

# FAQs and Information for New Faculty at UNM-Los Alamos and Satellite Locations

Version 1.01

1-16-08

This compilation of FAQs is intended to cover many of the questions that new faculty have when they begin teaching at UNM-LA. It is not intended to be a comprehensive statement of UNM-LA policy, and indeed, where contradictions exist, official UNM publications and web sites will prevail. Its intent is to help new faculty get a jump-start.

The first version of this FAQ focuses primarily on the Los Alamos Campus and its lower division courses. Although most of the information applies to all faculty, more information that is specific to satellite locations such as Sandoval County (Bernalillo Education Center, Rio Rancho, Jemez Springs, Cuba, Sandia Pueblo) and Pojoaque High School, and to the Extended University will be added in the next version.

A Table of Contents is attached at the end.

Please report errors, omissions, changes and suggestions to Carol Furchner at [furchner@unm.edu](mailto:furchner@unm.edu).

## *Recent Changes:*

Version	Date	Reasons for update
V1.01	1/16/08	Course cancellation rule: cancel Friday if 0 or 1 enrolled and class first meets before main cancellation meeting

## Who do I see about...?

<ul style="list-style-type: none"> <li>▪ <i>Office supplies, markers, chalk, erasers, transparencies, etc.</i></li> <li>▪ <i>Office space, phone number, mailbox</i></li> <li>▪ <i>Business cards</i></li> </ul>	Office of Instruction - Rm 602 (Sandi Sturges - 661-4693, Irina Izvekova - 662-0311)
<ul style="list-style-type: none"> <li>▪ <i>Computer Accounts</i></li> <li>▪ <i>Email mailing lists for UNM-LA</i></li> <li>▪ <i>Computer problems</i></li> </ul>	Anthony Valdez - Bldg. 3 - 662-0339 Gilbert Gallegos - 663-3405 Phil Garcia or Bill Gilson for assistance in the computer lab after 5p.m. - 662-5919 x308
<ul style="list-style-type: none"> <li>▪ <i>Textbook orders</i></li> </ul>	Bookstore - Bldg. 2 upper level (Steve Ciddio - 662-0337)
<ul style="list-style-type: none"> <li>▪ <i>Library Questions</i></li> <li>▪ <i>Course Reserves</i></li> <li>▪ <i>Bibliographic Instruction for Classes</i></li> </ul>	Library - Bldg. 1 (Dennis Davies-Wilson - 661-4685 Beverly Hollander - 662-0343 Richard Norton - 662-5919 x718)
<ul style="list-style-type: none"> <li>▪ <i>Overhead projectors, old-style slide projectors, tape recorders</i></li> </ul>	Richard Norton - Library, Building 1 662-5919 x718
<ul style="list-style-type: none"> <li>▪ <i>Keys for science storerooms or cabinets</i></li> </ul>	Betsy Allander - Rm 103 662-0333 or you Science Curriculum Coordinator
<ul style="list-style-type: none"> <li>▪ <i>Classroom Media Stations and Training</i></li> <li>▪ <i>Instructional Technology Support and Training</i></li> <li>▪ <i>After-hours problems</i></li> </ul>	ITC - Rm 624 - 661-4699 (Lynne Williams - 662-5919 x699)  Pager - 505-949-0305
<ul style="list-style-type: none"> <li>▪ <i>Student Enrollment / Grade Issues</i></li> <li>▪ <i>Enrolling in a Class</i></li> </ul>	Registrar's Office - Bldg 2 lower level (Kathryn Vigil - 661-4688, Irene Martinez - 661-4687)
<ul style="list-style-type: none"> <li>▪ <i>Student Advisors</i></li> </ul>	Student Services - Bldg 2, lower level (Pat Boyer - 661-4692 Jackie La New - 663-3402 Brandy Castanon - 661-4690 )
<ul style="list-style-type: none"> <li>▪ <i>Tutoring for students</i></li> <li>▪ <i>Proctoring make-up exams</i></li> </ul>	Tutor Center: - Building 1, lower level Karen Meier and Wanda Carothers - 661-4683
<ul style="list-style-type: none"> <li>▪ <i>Satellite Location questions</i> <i>Bernalillo Education Center (Sandoval County, Rio Rancho, Cuba, Sandia Pueblo), Pojoaque High School</i></li> </ul>	Site Coordinators: Leonard Prairie - 771-4071 Joseph Moreno - 867-4884 (Cuba, Jemez Springs) Pojoaque High school - TBP
<ul style="list-style-type: none"> <li>▪ <i>Extended University questions</i></li> </ul>	Cindy Leyba - 661-4686

## Where are classrooms, offices and facilities located? How are rooms numbered?

In Los Alamos, rooms are numbered according to building. For example, the Office of Instruction, Room 602, is located in Building 6.

A map of the Los Alamos campus, showing building and facility locations, can be found here: <http://www.la.unm.edu/pdfs/map.pdf> (but note that the Office of Instruction has moved to Building 6).

### **Where do I find information and answers to questions?**

→ Consult the **UNM-LA web site**: <http://www.la.unm.edu> or the web site for satellite locations (Sandoval County) at <http://www.la.unm.edu/instruction/bernalillo/bernalillo.html> . Notice especially:

- You should read the **Faculty Handbook** at [http://www.la.unm.edu/instruction/faculty\\_handbook/contents.htm](http://www.la.unm.edu/instruction/faculty_handbook/contents.htm)
- The **Faculty/Staff** section of the web site for links to faculty-specific information: [http://www.la.unm.edu/administration/faculty\\_staff.html](http://www.la.unm.edu/administration/faculty_staff.html)
- The current semester's schedule of classes is available at [http://www.la.unm.edu/PR/class\\_schedule.html](http://www.la.unm.edu/PR/class_schedule.html) - Los Alamos  
[http://www.la.unm.edu/instruction/bernalillo/sandoval\\_county\\_schedule.html](http://www.la.unm.edu/instruction/bernalillo/sandoval_county_schedule.html) - Sandoval County (Bernalillo, Cuba, Rio Rancho, and Sandia Pueblo)
- **Directories of Core Faculty and Staff**: <http://www.la.unm.edu/PR/directory.html>
- **Directories of Departments**: <http://www.la.unm.edu/administration/departments.html>
- **Organization Chart for UNM-LA**: <http://www.la.unm.edu/administration/administration.html>
- The **UNM-LA Catalog**: <http://www.la.unm.edu/pdfs/catalog2007-08.pdf>
- The **Faculty Library Guide**: [http://www.la.unm.edu/~lalib/faculty\\_handout\\_spr08.pdf](http://www.la.unm.edu/~lalib/faculty_handout_spr08.pdf)

→ **UNM Fast Info** is a searchable database of questions and answers about many aspects of UNM and its policies: <http://fastinfo.unm.edu/>

→ See the **Faculty To-Do List** that is handed out at the beginning of each semester by the Office of Instruction. It contains a check-list of items that you must complete prior to the start of your class. This list is usually mailed out along with the Faculty Orientation invitation, but if you did not receive one, it may be obtained from the Office of Instruction or found on the UNM-LA website, faculty and staff page: [http://www.la.unm.edu/pdfs/new\\_faculty\\_task\\_list\\_spr08.pdf](http://www.la.unm.edu/pdfs/new_faculty_task_list_spr08.pdf) .

→ Consult the **Registrar Reference Booklet**, compiled by the Branch Registrar and available from that office in Student Services (Bldg 2, lower level).

→ Ask your **Curriculum Coordinator (CC)** or the **Office of Instruction staff**; one of these folks will help you (<http://www.la.unm.edu/instruction/instruction.html>) . For assistance at the Bernalillo Education Center, contact Leonard Prairie at 505-771-4071 or [lprairie@unm.edu](mailto:lprairie@unm.edu) . For assistance regarding courses in Cuba and Jemez Springs, contact Joseph Moreno at 505-867-4884 or [jmoreno@unm.edu](mailto:jmoreno@unm.edu) .

## **Books and the Bookstore**

### **How do I obtain examination or desk copies of textbooks?**

Most publishers provide examination copies of textbooks free of charge. The campus bookstore has listings of the major publishers and their web sites. Contact the publisher's sales representative to make a request; many publishers allow you to do this by filling out a form on their web site. If you need a desk copy of a textbook, you should request this yourself from the publisher.

### **How do I request textbooks for my classes?**

The UNM-LA bookstore orders the textbooks. You will receive an email from the bookstore manager requesting a list of your textbooks about three months before the beginning of the semester.

Following consultation with your CC and/or Main Campus, it is your responsibility to choose and order a textbook for your course as early as possible, by the deadline given by the bookstore manager. Your late orders may end up costing the students more money, and the bookstore is less likely to be able to obtain used copies of the textbooks. If the textbook will be used again the next semester, the bookstore must be notified well in advance in order to buy it back from the students at the highest price possible.

See "Do I need to use the same textbook...?" below, regarding the selection of your textbook.

## **Communications**

### **How is official information communicated to faculty?**

By email, primarily, to your UNM email id. Some announcements will be placed in your mailbox, and official documents will be mailed to you at the address you designated in your hiring documents .

You should make sure that your name is on the UNM-LA faculty mailing list. If you have received email that is addressed to UNMLA\_FACULTY-L@LIST.UNM.EDU , you are on the list. If you have not received email addressed to this list, check with Anthony Valdez (662-0339) and ask him to add you to the list.

You should check your email and empty your mailbox at least once a week. You can access your UNM email on <http://my.unm.edu>, on the UNM E-Mail Tab. See **UNM NetID**, below.

## **Computer and Network Environments**

### **What computer accounts do I need at UNM-LA?**

You must have two computer accounts at UNM-LA.

1. **UNM NetID (all locations):** gives you access to the main campus web site, your email, your class lists, and allows you to report final grades.
  - Obtain the UNM NetId: from a web browser, go to <http://my.unm.edu>, and scroll down to **How do I get my UNM NetID and password?** in the left column. Click on **Create a UNM NetID** and follow the instructions on the screen. Once you have created your NetId, go back to <http://my.unm.edu> and log in.
  - Your **email address** will be *your\_NetId@unm.edu*, e.g., *furchner@unm.edu* .

- **NOTE: Your password expires after 180 days**, and you must enter a new one – not one that you have ever used previously. See <https://netid.unm.edu/> for instructions.
2. **Los Alamos network id (Los Alamos campus):** required in order to access most computers on campus (except for those in the Library and on Media Stations); required for reporting attendance via the LAMIS system (required of all faculty). You use this id to sign in on any computer on the UNM-LA campus that requires you to provide a login and a password.
    - See Anthony Valdez (Building 3) or contact him at [valdez@unm.edu](mailto:valdez@unm.edu) or phone 662-0339 in order to obtain a Los Alamos network id.

### **What training is required for me to use the Faculty portion of the UNM web site?**

From the Faculty tab on the UNM web site (<http://my.unm.edu>, sometimes referred to as LoboWeb or Banner) you can do things like access class lists and report final grades. To perform these functions, you are required to take the following two training modules:

[Securing Private Data](#)

[LoboWeb for Faculty](#):

For details, see the **Faculty To-Do List**, available from Office of Instruction, or available on the UNM-LA website at [http://www.la.unm.edu/pdfs/new\\_faculty\\_task\\_list\\_spr08.pdf](http://www.la.unm.edu/pdfs/new_faculty_task_list_spr08.pdf).

### **My Courses**

#### **What needs to be included in my course syllabus?**

Each instructor is required to prepare a syllabus for his or her course. The syllabus is your “contract” with your students about what the course will contain, objectives, requirements of students, and what the students can expect of you. A template for a syllabus can be found in the Faculty Handbook, here:

[http://www.la.unm.edu/instruction/faculty\\_handbook/syllabus.htm](http://www.la.unm.edu/instruction/faculty_handbook/syllabus.htm)

Make sure you include all the parts of the template in this syllabus (although you do not have to follow the exact format). You may also include things not mentioned in the template, such as the textbook(s).

Contact your Curriculum Coordinator or the Office of Instruction to see copies of syllabi that have been used by previous instructors for your courses.

***NOTE: You are required to turn in a copy of your syllabus (printed and electronic) to your Curriculum Coordinator no later than the end of the second week of classes. This is important, because the syllabi are evaluated during the accreditation process. Your CC may request that you revise your syllabus if critical pieces are missing.***

#### **Is my course comparable with its main campus counterpart?**

As faculty at a branch campus, we are responsible for assuring that our courses are comparable with those offered on main campus, so that the credits can transfer. Many main campus instructors post their syllabi on line; look at the syllabi or contact the instructors for copies in order to see what they are teaching. In addition, you can browse the UNM bookstore at <http://bookstore.unm.edu> to see what textbooks instructors on main campus are using.

To find out who is teaching your course on Main Campus, log in to <http://my.unm.edu> , click on the **Faculty Life** tab, then click on **Search Class Schedule**, then select the Semester, then Subject and Albuquerque Main Campus.

Some teachers with labs have gone to main campus to see the lab facilities and equipment, and to chat with instructors directly.

### **Do I need to use the same textbooks as are used for Main Campus Classes?**

It is helpful for students who are transferring to Main Campus to have the same textbooks, especially for classes that are part of a series that uses a single textbook. But it is not required. Check out the textbooks that are used on Main Campus, and if you don't like them, you can choose another.

### **How do I publicize my course?**

You may have seen posters around campus describing some courses. If you want to publicize your course, contact Bonnie Gordon (661-4691 - Los Alamos) or Steve Garza (771-4071 - Satellites) in the Marketing and Communications Office for help.

You can also request that information about your course be put on the "Cool Courses" page of the UNM-LA web site, here: [http://www.la.unm.edu/instruction/course\\_promotions.html](http://www.la.unm.edu/instruction/course_promotions.html)  
Prepare the information that you'd like to post, and then contact Dennis Davies-Wilson at [davies@unm.edu](mailto:davies@unm.edu) - 661-4685. (He's both the Head Librarian and the Web Master.)

### **How do I obtain my class list?**

To obtain a list of the students in your classes,

- log in to <http://my.unm.edu> using your UNM NetID
- Click on the Faculty Life tab.
- In the top center panel, you will see "View Class Lists." Click on this, then select the term and your classes from the drop-down lists that appear on subsequent screens.
- To **print out or export** your class list, click on "Click Here" in top quarter of screen.
- To **email** all of the students on your class list, click on the **email class list** button. Your message will go to the UNM Email Addresses assigned to your students.

### **Do I need to keep track of attendance? What is LAMIS and how do I use it?**

All instructors, whether teaching at UNM-LA or a remote site such as Bernalillo, are required to keep attendance records. These records are reported to the State as part of a Title V grant.

Instructors teaching in UNM-Los Alamos will enter their attendance records via a program called LAMIS. You don't have to report attendance immediately after each class, but it is a good idea to do so periodically throughout the semester, to make sure that you can, and to avoid being overwhelmed by the task at the end of the semester. You can find instructions for using LAMIS here: [http://www.la.unm.edu/LAMIS\\_FAQ/](http://www.la.unm.edu/LAMIS_FAQ/) .

Instructors at **remote sites** DO NOT have access to the LAMIS program. However, they must submit attendance records to the Office of Instruction in Los Alamos before final exam week and their attendance records will be entered into the LAMIS database for them.

### **How do I drop students from my course?**

It is highly recommended that you drop students who have not attended before the tuition refund date. See the academic calendar for that date each semester. Also see the faculty handbook for policies on dropping: [http://www.la.unm.edu/instruction/faculty\\_handbook/academicinfo.htm](http://www.la.unm.edu/instruction/faculty_handbook/academicinfo.htm)

- In your summary class list in LoboWeb there is a drop check-box to the right of the student's name.
- Click the box for the student(s) you intend to drop and scroll to the bottom.
- Click on button titled, "Drop Selected Students from Course" and SAVE.

### **How do I report students who are having academic difficulty?**

UNM-LA has a stake in the success of each student, and offers support and counseling to students who are identified as having difficulty during the first half of the semester. You will receive email early in the semester from Student Services requesting that you identify students in difficulty.

The procedure and forms are described here:

[http://www.la.unm.edu/instruction/faculty\\_handbook/academicinfo.htm#intervention](http://www.la.unm.edu/instruction/faculty_handbook/academicinfo.htm#intervention) .

The earlier the intervention, the better. If you notice that a student is having difficulties even before you give an exam, notify Student Services using the Early Alert Form.

Try to let the student know that you are reporting a difficulty to Student Services before you actually do it - students understandably may resent getting an unexpected phone call from an Advisor. Sometimes you just can't contact the student, in which case go ahead and make the report to Student Services.

### **How do I arrange for make-up exams for students who miss an exam?**

You have several options. The Tutor Center in the lower level of Building 1 is usually staffed during the day M-Th. Talk with Karen Meier or Wanda Carothers (661-4683) to see if they or one of the other tutors can administer the exam for you. You can also proctor it yourself, in your office or a site of your choosing, or you can arrange with another instructor to administer it. If none of these options are working for you, discuss the problem with your CC.

### **How do I report final grades?**

In order to report final grades, you must have completed the required training, "Securing Private Data."

You are required to report the final grades for each class that you teach within 48 hours after the final examination is scheduled. You report your grades via LoboWeb, which you access from <http://my.unm.edu> . Please try to do this well before the end of the semester.

- Log in using your UNM NetID.
- click on the Faculty Life Tab.
- select **Enter Grades** from the top center panel .
- select the course section that you want to assign grades for.
- click on the bubble corresponding with the correct grade.

**NOTE: for some grades, you are required to enter the date of last attendance:**

Enter the last date of attendance for the following grades in MO-DA-YEAR format (e.g., 04-08-2008):

- F, I, WP, WF - actual last date student attended
- W - day before or first day the semester started
- Grades and changes must all be entered by 7 PM on the day that you enter the first grade, as they upload overnight regardless of how many you submit.
- The final grade submission tutorial can be run over and over as often as you need review. Access it at Learning Central, <https://learningcentral.health.unm.edu>. After logging in, select "Browse Catalog," Select "Banner Student." Select "Faculty LoboWeb (online)," and run the tutorial.

The UNM grading scale is explained in the Faculty Handbook (Academic Information) at [http://www.la.unm.edu/instruction/faculty\\_handbook/academicinfo.htm](http://www.la.unm.edu/instruction/faculty_handbook/academicinfo.htm) .

### **What is the university policy on grading? On dropping or withdrawing from classes?**

This policy is too long to describe here. See the Faculty Handbook, here: [http://www.la.unm.edu/instruction/faculty\\_handbook/academicinfo.htm](http://www.la.unm.edu/instruction/faculty_handbook/academicinfo.htm)

Also, consult the Registrar Reference Booklet, obtainable from the Branch Campus Registrar (Kathryn Vigil).

### **Is a C- just a low C ?**

Strange question, isn't it? The answer is, "not necessarily." Some programs and majors require that a student obtain a minimum grade of C in certain classes in order for that course to count; some courses have a requirement that prerequisites must be passed with a grade of C or better. In other cases, a C- is adequate for the course to 'count.' In other words, even though a student technically passes a class with a C-, that grade may not be sufficient for the class to count towards a major or a program or satisfying a prerequisite. Consult the UNM-LA Catalog or the UNM Catalog, or discuss the issue with Student Services staff if you have a question about this issue for any of your students.

### **Can I post my students' grades or email students their grades?**

**NO.** Students can access their grades on LoboWeb within 24 hours after you post them. FERPA requirements pertain here (See "Securing Private Data" training). Some of the pertinent items regarding student privacy include:

- You cannot post student grades anywhere in public.
- You cannot post a student's social security number anywhere, including email.
- You may use US mail in an envelope addressed to the student to transmit private information.

### **What course-related materials am I required to turn in?**

1. **Syllabus:** You are required to turn in a copy of the syllabus for each class you teach each semester, by the end of the second week of classes. You should turn this in to your Curriculum Coordinator, both as a paper copy and in electronic form, e.g., email him or her a copy of your syllabus.
2. **Grade book:** You are required to turn in a photocopy of your grade book, showing how you calculated the final grades, for each class. You should turn this in to your Curriculum Coordinator before the beginning of the next semester.

### **I'm sick or can't meet my class for some other reason - what do I do?**

Instructors are expected to make every attempt to meet their classes, but sometimes this is impossible. For planned absences, if at all possible, find a substitute (check with your CC for suggestions) or schedule a make-up session. If these are not possible, assign an equivalent independent activity, such as a library research project. It is the instructor's responsibility to see that all class hours are covered.

If your absence is due to illness or emergency, it is important that you try to get that information to your students before they leave for campus - especially for those who don't live in town. There is no guaranteed way of doing this, but the one that you have in your control is to use email. It is strongly recommended that you collect phone and e-mail contact information from your students during the first week of class and create an e-mail alias that could be used to contact students in the event of an emergency. Send email to your class as soon as you know that you will be absent, or phone the students. Recommend that they check their email each day before leaving for class, especially if they have a long drive.

1. If you know at least one class in advance that you will be absent, announce it in class.
2. Send email to your class notifying the students that the class has been canceled.
3. You are required to contact the Office of Instruction as soon as you know that you will have a problem meeting your class. Call both Sandi (661-4683) and Irina (662-5919 ext 311), since they do not check each other's voice mail, and they are not always in the office. They will inform the switchboard. **There will no longer be postings of cancellation notices on the doors of the classrooms.** Inform your students of the policy in advance as follows: (this will be added to the syllabus Template in the Faculty Handbook):

**For Students:** "Due to difficulties in informing students in advance of a teacher's illness or emergency, students who arrive for class and find the teacher isn't there should wait 15 minutes (just in case he or she is simply late). After 15 minutes, students should go to building 1 to the front desk to seek information (Los Alamos) or to their corresponding on-site contact for other locations (*to be provided*). If there is no information, students should assume that class has been canceled for the day and are free to leave. When possible, teachers will call or email students to let them know of a canceled class meeting."

**For Bernalillo:** When an illness or emergency arises, teachers should continue to contact the Office of Instruction at 771-4071 to leave a message for the Site Coordinator, and contact their Curriculum Coordinator or Division Head. Use same student policy as above.

**For other satellite locations:** call your school contact to inform the class. For instance, at Pojoaque, call the switchboard for the school to let them know the class is canceled. They will inform students. Get a contact phone number for the site you teach at, if possible.

4. Notify your Curriculum Coordinator that you will be absent.

The Absence Policy and procedure for reporting absences are described here, in the Faculty Handbook: [http://www.la.unm.edu/instruction/faculty\\_handbook/unmlpolicies.htm#absences](http://www.la.unm.edu/instruction/faculty_handbook/unmlpolicies.htm#absences)

### **Are classes ever canceled due to inclement weather?**

Yes. To find out if the University has been closed, or if its opening has been delayed, you can call 1-800-894-5919 or 662-5919 (Los Alamos). The information is also given to local TV and radio stations. You can also get this information on local TV station web sites, e.g., <http://www.krqe.com> (Channel 13) and <http://www.koat.com> (Channel 7). (Channel 4's reports are not updated as frequently as the others.) If you do not hear UNM-LA *specifically* mentioned, the campus will remain open. Read the new policy that was handed out at Spring Faculty Orientation and will be posted on the UNM-LA web site for details.

### **Am I required to participate in course and instructor evaluations?**

Each faculty member is required to solicit feedback from students regarding their class, near the end of the semester. The University provides forms for the faculty member to use and a protocol to follow to ensure student anonymity. The Office of Instruction will distribute the forms and instructions to you near the end of the semester. You will be given the results several weeks after the semester ends. For more information, see "Student Survey Evaluations" in the Faculty Handbook: [http://www.la.unm.edu/instruction/faculty\\_handbook/facrights.htm#evals](http://www.la.unm.edu/instruction/faculty_handbook/facrights.htm#evals)

Your performance will also be evaluated by your Division Head, CC or Dean of Instruction, as described in the above link.

### **Course Cancellations**

#### **What happens if not enough students enroll for my course?**

A course may be canceled for insufficient enrollment. Normally we require an enrollment of at least seven students in order to hold a course, but sometimes there are exceptions.

Procedures may vary somewhat, but they look something like this:

[If a course has 7 or more students enrolled, it will "make", that is, it will be offered.](#)

On the Friday before classes begin, course enrollments are reviewed. If a course has 0 [or 1](#) students enrolled, [and it meets before the main cancellation meeting \(see below\)](#), it is canceled at that time. If it has [2-6](#) students, the instructor is asked to meet with the class at its regular time, prepared to teach it if the enrollment [is 5 or more](#) and to gather information about student needs. Instructors are notified regarding cancellations and if their classes have [2-6](#) students. [Courses whose first meeting is after the main cancellation meeting will be canceled at that meeting if they have 0 or 1 students \(this does not apply to late-starting courses\), and instructors and students will be notified. If the course has fewer than 7 students, the instructor should meet the first class, as above.](#)

If the enrollment during that first class meeting is insufficient or borderline, the instructor should find out if there are students who must have the course in order to graduate *that current semester* or if there are any other extenuating circumstances that would support the continuation of the course. The instructor should also obtain phone numbers and email addresses for each of the students so that they may be contacted during the next 24 hours about whether or not the course will continue. Instructors should encourage students to try to recruit other students for courses with insufficient enrollment, especially if only one or two students are needed.

The instructor should report attendance [and special circumstances](#) to the Curriculum Coordinator as soon as possible (same day) after the class meets, and the CC will consult with the Division Head and Student Services to determine whether or not the course will be offered. The Office of Instruction will notify the students if the course has been canceled, and will recommend that they visit with an advisor to find an alternate course.

The [main cancellation meeting](#) to review enrollments and decide which courses will be canceled is held during the first week of classes, normally Tuesday or Wednesday afternoon. The Dean of Instruction and administrative staff, Division Heads, Curriculum Coordinators and representatives of Student Services decide for most courses whether or not the course will be held. For courses that meet for the first time after this meeting, the decision is made by CCs in consultation with the other interested parties. In Los Alamos, cancellations and room changes are posted on the website, in the Student Center, in Student Services, and in Building 6.

Courses may be offered with fewer than 7 students under specific circumstances, but we try to avoid this situation.

The instructor will be paid \$25 for teaching one session of the class, if the course is subsequently canceled.

If the course starts after the first week of the semester, the CC will review enrollment during the week before the course is scheduled to begin, notify the instructor if it is less than 7, and either decide to cancel the course or have the instructor meet with the class at least one time, as above.

[If you have a question about whether or not your course will be canceled or whether or not you should meet it, call your CC.](#)

## **Instructional Support**

### **How do I use the photocopier machines?**

Los Alamos: Contact the Office of Instruction or your Curriculum Coordinator for the access code to the copy machines. Copy machines used by faculty are located in the Work Room in Building 1, next to the reception desk, and in the Staff lounge in Building 6, next to the restrooms on the main corridor. Other sites: See your site coordinator.

You may use these copy machines to make photocopies of materials that you use for your courses. Please try to conserve paper as much as possible, and make 2-sided copies whenever feasible.

Report problems with the copy machines at the main reception desk in Building 1.

Note: It is important to avoid extravagant copy costs. If you know prior to the start of the semester that you will have a large body of copying for your course, then you might want to consider creating a booklet of copied pages for students to purchase from the UNM-LA Bookstore along with their textbook. See the Bookstore manager, Steve Ciddio (662-0337) for more information about this option.

### **What are classroom Media Stations and how do I use them?**

Many of the classrooms contain media stations, which consist of a PC, a VCR and a DVD player. The station is connected to an LCD projector, which allows you to display what is shown on the PC screen to the class. The same projector is used to display videos. You can bring in your own presentations and load them on the PC, using a thumb drive, CD or DVD. Most PCs also have an internet connection, so that you can connect to remote web sites from your classroom. PCs are loaded with software that displays PowerPoint presentations and some other data formats.

See Lynne Williams or one of the people in the ITC (661-4699; room 624) for instructions on how to use the media stations and for the combination to the media station padlock in your classroom.

It is a good idea to check out the media station in your classroom before you need to use it, to make sure that your presentations and media are compatible. If you run into difficulties, contact ITC for help. They can sometimes install additional software on the station.

### **Can I get training on how to use instructional media and instructional technology?**

The ITC presents frequent short classes about numerous topics in Instructional Technology. If you want, you can enroll in a 'superclass' (EDU 293) and even get paid to take these short topical classes. See Lynne Williams for details, and check out this link: <http://www.unm.edu/~itc/>

### **How do I obtain classroom supplies?**

Los Alamos: you can obtain classroom supplies such as markers, chalk, erasers, colored paper, transparencies and grade books from Sandi Sturges or Irina Izvekova in the Office of Instruction. Please discuss any other classroom supply needs with your CC - our budget is extremely limited!

### **How do I obtain supplies for science labs or art studio work?**

If your course has a lab or studio component, meet with your CC to learn what supplies are on hand and what supplies need to be ordered. You should place your order 2-3 weeks before supplies are needed.

Your CC can help you with Internal Purchase Requests for lab supplies. Oliva Lopez in Building 1 (662-0340) places the orders and handles payment. Please give her the yellow sheet of the IPR and any packing slips as soon as your materials arrive.

Any petty cash purchases from local merchants must be approved by the CC in advance.

### **Will I have an office, and am I required to hold office hours?**

Core Faculty are required to hold office hours. Although an Invited Faculty member is not required to hold office hours, it is still strongly encouraged. We recommended that faculty make themselves accessible to their students either by phone, e-mail, office hours, or all of the above! Any faculty member may ask to be assigned to an office for purposes of meeting regularly with students outside the normally scheduled class time. See Sandi Sturges in the Office of Instruction to request some office space.

### **Miscellaneous Topics**

#### **If I take a class, will the University pay my tuition?**

The policy at UNM-LA has recently changed.

To be in compliance with UNM's tuition remission policy (see the UNM Faculty Handbook policy #3700), UNM- Los Alamos will discontinue the policy of offering tuition remission to Invited Faculty and will follow University policy. See

<http://www.unm.edu/%7Eubppm/ubppmanual/3700.htm> . Briefly,

1. You must be .50 FTE, regular staff or faculty to use the tuition remission benefit.
2. Your Spouse or Domestic Partner must take the class for credit. The employee can audit.
3. Community Education tuition remission is for employees only, no spouses or children.
4. Your Spouse or DP can only take one class, not to exceed 4 credit hours.
5. Only tuition and student fees are covered. Course fees are not.

### **Are there faculty meetings that I am required to attend?**

Meetings are rare at UNM-LA, especially for Invited Faculty.

Just before the beginning of Fall and Spring semesters, usually on the Wednesdays preceding them, a Faculty Orientation is held. Training for compliance with the Americans with Disabilities Act is held for all new faculty starting at 4:30 PM. At 5, the meeting begins with dinner, followed by discussions and presentations of topics of current importance to the faculty. The meeting is followed by break-out sessions with the Curriculum Coordinators, and it usually ends about 8:30. You will be mailed a notice about this meeting, and Invited Faculty will be paid an honorarium, currently \$70, for attending.

The Faculty Assembly meets once a month, and both Core Faculty and Invited Faculty are welcome. Meetings are announced via email.

Core Faculty are required to attend additional meetings on occasion, also announced by email.

### **I would like to attend a workshop or conference related to the courses I teach. Will the University pay some or all of the costs?**

Sometimes this can be arranged - discuss your specific requests with your CC.

### **Where do I get a Faculty UNM ID card (also called a Lobo Card)?**

This card will identify an individual as a faculty member and allows various discounts and privileges on main campus. The process for obtaining a Faculty UNM ID is changing, so watch for an announcement.

### **Contributors:**

Thanks are due to several people who contributed to this collection of information; any errors are mine - Carol Furchner.

Tom Beach  
Lee Bollschweiler  
Pat Boyer  
Graciela Cainelli  
Judy Crocker  
Dennis Davies-Wilson

Leslie Dendy  
Richard Goshorn  
Kate Massengale  
Cedric Page  
Cindy Rooney  
Susan Schauer

Sandi Sturges  
Anthony Valdez  
Kathryn Vigil  
Lynne Williams

## CONTENTS

<b>Who do I see about...?</b> .....	<b>2</b>
<b>Where are classrooms, offices and facilities located? How are rooms numbered?</b> .....	<b>2</b>
<b>Where do I find information and answers to questions?</b> .....	<b>3</b>
<b>Books and the Bookstore</b> .....	<b>4</b>
How do I obtain examination or desk copies of textbooks? .....	4
How do I request textbooks for my classes? .....	4
<b>Communications</b> .....	<b>4</b>
How is official information communicated to faculty? .....	4
<b>Computer and Network Environments</b> .....	<b>4</b>
What computer accounts do I need at UNM-LA? .....	4
What training is required for me to use the Faculty portion of the UNM web site? .....	5
<b>My Courses</b> .....	<b>5</b>
What needs to be included in my course syllabus? .....	5
Is my course comparable with its main campus counterpart? .....	5
Do I need to use the same textbooks as are used for Main Campus Classes? .....	6
How do I publicize my course? .....	6
How do I obtain my class list? .....	6
Do I need to keep track of attendance? What is LAMIS and how do I use it? .....	6
How do I drop students from my course? .....	7
How do I report students who are having academic difficulty? .....	7
How do I arrange for make-up exams for students who miss an exam? .....	7
How do I report final grades? .....	7
What is the university policy on grading? On dropping or withdrawing from classes? .....	8
Is a C- just a low C ? .....	8
Can I post my students' grades or email students their grades? .....	8
What course-related materials am I required to turn in? .....	8
I'm sick or can't meet my class for some other reason – what do I do? .....	9
Are classes ever canceled due to inclement weather? .....	10
Am I required to participate in course and instructor evaluations? .....	10
<b>Course Cancellations</b> .....	<b>10</b>
What happens if not enough students enroll for my course? .....	10
<b>Instructional Support</b> .....	<b>11</b>
How do I use the photocopy machines? .....	11
What are classroom Media Stations and how do I use them? .....	12
Can I get training on how to use instructional media and instructional technology? .....	12
How do I obtain classroom supplies? .....	12
How do I obtain supplies for science labs or art studio work? .....	12
Will I have an office, and am I required to hold office hours? .....	12
<b>Miscellaneous Topics</b> .....	<b>12</b>
If I take a class, will the University pay my tuition? .....	12
Are there faculty meetings that I am required to attend? .....	13
I would like to attend a workshop or conference related to the courses I teach. Will the University pay some or all of the costs? .....	13
Where do I get a Faculty UNM ID card (also called a Lobo Card)? .....	13