign this document, or the 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).

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.

Posting Final Grades

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

Semester Length and Parts of Term

SENMC 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 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. SENMC 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 VPAA in advance.

Instructor Absence

If an instructor must be absent from class, he/she should notify the department chair, or the VPAA by submitting a "Faculty Absence" form as early as possible prior to the absence (SENMC 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 VPAA.

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 VPAA 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 VPAA if a room change is needed.

If students are not notified, the department chair, director, or the VPAA 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 VPAA.

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 SENMC on a college sponsored events (e.g., SENMC President representing SENMC 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 VPAA at SENMC, 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.

Course Delivery Modalities

Courses at SENMC 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.

Student Conduct

Student conduct is described in the SENMC "Student Code of Conduct." www.senmc.edu

Southeast New Mexico College is not only dedicated to the advancement of knowledge and learning, but also has a concern for the development of responsible, personal, and social conduct. By registering at Southeast New Mexico College, a student assumes the responsibility for becoming familiar with and abiding the general rules of conduct as established in the Student Handbook. Students who are also employees of the College will be covered by employee policies related to conduct and administrative appeal rather than such student policies. <https://senmc.edu/policies/index.html> (*Reference: Policy 100*)

Students at the College neither lose the rights nor escape the responsibilities of citizenship. They are expected to obey both the criminal and civil statutes of the state of New Mexico and the federal government and the College's policies, procedures, rules, and regulations, and may be penalized by the College for violating its standards of conduct even though they are also punished by the state or federal authorities for the same act. <https://senmc.edu/policies/index.html> (*Reference: Policy 100*)

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 SENMC 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 SENMC.

SENMC STUDENT ACADEMIC CODE OF CONDUCT

Section I – General Description

PART I.1: PURPOSE AND OVERVIEW

Overview: SENMC strives to cultivate an academic environment in which student scholarship thrives and is subject to rigorous academic standards. This rule sets the essential expectation for academic honesty for students. This rule provides definitions and roles/responsibilities, and addresses general process issues such as confidentiality, protection from retaliation, avoidance of conflict of interest, timeliness, types of sanctions, and level of Evidence required to prove an academic integrity violation.

Companion Rule (Section II) Provides Procedures: This rule must be read in conjunction with Section II – Procedures , which provides the specific procedures by which allegations of student academic misconduct will be investigated and resolved. Those procedural steps include: initial response upon information indicating a violation of academic integrity, fact-finding investigation, evaluation of the facts and determination of level of sanction, presentation to student for acceptance of responsibility or request for hearing, hearing and decision and opportunity for a final review if a Level 2 Sanction is proposed. Sections I, II and appendices are collectively referred to as the Student Academic Code of Conduct. (*See Appendix – B*, for flowchart diagramming the code’s procedural steps).

PART I.2: NOTICE TO STUDENTS REGARDING ACADEMIC REQUIREMENTS

The Student Academic Code of Conduct is published in the Faculty Handbook and Student Handbook of SENMC. At the beginning of each academic semester or session for each course or academic program, faculty members provide a syllabus or program handbook with expectations for academic performance required by their course or program. Each student is required to comply with the Student Academic Code of Conduct, applicable ethical and other standards required by the specific discipline, as well as the specific requirements stated on each course syllabus or program handbook.

PART I.3: EXPECTATION OF HONESTY IN ACADEMIC MATTERS

SENMC students are expected to maintain high academic, ethical, and professional standards of conduct, which requires honesty in all academic matters. Academic dishonesty may take a variety of forms, including but not limited to those listed below. (*See Appendix – C*).

Cheating or Assisting to Cheat: Cheating, knowingly assisting another in committing an act of cheating, having knowledge of cheating by others and not reporting it, or other form of academic dishonesty. Cheating as used in the Student Academic Code of Conduct includes but is not limited to deceiving,

tricking, defrauding, and/or otherwise taking unfair or unethical advantage of a situation to benefit someone's grade, academic standing or status.

Misrepresentation: Misrepresentation, including non-disclosure when disclosure is required, in the completion of applications or other college records. An example of this would be concealment by a student of the fact they had attended another college or college, with associated failure to cause the registrar of that institution to submit the required transcript, whether or not credit was earned.

Plagiarism: The use of another person's work without acknowledgment, making it appear to be one's own.

Any ideas, words, pictures, or other intellectual content taken from another source must be acknowledged in a citation that gives credit to the source.

The prohibition of plagiarism applies irrespective of the origin of the material, including the Internet, another person's work, unpublished materials, or oral sources.

Intentional and unintentional instances of plagiarism are considered instances of academic misconduct.

Unauthorized Access to or Alteration of Academic Records: 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.

Unauthorized Possession of Academic Material: Unauthorized possession of examinations, any library resources, laboratory materials, or other course-related materials.

PART I.4: DEFINITIONS

Academic Integrity Investigator (AI Investigator): A faculty/program director/advisor who initiate the process for resolving alleged student academic misconduct. The AI Investigator for an alleged Course/Program Level Academic Misconduct (*see* Definition F below) will be the involved faculty member/designee, who may be assisted by the department chair or other academic administrators. The AI Investigator for an alleged College Level Academic Misconduct (*see* Definition E below) will be appointed by the Office of Student Services.

Academic Misconduct Report Form: A checklist provided by the Office of the provost and senior vice president for academic affairs for use by the AI Investigator to document the allegations, the findings and the outcome in matters of alleged academic misconduct (*See Appendix A*).

Beyond a Reasonable Doubt: Beyond a Reasonable Doubt is the evidentiary standard applied in criminal cases presuming the accused to be innocent unless the fact finder is satisfied beyond a reasonable doubt of the defendant's guilt. Beyond a Reasonable Doubt is a stricter burden of proof than Clear and Convincing Evidence, the standard to be applied in assessing whether or not the Student Academic Code of Conduct has been violated.

Clear and Convincing Evidence: Clear and Convincing Evidence is the standard of Evidence required by of the Student Academic Code of Conduct to prove an academic integrity violation. Clear and Convincing Evidence is that which makes it highly probable or reasonably certain that the alleged misconduct occurred. To prove a fact by Clear and Convincing Evidence requires Evidence more than a "Preponderance of the Evidence" and less than "Beyond a Reasonable Doubt". The Evidence must instantly tilt the scales in the affirmative when weighed against the Evidence in opposition.

College Level Academic Misconduct: College Level Academic Misconduct is academic misconduct other than Course/Program Level Academic Misconduct. It pertains more generally to the student's general academic standing and may include allegations such as falsification of college records, misrepresentation regarding previous transcripts or degrees or forgery. For College Level Academic Misconduct, the registrar or designee will be responsible as the AI Investigator.

Course/Program Level Academic Misconduct: Course/Program Level Academic Misconduct is that which would affect a student's academic standing in a course or academic program, and may include allegations such as plagiarism on a course assignment, cheating on an exam, or alteration of a faculty member/academic administrator's grade book. For Course Level Academic Misconduct, the faculty member or appropriate academic administrator associated with the course or academic program will be responsible as the AI Investigator.

Day: When a time limit refers to "Day", it refers to college faculty work days rather than calendar Days (Monday through Friday), and excludes college closures.

Evidence: Evidence is the proof presented by the involved parties in support of their respective positions which the fact finder(s) assess for reliability and credibility. The Evidence takes a variety of forms and may consist of:

- Documentation,
- Testimony from the involved party or from witnesses, based on personal knowledge or professional expertise,
- Video or audio recording, or
- Other relevant information.

Level I Sanction: Level I sanctions for intended for first time violations and for less serious (e.g. unintentional) breaches of academic integrity. Level I sanctions are limited to one or more of the following:

Verbal warning issued in coordination with the Academic Conduct Officer, to ensure the student signs the Academic Misconduct Report Form, acknowledging receipt of the warning, and for central documentation;

- Requirement to re-do an academic assignment;
- Imposition of a failing grade on an assignment; or
- Reduction of final grade in course by one letter grade.

Level II Sanction: Level II sanctions are imposed for repeat violations and more serious breaches of academic integrity by undergraduate students. Level II sanctions are limited to one or more of the following:

Written reprimand issued in coordination with the Academic Conduct Officer, to ensure the student signs the Academic Misconduct Report Form, acknowledging receipt of the warning, and for central documentation;

- Imposition of a failing grade in the course;
- Disciplinary probation for a specified time period;
- Disciplinary suspension for a specified time period;
- Disciplinary dismissal for a specified time period; or

- A notation of academic misconduct on the student's official transcript.

Preponderance of the Evidence: Preponderance of the Evidence is an evidentiary standard in some civil cases and is a lower burden of proof than Clear and Convincing Evidence, the standard to be applied in assessing whether or not the Student Academic Code of Conduct has been violated. New Mexico law defines Preponderance of the Evidence as the greater weight of the Evidence, or that something is more likely true than not true.

Resolution Meeting: An informational meeting scheduled by the Academic Conduct Officer once the facts and an appropriate sanction have been determined, to allow the parties to discuss the findings, any additional or disputed facts, and to explore whether or not the student wishes to accept responsibility and the sanction proposed, or whether the matter needs to be set for a hearing for disputed facts to be resolved by the Hearing Panel.

Student Academic Code of Conduct: Section I and Section II together constitute the SENMC Student Academic Code of Conduct.

PART I.5: ROLES AND RESPONSIBILITIES

Academic Conduct Officer (ACO): An individual designated by SENMC. The duties will include:

Providing procedural guidance relating to matters involving alleged academic misconduct to students, faculty and academic administrators, the registrar or designee and any hearing official charged with responsibility pursuant to the Student Academic Code of Conduct.

facilitating the hearing process;

Other duties related to the administration of the Student Academic Code of Conduct.

If the ACO becomes the Academic Integrity Investigator in a student academic misconduct allegation, the ACO is to be recused and whose duties will be transferred to the Vice President for Academic Affairs while the case is open.

Academic Integrity Investigator (AI Investigator): Upon noticing a possible student academic misconduct, the AI Investigator timely (*See* Section II Part II.2.C) submits the Academic Misconduct Report Form to the ACO to initiate the procedure for resolving the allegation as defined in Section II of the Student Academic Code of Conduct. It is the responsibility of the AI Investigator to coordinate with the ACO and to fairly and promptly find the facts in accordance with the Student Academic Code of Conduct.

Hearing Panel: Three members (one academic administrator, one faculty member and one student) appointed by the Vice President for Academic Affairs conduct an administrative hearing when alleged academic misconduct is contested. For cases involving Level 1 Sanctions, the Hearing Panel issues the final decision.

Student: Each student has a responsibility to report any observed or reasonably suspected academic misconduct to the relevant faculty member or academic administrator or to the Academic Conduct Officer, as well as a duty to cooperate in any investigative or administrative proceeding as may be requested or required by those charged with administering the Student Academic Code of Conduct.

Student Advisor: A person chosen by the accused student to provide consultation, guidance and/or support to the student through the various procedural steps outlined in the Student Academic Code of Conduct. If the student needs assistance in identifying someone to serve as advisor, the ASSENMC will

designate someone to serve in such capacity on the student's behalf. The student advisor must not actively advocate or participate in the proceedings.

Vice President for Academic Affairs (VPAA): The VPAA selects the members of the Hearing Panel and provides the final administrative review of Level 2 academic misconduct matters, based on the record received from the Hearing Panel. In case there is a conflict of interest that involves in the Academic Conduct Officer, the VPAA assumes the duties of the ACO.

PART I.6: GOOD FAITH AND PROTECTION FROM RETALIATION

All individuals involved in the processes outlined in the Student Academic Conduct Code must act with honesty of intention when reporting, investigating and taking administrative action relating to alleged violations. Individuals who believe they are being retaliated against because they have in good faith reported a suspected violation, investigated a claim of academic dishonesty, cooperated in an investigation, testified or provided other Evidence during a hearing, conducted a hearing, imposed or proposed a sanction, issued a determination or decision, or otherwise taken action authorized by the Student Academic Code of Conduct, must report the retaliation promptly. If the claim is against a student, it should be reported to the Student Services. If the claim is against a faculty member or other employee, it should be reported to Human Resources. Allegations of retaliation will be investigated independently and objectively; corrective and/or disciplinary action will be administered as warranted by the findings.

PART I.7: TIMELINESS

AI Investigators and other officials with responsibility under the Student Academic Code of Conduct will perform their duties in a timely manner, which may include seeking an extension of time. The first request for an extension by either party will generally be granted by the Academic Conduct Officer. Second or subsequent requests for time extension from a party may be granted by the Academic Conduct Officer with consent from the other party, or when reasonable cause is shown. If the AI Investigator, any hearing official or the Academic Conduct Officer reasonably requires an extension of time, a notice will be sent to the parties, informing of the extended date by which the action will be taken, with weekly status reports until the action is concluded. All time extensions and status reports will be documented by the Academic Conduct Officer for the record.

PART I.8: CONFIDENTIALITY

An allegation of academic dishonesty is a serious matter, and may cause harm to a student's prospective academic or professional career. The internal investigation, hearing processes, and sanctions imposed, if any, will be administered using discretion and kept confidential on a "need to know" basis. Any college representative or student who becomes privy to the matter must maintain confidentiality. If other students are involved (e.g. as a witness), they will be instructed to maintain confidentiality. *See Also* Section II, Part II.2.A. (Anonymous Reports).

PART I.9: FAIRNESS AND AVOIDANCE OF CONFLICT OF INTEREST

Fairness Generally: SENMC officials will perform their duties required by the Student Academic Code of Conduct in a thorough and impartial manner. No individual involved in an alleged violation of the Student Academic Code of Conduct shall seek to directly or indirectly influence the outcome or obtain relief from an SENMC official.

Resolution of Perceived and Actual Conflicts of Interest: As early as possible in the process, actual and perceived conflicts of interest should be disclosed or otherwise brought to the attention of the Academic Conduct Officer or VPAA, if the conflict involves the Academic Conduct officer. If a person alleged to

have a conflict of interest will not voluntarily recuse themselves from an official role or duty, a decision will be made by the Academic Conduct Officer or VPAA, as appropriate, to ensure a fair hearing process. The issue to be decided will be whether a reasonable person would believe that the facts presented would render the person accused of having the conflict to be unable to serve impartially. If an individual recuses themselves or is excused, alternate Hearing Panel members will be appointed by the VPAA, or if it involves the Academic Conduct Officer or VPAA, the Campus President will designate an alternate, respectively.

Section II – Procedures to Respond to Allegations of Student Academic Misconduct

PART II.1: PURPOSE AND OVERVIEW

Vice President for Academic Affairs: The VPAA as the chief academic officer for Southeast New Mexico College delegates the responsibility for holding students accountable in instances involving student academic misconduct to the official identified in the Student Academic Code of Conduct.

Companion Rule (Section I) – General Description: This rule must be read in conjunction with Section I – General Description, which sets the essential expectation for academic honesty throughout the college system, provides definitions, roles and responsibilities, and addresses general process issues such as confidentiality, protection from retaliation, avoidance of conflict of interest, timeliness, types of sanctions, and level of Evidence required to prove an academic integrity violation. Sections I, II and appendices are collectively referred to as the Student Academic Code of Conduct.

Overview of Section II Procedures: This procedure applies when faculty, academic administrators or the College Student Records Office officials observe, suspect or receive a third party report about possible academic misconduct. It provides a fair, expeditious and streamlined process by which allegations of academic misconduct will be resolved. *See Appendix - B*, a flowchart which diagrams the procedural steps, including initial response, fact-finding investigation, evaluation of the facts and determination of level of sanction, presentation to student for acceptance of responsibility or request for hearing, and the hearing and final review processes through final decision.

PART II.2: INITIAL RESPONSE TO ALLEGATION

Anonymous Reports: Anonymous complaints must be investigated. The anonymity of the reporter may affect the ability to investigate, but does not preclude an investigation. Reporters may be assured that confidentiality will be maintained to the extent possible; however, due to the need to interview witnesses and report to supervisors, absolute confidentiality is not possible. All college personnel and students involved in investigative, disciplinary, hearing or final review processes are required to maintain confidentiality. *See Also Section I, Part I.8 (Confidentiality)*.

Determination of AI Investigator: To determine who should investigate an alleged occurrence of academic misconduct will depend upon whether it occurs in the context of a course or academic program, or whether it occurs more generally within the college. *See Section I, Part I.4, Definitions F and E*. Typically, the faculty member in coordination with academic administration will investigate, because the majority of the cases involve Course/Program Level Academic Misconduct.

Use of Academic Misconduct Report Form: The Academic Misconduct Report Form is to be used by the AI Investigator to facilitate the investigation and subsequent administrative action. (*See Appendix – A*). No later than five Days (*see Section I, Part I.4 Definition G*) of learning of a possible academic misconduct, the AI Investigator should document the pertinent facts and allegations on the form and confidentially transmit a copy of the partially completed form to the Academic Conduct Officer. If the AI

Investigator does not initiate the process of resolving allegations of academic misconduct by using the Academic Misconduct Report Form within five Days learning the possible academic misconduct, the allegation may be dismissed.

Notification to Student: Unless one of the exceptions in the subsections below applies, the Academic Conduct Officer will notify the involved student(s) about the allegations either in person or via secure official SENMC email. Notice (in the form of the partially completed Academic Misconduct Form) will be given no later than five Days from the Academic Conduct Officer's receipt of the allegations from the AI Investigator. The notice must refer the student to this policy.

Notice need not be provided to the student if the Academic Conduct Officer concludes that even if the allegations asserted on the academic misconduct form were true, that the facts would not constitute a violation of academic integrity. In such circumstances, the Academic Conduct Officer will close the matter and notify the AI Investigator, and forward the documentation to the VPAA.

If the Academic Conduct Officer concludes that due to the nature of the allegations, notification to the involved student(s) would impede the investigation (e.g. Evidence might be destroyed, Evidence of collusion might be compromised). In such circumstances, the Academic Conduct Officer will coordinate with the AI Investigator and provide notice with sufficient time for the student to be able to respond to the allegations during the investigation.

Notification to VPAA: When an investigation is commenced or at an appropriate time thereafter (*see* D.2 immediately above), the Academic Conduct Officer will inform the VPAA that that a case involving a student is pending.

PART II.3: FACT FINDING INVESTIGATION

Each Case is Different: Depending upon the nature of the allegations and complexity of each case, the time required for each investigation will vary. Complex cases may involve the gathering of documentation, interviewing third parties, assessing witness credibility, consulting with experts in the pertinent field, or pursuing other methods and techniques aimed at discovering relevant Evidence. Other cases may not be complex, nor involve an abundance of Evidence.

Expeditious Investigation and Resolution: It is intended that these matters will be resolved as expeditiously as possible, typically within 15 Days after the AI Investigator informs the Academic Conduct Officer of the violation of academic integrity. Time extensions may be sought, particularly for complex cases, pursuant to Section I, Part I.7.

Interview of Student During Investigation: At the appropriate time(s), depending upon the nature of the case, the charges and the evidence will be discussed with the student, to give the student an opportunity to provide additional facts, including identification of witnesses not yet interviewed who may have relevant information.

PART II.4: EVALUATION OF FACTS AND DETERMINATION OF APPROPRIATE SANCTION

Evidentiary Standard: Clear and Convincing Evidence must be found to conclude that a violation of academic integrity has occurred. (*See Section I*, Part I.4, Definitions D and H.)

Determination of Appropriate Level of Sanction: The level of sanction for an offense substantiated by an investigation will depend on the severity of the offense. An offense is considered more serious when it is

a second or subsequent offense. Level I sanctions are imposed for lesser offenses. Level II sanctions are imposed for serious offenses, including repeat offenses.

The AI Investigator and Academic Conduct Officer must confer about the investigative findings and discuss whether they support a finding of an academic integrity violation, and if so, what type of sanction would be appropriate. If they do not reach consensus, the Academic Conduct Officer jointly with the AI Investigator will contact the VPAA for guidance.

If it is concluded that the facts do not support a finding of an academic integrity violation by Clear and Convincing Evidence, the matter will be closed and the Academic Conduct Officer will record the final disposition of the matter as “allegations not substantiated/case closed” on the Academic Misconduct Report Form. The Academic Conduct Officer will send a copy of the form to the student, with an invitation to meet to discuss, at the student’s discretion. Neither the fact of an investigation nor the lack of finding will be reflected on the student’s official academic record.

If it is concluded that the facts support a finding of an academic integrity violation by Clear and Convincing Evidence, the AI Investigator will complete the Academic Misconduct Report Form indicating the facts found and the Level I Sanction to be imposed, or the Level II Sanction being proposed, attach copies or reference the supporting evidence (e.g. documentation or description of anticipated witness testimony), and send to the student, with a duplicate copy to the Academic Conduct Officer. The student must be informed that Level I Sanctions will be imposed (unless otherwise agreed at the Resolution Meeting), in contrast with Level II Sanctions which are proposed pending final resolution. The student is required to respond on a form provided by the Academic Conduct Officer indicating one of the following:

The student accepts the findings and the sanction [*case will be closed and sanction imposed*];

The student accepts the findings, but contests the sanction [*case will be set for Resolution Meeting*];

The student contests the findings, but accepts the sanction despite not agreeing with the factual findings [*case will be closed and sanction imposed*]; or

The student contests both the findings and the sanction [*Level I sanction will be imposed unless timing for imposition is otherwise modified during the Resolution Meeting; Level II sanction remains proposed and case will be set for Resolution Meeting*].

If the student does not submit the written response within 10 Days, the Academic Conduct Officer will send the parties a notice of Resolution Meeting.

If either party does not appear for the Resolution Meeting and absent emergent or other circumstances beyond the person’s control, the Academic Conduct Officer will close the matter in favor of the individual who appeared for the Resolution Meeting.

PART II.5: RESOLUTION MEETING

The purpose for the Resolution Meeting is to bring the parties together to discuss the facts which support the finding of an academic integrity violation and the sanction, findings and sanction, explore possible resolution, and inform about the next steps in the process.

Mutual and Final Resolution:

If after discussion, the student elects to accept responsibility for the findings and the sanction, or disputes the facts yet accepts the sanction, a resolution will be documented on the Academic Misconduct Report Form or a supplement thereto, and must be signed by the parties.

If as a result of the discussion, the student provides evidence not available previously during the investigation or other mitigating facts that warrant modification to the findings or to the sanction, this will be documented by addendum to the Academic Misconduct Report Form. If the student accepts the sanction after modification to either the findings or to the sanction, the parties shall sign the addendum indicating their approval for the matter to be closed without further hearing.

Partial Mutual Resolution: If the addendum modifying the Academic Misconduct Report Form as indicated above only partially resolves the dispute, the addendum signed by the parties must clarify the remaining issues to be heard.

Level I Sanction or Findings Contested: If the findings or a Level I Sanction is contested, the Academic Conduct Officer will set the matter for hearing. Additionally, the Academic Conduct Officer may consider and grant any specific request that might be made relating to the timing or logistics of the imposition of the Level I Sanction, after hearing the position of each party relative to such request.

Level II Sanction or Findings Contested: If the findings or a Level II Sanction is contested, the Academic Conduct Officer will set the matter for hearing.

Coordination regarding Hearing Date: If the matter is contested, before the Resolution Meeting is adjourned, the Academic Conduct Officer will obtain the parties' availability for the hearing to be set with a Hearing Panel.

PART II.6: HEARING TO CONTEST FINDINGS OR SANCTION

Notice of Hearing: The Academic Conduct Officer will send notice of the hearing to the student and to the AI Investigator within ten Days of the Resolution Meeting, to take place no later than twenty Days from the date of that meeting, unless agreed to otherwise by the parties. The notice of hearing must be delivered via secure official SENMC email, or as otherwise agreed to by the parties. The notice must identify the date, time and location for the hearing. It must also identify the members of the Hearing Panel by name and job title, to facilitate early resolution of conflicts of interest.

Pre-Hearing Exchange of Evidence: No later than 5 Days prior to the hearing, the parties must electronically submit to the Academic Conduct Officer and to the other party a list of witnesses and copies of the documentation they intend to present at the hearing. The Academic Conduct Officer will distribute to the Hearing Panel. If either party needs assistance in obtaining the cooperation of a witness who is either a student or an employee, the Academic Conduct Officer will work with the VPAA to ensure that the witness is notified and arrangements made for the witness to attend the hearing. Telephonic or other electronic participation should be permitted for the convenience of the witness.

Hearing must be Recorded: The Hearing Panel and the Academic Conduct Officer must coordinate to ensure that the Evidence presented by all parties is preserved for the record, by audio or other method of recording. Documents should be identified for the record by the party who submitted the evidence. The college is not responsible to produce transcripts of the hearings, but the Academic Conduct Officer will provide a copy to the parties upon request.

Burden of Proof: The burden of proving the academic conduct violation by Clear and Convincing Evidence is on SENMC. The AI Investigator or other academic investigator, on behalf of SENMC, must present the Evidence to the Hearing Panel first. Time will be reserved to allow SENMC to rebut Evidence

presented by the student. The Hearing Panel must allot sufficient time to each party to present their case, and may set reasonable limitations as needed to maintain order and to complete the hearing in a reasonable amount of time, based on the complexity of each case.

Presentation of Evidence by the Parties: The parties may each present evidence to the Hearing Panel in the form of documentation, witness testimony, their own testimony, as well as in the form of questions to the other party relating to their evidence or testimony or questions to the witnesses called by the other party. The Hearing Panel may but is not required to ask questions of the parties and the witnesses. Student Advisors (*See* Section I, Part I.5.E.) must not actively advocate during the hearing.

Maintaining Order During Hearing: The Hearing Panel members, or Hearing Panel chair if one is identified, or the Academic Conduct Officer are authorized to take action to maintain order and decorum during the hearing, and may recess as may be necessary or requested by the parties.

Deliberations Outside Presence of Parties: At the conclusion of the hearing, the parties will be excused, and the Hearing Panel will deliberate and reach a majority decision. Absent a time extension (*See* Section I, Part I.7), the Hearing Panel will issue its decision in writing within ten Days following the date of the hearing.

If the Hearing Panel finds an academic integrity violation, the decision must describe the Clear and Convincing Evidence in the record which supports the panel's findings and the sanction. A sanction imposed or proposed and contested by the student shall not be increased in severity by the Hearing Panel.

If the Hearing Panel finds insufficient evidence to support the charges, the Hearing Panel must describe the lack of Clear and Convincing Evidence. If the Hearing Panel finds insufficient evidence to support the charge and a Level I Sanction had already been imposed, the Hearing Panel must direct that the sanction be reversed. (Level II Sanctions should not have been imposed yet.)

Decision Final for Level I Sanction: For Level I Sanctions (*See* Section I, Part I.4. Definition I.), the Hearing Panel's decision is final.

Decision with Level II Sanction Must Advise of Right to Final Review: In cases where the Hearing Panel imposes a Level II sanction (*See* Section I, Part I.4. Definition J.), the decision must provide a reference to the parties' right to seek a final review of the findings or sanction consistent with Part II.7 below.

PART II.7: RIGHT TO FINAL REVIEW OF LEVEL II SANCTION BY VICE PRESIDENT for ACADEMIC AFFAIRS

Initiation of Final Review: A student or the AI Investigator may request a final review by the Office of the provost and senior vice president for academic affairs in matters involving Level II Sanctions by submitting a request for final review, attaching a copy of the Hearing Panel's decision, to the VPAA within 5 Days after receipt of the decision. A copy of the request for final review must also be sent to the Academic Conduct Officer and to the other party.

ACO Assembles Hearing Record for VPAA: Upon receipt of the request for final review, the Academic Conduct Officer will assemble the hearing record (the Academic Misconduct Form, documentation presented by the parties and the recording of the hearing) and deliver to the VPAA. If the Academic Conduct Officer cannot provide the record within ten Days after receipt of the request for final review, the parties and the provost or designee must be notified about the need for additional time, and must notify all parties in writing when the hearing record has been delivered.

Vice President for Academic Affairs Review and Final Decision: The VPAA will review the hearing record and issue a written final decision on behalf of the college within 20 Days after the date of receipt of the hearing record, absent notification to the parties that an extension of time is necessary, in which case the parties will be kept apprised of the status on a weekly basis until the final decision is issued. The VPAA or designee may uphold, reverse or modify the Hearing Panel's decision, based on Clear and Convincing Evidence in the record or based on substantial procedural error having the potential to materially affect the outcome of the hearing. The final decision will be issued to the parties, with a copy to the Academic Conduct Officer, confidentially via hand-delivery or secure official SENMC email and U.S. Mail.

PART II.8: IMPLEMENTATION OF SANCTIONS; INTERNAL AND EXTERNAL REPORTING DUTIES

Timing for Imposition of Level II Sanctions: Level II Sanctions will not be imposed until after the hearing and any final review has been completed. In the event the sanction involves a suspension or dismissal, implementation of the sanction may be deferred to the end of a semester, at the discretion of the VPAA.

Administrative Action Pending Completion of Sanction: The student must comply with any sanction imposed by acceptance of responsibility at the Resolution Meeting or by imposition after hearing and/or final review. College officials may take administrative action necessary to ensure that the terms of the sanction are completed before the student will be permitted to continue formal studies or extracurricular activities at SENMC (register for next semester, receive certificates or diplomas etc.)

Impact of Allegation/Investigation on Pending Studies: Unless the disciplinary sanction specifically provides for an interim suspension for campus safety reasons, the pendency of an investigation or proceedings under the Student Academic Conduct Code will not prevent a student from attending classes they are currently enrolled in or completing extracurricular commitments.

Findings Recorded in Student Services: A finding of an academic integrity violation becomes part of the student's educational record maintained by the Office of Student Services.

ACO Reports Final Outcome to VPAA: The Academic Conduct Officer will report the final outcome of each academic conduct matter to the VPAA.

PART II.9: REQUESTS BASED ON NEWLY DISCOVERED EVIDENCE

Requests Based on Alleged New Evidence: In addition to the provision at Part II.5.B above, whereby new evidence may be brought to the AI Investigator's attention during the Resolution Meeting and result in amendment to the Academic Misconduct Report Form, if a party claims to have discovered new evidence relevant to the case after the completion of the investigation or other step in the proceedings which the party claims would have altered the outcome reached as of that point, it will be submitted to the Academic Conduct Officer, along with a specific request for action (e.g. request to re-open investigation, to re-open hearing or to set aside final decision).

Review by ACO: The Academic Conduct Officer will consider whether or not that evidence reasonably should have been discovered previously, and whether the proffered evidence would have materially altered the outcome. The Academic Conduct Officer will allow the other party to provide a position statement on the request. After consideration of the position of each party, the Academic Conduct Officer is authorized to decide the appropriate procedural response and may consult with the VPAA prior to issuing a response to the parties.

ACO Determines Relief: If the Academic Conduct Officer determines that the evidence proffered was not reasonably discoverable during the investigation, and is not likely to materially alter the outcome, the Academic Conduct Officer may direct that the matter be stayed pending re-opening the investigation, re-convening the hearing. or conducting a new hearing, depending upon the circumstances, to consider the additional evidence.

Appendices

Appendix – A: Academic Misconduct Report Form



Academic Misconduct Report Form

Academic Integrity (AI) Investigator (*Printed Name*) _____ Dept. _____

AI Investigator E-mail Address _____
Phone _____

Course No. / Title (*if applicable*) _____ Date _____

Student's Name (*Print*): _____ Student ID # _____

Description of Alleged Misconduct (*attach addendum as needed*)

Summary of Findings (*attach addendum as needed*)

AI Investigator/ACO Decision about Level of Sanction to be Imposed or Proposed:

Level I Sanction _____ Level II Sanction _____

The AI Investigator and involved student are to initial below on the lines accurately reflecting the disposition of the Resolution Meeting, and then sign at the bottom of the form. The Academic Conduct Officer (ACO) serves the role as a neutral informational resource regarding process for both parties, and will facilitate the accurate completion of this form.

INITIALS:

- _____ The student has been notified of the findings, supporting evidence and **Level I Sanction** to be imposed.
- _____ The student accepts responsibility for the findings and the **Level I Sanction** and does not request a hearing to contest the matter.
- _____ The student contests the findings or the **Level I Sanction being imposed** and requests a hearing. The Level I Sanction will ___ will not ___ be imposed pending the hearing and decision by Hearing Panel.
- _____ The student has been notified about the findings, supporting evidence and proposed **Level II Sanction**.
- _____ The student accepts responsibility for the findings and the **Level II Sanction** and does not request a hearing to contest the matter.
- _____ The student contests the findings or the proposed **Level II Sanction** and requests a hearing. *[Note: Absent a basis for an interim suspension, A Level II Sanction is not to be imposed pending the hearing and decision by Hearing Panel and any subsequent request for final review.]*
- _____ The parties have discussed the evidence in support of the findings and mutually agree to modify the findings or the sanction as follows (*attach addendum as needed*):

ACO completes: *The student has requested a hearing.* *The student has not requested a hearing.*

(Comments:)

By their signatures below, the parties and the Academic Conduct Officer hereby confirm that the above is an accurate description of what transpired during the Resolution Meeting.

AI Investigator Name Printed	AI Investigator Signature	Date
Student Name Printed	Student Signature	Date
ACO Name Printed	ACO Signature	Date



ACO DOCUMENTS FOR EACH CASE:

Date ACO received notice of allegation From the AI Investigator:

Date notice of alleged breach of AI and investigation given to student: _____ and explanation, if notice delayed based on exception (attach addendum as needed):

Date notice sent to student that complaint failed to allege AI violation or evidence did not support finding of AI violation (with offer to meet, at the student's discretion):

Date of Resolution Meeting: _____

Date of Hearing with Hearing Panel: _____

Date Request for Final Review Received: _____

Date Hearing Record Assembled for Final Review and Delivered to Office of VPAA: _____

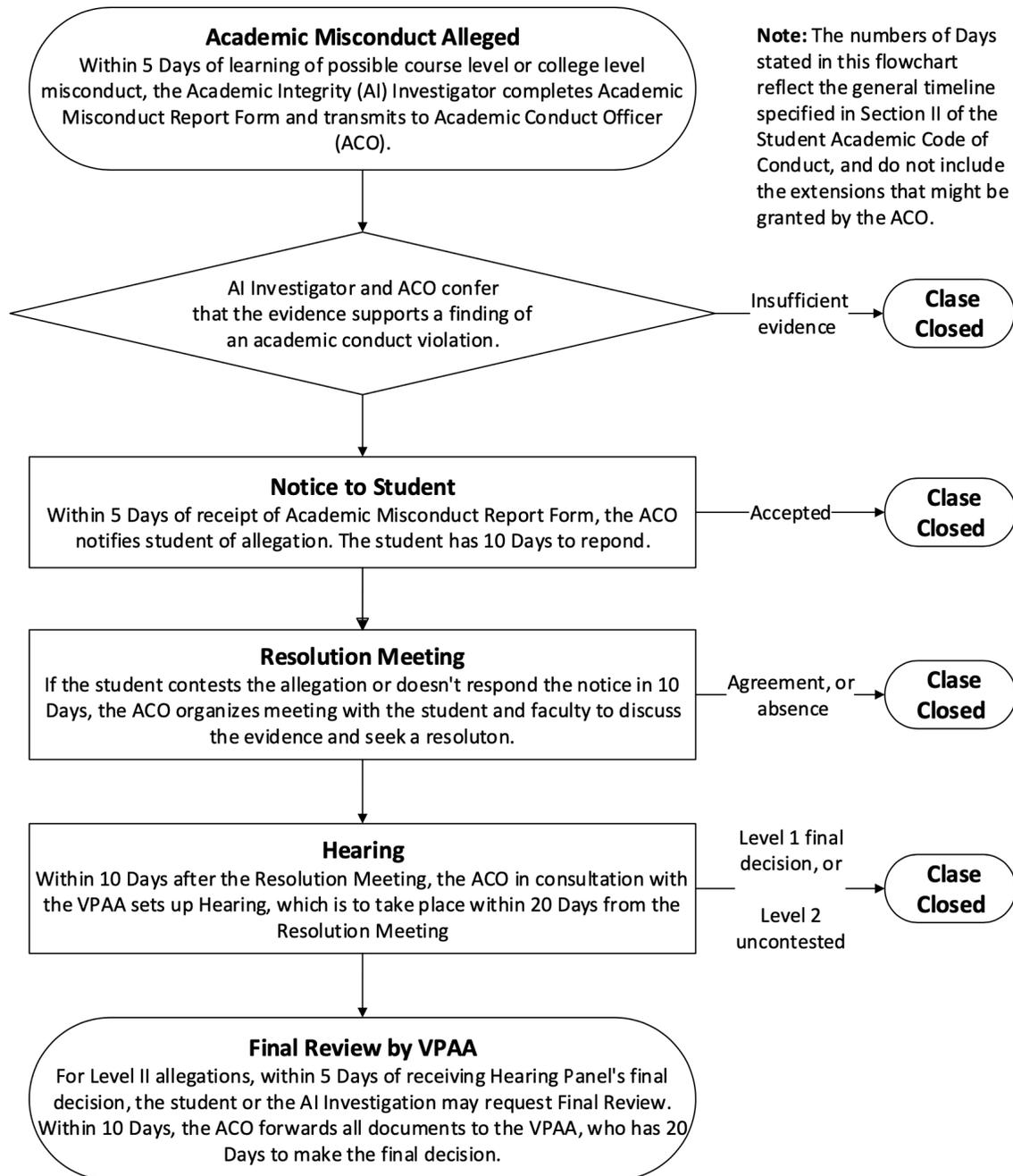
Date of VPAA's Final Decision: _____

Final Outcome (attach addendum as needed):



Appendix – B: Flowchart for Procedures Resolving Alleged Student Academic Misconduct

Appendix - B Flowchart of Procedures Resolving Alleged Student Academic Misconduct



Appendix – C: Examples of Academic Misconduct

This list serves as a guide to students, faculty, and administrators for use in determining whether a particular action or attempted action would be considered a breach of academic integrity. This list is for illustrative purposes and is not exhaustive.

Cheating

- Copying or attempting to copy from others during an exam or on an assignment.
- Communicating answers with another person during an exam.
- Preprogramming a calculator to contain answers or other unauthorized information for exams.
- Using an electronic device (cell phone, camera) to capture, transmit or receive information during an examination when such usage is prohibited by course or instructor policy.
- Using unauthorized materials (prepared answers, written notes, or concealed information) during an exam.
- Allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term-paper service.
- Submission of the same assignment for more than one course without prior approval of all the instructors involved.
- Collaborating on an exam or assignment with any other person without prior approval from the instructor.
- Taking an exam for another person or having someone take an exam for you.
- Creating multiple accounts for an online homework system (one to get the answers, the second one to enter the answer and receive credit)

Plagiarism

Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source, for example:

- Wholesale copying of passages from works of others into your homework, essay, term paper, or dissertation without acknowledgment.
- Use of the views, opinions, or insights of another without acknowledgment.
- Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment.

Course Materials

- Removing, defacing, or deliberately keeping from other student's library materials that are on reserve for specific courses.
- Contaminating laboratory samples or altering indicators during a practical exam, such as moving a pin in a dissection specimen for an anatomy course.
- Selling, distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.

False Information and Representation, Fabrication or Alteration of Information

- Furnishing false information in the context of an academic assignment.
- Failing to identify oneself honestly in the context of an academic obligation.

- Fabricating or altering information or data and presenting it as legitimate.
- Providing false or misleading information to an instructor or any other college official.

Theft or Damage of Intellectual Property

- Sabotaging or stealing another person's assignment, book, paper, notes, experiment, project, electronic hardware or software.
- Improper access to, or electronically interfering with, the property of another person or the college via computer or other means.
- Obtaining a copy of an exam or assignment prior to its approved release by the instructor.

Alteration of College Documents

- Forgery of an instructor's signature on a letter of recommendation or any other document.
- Submitting an altered transcript of grades to or from another institution or employer.
- Putting your name on another person's exam or assignment.
 - Altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process.

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 SENMC 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.

FACULTY LEAVE TYPES OVERVIEW

Listed below are brief summaries of the different leave types. Details regarding procedures for requesting leave and the impact on SENMC benefit programs can be found by contacting HR at hr@senmc.edu.

Annual Leave (12 month)

- Regular full-time 12-month employees earn 10 work days per year or accrue 3.34 hours per pay period.
- 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)

- Regular full-time 12-month employees earn 12 work days per year or accrue 4 hours per pay period.
- 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).

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

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)

Leave will not be charged to a regular employee who is interviewing for a position within the college.

Employee Assistance Program

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)

- 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 as 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).

Educational Leave With Pay (12 and 9 month)

- 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 normally for the purpose of taking coursework toward a degree, professional licensure or certificate which is related to the individual's college 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)

- 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 college 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)

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)

SENC 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.

Family and Medical Leave (12 and 9 month)

- 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 college for at least 12 months (does not have to be consecutive) and have worked at least 1,250 hours for the college 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 – To request FMLA please e-mail hr@senmc.edu

Jury Duty and Court Witness (12 and 9 month)

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)

- 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 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)

- 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.

Military Leave (Regular Employees)

- 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)

- 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 college 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 college 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)

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 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 HR Director 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.

CAMPUS RESOURCES

Business Office

Business Office Services

The Business Office is in Main 108, 575.234.1217.

Pay (Online Services)

Faculty pay is processed through the SENMC Payroll Office, (575-234-9213).

If you have general payroll questions listed below, please contact HR at (575) 234-9208, Payroll at (575) 234-9213 or payroll@senmc.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

SENMC pays employees semi-monthly on the 15th and last day of the month. If the regular pay date falls on Saturday, Sunday or official SENMC holiday, paychecks are issued the preceding workday. Regular and adjunct faculty and exempt staff are paid current.

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.

Faculty 12 Month Appointments

All 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, 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 adjunct faculty will receive a paycheck on the 15th and the last working day of the month. These payments are made current.

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.

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.

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.

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 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 through the business office. The form requires contact information, information to be printed on the card, and the index number of the department to which the cards will be charged.

Paychecks

Paychecks will normally be distributed twice each month, on the 15th 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 254, extension 1208.

Photo ID

Faculty IDs are issued at the information desk in the Business 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 college from which information and transfer calls are processed. All new office phones and numbers are assigned through IT 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 VPAA 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 SENMC 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.

Faculty members may request a travel advance for ninety percent of meals and lodging. If the faculty member does not have lodging reservations at the time of the advance, the per diem rate will be used to calculate the advance.

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.

Use of SENMC Vehicles

Faculty members intending to use SENMC vehicles for official SENMC 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 SENMC vehicles is reserved a week in advance, if possible, through the Business Office.

To drive a SENMC vehicle, all employees must have completed the Drivers Improvement Course and received a SENMC driver's permit. This permit must be renewed on a regular basis. Once an employee's driving record has been approved by Business Office, 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 SENMC 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 SENMC 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 college 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 SENMC 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 (SENMC 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 SENMC 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 (SENMC website / Faculty and Staff / IT Request), or by calling the IT Help Desk at ext. 1448 for assistance in submitting a work-order request.

Lost and Found

Misplaced items found on SENMC 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

SENMC 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 SENMC is processed in the Business Office, please write the index number on outgoing mail for postage charges and drop in basket at information desk.

Information Technology

Located in CS/CECHS 314, 575.234.1448

The ICT department supports all of the technology needs for the SENMC 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 (SENMC 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. 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

SENMC 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. Security can be reached by cell phone at (575)302-2444.

Adult Education Program (AE)

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

The Southeast New Mexico College (SENMC) Adult Education Program provides a learning environment which fosters student success, encourages life-long education, and meets changing community needs.

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

Library

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

The physical space includes public computers and a student computer lab and in-library use laptops, exhibit and instruction areas, charging stations, children’s reading area, study areas, service desk, and a scanning station. The lab contains PC workstations and a laser printing service for SENMC faculty, staff, and students. A copy machine is available for faculty and staff.

Online research tools, digital newspapers, and databases are available to SENMC faculty, staff, and students on campus and remotely. Video streaming licenses are also available to faculty, upon request, for use with teaching assignments. While SENMC affiliates are the primary clientele of the SENMC library, all area residents and visitors of Eddy County are welcome at the SENMC library during regular library hours. Links to general New Mexico State Library learning tools for residents are available from the SENMC library webpage. Wired and wireless Internet access is available in the library, and throughout the campus.

The physical library contains approximately 20,000 items including media, graphic novels, journals, magazines, and local newspapers. The SENMC universal catalog provides access to digital and print

materials. An Interlibrary Loan service is provided to SENMC faculty, staff, and students who require print resources or digital journal articles not available by the institution.

The director of library services offers in-library and in-classroom training session, by request. Sessions are offered to SENMC faculty, staff, and students. Sessions may include a library tour, demonstration of database access and use, research skills, and information literacy sessions.

Requests for training session must be submitted to the director of library services at least 2 days prior to the expected session date. If requesting a special topic, requests must be submitted 7 days in advance. Availability is not guaranteed until confirmed by the director of library services.

Audio/Visual equipment (VHS player and projector) 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 SENMC's tutoring center that offers all SENMC 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.

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 VPAA, while issues pertaining to non-academic misconduct are handled by the office of the Vice-President of Student Services. The VPAA is also the overall college discipline officer.