

New Mexico State University Carlsbad

FACULTY HANDBOOK

2016 - 2017



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

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INTRODUCTION

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

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

Revision History

HISTORY OF NMSU CARLSBAD

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

NMSU CARLSBAD MISSION AND VISION STATEMENTS

Mission of the College (2015)

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

Vision Statement (2015)

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

Institutional Values

New Mexico State University Carlsbad is committed to and demonstrates:

- Diversity and Inclusion
- Accountability
- Excellence
- Discovery
- Engagement

ACCREDITATION

NMSU Carlsbad has been fully accredited as a degree-granting institution by the Higher Learning Commission of the North Central Association of Colleges and Schools. The associate degree program in nursing offered by NMSU Carlsbad is fully accredited by the National League for Nursing Accrediting Commission. Both the certificate and associate degree programs in nursing are approved by the State of New Mexico Board of Nursing. All vocational programs offered by NMSU Carlsbad are reviewed and approved by the New Mexico State Department of Education's Division of Vocational, Technical and Adult Education.

FACULTY AND INSTRUCTION

Regular Full-Time and Half-Time Faculty

Appointment

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

Rank

According to NMSU and NMSU Carlsbad policy, there are four faculty ranks per track. Non-tenure track ranks include college instructor, college assistant professor, college associate professor, and college professor. Tenure track ranks include instructor, assistant professor, associate professor, and professor.

Pay (Online Services)

Faculty pay is processed through the NMSU Payroll Office, located on the main floor of Hadley Hall, (575-646-1713). The following services are available electronically at <https://hr.nmsu.edu/payroll/>. If you have general payroll questions listed below, please contact the HR Service Center at (575) 646-8000 or hrhelp@nmsu.edu during normal business hours—Monday through Friday 8:00AM to 5:00PM MST:

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

Pay Periods

All faculty members are paid bimonthly. All faculty members are paid on the 15th and the last day of the month for a total of 24 pays per year. (For more specific information, refer to the NMSU Business and Finance Office's electronic Business Procedure Manual, Chapter 5B, Financial Operations –Payroll at <https://af.nmsu.edu/bpm/>).

Full-time faculty members are paid on a semi-current basis; that is, they are paid for services rendered at the end of the pay period worked (e.g. a faculty member works 9/1 – 9/15 and will receive payment for these services on 9/15). Adjunct faculty members are paid on a semi-lag basis; that is, they are paid for services rendered two weeks following the completion of the pay

period (e.g. a faculty member works 9/1 – 9/15 and will receive payment for these services on 9/30).

Pay Dates

- Faculty - 9 Month Appointments have two options:
Academic Year Check Option - will receive eighteen equal checks for the academic year on the 15th and last working day of every month, beginning August 31st and ending May 15th.
Calendar Year Check Option - will receive 24 equal checks on the 15th and the last working day of every month, beginning August 31st
- Exempt Employees and Faculty - 12 Month Appointments - will receive 24 equal checks on the 15th and the last working day of each 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 annually (24 checks) rather than on the basis of an academic year (18 checks). Faculty members will be given the opportunity to modify their pay selection. This form can be accessed from the office of Human Resources, Room CAMA 112C.

Pay Options

Each faculty member must select one of the following pay options:

- Direct payroll deposit
- Picking up check in the Business Office
- Asking the Business Office to mail the check

Duties and Responsibilities

Precise rules governing the activities and conduct of regular faculty are found in these NMSU publications: the *NMSU Carlsbad Faculty Handbook*; the *New Mexico State University Policy and Procedures Manual* available online at <https://hr.nmsu.edu/policy/>; the *NMSU Promotion and Tenure Manual* at <http://provost.nmsu.edu/faculty-and-staff-resources/promotion-and-tenure-2/>; and the *NMSU Community College Promotion and Tenure Policy Supplement* (available under the Faculty/Staff tab on the NMSU Carlsbad website).

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

Instructional

- Prepare, present, and evaluate course materials and instructional strategies and activities that are based upon measurable program goals and measurable course objectives to ensure a positive and favorable learning environment
- Serve as the instructional leader in the classroom, laboratory and clinical setting, integrating and reflecting the basic philosophy and educational objectives of NMSU Carlsbad, and teaching educational content in a logical, organized manner
- Meet all scheduled classes and use class time effectively correct and grade all tests, papers, and projects, and return them to the students in a timely manner; for hybrid and online courses, respond to all student messages within 48-72 hours and return homework assignments within one week

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

Professional

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

Assessment

- Implement and document assessment of student learning outcomes as requested and coordinated by the NMSU Carlsbad Assessment Committee for campus-wide assessment and accreditation efforts. Required assessment activities at NMSU Carlsbad include (a) submitting the “Faculty Assessment Proposal” form, available on the NMSU Carlsbad website (Faculty and Staff/Faculty Forms) at the beginning of each semester, administering and reporting on at least three classroom assessment techniques (CATs) for each class every semester, assessing at least three course objectives for each class every semester, and submitting the results of that assessment to the CAO/Provost. Assessment results for both CATs and measurable course objectives are reported at the end of the semester on the “Faculty Assessment Outcomes” form, which is available online (Faculty and Staff/Faculty Forms; “Faculty Assessment Proposal Form” and “Faculty Assessment Outcomes”).
- Provide students the opportunity to fill out the “Student Assessment of Instruction” form for every class, every semester. Instructor must arrange for a volunteer student to administer the form and ensure that it is returned to the Business Office. Instructors should not be in the classroom when students are filling out the forms.

- Participate in state-wide committees, and post, through the NMSU Carlsbad Assessment Committee, the annual assessment report on-line to the New Mexico Higher Education Department (NMHED)

Evaluation

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

Other Duties as Assigned

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

Teaching Load

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

Teaching Overload

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

- Overload pay must be approved by the CAO/Provost and/or campus president in advance of the teaching activity.
- Instances in which teaching overload is necessary or desired may include but are not limited to
 - abrupt departure of a full-time or adjunct faculty member whose courses need to be covered
 - no qualified adjunct faculty member being available to teach a needed course
 - class enrolling a low number of students needing the class to graduate and no adjunct faculty member being willing to teach it because of its small size
 - class size is small but class needing to be taught for other reasons, such as program startup
 - large student demand for a course is anticipated
 - unanticipated scheduling changes necessary for dual credit enrollment or other outside agency needs
 - in lieu of redirected time assigned to a grant funded project
 - other instances as approved by the CAO/Provost and/or president
- Teaching classes with a “P” designation may result in instructors carrying an overload that will qualify them for overload compensation. In general, an overload teaching assignment will earn additional pay to be awarded for an academic semester.

- The faculty member has the option to accept an overload assignment. There will be no mandatory overload assignments unless they result from a “P” designation formula calculation and do not exceed 3 additional credit hours per semester.
- Agreements to teach overloads and compensation for doing so will be written either in traditional hardcopy or in an email between the CAO/Provost and the faculty member. This document will be shared with Human Resources for payroll purposes. (The CAO/Provost will determine whether or not courses taught as an independent study constitute an overload.)

Course Duration

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

Teaching Upper Division Courses

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

Summer Session Teaching

Faculty members on nine month contracts are under no obligation to teach during the summer sessions. Regular members of the academic faculty will be granted first preference for summer session employment when available. The department head shall make an initial recommendations regarding summer session class offering to CAO/Provost. All teachers to be employed will be notified, normally by April 1, of proposed assignments and salaries. A full credit class shall consist of 8 students. A class with less than 8 students shall be prorated accordingly.

Annual Performance Review (APR)

Full- and half-time faculty members are evaluated for the contract/academic year. Full- and half-time faculty members are required to complete an Allocation of Effort Statement (AOE) each academic year that must be approved by the department chair and CAO/Provost. The AOE form is available through a link on the university’s home page (“Faculty and Staff”/“Faculty Forms”).

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

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

The five components of the AOE form are

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

Promotion and Tenure

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

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

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

Department Chair

Selected regular faculty members assume the role of Academic Department Chairs for at least three-year rotation periods. Academic Chairs supervise various academic and career technical programs. Program growth and quality of instruction depend on the professional attention of Department Chairs whose leadership provides direct faculty involvement in the management of the College.

The duties of the College's Department Chairs are as follows:

- Teach reduced instructional load, 9-month contract (9/10-credit hour semester, with no overloads)
- Review committee assignments, streamlining to what is essential. Department Chairs should not chair a committee, balancing teaching with service, emphasizing duties as Chair.
- \$3,000 annual stipend for duty as chair.

- Develop a schedule of classes prior to each semester and submit it to the CAO/Provost for review and incorporation into the college’s Schedule of Classes.
- Assess full-time non-tenured departmental junior faculty through in-class observations and annual evaluations, in consultation with CAO/Provost’s Office.
- Monitor departmental budgets.
- Initiate and prepare required reports—in particular monthly department meeting minutes (and virtual online faculty meetings) and end-of-semester reports, as needed.
- Assist departmental colleagues in overseeing program reviews.
- Ensure programs comply with institutional, state, and federal agencies where appropriate.
- Review curriculum and degree requirements and recommend changes to the Provost.
- Assist in finding qualified adjunct instructors to recommend to the CAO/Provost for approval process.
- Assist in hiring, mentoring, and reviewing adjunct faculty, both in seat and online. Such duties may be delegated to senior faculty members in the department, as necessary.
- Review designated sections in the college catalog when appropriate and recommend corrections and changes to the Provost’s Office.
- Assist with inventory of equipment, order necessary supplies where appropriate, and recommend future purchases where appropriate.
- Facilitate faculty assessment of student learning outcomes, as needed
- Review for completeness: syllabi (in regard to college syllabus template), Allocation of Effort forms, and student evaluations of instruction.
- Oversee textbook ordering for departmental full and adjunct faculty members.
- Provide leadership to departmental full-time and adjunct faculty members, in concert with the CAO/Provost’s Office.
- Perform other duties as necessary or as requested by the Provost’s Office.

Faculty Leave Types Overview

Listed below are brief summaries of the different leave types. Details regarding procedures for requesting leave and the impact on NMSU benefit programs can be found in the NMSU policy manual or by contacting Benefit Services at benefits@nmsu.edu. Training for all leave types is available on a semi-annual basis through the Center for Learning & Professional Development.

Annual Leave (12 month)

policy 7.20.25

- Regular full-time employees earn 20 work days per year.
- Time is prorated for regular part-time employees.
- Annual leave can be accumulated to a total of 52 working days (416 hours), but only 30 days (240 hours) may be carried forward each July 1st.

Sick Leave (12 month)

policy 7.20.75

- Regular full-time employees earn 12 work days per year.
- Time is prorated for regular part-time employees.

- A doctor's excuse/release should be provided for leave in excess of 3 consecutive days.
- Individual departments may require a doctor's excuse for absences less than 3 days to use sick leave.
- Sick leave may accrue to 800 hours (100 days).

Sick Leave Bank (12 month)

policy 7.20.80

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

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

policy 7.20.05

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)

policy 7.20.10

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

Campus Health Center Visits

policy 7.08

Employees will not be charged leave for visits or appointment at the Campus Health Center or for participation in the Employee Assistance Program (EAP). However, leave must be used when an employee takes a dependent to the Campus Health Center.

Compassionate Leave (12 and 9 month)

policy 7.20.30

- 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 during the week immediately following the death.
- Immediate family member includes spouse, a domestic partner as defined in Policy 7.04, a child, parent or legal guardian, a sister or brother, a grandparent, or a grandchild. Such familial relationships created by law are also included (i.e. mother/father in law; half or step siblings).

Domestic Abuse Leave (12 and 9 month)

policy, 7.20.32

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

Educational Leave With Pay (12 and 9 month)

policy 7.20.35

- After 5 years of satisfactory service, leave with partial pay may be requested by any full-time faculty member on regular appointment with rank of instructor or above (including exempt staff with faculty rank in the Cooperative Extension Service), normally for the purpose of taking coursework toward a degree, professional licensure or certificate which is related to the individual's university job.
- The time granted for educational leave with pay will not normally exceed the time allowed for a sabbatical leave. The following options apply:
 - One semester at no reduction in annual salary.
 - One full academic year at half salary. (Those within 5 years of retirement may wish to request full salary for 1 semester or a 6-month period and personal leave without pay for the other half.) Semester II (spring) of 1 year and Semester I (fall) of the following year, at 1/4 annual salary for each semester of leave.

Educational Leave Without Pay (12 and 9 month)

policy 7.20.35

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

Employee Tuition Remission (12 and 9 month)

policy 7.20.35

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)

policy 7.20.42

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

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

Family and Medical Leave (12 and 9 month)

policy 7.20.45

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

When does FMLA apply?

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

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

Jury Duty and Court Witness (12 and 9 month)

policy 7.20.50

For jury duty leave:

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

For court witness leave:

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

Leave Without Pay (12 and 9 month)

policy 7.20.85

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

Military Duty (12 and 9 month)

policy 7.20.55

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

- Employees may use annual leave during their active duty status, but not military leave.

Military Leave (Regular Employees)

policy 7.20.55

- 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)

policy 7.20.60

- After 3 years of service and with the approval of appropriate department head and administrators, any regular full-time exempt staff member or any faculty member of regular appointment with rank of instructor or above may submit an application for professional leave without pay, normally not to exceed 1 year, for the purpose of undertaking some project that will directly benefit the university and the person's professional development.
- In cases where the individual enters a contract with a state or federal agency, such agreements must provide for a calendar-year evaluation to be prepared by the appropriate supervisor in that agency and forwarded to the appropriate department head or supervisor. Periods of professional leave without pay normally will not apply toward the probationary period for tenure. All conditions of professional leave without pay, including the status of the individual upon return to the university and (if appropriate) the effect of this period on tenure and promotion eligibility, must be in writing prior to the leave period.

Sabbatical Leave (12 and 9 month)

policy 7.20.70

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

- One semester at no reduction in annual salary.
- One full contract year at 60 percent salary (Those within 5 years of retirement should consult the Employee Benefits Office about the possible negative impact on the retirement benefit formula.)

- Semester II (spring) of 1 year and Semester I (fall) of the following year, at 30 percent annual salary for each semester of leave.

Adjunct Faculty

Appointment

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

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

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

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

Duties and Responsibilities

Adjunct faculty responsibilities include the following:

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

In addition to these requirements, the adjunct faculty is encouraged to participate in the activities and responsibilities of regular faculty, including committees, projects, celebrations, professional development activities, assessment activities, and graduation.

INSTRUCTIONAL POLICIES

Syllabi Review:

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

Which syllabi need to be submitted for review?

- A. New courses that have not been taught before.
Submit a brief statement for the rationale for this new course and Syllabus. The syllabus must include measureable course outcomes.
- B. Courses that have not been taught in the past five years.
Submit the syllabus. The syllabus must include measureable 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 Syllabus

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

Final Examinations

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

Grades/Grading

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

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

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

<u>Letter Grade</u>	<u>Description</u>	<u>Grade Points</u>
A+	Excellent work	4
A		4
A-		3.7
B+	Above-average work	3.3
B		3
B-		2.7
C+	Average work or minimally passing	2.3
C, C-		2
D+,D, D-	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 Banner when grades are submitted

Incomplete ("I")

The status "I" is given for passable work that could not be completed due to circumstances beyond the student's control **that developed after the last day to drop the course**. Under no circumstances is an "I" to be used to avoid the assignment of a "D" or "F" grade given for below-average or failing work. The form for an "I" is available in the Office of Student Services; it requires that the instructor state the reasons for the incomplete grade and the requirements for its removal (**including the date by which all missing work must be submitted**). The maximum time allowed for a student to replace an "I" is one year. **All incompletes must be approved by the CAO/Provost before submission to Las Cruces.**

Posting Final Grades

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

(*Faculty members should activate their myNMSU accounts at the beginning of each term so that they can review class lists and perform other necessary operations. Accounts can be activated in the Human Resources Office, Rm. 112.)

Change of Grade

Instructors can rectify clerical or calculation errors that result in an incorrect grade by completing a "Change of Grade" form. All information relative to grade, course, student, and justification

for grade change must be entered on the form, which must be signed, dated, and forwarded to the CAO/Provost.

Instructor Absence

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

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

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

- Notify the department chair or division chair and the CAO/Provost prior to the “postpone” decision so that possible alternatives can be discussed and the final decision posted
- Try to notify every student that the class will be postponed or changed
- Coordinate with the office of the CAO/Provost if a room change is needed.

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

Student Attendance

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

Student Conduct

Student conduct is described in the NMSU Carlsbad “Student Code of Conduct”. All individuals who are authorized to be present on campus to participate in learning activities, both credit and non-credit, including lower, upper, and graduate courses, are bound by and must follow the NMSU Carlsbad student code of conduct. Students are expected to contribute to a positive learning environment as determined by the faculty member responsible for the course. Student conduct that is detrimental to creating and maintaining a positive learning environment--for example rude, disruptive or uncooperative behavior--can lead to dismissal of the student from the class session or the course. While complaints from other students in the class are one measure of disruption, the faculty member has the responsibility and authority to establish a positive learning environment. **For this reason, faculty members are expected to report student behavior that interferes with the teaching/learning process to the CAO/Provost, who will determine the appropriate measures to take.**

Online Instruction

When a faculty member or department identifies a new course or redesigned F2F course for development in an online format the instructor must:

- Obtain permission from the Chief Academic Officer/Provost to teach online
- Successfully complete the Canvas-In-A-Day Training facilitated by the LTC
- Successfully complete the “Applying the QM Rubric” Course; (APPQMR) offered through Quality Matters, Inc. facilitated by the LTC.

All online and hybrid courses are subject to an internal QM review to assist with quality design. Online courses will be evaluated through an electronic survey by the students in the class and by the Chief Academic Officer/Provost. New course design could require the faculty to sign a development contract. Please refer to policy 4.2.9.1 “Online Instruction” for complete information.

For more information about teaching online, faculty members should contact their Department Chair or Director and/or the Chief Academic Officer/Provost at NMSU Carlsbad.

Dual Credit Students

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

Textbook Selection

Departments will receive textbook requisition forms that list the text used the last semester the course was offered. Instructors may either reorder that text or change texts by supplying the necessary information on the form. Paper forms are returned to Merdia Theragood (Rm. 112). Department chairs and/or directors ensure submission of textbook orders at the following website: <http://www.nmsu.edu/nmsubookstore/>. Generally, summer and fall semester requests are due by the first week in March. Spring requests are due mid-October.

Faculty members should include detailed textbook information, including all ISBN numbers, in their course syllabi. The faculty is encouraged to consider cost effectiveness when requiring textbooks and other instructional materials. Students can order textbooks and other materials online or purchase them at the bookstore

Field Trips

Field trips require prior approval of the department chair and the CAO/Provost; student permission slips will be provided.

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.

Roush Award for Teaching Excellence

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

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.

Course Delivery Modalities

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

New Mexico General Education Common Transfer Curriculum

To assist transferability and course equivalency, the New Mexico Higher Education Department (NMHED) has created a transfer module called the Lower Division (100-200) General Education Common Transfer Curriculum. To assure course equivalency in a way more meaningful than mere contact time, the NMHED has developed and published a set of General Education Common Core Competencies that define student learning outcomes for the following five areas: I Communications, II Mathematics, III Laboratory Science, IV Social and Behavioral Science, V Humanities and Fine Arts. All NMSU Carlsbad courses approved for listing on the NM Common Core must document student learning outcomes by appropriate assessment techniques. Syllabi for these courses must explicitly state the following: the area and core competencies, related student learning outcomes, and assessment techniques and rubrics employed.

Semester Length and Parts of Term

NMSU establishes the official start and end dates for each semester and all subsequent time lines, such as the course registration window, last day to drop and add a course, official census date, and dates for full or partial refunds. These refunds are then programmed into the

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

Smoking on Campus

It is a violation of NMSU policy to allow smoking anywhere inside the buildings; smoking areas are located outside the buildings non-academic misconduct are handled by the office of the vice president of student services.

CAMPUS RESOURCES

Assessment Committee

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

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

The Committee fulfills its charge by coordinating assessment practices in conjunction with the campus Assessment Coordinator, planning and facilitating a "Faculty Assessment Day" once each semester during the regular academic year, regularly reviewing and revising the *NMSU Carlsbad Assessment Handbook for Faculty and Staff*, and reviewing and suggesting improvements to college-wide assessment processes at the college-, program-, and course-level. All full- and part-time faculty are required to participate in both course- and program-level assessment efforts and processes as detailed in each department or program's Assessment Plan.

Faculty Council

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

Faculty can submit issues to the Faculty Council for discussion using submission form available at <https://carlsbad.nmsu.edu/faculty-council/>. The council takes the issues and put them forward in a confidential manner.

Adult Education Program (AE) “Changes Lives”

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

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

The Adult Education Office is located in Rm. 207 (Ext. 1250)

The AE program offers the following services:

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

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

Library

The library extension is 331.

The NMSU Carlsbad campus library provides wireless access to a suite of learning resources including the universal NMSU Libraries Catalog. The physical space includes a computer lab, exhibit and instruction areas, charging stations, children’s reading area, group and individual study areas, service desk and a variety of seating. The lab contains workstations (PC and MAC) and laser printing and copier services for NMSU students, staff, and faculty.

Mobile and remote access to online resources is available with current NMSU credentials. Links to general New Mexico State Library learning tools for residents are available from the NMSU Carlsbad library page. The physical library contains approximately 20,000 items including media, monographs, graphic novels, journals, and magazines, local and national newspapers. The NMSU universal catalog provides access to eBooks and print materials and may be requested from other NMSU system libraries with proper credentials.

Library orientation and information literacy sessions are conducted by appointment for classes, small groups, or individuals. While NMSU affiliates are the primary clientele of the campus library, all area residents are welcome at campus library during regular hours. The Library works informally with the Carlsbad Public Library to address the lifelong learning and causal reading needs of area residents from preschool to the graduate level.

The library serves students, faculty, and members of the community. The staff will train instructors to operate audio visual equipment and assist them in obtaining various materials, including interlibrary loan of books or journal articles.

Requests for audio-visual equipment should be made one week in advance. Instructors may obtain the equipment at the library prior to class and should return it as soon as possible after its use. Any malfunctioning equipment should be reported to the library staff immediately.

The director of library services will provide library orientation sessions to classes. These presentations may include a demonstration of how to access and navigate online databases. Please contact the director of library services well in advance of a desired presentation date.

Learning Assistance Center (L.A.C.)

Located in room CAIB 254, extension 1315.

The L.A.C. is primarily a student and instructional support activity area at NMSU Carlsbad. Its goals and purposes include preparing (new) transitional students for college enrollment and success; providing academic support assistance for students enrolled in college courses; assessing academic skill levels and developmental training needs; providing “special accommodation” services or assistance to qualified special needs enrollees; supporting instruction; and assisting across all faculty area(s) at the college. The L.A.C. will proctor make-up exams for faculty.

Learning Technology Center (L.T.C.)

The Learning Technology Center is located in room CAMA 211, extension 1263.

The Learning Technology Center helps students log into the university’s computer system and trains them to use Blackboard. It offers technological support to students taking online courses offered through this campus. The LTC also supports full-time and adjunct faculty teaching online courses and offers numerous faculty training workshops, such as Blackboard, MS Office, Windows, and video streaming.

Information Technology

All requests for computer repairs and related services, including urgent ones that need immediate attention, should be made through School Dude (NMSU Carlsbad website/ “Faculty and Staff”/ Work Order). Call the Information/Help Desk at ext. 1448 for assistance in entering an IT request.

Security

After-hours security on campus (during the semester while classes are in session) is provided Monday through Friday from 4:00 P.M. to 10:30 P.M., and Saturday 8:00 A.M. to 4 P.M. The guard on-duty desk is located in front of the Business Office. The guard can be reached by going to the Information Desk in the Business Office, by calling 575-234-9200, or by using any internal telephone and pushing “0”. Security makes rounds throughout the campus during the above hours. Any questions or special concerns should be directed to the staff in the Business Office.

Student Services

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

Business Office Services

The Business Office is in room CAMA108, extension 1217.

Building Keys

Building keys and cards are disbursed by the Business Office staff. Outside door cards, classroom keys, and office keys are distributed to employees upon request and approval. Supervisor approval is necessary for staff members, part time employees, and student workers. Students associated with organizations need advisor approval. Each employee obtaining a key or keys needs to complete a "Building Key Contract". Keys should never be returned to anyone other than Business Office staff.

Business Cards

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

Lost and Found

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

Mailboxes

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

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 room CAMA 112, extension 1208.

Photo ID

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

Telephones

The switchboard is located in the Business Office at the information desk and is the central number (575- 234-9200) coming into the university from which information and transfer calls are processed. All new office phones and numbers are assigned through the Business Office staff as well as repair requests, users’ guides, and miscellaneous assistance.

Travel

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

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

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

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

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

Travel policy has been undergoing changes in Las Cruces. For up to date policy and information, please see <http://travel.nmsu.edu/>.

Vehicle Request Forms

Faculty members intending to use NMSU Carlsbad vehicles for official university business may request to reserve one by filling out a “Vehicle Request” form. Electronic versions of the form are available on the NMSU Carlsbad web site, and paper versions can be obtained from the Business Office.

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

Facilities, Maintenance and Housekeeping

Facilities Use Requests

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

Work Requests

Faculty members with issues that need to be addressed by the IT or Maintenance departments should put in a work order through Schooldude (NMSU Carlsbad website/Faculty and Staff/Work Order), or call the Information/Help Desk at ext. 406 for assistance in entering a work-order request..

Resources Information

Academic Calendar: <https://academiccalendar.nmsu.edu/>

Allocation of Effort (AoE) form: <https://carlsbad.nmsu.edu/faculty-staff/faculty/>

NMSU Carlsbad Faculty Handbook: <https://carlsbad.nmsu.edu/faculty-staff/faculty/>

My NMSU: <https://my.nmsu.edu>

NMSU Carlsbad: <https://carlsbad.nmsu.edu>

NMSU Carlsbad Catalogue and Schedule: <https://carlsbad.nmsu.edu/students/all-students/catalog-and-schedule/>

NMSU Carlsbad Faculty Council and submission form: <https://carlsbad.nmsu.edu/faculty-council/>

NMSU Carlsbad Promotion and Tenure Policy: <https://carlsbad.nmsu.edu/faculty-staff/faculty/>

NMSU Carlsbad Syllabus Template: <https://carlsbad.nmsu.edu/faculty-staff/faculty/>

NMSU: www.nmsu.edu

NMSU Bookstore: <http://www.nmsu.edu/nmsubookstore/>

NMSU Business and Finance Office's electronic Business Procedure Manual: <https://af.nmsu.edu/bpm/>

NMSU Business Cards: <http://print.nmsu.edu>

NMSU Payroll: <https://hr.nmsu.edu/payroll/>

Faculty Leave Types: <https://hr.nmsu.edu/academicpersonnel/sabbatical-and-other-leaves/faculty-leave-types/>

NMSU Policy & Procedure Handbook: <https://hr.nmsu.edu/policy>

NMSU Promotion and Tenure Manual: <http://provost.nmsu.edu/faculty-and-staff-resources/promotion-and-tenure-2/>

NMSU Search Committee Advisory Guidelines: <https://hr.nmsu.edu/searchcommittee/>

NMSU Travel Policy: <http://travel.nmsu.edu/>

School Dude link: <https://login.myschoolbuilding.com>