

Faculty To-Do List

Fall 2009

Welcome (back) to UNM-Los Alamos for Fall 2009! We look forward to a new semester and working together to make it a successful semester for our students. Thank you for all the work you have already done to prepare for the new semester as well as all the work ahead to make this a successful Fall!

Each faculty should review this list for things to do before the semester starts or shortly thereafter. Please feel free to contact your Curriculum Coordinator (CC) or Division Head (DH) if you need assistance with any of these items.

1. See the Office of Instruction (building #6, room 602) if you need any of the following:
 - Room assignments, Mailbox keys, Faculty office space, chalk/erasers/dry markers, Photo copying access for instructors, monthly payroll information, faculty absence forms.
 - Do they have the **correct contact information** for you – phone, address, name, e-mail, etc.?
 - Do they have the **correct direct deposit** information and paperwork returned from you?
2. Order your desk copy and supplementary materials from the Publisher if you have not already done so.
3. Tuition Remission: you must be a .50 FTE Core Faculty or .50 FTE regular staff to use the tuition remission benefit.
 - Your Spouse or Domestic Partner must take the class for credit. The employee can audit.
 - Community Education can be used by the employee only, no spouses or children.
 - Your Spouse or DP can only take one class, not to exceed 4 credit hours.
 - Only tuition and student fees are covered. Course fees are not.
4. Visit your **mailbox** in building one (workroom). **Please check your mailbox at least once a week!** The Office of Instruction will use your mailbox and **e-mail** as primary means of communication.
5. Prepare your **syllabus** and initial handouts as soon as possible. You may make photocopies in the workroom of building #1 or building #6; please ask your CC for the photocopy code.
6. Give your CC an electronic copy of your **syllabus in paper and electronic form** by the 2nd week of classes, September 4th.
7. Visit the campus bookstore to insure that your **textbook** is on the shelf.
8. Visit your classroom to **see if you will need chalk or dry-erase markers**. Markers and chalk are available in the Office of Instruction, building 6, room 602.
9. Check your classroom for availability of **A/V equipment**. See the Instructional Technology Center for instructions.
10. Prepare *reference materials* and/or select supplemental reference books that you might want the **library** to put on reserve for you.
11. If you missed *faculty orientation*, stop by the Office of Instruction to see if you need to complete any **final paperwork**.
12. Visit Bill Gilson (first office on your right in building 3) **to request your UNM-LA faculty computer account** if you don't already have one. Or contact Bill at wgilson@unm.edu or phone 662-0339.
13. **All faculty must have a NetID and complete two short trainings on how to use faculty on-line systems:**
 - **Returning faculty: You should already have a NetID and password. Be sure to change your password every 180 days to avoid being locked out of the system.**

- **New faculty: The process for obtaining NetID's for new faculty will be addressed in a separate document and at Faculty - the ITC can also help. You need to complete two web-based trainings if you have not already done so. They are LOBOWeb for Faculty and Securing Private Data.**
14. Read your **faculty handbook** which is now on-line. To view the Faculty Handbook, go to the UNM-Los Alamos web page at <http://www.la.unm.edu>, click on Faculty and Staff, then click the link that says UNM-LA Faculty Handbook.
 15. Please remember that snow day absences are not held against students.
 16. Check your class list early and often. If you have students attending your class who do not appear on the list, send them to the Registrar in Student Services to register.

Instructions for Required Faculty Web-based training (once you have NET ID):

1. Access the UNM web page at <http://my.unm.edu>
2. Click "Faculty Life" tab.
3. At the bottom of the middle column, click on "Employee & Organizational Development (EOD)".
4. In the next window, select "Learning Central"
5. Log in using your NetID and password.
6. In the left hand column, click on "Browse Catalog".
7. For Faculty LOBOWeb training, click on "Banner Student." Scroll to locate "Faculty LoboWeb Training" online.
8. For "Securing Private Data Training", click on "Banner General". Scroll to locate "Securing Private Data (Web Course)". Take the course, and then take the test under "Securing Private Data - EXAM".

Submitting Final Grades

Timely submission of grades is important. Your grades are officially due 48 hours after giving your final exam . It is our understanding that faculty who do not submit grades on time will be required to fill out a paper change of grade form for each student.