

Faculty To-Do List

Spring 2008

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 Sandi Sturges in the Office of Instruction for the following (if need be):
 - Room assignments, Desk copy materials, Mailbox keys, Faculty office space, chalk/erasers/dry markers, Photo copying access for instructors, monthly payroll, faculty absences.
 - 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. Tuition Remission: you must be .50 fte, regular staff or faculty to use the tuition remission benefit.
 - Your Spouse or Domestic Partner must take the class for credit. The employee can audit.
 - Community Education can only 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.
3. 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.
4. Prepare your **syllabus** and initial handouts as soon as possible. You may make photocopies in the workroom (building one), please ask Sandi for your department copy code). You may also give the Office of Instruction at least 3 days lead-time if you want them to make photocopies for you.
5. Give your CC a copy of your **syllabus** by the 2nd week of classes.
6. Visit the campus bookstore to insure that your **textbook** is on the shelf.
7. Visit your classroom to **see if you will need chalk or dry-erase markers**. Markers and chalk are available in the Office of Instruction in Bldg. 6, room 602.
8. Check your classroom for availability of **A/V equipment**. See the Instructional Technology Center for instructions.
9. Prepare *reference materials* and/or select supplemental reference books that you might want the **library** to put on reserve for you.
10. If you missed *faculty orientation*, you will need to see Sandi to finish your final paperwork *in addition* to the above-mentioned items.
11. Visit Anthony Valdez (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 Anthony at valdez@unm.edu or phone 662-0339.
12. **All faculty must have a NetID:**
 - a. **Returning faculty: You should already have a NetID and password. See (back of page for instructions).**
 - b. **New faculty: The process for obtaining NetID's for new faculty will be addressed in a separate document and at Faculty Orientation—the ITC can also help.. Any questions regarding NetID, please contact Kathryn Vigil, UNM-LA Registrar, at 661-4688. You need to complete two web-based trainings if you have not already done so. They are LOBOWeb for Faculty and Securing Private Data.**
13. Read your *Faculty Handbook* which is now on-line. To view the Faculty Handbook, go to the UNM-Los Alamos web page and click on departments, choose Instruction and click the link that says Faculty Handbook.
14. The first week of classes this semester may be challenging for all, due to the new upgrade done over the break to the Banner system—as well as projected storms. Please remember that snow day absences are not held against students.
15. LAMIS is a simple, attendance-keeping program that our Title V grant requires we now use. Anthony Valdez can help you get on to the system. It takes almost no time to enter attendance, but it has to be done on campus because the software does not have security for private data sent over the web. There are many computers on campus from which you can spend ten minutes a week entering data. See Lynne Williams at ITC if you have any problems.

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

1. Access the UNM web page at www.unm.edu
2. Click on My UNM tab and log in.
3. Click “Faculty Life” tab.
4. At the bottom of the middle column, locate “Employee & Organizational Development (EOD)” and click on “Learning Central”.
5. Log in.
6. In the right 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 and Test”, click on “Banner General”. Scroll to locate On-line course. Do course, and then take the test.

Final Grades:

If you have not yet taken the online training concerning grade entry, please do so. This training will be useful to you as you enter your grades. It takes about 5 minutes and can be accessed using the following link: <http://link.unm.edu/Training/LoboWeb/EnteringStudentGrades.html>. You will need last date attended for students who drop or take Incompletes or grades will not enter when submitted.

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!