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## General Information for On-line Access

Where to Go-

After you complete all the hiring process, you will need to establish a UNM NetID for getting your class list and submitting grades.

The easiest path is through

[www.unm.edu](http://www.unm.edu) At the top of the page you will see **myUNM**. Click on here.

At myUNM, on the left hand side see – Create a UNM NetID.

- You will need –
- 1) Your Social Security Number – SSN
  - 2) A logon name – most use their first initial and last name, but you can use any proper name you chose.
  - 3) A password that is letters and numbers, starting with a letter and including numbers in the middle.

The NetID is your login and e-mail access.

Your UNM e-mail address is: [yourNetID@unm.edu](mailto:yourNetID@unm.edu)

### **myUNM has several pages for use.**

**Home** – provides your UNM – e-mail, and a place to save documents when you are at another computer.

**Campus Life** – Provides general notices and events

**Library** – Provides access to the UNM-Library system.

Also to the Gallup Libros.

The following E-resources provide the UNM-Gallup access and passwords.

**UNM E-Mail** – opens to the UNM Webmail

**Faculty Life** – Provides Faculty Resources to Class Lists, Drops and Web Grades.

Also provides information for Human Resources.

**MyCourses** – Provides access to WEBCT and Groups such as TEC.

Faculty ID Cards: The Student Service Center arranges for ID's at the beginning of each semester. Lost ID's can be made for \$10.00.

Library Services: The UNM-G library offers a full collection of library offerings. We support various electronic resources. The Appendix list gives the supported references, along with passwords and access codes. All restricted sites can be accessed from any UNM-G computer.

### **Learning Central - On-line learning for the UNM faculty and staff**

<https://learningcentral.health.unm.edu/elms/learner/login.jsp>

Banner General (9)	HSC General Training Items (3)
Banner Student (7)	HSC GME (3)
Customer Service (2)	HSC Library (17)
Employee Benefits (3)	Management Development (18)
Finance (11)	Occupational Health (2)
General Safety (4)	Performance Review (5)
Grants Management (1)	Policies and Procedures (11)
Hazard Prevention (2)	Professional Development (23)
HIPAA Online Courses (2)	Radiation Safety (1)

#### **Additional web sites:**

You can also check your UNM e-mail at: [webmail.unm.edu](mailto:webmail.unm.edu)

**Or**

[webmail.gallup.unm.edu](mailto:webmail.gallup.unm.edu) (if you use the [NETID@gallup.unm.edu](mailto:NETID@gallup.unm.edu))

**Class list** can also be found at: <http://www.unm.edu/%7Eunivsec/facstaff/>

Go through [www.unm.edu](http://www.unm.edu) to Faculty and Staff.

**To find out course enrollment** go to: <http://cirt.unm.edu/dwhpage/Reports.htm>

**Go to Course Reports, down to Schedule of Classes by Campus, to Branch.** *Schedule of Classes by Campus gives time/days/ course capacity of the class as well as the number enrolled. Enrollment by Section gives the most basic information.*

## **Introduction Part-time Faculty Handbook**

Part-time faculty members are vital to the instructional programs at the University of New Mexico – Gallup Campus. By hiring part-time faculty members, the college can provide a full, flexible range of educational programs that uses the wealth of knowledge and experience in our community.

Since many part-time faculty members teach in the evening or on weekends, communication with department heads and other college administrators is sometimes difficult. This handbook was prepared to facilitate communications by providing important information needed by part-time faculty members who teach credit courses at the college.

More detailed information on the subjects covered in this handbook can be found in the catalog, policies and procedures manual, strategic plan and other college publications. Questions related to the material in this handbook should be directed to the dean of instruction or director of personnel. Suggestions for additions or modifications are invited.

This Handbook provides guidance for Part-time faculty at the University of New Mexico – Gallup Campus.

This University of New Mexico – Gallup Campus – Part-time Faculty Handbook (UNM- G – PT FH) provides a mix of information from the University of New Mexico Faculty Handbook (UNM- FH), and the University of New Mexico – Gallup Faculty Handbook (UNM- G- FH).

Faculty policies specific to UNM-Gallup are now under review with the Faculty Senate and will constitute differences from the UNM- FH, <http://handbook.unm.edu/>. Since some information stems from the UNM FH, the information that is not changed will begin with the published heading. This information is standard for all faculty employees at UNM. Some of the headings do not have application for Part-time faculty and are only mentioned for continuity.

### **Legend**

LetterNumber	UNM- FH	(eg. A10)
H Letter Number	UNM- G – FH	(eg. H- A20)
<b>PT H – Letter Number</b>	<b>Part-time exception UNM- G – PT FH</b>	<b>(eg. PT H – A83)</b>

The Table of Contents lists individual policies.

Section H- A - The University

Section H-B - Policy on Academic Freedom and Tenure

Section H-C - Faculty Rules and Benefits

Section H-D - Teaching and Student Related Policies and Information

Section H-E- - Research

## **SECTION A: The University**

### H- A20 - Vision, Mission and Value Statements

#### A. Mission Statement

UNM Gallup develops lifelong learners in a context that is responsive to the cultures of this region.

#### B. Core Values

Excellence in education is fundamental to the core values of UNM Gallup. UNM Gallup values each individual, the strength of the community and the power of working together in a climate of shared responsibility.

### H -A60 - Faculty Senate Bylaws

Revision of Handbook - This handbook may be revised by submitted proposed revisions to the Operations Committee of the Faculty Senate.

### H -A61 - Faculty Senate Committees

#### H -A61.1 – Operations Committee

H -A61.2 - Curriculum

H -A61.3 - Student Affairs

H -A61.4 - Long Range Planning

H -A61.5 - Library

H -A61.6 - TEC

#### H -A61.7 – C & Bylaws

H -A61.8 - Assessment

H -A61.9 - Handbook

H -A61.10 - Leg. Policy

H -A61.11 - Ethics

#### Core Committees

#### H -A61.12 – Facilities

H -A61.13 - Strategic Planning

H -A61.14 - Budget Committee

#### H -A61.15 - TDE

H -A61.16 - PCDC

H -A61.17 - Grants Oversight

#### Colleges and Schools and Related Policies

### H -A80 - Deans' Council

### H -A81 - Deans and Deans' Council

#### H -A81.1 - Applied Technology

H -A81.2 - Arts and Letters

H -A81.3 - Education

H -A81.4 - Health Careers

H -A81.5 - Library

#### H -A81.6 - Math and Science

H -A81.7 - Nursing

H -A81.8 - Social Sciences

H -A81.9 – Transitional Studies

H - A81.10\* Faculty Administration -

## **PT H - A89 - Allocation of Office, Laboratory, and Classroom Space**

**Procedures.** The Facility Use Committee will accept and review requests for changes in space assignment and utilization throughout the year. Since some of the requested actions and Committee's decisions will have financial implications, the Committee will

coordinate its decisions with the capital budget planning process. Deans, Department Heads, and Directors are encouraged to anticipate space need issues as part of the annual capital improvement projects planning process to assure consideration in the capital budget plan for the next year.

Forms are available for facility requests.

## **SECTION B: Policy on Academic Freedom and Tenure**

### **H –B1 - Professional Activities of Faculty and Criteria for Evaluation**

*The categories in which faculty performance will be evaluated are the following:*

- 1 Teaching*
- 2. Research, Scholarly or Creative Work, or Disciplinary Growth*
- 3. Service*
- 4. Personal Characteristics (UNM-FH B1.2)*

#### **Weighting**

In each of the following categories, it is expected that the faculty member's performance will be one of excellence. From year to year a candidate might emphasize or weight categories differently in his/her Faculty-Chair Agreements. However, these agreements do not permanently exempt a faculty member from excellence in other categories.

- a. Teaching
- b. Research, scholarly work, creative work or disciplinary growth
- c. Service
- d. Personal Characteristics

### **H -B3- Faculty Appointments and Contracts**

#### **A. Types of Faculty Appointments**

##### **Probationary Appointments**

##### **b. Part-time or Adjunct Faculty**

Part-time appointments should be made in cases in which there are not enough full-time faculty to teach the necessary number of sections of a particular course, or in such case as the part-time appointee has exceptional expertise in an area not covered by full-time faculty. Department chairs should keep in mind that full-time faculty, in particular those with tenure, should have first right of refusal on any courses to be taught in any department.

Part-time faculty are hired only with the approval of the department chair and Dean of Instruction. If approval is granted, an agreement will be drawn up and signed by the part-time faculty member and the department chair.

## **H -B4 - Faculty Reviews**

### **J. Non-Tenure Track and Adjunct Faculty Annual Reviews**

#### **Review of Part-time Faculty**

Part-time faculty will be reviewed in the first year of their employment and at least once every three years thereafter. This time frame is based on a part-time faculty member teaching at least one semester each academic year. If more than two semesters pass without the part-time faculty member teaching, he or she will be reviewed at least once the first year he or she returns. This review will be based on classroom observations, a review of course materials and ICES forms.

When a part-time faculty member teaches in more than one department, the department chair of each department employing that faculty member will write an evaluation.

If the evaluation of a part-time faculty member is most appropriately written by another full-time member of the department other than the department chair, it will be the responsibility of the department chair to assign that full-time faculty member the task of writing the evaluation.

Upon completion of the written evaluation, the full-time faculty member will consult with the department chair about the results.

ICES: Instructor course evaluation sheets are given to all faculty for course evaluation at the end of each semester. The administrative assistant in your department will make these forms available to you for evaluation. These evaluations allow the students to comment on the course, instructor and content; along with various questions from the department. They are intended to provide feedback for course progression.

## **H -B6 - Academic Freedom and Tenure Committee**

### **SECTION C: Employment and Appointment Regulations**

#### **C05 - Rights and Responsibilities at the University of New Mexico**

## **PT H -C10 - Employment and Advanced Degrees**

### **PT H - C50 - Faculty Contracts**

All part-time credit faculty members are placed on the part-time faculty salary scale depending on their education and experience. They are not eligible for the ranks associated with full-time faculty positions. Payment is based on course load, calculated as the total number of course credit hours taught during a semester. In some cases, course load is calculated on the basis of contact hours, such as when laboratory and clinical teaching assignments are involved.

## H -C80 - Faculty Office Hours

Part-time faculty should hold one half (1/2) hour per week of office hours for each three (3) -hour course

Instructors are encouraged to make every effort to meet with his/her students. Part-time Faculty should post his/her office hours on his/her syllabi by the second week of the semester.

Part-time Faculty should submit office hours to his or her chair as soon as possible after each semester's course schedule are finalized.

1-2 course load = 2 office hours/week

## C90 - Dates of Campus Duty

Except for authorized holidays, vacations, or other recesses listed in the academic calendar or otherwise announced, it is the obligation of each faculty member to perform all assigned duties and commitments within the period designated by the beginning and ending dates of service in a particular contract period.

## H -C100 - Academic Load

### Teaching Loads and Course Assignments (Modification of UNMA Policy C110)

Department chairs will be responsible for assigning both the teaching load and schedule of classes to be taught by part-time faculty members within their departments. The primary criteria for establishing teaching schedules will be student enrollment and program completion requirements as determined by the department chair. A maximum of 12 credit hours can be taught by part-time faculty members in one semester.

All faculty are required to teach during the days and hours of routine operation of the university (Monday through Thursday, 8 a.m. to 9:30 p.m., Friday and Saturday, 8 a.m. to 5 p.m.) as assigned by their chair, unless otherwise agreed to by both parties.

## H -C110 - Teaching Assignments

### Faculty Attendance and Emergency Dismissal of Classes

It is expected that instructors will meet their students at every assigned class time for the entire class period.

However, should emergencies such as an illness, an accident or a family crisis prevent attendance, instructors should contact their Chair or Dean of Instruction directly as soon as possible so that the students can be notified of the canceled class. Non-emergency absences are permissible only with the appropriate chair's approval at least one week prior to the non-emergency absence.

**C160 - Payroll Data** - Salaries for faculty, who are exempt employees, are normally paid on the last working day of each month. Payment is by check or automatic deposit, and each is accompanied by a payroll earnings statement on which are given the deductions, benefits and payments for the pay period as well as cumulative total of payments to date during the current calendar year. At the faculty member's request, the net pay will be sent directly to his bank for deposit, and the earnings statement is sent to the member by campus mail. Checks will not be sent through campus mail.

## **Leave Policies and Faculty Absence from Assigned Duties**

### **C220 - Holidays**

The following ten annual holidays are observed at the University:

Martin Luther King Day (as announced annually)

Memorial Day

Independence Day

Labor Day

Thanksgiving Day (fourth Thursday in November)

Friday following Thanksgiving Day

Four days during the Christmas, New Year season. These four days will be announced annually, based on the calendar and the needs of the University.

Employees will be notified of the exact dates to be observed for the above listed holidays, no later than January of each year.

### **Benefits**

**C300 - Retirement** - The University's retirement coverage is under the New Mexico Educational Retirement system which is administered by the New Mexico Educational Retirement Board for all faculty who have appointments at .25 FTE or greater. State retirement and two alternative plans are offered depending upon the specific criteria of the appointment. See "Retirement" Policy [3625](#), in the *University Business Policies and Procedures Manual* for additional information. Detailed information (including a booklet published by the Educational Retirement Board) may be obtained from the Benefits Office in the Human Resources Department at 1801 Roma NE. This same office handles applications for retirement and other matters pertaining to selection of options

### **C320 - Enrollment of Faculty in University Courses**

Part-time faculty may take up to 4 credit of classes per semester. The tuition paid will be at the UNM-G campus tuition rate.

**C345 - Faculty Dispute Resolution** - The Faculty Dispute Resolution program is designed to provide mediation and conflict resolution services to UNM faculty who are experiencing workplace conflicts. The long-term vision is a widespread network of trained UNM faculty committed to constructive conflict management.

## **SECTION D: Teaching and Student Related Policies and Information**

### **H -D01 – Audiovisual/ Equipment**

Multi-media equipment can be requested through Instructional Technology Services at 863-7604 in CH 1105, or requests can be e-mailed from the library server (<http://www.gallup.unm.edu/cgi-bin/wreq/req?top-active-1> ). Please arrange for AV

equipment a least one week in advance. LCD projectors are in limited supply and may not be available.

The following is a tentative list of the equipment offered by ITS:

- Digital Cameras
- Film Cameras
- Portable projectors
- Limited number of Laptops
- Portable CD and Cassette Players
- Screens
- VCRs
- DVD players
- Camcorders
- TVs

## D05 – Academic Advisement

Academic advisement is provided through each college office for any student interested in the programs of that college. The advisement center associated with each college:

1) gives procedural information; 2) serves as the advisement contact required of new students; 3) refers students to specific faculty members, and to other offices as appropriate.

Faculty members are central to the advisement process of most of the centers. Other centers have specially trained non-faculty staff members who often work with the faculty members in providing advice and counsel.

Academic advisement at UNM is a multidimensional process often involving the many facets of a student's educational, social, financial, and personal life which influence his/her academic progress. This type of comprehensive advisement not only utilizes information on a descriptive level, but also provides for the analysis, synthesis, and evaluation of such information within the limits of availability of time and staff. Students seeking help beyond the level of an advisor's responsibility will be referred to:

1) the Student Health Center for matters of physical and/or mental health; 2) offices within the Student Affairs division, for specialized assistance; and 3) specialists off campus, if such are not available on campus.

**D10 - Academic Integrity** - Students who have questions concerning scholastic regulations and procedures at the University should refer to the "General Academic Regulations" section of the [\*University Catalog\*](#). Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards. See also "Dishonesty in Academic Matters" [\*D100\*](#) and "Student Conduct and Grievance Procedures" [\*D175, Faculty Handbook\*](#).

**D15 - Academic Probation and Suspension** - Academic probation and suspension are determined by the college in which the student is enrolled, subject to the University regulations set forth by the faculty. Refer also to Scholastic Regulations, [\*University Catalog\*](#)

**D20 - Academic Program** - The student's academic program is usually supervised by the college or division in which the student is enrolled. Questions should normally be directed to that college office. It should be noted, however, that the programs of non-degree students are under the supervision of the Division of Continuing Education and Community Services.

**D25 - Academic Renewal Policy** Academic renewal applies to undergraduate degree-seeking students who have been

readmitted to UNM after an absence of five years or more. The procedure allows a currently enrolled student to request his/her academic record be reviewed for the purpose of evaluating previously earned credits and recalculating the student's grade point average from the point of readmission.

Students may obtain petition forms from the Records Office, Room 251, Student Services Center. If all criteria are satisfied, the petition will be approved and the academic record noted.

### **D30 - Allowable Maximum Semester Load**

The maximum number of hours which students may attempt during a regular semester without special approval is 18. During a summer session the maximum number is 9 hours. Individual colleges may place lower limits on students in individual cases at their discretion. It should be noted that hours in excess of 18 during regular semesters and 9 during summer session are subject to a tuition surcharge. (Refer to the [Schedule of Classes](#) for the per credit hour amount of these surcharges.)

**D40 - Audited Courses** - A student wishing to audit a course must be formally enrolled at the University either in regular or in nondegree status and must pay the full tuition rate for the course. The student must have the permission of the instructor by the end of the fourth week of the semester. The student must submit an Enrollment Authorization card to the Records and Registration Office to have the audit grade option added to the student's registration. (Refer to the [Schedule of Classes](#) for additional information.) This permits proper identification of the student's status as an auditor on the class list given the instructor (refer to "Class Lists" [D60, Faculty Handbook](#)). Grades are not reported for auditors, but the student's permanent record reflects the enrollment as an auditor. The auditor, having paid the full tuition fee, is allowed full participation in class activities. (See also "Enrollment of Faculty Members in University Courses" [C320, Faculty Handbook](#)).

### **H -D45 - Book Orders**

Textbook orders are normally processed through individual departments. Faculty must request desk copies from the publisher. The bookstore is not allowed to order complimentary copies from publishers. If a faculty member needs a copy of a book from the bookstore, he or she must pay for the book. When the desk copy arrives, the faculty member may take the new book to the bookstore and receive a refund for the original purchase. The bookstore will not accept the new book if it is stamped "complimentary", "free copy" or "teacher's copy". Departments may set-up a charge account with the bookstore so that faculty may charge desk copies to the department.

### **Web-CT**

Web-CT is an online course management tool that are available to all instructors upon request. Web-CT has a template-driven design but all templates are easily modifiable, so the program is easy for beginners and more advanced users to use. Instructors may also opt to use publisher-created e-packs for their courses. These packs are designed by textbook companies and may be used in conjunction with the textbooks or may be used alone. These provide instructors with pre-made content for their courses that can be modified to meet the specific needs of that particular course.

There are many things that instructors can do with Web-CT. Instructors can post syllabi, PowerPoint presentations, learning modules for students, assignments, any text document, and any digital media files. Web-CT also offers online communication tools, including mail, discussion boards, whiteboards, and chat rooms for the courses and online assessment tools, such as surveys, quizzes, and student self-tests for students to monitor

their own progress in the course. All access to the courses are controlled by the instructor. If you would like to request Web-CT for use in your courses,

## D50 - Change in College

A student who desires to change from one college to another within the University must contact the college to which the student wishes to transfer. The college will process the transfer. Following graduation, the student will automatically be eligible for non-degree status.

## H -D55 - Changes in Student Registration /

Changes in registration require specific procedures which vary according to the nature of the change. The deadlines described below refer to courses that meet the entire semester (16 weeks for Fall and Spring, 8 weeks for Summer). Refer to the "[Schedule of Classes](#)" for deadlines pertaining to non-standard length courses. For information concerning instructor drops due to nonattendance, refer to "Student Attendance" [D170](#), *Faculty Handbook*. For the instructor's information, refer to the descriptions of the various steps for the different kinds of program changes: "Course-Changing Procedures" [D85](#), "Instructor Drops" [D145](#), and "Withdrawal from the University" [D205](#), *Faculty Handbook*.

## H- D56 - Class Meeting Times and Places

It is expected that classes will be taught at the times and in the places listed on the UNM Gallup printed schedule of classes each semester. Any permanent changes must be requested in writing and approved by the appropriate chair and Dean of Instruction before they are made. Should changes in meeting times and places become necessary, an instructor must make sure that such changes are:

1. Convenient for all registered students.
2. Unanimously agreed to without pressure by all registered students in the class rather than simply those present on the day the changes are discussed.
3. Approved by the appropriate chair and Dean of Instruction before they are instituted.

**Class time:** Each credit is scheduled on a 50 minute hour, it is important for Faculty to teach classes for the required time period. When classes let out consistently early, students are not given the contracted time for course presentations. All finals are to be scheduled during Finals week. New information can be generally given to the last week of class

**Class Cancellation:** On occasion it is necessary for Faculty to cancel classes, please contact your department chair as early as possible to allow postings for the students. It is expected that Faculty will have secondary assignments for students to complete in order to maintain the schedule of the class.

**Keys:** Green cards for Keys are available from your department chairs. Keys are needed for each classroom.

**Snow Days: UNM-G does not have Snow Days. On occasion the weather warrants a need for road closure, thus affecting the University schedule. Notices will be given to the local media in a timely manner in order to provide students with information about classes or campus closures. Individual faculty are discouraged from canceling classes. Students generally arrive at class, unless formal closures have been given.**

**Night contacts: In the event of an emergency, please contact the Night Administrator. Dial 863-7500 to reach the night administrator.**

#### Class Caps

It is expected that each department chair will consult with the faculty who teach individual courses to decide what the appropriate cap is for each class

#### H -D60 - Class Lists

**Class lists can be found under myUNM, Faculty Life tab. [www.unm.edu](http://www.unm.edu)**

#### H -D65 –Course Syllabi Format (SEE APPENDIX)

All syllabi should follow the format submitted to the UNM-G curriculum committee for approval. Part one is the standard syllabi that is held by the department. Part two is developed by the individual faculty member to outline the course sequence and expectations.

Syllabus / Course Outline: Please see the following guidelines for setting up a new course. All courses must be presented to the Chair of the Department. It takes about 2-4 months for a new class to be approved. Topics courses can be approved in a shorter time frame.

#### H -D70 - Class Scheduling - Smart Classroom Access Policy See Appendix XII.

“Smart” classrooms are classrooms that have been wired with a projector, computer, VCR, and some have DVD players. Instructors may request these classrooms through their department heads and deans. All instructors must be trained through IT before they can obtain a key for the “smart” classroom. If an instructor needs the equipment in a “smart” classroom, but none are available, the instructor may request a cart that has all the equipment on it. This cart will be delivered to a central location, such as the main floor of the library or the departmental offices.

#### D75 - Classroom Conduct

#### D80 - Classroom Change Requests

Room Change: On occasion you may need to change a room or a room may be changed on you. Notice of room changes are posted outside the classroom. Please do move your

students into vacant classrooms, some classes are scheduled at differing times, and the classroom may be reserved for various purposes.

#### H -D85 - Course-Changing Procedures [*information*]

##### Proposing New Courses

See Guide to Curriculum Proposal and Approval.

#### D100 - Dishonesty in Academic Matters [*policy*]

##### Student Retention

The student retention procedures and strategies are outlined in the Student Retention Policy. See Appendix XIII.

**D105 - Examination to Establish or Validate Credit [*information*]** Degree seeking students in an undergraduate college of the university may, with appropriate approval, take an examination to establish or validate credit in courses appearing in the university's general catalog. Students may not have been previously enrolled (or have earned a W/WP/WF grade) in the course at the university. Students enrolled in the Graduate School have the same privilege, except that only undergraduate credit can be earned in this manner. Credit cannot be earned by examination to establish credit in nonprofessional physical education activity courses and in some professional physical education courses. A check with the department will be necessary to determine which professional physical education courses can be challenged by examination. Upon authorization, the dean or director of the college offering the course will issue a permit for the examination. This permit must be approved by the department concerned and the dean or director of the student's college. The student must then pay the current tuition rate per credit hour and submit the permit to the person who will administer the examination. Once the examination has been administered and graded the instructor will complete the form and send it to the Records and Registration Office for recording on the student's record. Examination to establish credit can be taken only during the week before classes start through the ending date of the semester or summer session. Credit will be allowed and placed on the student's permanent record as of the semester in which the examination is completed and will not count in the student's grade-point average prior to the completion of that semester. A grade of CR will be recorded for successful completion of examination. Credits earned by examination at university count toward graduation and residence requirements.

#### H -D125 - Grades and Grade Reporting [*information*]

##### Student Assessment

1. Institutional Statement of Policy

Student assessment is a process that articulates explicit learning outcomes and criteria, provides students with concrete, developmental feedback, and addresses the whole learner. The tools and mechanisms for assessment may vary by discipline but the underlying principle that assessment involves observation and judgment of each student's performance based on established criteria is critical. There should be a built-in mechanism for feedback for both student improvement of learning and faculty improvement of teaching.

2. Posting Grades and Returning Exams

Based on FERPA laws, instructors may not post grades in a public way that allows others to determine a student's grade in a class. Individual notification of grade throughout the semester is encouraged. Instructors may devise a method at the end of the semester that ensures confidentiality for relaying a student's final grade.

Examinations should be returned to students for review and discussion purposes as soon as possible. It is an instructor's prerogative whether exams are to be returned to the instructor after this review and discussion period

## **Grading System**

All institutions of the University of New Mexico are on a 4.0 grade point average system. For computing grade point averages, see the [university catalog](#).

## **Assigning an "F" and "WF."**

Many forms of financial aid do not have to be repaid by the student for a grade of "F." Federal audits that discover an "F" awarded when a student should have received a "WF" can result in the institution having to repay the difference. An "F" should be assigned when a student meets attendance requirements but fails the course. A "WF" should be assigned when a student exceeds the number of allowable absences.

## **Grade Appeals**

Students may appeal a grade received and may also appeal certain degree requirements. Students who wish to exercise this right should follow the appropriate procedure as follows:

- A student who wishes to appeal a grade that the student feels is unfair or inaccurate should follow the academic grievance process listed under the "Student Rights and Responsibilities" section of the [Student Handbook](#).
- A student who wishes to appeal a general university requirement should meet with his or her advisor to discuss the nature of the appeal.

## **Grade Changes**

If a student believes an assigned grade is incorrect, he or she should consult the instructor promptly. A final grade will not be changed after one calendar year from the date given. To change a final grade, the instructor completes an "Authorization to Change Grade" form. These forms, which are secured from the Office of the Registrar, must be signed by the instructor and the chair of the department that offers the course. An explanation of the grade change is expected in the "comments" section of the form. The form must be hand-delivered to the Office of the Registrar by the instructor, department chair, or a staff member designated by the chair, not by a student or campus mail.

## **Incomplete Grades**

An "I" (incomplete) grade indicates the student was doing satisfactory work but, for non-academic reasons, was unable to meet the full requirements of the course. The requirements for removal of an "I" grade are left to the instructor; however, if an "I"

grade is not removed satisfactorily within the next twelve months, the grade “I” will be changed to the grade “F” by the Registrar. A course with an unresolved “I” grade may not be repeated.

### **Reporting Grades**

Faculty are required to submit final grades to the Office of the Registrar by the established deadlines of each term.

Instructors submit final grades through myUNM. The instructions on how to enter grades appear on the class roster page, in the FAQ pages on the Web, and on the myUNM before grade entry is opened.

#### **H -D145 - Instructor Drops *[information]***

Instructors may drop students from their classes for reasons of excessive absences in accordance with drop and withdrawal guidelines listed below. Instructor drop forms are available at the Records and Registration Office and in academic departments.

The student is responsible for the completion of every course for which the student has registered; if the student drops a course at any time without completing the official change of program procedures, a grade of F may be assigned even though the student may be passing when she or he stopped attending classes.

**H -D150 - Interval Between Classes *[information]*** A minimum ten-minute interval is scheduled between classes to permit the student to proceed to the next class. Within this same interval, the instructor of one class must vacate the classroom in sufficient time to allow the incoming instructor to prepare the room as necessary for the next class session. Therefore, each faculty member is expected to leave the classroom promptly at the end of the class period

#### **H -D155 - Referral Services for Students *[information]***

UNM-G offers students academic, physical, and emotional support through a variety of offices on campus. Part-time faculty members will want to familiarize themselves with these services in order to refer students to the offices where they can get the help they need. The following is a quick reference list of these services; for a complete listing, please refer to the Student Support and Special Programs website: [www.gallup.unm.edu](http://www.gallup.unm.edu)

#### **H –D 166\* Student Profile**

##### **Student Profile**

The University of New Mexico-Gallup Student Profile is reflective of the Campus Vision Statement, Mission Statement, Core Values and Goals. It

is the basis for departmental curricular endeavors, and describes the skills and abilities students will acquire when they achieve their educational goals.

Dependent on the student's goals, the student will:

1. Acquire Communication Proficiency  
Students will demonstrate an understanding of college level texts and master materials in American English appropriate to their programs of study. They will acquire the needed speaking skills to make public presentations and broaden their repertoire of communicative behaviors.
2. Develop Problem Solving Ability  
Students will develop workable problem-solving ability since it is the key factor in goal-directed behavior. Problem solving requires the learner to balance and mix reflection and careful analysis with action, caution with risk taking, solitary decision making with involvement and interaction with others.
3. Acquire Employment Skills  
Students will demonstrate skills necessary for obtaining employment meaningful to their areas of interest.
4. Contribute to the Quality of Life  
Students will develop the capability to engage themselves in community affairs in positive and constructive ways. As leaders of the community, they will help strengthen families, schools, economic activities, and social and civic endeavors.
5. Function in a World of Technology  
Students will demonstrate expertise with the current technologies needed to function and compete in modern society. Technology is developing exponentially, and such expertise facilitates economic opportunities and enhances life skills.
6. Become a Responsible Citizen  
Students will generate intelligent strategies to cope with the economic, social and political issues of a democratic society and to adapt to change within that society.
7. Acquire Inter-cultural Sensitivity  
Students will demonstrate inter-cultural sensitivity and appreciation of the contributions previously made and the potential of all members of our global community.

H -D170 - Student Attendance *[information]*

Student Attendance and Class Drops

Students are required to attend all meetings of a class, unless excused by the instructor. No extensions of vacation may be given. Non-attendance at classes due to late registration is considered the same as absences after registration. A student with too many absences may be automatically dropped from a course with a grade of WF (withdrew failing), if the instructor chooses to do so.

Each faculty member should state in writing in his or her syllabus his or her attendance policy on tardiness and absences. Instructor-requested drops may be completed on-line using the class list/grading services. Students may be dropped before the end of the sixth week of classes without the need to assign a grade. After the sixth week the instructor must assign a grade, either WP (withdrawn passing) or WF (withdrawn failing).

## H -D175 - Student Conduct and Grievance Procedures *[policy]*

### Grievance Procedures

#### A. Grievance Committee Composition.

The Grievance Committee at UNM-Gallup will be a committee formed from faculty who have completed the UNM Conflict Resolution Course. Membership will be for one year, with the chair being elected each August. The chair of the committee will be in charge of organization, structure, and scheduling. The committee will meet twice each semester to confer about ongoing procedures and protocol and on an as needed basis. The committee will consist of six (6) members, forming three (3) teams of two (2) members each.

#### B. Grievance Procedure

1. The aggrieved faculty should first attempt direct resolution of a grievance in person with the party with whom there is a grievance. It is expected that in a University community, both parties should be able to resolve the grievance in a manner satisfactory to each at this level. If the grievance is not resolved at this level, the aggrieved faculty should proceed to step two (2).
2. If the dispute is not resolved in step one (1), the aggrieved faculty will state the grievance in writing to the party against whom he or she has the grievance and to the chair of their department (unless the grievance is with the chair). The chair will give a copy of the letter to the defendant and ask for a response within one week. A copy of the defendant's response to the grievance should be given to the aggrieved party and the department chair. The chair will attempt to mediate a solution by contacting the defendant directly, if he or she are within the same department, or, if the defendant is in a different department, by contacting the chair of that department. If a resolution is not achieved within ten (10) working days of the defendant's response, the aggrieved should proceed to step three (3).
3. If the dispute is not resolved in step two (2), the aggrieved party shall present a written copy of the grievance and the defendant's response to the chair of the Grievance Committee. The chair of the committee will then schedule a formal hearing before the Grievance Committee to be conducted at a time agreeable to the committee members and to both parties. When a dispute comes before the committee, three teams of two committee members each will be presented to the two parties in dispute. Each party in the dispute will be required to nominate two of the three teams that they deem acceptable to hear the grievance. With this structure, there will be one team agreed upon by both parties and that team will hear the dispute. During the hearing, both parties shall have the right to present their case, present evidence (both oral and written), and/or witnesses, and the opportunity to object to or rebut

any evidence presented. The Grievance Committee will present its recommendation to the two parties within seven (7) calendar days following the hearing.

4. The disputing parties may accept the Grievance Committee recommendation or may appeal to the Dean of Instruction in writing within seven (7) calendar days after receipt of the Committee's recommendation. The Dean of Instruction will present a recommendation to the parties involved, in writing, within seven (7) calendar days of receipt of the appeal.
5. The final avenue for appeal and resolution of a grievance, should the Dean of Instruction's recommendation be unacceptable, is the Ad Hoc Grievance Committee at the Albuquerque campus. The Ad Hoc Committee will determine whether or not the appeal should be heard based on the merits of the case. Should the committee choose not to hear the case, the findings of the Dean of Instruction shall be final. Should the committee choose to hear the case, its findings shall be final.

### D180 - Student Educational Records *[information]*

The University has an approved policy for guidelines for confidentiality of student records. This policy is in accordance with the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, 513). Official academic records are maintained by the Office of the Registrar and the Office of Graduate Studies. Records and documents pertain to a student's academic standing and progress, including admissions application, high school and/ or college transcripts, test scores, grades, and academic standing.

### D190 - Student Number *[information]*

Students will be using the new Banner ID for all University business.

### D195 - Student Records *[information]* 1.0 Introduction

Under the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review most education records maintained about them by the University of New Mexico, and, in many cases, decide if a third person can obtain information from them. Nine categories of information, however, are public (or directory information) unless a student asks that some or all of that information be withheld. It is the policy of the University to comply fully and fairly with the provisions of the Act, Federal Regulations and this policy. (POLICY CONTINUES, SEE FACULTY HANDBOOK)

### D205 - Withdrawal from University *[information]*

Students may add and drop courses via the Web during the registration and schedule change periods. Students wishing to drop a course after the last official day of schedule change must officially withdraw from a course. Students may withdraw online through ISIS, and the instructor will receive e-mail notification of the withdraw. The instructor may choose to request a conference with the student within five days; otherwise the student request will be processed after the fifth day. If submitted before the "W" grade deadline as published in the schedule of courses, a grade of "W" will be assigned by the registrar unless a grade of "WF" has already been assigned by the instructor for excessive absences. A grade of "WF" will be assigned when a withdraw request is received after the deadline. Refer to the schedule of courses for specific dates and additional information regarding course withdraw.

The deadline for dropping a course without the mandatory "WF" grade is published in the calendar portion of the semester or summer term schedule. The instructor will find the grade assigned on the "Final Grade Form" on the Web.

## **SECTION E: Research**

E10 - Classified Research Policy *[policy]*

E40 - Research Misconduct *[policy]*

E50 - Research Support *[information]*

E60 - Sponsored Research *[policy]*

E70 - Intellectual Property Policy *[policy]*

In the course of conducting their University-administered activities, the faculty, staff, and students often create intellectual property that may be protectable by patent, copyright, or other means. The University wants a policy that encourages the treatment of such property in ways beneficial to the creators of such works, as well as to the University and to the public. To these ends, the University and the creators should assist each other in identifying, evaluating, protecting, and exploiting such property. Such efforts will also help in recognizing the creation of intellectual property as a significant academic achievement.

Accordingly, this Policy seeks to recognize such achievements; to provide advice and assistance to faculty, staff, and students; to promote a clear understanding of legal relationships; and to realize and optimize the benefits of potentially valuable intellectual property to the creators as well as to the University and the public. A feature of this Policy is to encourage creators to perform key roles in the utilization of intellectual property.

This Policy governs the ownership, protection, and transfer of Scholarly/Artistic Works (as defined in Section 2.2) and Technological Works (as defined in Section 2.3) created by University faculty, staff, and students. Inventors and authors are referred to in this Policy as creators. It is the purpose of this Policy to encourage, support, and reward scientific research and scholarship, and to recognize the rights and interests of creators, the University, and the public.

E80 - Conflict of Interest Waiver Policy for Technology Transfer *[policy]*

E90 - Human Beings as Subjects in Research *[policy]*

E100 - Policy Concerning Use of Animals *[policy]*

E110 - Conflict of Interest in Research *[policy]*

## **SECTION F: Branch Campuses**

**F30 - UNM Gallup Branch Mission Statement** *[information]* The University of New Mexico-Gallup Campus is committed to the philosophy that postsecondary educational opportunities should be provided for all individuals. We believe that this education should meet the individuals' needs, abilities and desires to achieve. Educational opportunities are essential in a community involved in an accelerated energy revolution and rapid social change. The Gallup Campus has no greater purpose than that of making higher education available to all. From this philosophical base emerge the following goals of the Gallup Campus: To provide the first two years of a baccalaureate education; to provide certification and licensing for special programs; to provide career education; to provide public service activities; to provide student support services; to provide a preparatory and developmental program of instruction; to provide a learning environment.

**F70 - Articulation: Degree Approval, Transfer of Course Credit, and Faculty Approval** *[policy]*

**F80 - Representation on Faculty Senate and Its Committees** *[policy]*

**F90 - Academic Freedom, Tenure, Appointment and Grievance Procedures** *[policy]*

The principles upon which the University's present Policy on Academic Freedom and Tenure is based shall apply to the branch colleges as well as to the main campus in Albuquerque. In the implementation of this policy at the branch colleges, however, it will be necessary to use some slightly different criteria for the achievement of academic tenure.

A. As at the main campus, types of appointment at the branches may include three-year term appointments, probationary appointments, and appointments with tenure; and the basic terms of such appointments, with the specific provisions for review, as described in the Policy on Academic Freedom and Tenure (Sections 2, 3, 4, and 5), shall be observed. Because of the differences and changing nature of instructional requirements at the branches, however, some faculty will be appointed on a year-to-year or semester-to-semester basis as part-time or full-time lecturers, with no presumption of tenure.

**Appendix Documents**

**COURSE SYLLABUS FORMAT**

<u><b>SYLLABUS (Part One)</b></u>	<u><b>SYLLABUS (Part Two)</b></u>
Catalog course description	Name of instructor
Credit hours and contact hours	Office hours
Pre/co requisites (justification)	Class Meetings – dates and times
Objectives – (specific, 4-12) to get “C” or better	Required text(s) and materials, suggested supplements
Course content/units	Attendance Poly % or # of points
Teaching methods to include:	Grading scale % or # of points
Critical Thinking	
Writing across Curriculum	
Grading/evaluation policy – several methods	Assignment due date
Paper & Pencil	Late factor
Observations	
Lab assignments	Major assignment or project
Participation (not pass/fail or % scales)	
ADA Guidelines	Schedule of topics, assignments, reading tests
<b>NOTES:</b>	

**Contact hours (Minimum Requirements)\*:**

Theory	3 credit hours meet 3 hours per week (150 minutes)
Lab/Lecture	3 credit hours meet 1 hour for lecture (50 minutes) + 6 hours for lab per week (300 minutes)
Lab	3 credit hours meet 9 hours per week (450 minutes)

A ten (10) minute break is built in every contact hour. These are minimum times.

**Class size:** A maximum of 20 students for writing-driven classes. Class size may be determined by facility size and/or safety concerns. 12 is considered the minimum for a class.

\*Accrediting bodies may require additional hours.

<b>Name of Course:</b>	
<b>Course #:</b>	<b>Cr/Hr:</b>

SYLLABUS (part one)

**COURSE DESCRIPTION:**

**PRE/CO REQUISITES:**

**OBJECTIVES:**

**COURSE CONTENT/UNITS:**

**METHOD OF INSTRUCTION:**

**METHOD OF EVALUATION:**

**ADA GUIDELINES**

<b>Name of Course:</b>	
<b>Course #:</b>	<b>Cr/Hr:</b>

Syllabus (part two)

**NAME OF INSTRUCTOR:**

**OFFICE HOURS:**

**CLASS MEETINGS – DATES AND TIMES:**

**TEXT AND MATERIALS:**

**ATTENDANCE POLICY:**

**GRADING SCALE:**

**ASSIGNMENT DUE DATES:**

**MAJOR ASSIGNMENT/PROJECT:**

**SCHEDULE OF TOPICS/ASSIGNMENTS:**

*G:\Instructional depts\Dean of Inst\Chairs - faculty\COURSE SYLLABUS & OUTLINE FORMAT.doc*



# UNM GALLUP FIELD TRIP GUIDELINES

## *Introduction*

The University of New Mexico Gallup recognizes that academic field trips can be an essential part of academic and/or vocational course work and club activities. As travel does create additional exposure to risks to the student and to the University, it is recommended that faculty review the necessity of student travel and its value to the students for each course. Faculty and staff should familiarize themselves with the following Field Trip Guidelines, including the General Policy; Authorized Participants and Drivers; and Accident Procedures.

## **Scope of Policy**

All student travel related to instruction and student club activities. High School students participating in the CCTE program are required to comply with the CCTE off campus policies (evidence of medical insurance and contact information are required). See the CCTE Policy Manual. All Middle College High School students must complete MCHS Field Trip Form.

## **General Procedures for Field trips**

The staff or faculty leading the trip must:

- Provide students with information regarding any sponsored/supervised field trips at the beginning of the semester.
- Visit the general area/destination of the field trip, faculty/staff leading the field trip should be familiar with the area.
- Inform students in advance of the field trip of any hazardous, extraordinary, or strenuous activity anticipated. Plan for and accommodate students with special needs.
- File a Travel Request with your respective department office. For those classes in which numerous field trips will occur during the same semester, a blanket Travel Request can be submitted for the entire semester. Attach a list of all persons participating in the field trip(s) along with emergency phone contacts for each participant. This list will be retained in the department office.
- Require that all field trip participants complete and submit a field trip liability waiver (Acknowledgement of Risk Form) that should be retained in the department office for at least two years.
- All students and other non employees participating in a field trip are required to purchase health insurance coverage from the UNM Risk Management Office, or show evidence of existing insurance. The Insurance purchased through UNM will cover injuries that happen to all insured persons participating in and traveling to, during, and from University of New Mexico sponsored/supervised field trips. Coverage begins at the actual start of the trip, from the original point of departure. Coverage ends when the insured person arrives at the return destination point.
- Review permissible conduct rules with the field trip participants prior to the trip, including the UNM-G policy on Illegal Drugs and Alcohol (no alcoholic beverages or chemical substances, except personal prescription medication, shall be transported in any state/university vehicle or personal private vehicle used in support of a university-sponsored activity). Seat belts must be worn at all times while the vehicle is moving (Reference UNM Business Policy 7780). UNM policy must be adhered to

relating to animals on university property (no animals are allowed in university vehicles) (Reference UNM Business Policy 2290).

- A cell phone is required, but avoid using it while driving, even with a hands-free set.
- All tools and/or equipment must be secured in the rear of the vehicle.

#### **4. Field Trip Authorized Participants and Drivers**

- Participants of a University field trip are University faculty, staff, enrolled students, and/or approved volunteer employees and authorized non-employees (See UNM Policy on authorized participants-*NOTE-specific reference needs to be made here*).
- Authorized vehicle drivers for a UNM-G vehicle include UNM-G faculty, staff, and approved volunteer employees as designated for the field trip. Drivers must have a current Defensive Driving Card when driving a University vehicle. If a fifteen-passenger van is used the driver must provide a completed fifteen-passenger training certificate from the University of New Mexico.
- Students, staff or faculty may drive a private vehicle, the vehicle must have personal liability insurance.

#### **Vehicle Accident Procedures**

- If medical attention is needed for anyone involved in the accident, immediately obtain necessary medical assistance. All UNM-G vehicles include basic first aid kits.
- For all vehicle accidents, whether you are driving a state vehicle, a private vehicle, or a rental vehicle, a Vehicle Accident Report must be completed and submitted to the UNM Risk Management Office upon your return to campus.
- The police must be contacted and a police report filed immediately following the accident.
- *If driving a state vehicle, the University of New Mexico Vehicle Operators Manual can be found in the glove compartment, this includes the proof of insurance and the Vehicle Accident Form. Do not admit fault or make promises. Should the accident occur on a weekend or during a time when the University Risk Management Office is closed, contact the UNM Gallup police department at 505-863-7620.*
- If driving a private vehicle contact the vehicle owner's personal automobile insurance carrier and report the accident immediately. All insurance claims should be handled by the vehicle owner's personal automobile insurance carrier. Note that the personal liability insurance is primary coverage when driving a privately owned vehicle.
- *If you are an employee with UNM Gallup participating in a field trip (i.e. staff, faculty, student working on a field trip as a student assistant, work-study student, or approved volunteer) you may be eligible for Workers' Compensation benefits to help pay for medical expenses related to your field trip accident. Contact the UNM Gallup Police Department to obtain a claim form or to obtain further information at 505-863-7620.*

#### **Recommendations**

The following are not required but recommendations that may further assist in ensuring a successful field trip.

- Train participants in the use of any equipment to be used on the trip.
- Identify participants with specialized training such as CPR, first aid, EMT, etc.
- Establish a contact in the area(s) to be visited (name and telephone number) in an event of an emergency.

## DATABASES

### **AskEric**

<http://www.eduref.org/>

- Access the ERIC (Educational Resources Information Center) database for information about education-related topics.

### **EBSCOhost**

<http://search.epnet.com>

- Access the Academic Elite and Business Elite databases for full-text, abstracts and citations in the Humanities, Social Sciences, Economics, Management, Accounting and other disciplines.

### **FirstSearch**

<http://firstsearch.org>

*Authorization: 100-280-409*

*Password: vxe3xnept*

- Access to 52 databases in a variety of disciplines. Some articles are full-text, but mostly they are citations and/or abstracts. A good place to start your research.

### **InfoTrac Databases**

[http://infotrac.galegroup.com/itweb/nm\\_a\\_unmgb](http://infotrac.galegroup.com/itweb/nm_a_unmgb)

- Access to a variety of databases from the Gale Group. Includes Health and Wellness Resource Center, General Reference Center Gold, Expanded Academic, Informe (Spanish language), InfoTrac Professional, as well as others. (**Password for remote access: cactus**)

### **ProQuest**

<http://www.il.proquest.com/pqdauto>

- Access to a variety of databases, such as CINAHL and MEDLINE, as well as the New Mexico newsstand. Many resources are available full-text.

### **SIRS**

<http://sks.sirs.com>

**Login name: NM0161 Password: 87301**

- Access to the following three databases (good sources for full-text articles):
  - o **SIRS Government Reporter** (for Government Information)
  - o **SIRS Researcher** (Social Sciences, Health, General Reference, Business, Science)
  - o **SIRS Renaissance** (Source for the Arts and Humanities, Cultural Affairs, Literature)

## *UNM ONLINE CATALOGS*

### **UNM Libraries LIBROS Catalog**

<http://libros.unm.edu>

- The union catalog for the LIBROS consortium of New Mexico academic and research libraries

### **UNM Licensed Resources for Branches** <http://www.unm.edu/~libinfo/Libraries/branchdb.html>

- Includes EBSCO Academic Elite, ERIC, JSTOR and approx. 17,000 e-book titles in NetLibrary

## **GOVERNMENT RESOURCES**

**New Mexico Statutes**

<http://legis.state.nm.us/newsite/default.asp>

**New Mexico State Government**

<http://www.state.nm.us>

**New Mexico Indian Affairs**

<http://www.state.nm.us/oia>

**New Mexico Water Conservation Prog.**

<http://www.seo.state.nm.us/water->

[info/conservation](http://www.seo.state.nm.us/water-info/conservation)

**GPO (U.S. Government Printing Office)**

<http://www.gpoaccess.gov/index.html>

**Thomas Databases (U.S. Congress)**

<http://thomas.loc.gov>

## **OTHER ONLINE RESOURCES**

**Internet tutorials**

<http://www.internet101.org>

<http://www.webteacher.org>

- These sites introduce concepts and techniques for effective use of the Internet.

**General Reference**

<http://refdesk.com>

- Excellent and comprehensive collection of various online reference sources and links

**Google**

<http://www.google.com>

- Powerful search engine with an easy-to-use interface

**College Catalogs online**

<http://www.collegesource.org>

- Access almost 25,000 college catalogs online, both stateside and international schools.

The University of New Mexico

**At Gallup**

PROFESSIONAL AND CULTURAL DEVELOPMENT COMMITTEE  
APPLICATION FORM

*Please follow the proper procedures as outlined in order to have your application considered. The committee will meet during the 2<sup>nd</sup> week of the month to review applications. Return the completed original application to the Chair of this committee at least three working days in advance of the committee meeting. Applications received less than three working days prior to the meeting will be considered at the discretion of the committee.*

PLEASE TYPE OR PRINT:

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_.

DEPT: \_\_\_\_\_.

JOB TITLE: \_\_\_\_\_ LENGTH OF EMPLOYMENT AT UNMG \_\_\_\_\_ years \_\_\_\_\_.

DATE LAST FUNDED BY THIS COMMITTEE: \_\_\_\_\_.

ACTIVITY TO BE CONSIDERED: \_\_\_\_\_.

DATE/TIME OF DEPARTURE: \_\_\_\_\_ DATE/TIME OF RETURN \_\_\_\_\_.

CITY, STATE (of activity) \_\_\_\_\_.

**\*\*\* IMPORTANT: YOUR APPLICATION MUST INCLUDE SUPPORTING**

**DOCUMENTS AND BROCHURES OF PRINTED INFORMATION, e.g., A LETTER**

**OF ACCEPTANCE IF A PRESENTER AT A CONFERENCE, ETC. \*\*\***

How does this activity support your professional/cultural development according to your Evaluation Agreement? Please attach a copy of your current Evaluation Agreement with pertinent areas highlighted.

Does this activity specifically carry out any component of your Department Action Plan? If so how? Please attach a copy of your current Department Action Plan with Pertinent areas highlighted.

\_\_\_\_\_.

TOTAL AMOUNT REQUESTED FOR ACTIVITY: (Note: You may not request BOTH actual costs and Per Diem)

- 1. TRANSPORTATION    -Mileage \_\_\_\_\_  
                               -Airfare \_\_\_\_\_  
                               -Taxi, Shuttle Bus, Etc. \_\_\_\_\_  
                               - Parking Fees \_\_\_\_\_
  
- 2. PER DIEM         @ \$75/Day X \_\_\_\_Days \_\_\_\_\_  
                               OR  
    ACTUAL HOTEL @\$\_\_\_\_\_/Day X \_\_\_\_Days \_\_\_\_\_  
    Include tax on hotel  
  
    FOOD ALLOWANCE @\$\_\_\_\_\_/Day X \_\_\_\_Days \_\_\_\_\_  
    *Consult the UNM Travel Reimbursement Policies & Procedures # 4030*
  
- 3. REGISTRATION FEE (if applicable) \_\_\_\_\_
  
- 4. OTHER (BE SPECIFIC) \_\_\_\_\_
  
- TOTAL AMT. REQUESTED \_\_\_\_\_

**APPLICANT STATEMENT:**  
 I WILL SUBMIT A ONE-PAGE SUMMARY TO THE CHAIR OF THIS COMMITTEE WITHIN TWO WEEKS OF MY RETURN EXPLAINING HOW I BENEFITED FROM THIS ACTIVITY. THIS REPORT MAY BE DISTRIBUTED TO FACULTY AND/OR STAFF , IF APPROPRIATE.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_ .

TO DOCUMENT YOUR SUPERVISOR’S AWARENESS OF YOUR APPLICATION, PLEASE REQUEST YOUR SUPERVISOR TO COMPLETE THE FOLLOWING:

SUPERVISOR:

DOES THIS ACTIVITY FORWARD YOUR DEPARTMENT ACTION PLAN AND OR THE APPLICANT’S EVALUATION AGREEMENT? IF SO HOW?

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SUPERVISOR’S SIGNATURE \_\_\_\_\_

DIVISION SUPERVISOR:  
YOUR COMMENTS, PLEASE:

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DIVISION SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Approved \_\_\_\_\_ # \_\_\_\_\_  
Not approved \_\_\_\_\_ # \_\_\_\_\_

**UNIVERSITY OF NEW MEXICO-GALLUP CAMPUS  
MINI GRANT PROPOSAL**

(please type or print)

Department:

State the DAP which reflects your proposal:

SPC Goal:

Brief Statement of how your proposal addresses the goal(s):

- A. (1) How does this proposal address the DAP?  
  
(2) What is your rationale for submitting this proposal?
- B. What are the expected outcomes or products of this project?
- C. What major initiatives are needed to achieve the outcome or to develop this project?
- D. Describe the time line for the project, resources needed, and the responsible party:
- E. Estimated budget with justifications:
- F. Have you explored other funding sources? Explain.

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_

**DUE TO DEPARTMENT CHAIR OR SUPERVISOR BY FEBRUARY.**

Approval:

\_\_\_\_\_  
Department Chair or Supervisor Date



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