

Contingent Faculty Handbook

New Mexico Highlands University

Fall 2016-Spring 2018

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INTRODUCTION

Welcome to New Mexico Highlands University! Your department chair or discipline coordinator is here to answer any questions or concerns that you may have relative to the university and your responsibilities as a faculty member. Feel free to consult with your tenured/tenure-track colleagues, Dean, and department staff as well.

This handbook is intended as a reference guide to identify program resources and expectations, and to outline responsibilities assumed by all Highlands visiting, retained term, term, and per-course faculty and certain common procedures to be followed. There are also department-specific policies and procedures not included in this handbook. Faculty should check with their department chair or discipline coordinators to ensure they are familiar with all departmental policies.

While this Handbook has tried to gather the most relevant information, please refer to the NMHU Faculty Handbook ([linked from this page](#)) and the NMHU Personnel Policies and Procedures Manual ([found here](#)) for additional details and policies.

Except where noted, these policies apply equally to visiting, term, retained term, and per-course faculty.

Although contingent faculty are not covered under the Collective Bargaining Agreement (CBA) ([found here](#)), many of the policies in this manual are in alignment with that document. All faculty are held to the same standards of excellence as their tenured and tenure-track peers.

NMHU MISSION

New Mexico Highlands University is a public comprehensive university serving our local and global communities. Our mission is to provide opportunities for undergraduate and graduate students to attain an exceptional education by fostering creativity, critical thinking and research in the liberal arts, sciences, and professions within a diverse community.

NOTE: SCHOOL OF SOCIAL WORK

The School of Social Work does not have departments or chairs. As such, contingent faculty in the school of social work should substitute Dean for Chair and School for department as appropriate in this manual.

FACULTY DEFINITIONS

The American Association of University Professors, the AAUP, defines contingent faculty as follows: Who are "contingent faculty"? Depending on the institution, they can be known as adjuncts, postdocs, TAs, non-tenure-track faculty, clinical faculty, part-timers, lecturers, instructors, or nonsenate faculty (<http://www.aaup.org/issues/contingency>).

As per the Faculty Handbook, the Faculty at NMHU are administered under several different contract types (tenured, tenure-track, term, retained term, and per-course). This manual covers

faculty that fall under the “term,” “retained term,” and “per-course” contracts as defined below (Faculty Handbook Section 6.C):

1. Per-Course

Contracts are to be administered to a part-time faculty member on a semester basis to teach no more than six semester hours. Per-Course faculty members are expected to meet the qualifications for titled faculty at the rank of Instructor. However, variance from those qualifications may be approved by the Vice President for Academic Affairs. Per-Course faculty members will typically receive a one-semester term contract. Their duties will be those directly associated with teaching and will not include committee work nor other responsibilities typically required of ranked faculty. The mechanism to hire Per-Course faculty should not be used to circumvent the hiring of full-time faculty.

2. Term

A Term contract is for a designated period and automatically terminates upon the expiration of that period. Re-employment of an employee after expiration of a term contract is solely within the discretion of the University.

3. Retained Term

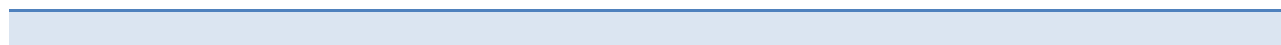
A Retained Term contract is used for a designated period not to exceed one academic year and automatically terminates upon the expiration of that period, but with an employee expectation of re-employment, unless given notice. Faculty employed under a retained term contract must be given notice if the University determines NOT to re-hire the employee during the subsequent academic year in accordance with the same schedule as would apply to Tenure Track contracts (see below). Faculty employed on Retained Term contracts shall have only those faculty responsibilities and privileges as assigned by the Vice President for Academic Affairs and are not "voting" members of the faculty.

Under the umbrella of these contract types, faculty shall have the following possible titles (Faculty Handbook Section 6.B.8).

The term "Titled Faculty" includes the following positions: Lecturer, Instructor, Adjunct Professor, Visiting Professor, and Faculty-in-Residence. Titled Faculty are employed on term contracts but in special cases may be employed on Retained Term contracts (defined later in this section) as determined by the Vice President for Academic Affairs. Titled Faculty are subject to the following conditions unless otherwise specifically provided in their individual appointment contract or elsewhere in this section:

- a. They shall have only those faculty responsibilities as assigned by the Academic Dean and Vice President for Academic Affairs,
- b. The designation of Adjunct and Visiting Professorships shall be determined on the basis of the individual's qualifications,
- c. Appointments of Titled Faculty may be exempted from the faculty search and screen process by the Vice President for Academic Affairs.

The Titled Faculty positions are defined as follows:



- a. Lecturer. A Lecturer is a person who teaches a limited number of courses in a specific area of expertise, typically on a per course contract basis as defined elsewhere in this chapter.
- b. Instructor. An Instructor is a person with a Master's degree, or the equivalent in other professional attainment and with sufficient graduate studies, along with recommendations by faculty in the discipline, or with other relevant work experiences, to teach in an assigned or chosen discipline related to their field of study or work experiences.
- c. Adjunct Professor. An Adjunct Professor is a person who possesses the credential and/or experience to hold rank but whose primary employment relationship is outside the University, OR is an administrative faculty member whose primary responsibility is in an area other than teaching.
- d. Visiting Professor. A Visiting Professor is a person who holds a temporary or permanent association at another institution of higher education and is associated with the University while on leave from such other institution, an individual from the private (business) or public (government) sector hired to teach on a part-time basis, OR someone who is otherwise hired to fill a faculty position on a temporary basis. If a Faculty Search process has taken place for a Visiting Professor position, and if (and only if) the position is advertised as one that is promotable to a tenure track position, then the individual hired may be promoted to a tenure track position with the recommendation of the School Director and discipline faculty members along with the approval of the Vice President for Academic Affairs without the re-opening the Faculty Search process. The position advertised must be the same as for the position to be ultimately filled.

As with the tenurable tracks, visiting or temporary faculty be designated as Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor depending on their experience and other qualifications.

For the purposes of this manual, the term “faculty” shall refer to anyone who falls into these categories. For more information on policies regarding Tenure and Tenure-Track Faculty, please see the most current NMHU Collective Bargaining Agreement and the Faculty Handbook [found online](#).

All contingent faculty must sign a contract before beginning employment. The contract will describe your title, salary, and duties. All contingent faculty are required to follow the policies as defined in the [NMHU Personnel Policies and Procedures Manual](#), [the Contingent Faculty Handbook](#), and [the Faculty Handbook](#), as applicable.

CONTRACTS

All contracts are contingent upon funding and enrollment. Every effort will be made to cancel classes for low enrollment before the semester begins. If a class is cancelled after the semester begins, contingent faculty will be paid on a pro-rated basis.

Sample retained term, term, and per-course contracts are included in Appendix G.

Contracts are issued on a rolling basis, but whenever possible, contracts will be issued by May 1st for Retained Term Faculty, June 15th for Term Faculty, and at least two weeks before the semester begins for Per-course Faculty. Contracts are issued by the Vice President of Academic Affairs/Provost's office.

Electronic copies of the Contingent Faculty Handbook will be distributed to all contingent faculty at the time of their contract.

ACADEMIC CALENDAR

[To consult the current Academic Calendar:](#)

- Go to the NMHU homepage
- Click on "Faculty"
- Click on "Calendars"

NEW FACULTY ORIENTATION

All contingent faculty must complete new faculty orientation before they begin teaching. The exact dates of orientation will be specified in your contract. There will be both in-person and online options available.

PROFESSIONAL DEVELOPMENT WEEK

All contingent faculty are required to take part in pre-semester professional development activities. For Visiting and Retained Term Faculty, this means participating in Professional Development Week the week before the Fall semester begins and in Professional Development activities the two days before Spring Semester begins or as specified in your contract.

For Term and Per-course Faculty, this means participating in pre-semester Professional Development as specified in your contract.

All per-course, term, and retained term faculty are welcome and encouraged to participate in other professional development opportunities throughout the year. These include workshops held throughout the semester by the [Center for Teaching Excellence](#) (located in the Victoria Sanchez TEC building). Faculty at the centers can participate in many of these via remote access.

CENTER FOR TEACHING EXCELLENCE



The Center for Teaching Excellence provides year-round professional development opportunities and many other resources for faculty. The Center Director is also available for one on one consultations. Please see the Center for Teaching Excellence website at <http://cte.nmhu.edu/>.

RESPONSIBILITIES

During the first week of classes, all faculty are required to file a course syllabus and a Faculty Schedule including office hours with their designated administrative support staff and, if applicable, their Center Director.

Other responsibilities during the semester include:

- Be punctual and meet with students for the entire scheduled time
- Maintain a safe learning environment for each student
- Post office hours and maintain those hours
- Participate in an required Alerts, where instructors flag failing or struggling students in the first few weeks of the semester. An e-mail detailing the process will be sent every semester.
- Enter mid-term and final grades into Banner, the NMHU student information system
- Maintain professional relations with all students, staff, faculty and other instructors.
- If you are responsible for selecting the textbook for your course, have your selection approved by your department and submitted to the designated administrative support staff by the deadline the semester before you teach. Your designated administrative support staff will inform you of the deadline and provide you with the appropriate forms
- Maintain records of student performance and leave copies with department at the end of the term. Please consult your department chair for what records are required
- Check your NMHU email on a regular basis during the work week

SYLLABUS REQUIREMENTS

The course syllabus is your contract with the students – your commitment to provide them with a given course of study, and their agreement to successfully complete it. It is crucial that the syllabus is given to students and reviewed in class during the first week. Students should have an opportunity to discuss it and to raise questions about it.

Please consult your department's officially approved syllabus for the course description and objectives. In some instances, departments may require that lower-division classes follow a standard syllabus to ensure consistency across sections. Please consult your department chair.

All syllabi should include the following. [All required statements can be found on the NMHU Faculty Resources webpage.](#)

- Contact information: office location, office hours, phone number, and email address
- Course description
- Required textbooks and materials
- Calendar/schedule

- NMHU Traits that are appropriate to the course and how measured: (1) Students will achieve a mastery of content knowledge and skills; (2) Students will develop effective oral and written communication skills; (3) Students will acquire critical and reflective thinking skills through evaluation of readings and course material; (4) Students will learn the effective use of technology.
- Basic descriptions of major assignments
- Deadlines for major assignments
- Grade breakdown
- Attendance and late work policies
- Academic Integrity Policy (see Appendices A and B)
- Disabilities statement (see Appendix B)
- HU Cares statement (see Appendix B)
- Any other statements required by the Academic Affairs committee

OUTCOMES ASSESSMENT

Highlands measures the student attainment of learning objectives at many levels: assignments, courses, programs, core curriculum, and university-wide. Depending upon what courses you teach, you may be involved in one or more of these assessment activities. Each program has an outcomes assessment plan in place which specifies how this is accomplished.

Please ensure that you are familiar with your program's outcomes assessment plan, and that you collect information from your courses relevant to your program's objectives. The faculty in your department, particularly your program coordinator, can work with you to ensure that you understand this process.

OFFICE HOURS

All contingent faculty are required to hold a minimum of 1.5 office hours per week for each 3 credits they teach, and are encouraged to include thirty minutes before and/or after each class. These are the minimum requirements. Your department or contract may require additional office hours. You should also make yourself available for meetings with students by appointment, to accommodate those students who cannot meet during scheduled office hours.

If you do not have an office, you still must have regular, announced times when you will be available to your students. This could be via email, online, or, if available, in your classroom or a departmental conference room before and after class. Please check with your departments regarding where you should hold your office hours.

Be sure to announce your office hours to your students often and to be available during those scheduled times. Office hours should also be posted to Banner, and listed on your syllabi. Let your students know that they can make appointments for discussion of their work-in-progress.

ATTENDANCE

All contingent faculty are required to have an attendance policy included in their course syllabi. Departments or programs may also have specific policies regarding attendance. Please check with your department.

Please do not directly advise a student to withdraw from your class. Instead, request that the student make an appointment with his or her academic or faculty advisor. Withdrawing from a class may affect a student's financial aid or athletic eligibility and these issues should be discussed with an advisor before a student withdraws.

BANNER AND E-MAIL

All contingent faculty have access to Banner, the University's online student information, grading, registering, and payment system. Your Banner identification number is used in various ways across campus such as Human Resources, IT services, library, etc. Once you have completed the paperwork with Human Resources, they will assign you a Banner identification number. You cannot get a university computer log-in or ID card until HR has assigned you a Banner identification number.

To gain access to Banner and the NMHU online system, do the following:

- Go to the NMHU homepage
- Click on "My NMHU"
- Click on "Enter Secure Area"
- Log in with user name and password

You may submit a request for e-mail form to ITS, and once they have your Banner identification number, they will assign you an e-mail account. You may need to talk to their help desk to find out what it is.

COMMUNICATION WITH CHAIR AND UNIVERSITY

Term, Retained Term, and Per Course Faculty are required to provide their personal telephone number and mailing address to the Chair or, if applicable, Center Director, and to check regularly their NMHU e-mail account. The University routinely communicates through e-mail, and faculty are responsible for information conveyed in this fashion.

DEPARTMENT MEETINGS

All departments hold regularly scheduled department meetings. It is up to individual departments how and when they want contingent faculty to participate in such meetings. Please consult your department for details.

FACULTY SENATE

The Faculty Senate of New Mexico Highlands University and its various committees address governance concerns at the university. [Please consult the Faculty Senate webpage at the NMHU website](#), under Faculty, for more information.

The Senate holds open meetings every two weeks to address faculty concerns, questions, and other issues. Please e-mail the chair of the Faculty Senate if you have any questions or concerns.

MIDTERM GRADES AND FINAL GRADES

Midterm grades and final grades are submitted through Banner. Some departments may have a policy where midterm and/or final grades should be submitted to the department. Please consult your department chair.

All grades must be based upon clear, relevant and meaningful forms of assessment. These should be specified in your syllabus.

The issuing of an “Incomplete” to a student is used only under certain circumstances. Please discuss with the program chair if appropriate.

ENTERING GRADES ON BANNER

- Go to the NMHU homepage
- Click on “My NMHU”
- Click on “Enter Secure Area”
- Log in with user name and password
- Click on “Faculty and Advisors”
- Click on “Midterm Grades” or “Final Grades”
- Please adhere to the deadline for submitting grades. Failure to do so may effect consideration for future teaching opportunities at NMHU.

PROCEDURES FOR COVERING CLASS ABSENCES

You should miss class only when unavoidable, and shall always arrange to have a colleague cover the class if at all possible or design alternative and equivalent activities. To best serve your students, please follow the procedures below.

In the event of a planned absence:

1. Find a colleague to cover your class (the department chair can assist).
2. Email your department chair and, if applicable, the Center Director with the date, time and location of the class, and the name of the instructor who will be covering it.

3. Submit a Faculty Absence Form to your departmental administrative support staff ten days prior to your absence, except in case of emergencies. (See your department or the online documents section of the NMHU website for the form.)
4. Copy the above information to both your departmental administrative support staff and the instructor who has agreed to cover the class.

In the event of an emergency absence:

1. Email or call your departmental administrative support staff, department chair, and, if applicable, Center Director. Include information about the class time, the classroom, and (if possible) include a description of your lesson plans for the day. They will either cover your class or notify your students of a cancellation.
2. Complete a faculty absence form as soon as possible.
3. See the section on Workload for more information on faculty absences.

AMERICANS WITH DISABILITIES ACT

Please include the following statement on all of your course syllabi:

“In accordance with federal law, it is university policy to comply with the Americans with Disabilities Act (ADA). If you believe that you have a physical, learning, or psychological disability that requires an academic accommodation, contact the Coordinator of Disability Services by phone at (505) 454-3188 or 454-3252, via e-mail at desquibel@nmhu.edu, or visit Room 108 of the Felix Martinez building on the Las Vegas campus.”

If you have general questions about interpreting ADA requirements, contact David Esquibel at the number or email address above.

If you have a student who needs accommodations for a disability, David Esquibel will contact you (via your NMHU email) and specify the accommodations.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights to their children's education records when they are under 18, but college students have their own rights to privacy.

The essential point to note is that students have a right to privacy, so avoid discussing grades, ADA status, or other personal matters publicly. It is equally unprofessional to discuss other students during an office conference, even if you know the students concerned are all friends. If anyone inquires about a student, direct them to the Office of Student Affairs at 454-3020.

STUDENT COURSE EVALUATIONS

Every faculty member is evaluated by their students in every class, each semester. Before students can access their grades online at the end of the semester, they must fill out an online course and instructor evaluation, or formally opt out of completing it.

You can access your students' evaluations through Banner approximately two weeks after the end of the semester:

- Click on "Quick Links" on the NMHU homepage
- Click on "Banner"
- Click on "Enter Secure Area"
- Log in with user name and password
- Click on "Faculty and Advisors"
- Scroll down to close to the bottom of the list and click on "Course Evaluation Results"

DUAL CREDIT

The Dual Credit Program enables high school students to get a jump start on college by enrolling simultaneously at their high school and at NMHU. An email will be sent if you have dual credit students in your class. For further information, call: (505) 426-2270.

RESOURCES

OFFICE SPACE, SUPPLIES AND SECRETARIAL ASSISTANCE

Space is limited for most departments; be sure to check with your Chair to determine if there is office space available for you.

- Put in an order for essential office supplies with your departmental administrative support staff at the beginning of the semester.
- Make all photocopies of class materials through your departmental office or enter them on the online website provided for each course. Consult with your department administrative support staff regarding the department's copying policies.

THE WRITING CENTER

- The NMHU Writing Center welcomes all undergraduate students who want help with papers in any field. Trained, friendly writing tutors are available for one-on-one conferences, drop in or by appointment. Writing Center services are also available for online and center students. The Writing Center is free of charge to all Highlands undergraduate students.
- A library of source material on reading, writing, study skills, research papers, documentation (MLA, APA, Chicago, AP, etc.)
- Computers for Internet research and word processing, available to students participating in Writing Center tutoring

The NMHU Writing Center is located in Douglas Hall, Room 115E. We are handicapped accessible. Call for information (505) 454-3537.

ARMAS CENTER

Engineering Building, (505) 426-2010 www.armasindeducation.com

The goal of the ARMAS Center is to provide comprehensive support to students in the STEM (science, technology, engineering and math) disciplines as they work toward their academic and professional goals. Services include supplemental instruction in STEM gateway courses, math tutoring during all center hours, academic coaching, a math and science textbook library (for use at the center), computer lab and printing, local STEM internships and research fellowships. All students are welcome to participate in the support services offered by ARMAS, regardless of major, and our services are free. Please drop by to meet our staff and learn more about the resources ARMAS offers. During the fall and spring semesters, ARMAS is open from 8 am to 10 pm on Mondays through Thursdays, 8 am to 5 pm on Fridays and Sundays from 5 pm to 10 pm.

ACADEMIC SUPPORT

Felix Martinez Building, (505) 454-3188

The Office of Academic Support offers an array of services with special emphasis on academic advisement. The academic support staff is available to ensure you receive assistance in assessing your interests, skills and abilities and point you in the right direction to help get you through college. The department provides assistance with peer advising, academic and social workshops, accessibility (physical, mental, and emotional disability related issues) and testing services, retention and intervention, academic advisement and new student orientation.

COMPUTER LABS

Many departments have computer labs available for instructional purposes. Please check with your department. If your department does not have a computer lab, you can reserve a computer lab on the main campus (505-454-3401). If you are Center faculty, please check with your Center Director regarding the availability of computer labs.

INSTRUCTIONAL TECHNOLOGY AND E-RESERVES

Educational Outreach Services (EOS) provides support services for instructional software (505-426-2249). The help desk staff in EOS is available to assist as well (1-877-248-9854 or 505-426-2215, or eosonlinehelpdesk@nmhu.edu). Training is available for all faculty.

Electronic reserve is available at Donnelly Library. It is a useful resource for providing students with additional materials without the costs of photocopied handouts.

Many NMHU classrooms are equipped with LCD projectors, smartboards, and computers. Other audiovisual equipment may be available from your department or school. If you plan to use a TV, VCR/DVD player, laptop, or overhead projector you should reserve it ahead of time. Check with your department, school, or center director to find out about the availability of these resources and procedures for reserving them, checking them out, and returning them.

For other technology issues, like discussing virus protection, how to rescue a crashed hard-drive, installing a new program, etc., visit ITS in the basement of Donnelly Library, or call 454-3496.

PAYROLL ISSUES

Contact Human Resources: (505) 454-3308.

DONNELLY LIBRARY

Highland's library offers services to all of our faculty, staff and students. We have physical libraries at our main campus in Las Vegas, and at the branches in Rio Rancho and Albuquerque. We offer physical reserves at main campus, as well as electronic reserves for all faculty. The library has over thirty electronic databases, many with full-text articles. In addition, there are approximately thirty-eight thousand electronic journals, and over 200,000 eBooks. The library is always happy to do instructional sessions for individual classes, either in person, via remote access. Passports are available to check-out material from other New Mexico Academic libraries,

or you may use our Interlibrary Loan service. For more information, contact the library at (505) 454-3401 or libinfo@nmhu.edu.

INCLEMENT WEATHER

For weather delay and/or cancellation announcements:

1. Visit the university's website www.nmhu.edu ;
2. Phone the university's weather hotline: (505) 426-2297 (866-231-2366 outside of Las Vegas);
3. Visit the university's Facebook page, www.facebook.com/HighlandsUniversity;
4. Check the university's twitter account: www.twitter.com/NMHighlands.

FACULTY RESOURCES

[The "Faculty Resources" page of the NMHU website contains valuable information for all faculty.](#)

It can be accessed as follows:

- Go to the NMHU homepage
- Click on "Faculty"
- Click on "Faculty Resources"

POLICIES

INFORMATION TECHNOLOGY RESOURCE POLICY

The goal of New Mexico Highlands University's Information Technology Services (ITS) Department is to support the University in the pursuit of its Mission Statement. Its policies, guidelines, and procedures are needed to assure the availability of high quality services to all users.

Faculty are expected to review and understand University Policy concerning the use of the following technologies: internet, intranet, email, computer, and networks.

SEXUAL HARASSMENT POLICY

It is the policy of New Mexico Highlands University that sex-related harassment in the workplace is a form of sexual discrimination, barred under the employment protection provisions of the New Mexico Human Rights Act, and Title VII of the Civil Rights Act of 1964, as amended.

"Sexual harassment," as used in this policy statement, is defined as "any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature."

Please see the full policy included in the Appendix.

GRIEVANCE POLICIES AND PROCEDURES

While the University endeavors to maintain pleasant working conditions which lead to cooperative, effective working relationships for all employees, it recognizes that misunderstandings and disagreements may arise regarding terms and conditions of employment. However, for questions and complaints not resolved through informal discussions, the University has established a formal Grievance Procedure. The Grievance Procedure is applied only to those matters for which the University has the ability to provide a remedy.

For grievances, see the grievance procedures included in the Faculty Handbook, linked on the Faculty Resources webpage. Please contact the Chair of the Faculty Senate for assistance.

UNIVERSITY POLICIES

Contingent faculty must follow all relevant university policies, including the Tobacco Policy, the Equal Employment Opportunity Policy, and the General Policies, all included in the Appendices.

PERSONNEL RECORDS

1. The University shall maintain one (and only one) official personnel file for each faculty member. The file will be located in the Office of Human Resources.
2. A faculty member will be permitted to review the material contained in his or her file.

3. The University will provide a faculty member with a copy of any document placed in his or her file, unless an original or copy was sent directly to the faculty member. The faculty member may submit a written response to any document placed in the faculty member's personnel file. This response shall also be placed in the faculty member's file.
4. A faculty member may review his or her file. The Human Resources Director or his or her designee must be present during any review of personnel files.
5. A faculty member may request a copy of his or her personnel file at any time. The copy will be made available to the faculty member within three (3) working days at the current cost per copy.
6. Faculty members may also place in their file materials relevant to their academic qualifications, teaching, research, scholarship, and service.
7. If a faculty member considers material in his or her file to be obsolete, because of its age or a significant change in circumstances, he or she may request the VPAA in writing that the material be removed. The VPAA shall consider whether the material is still relevant. Material more than ten (10) years old shall be presumed to be obsolete unless the VPAA explains to the faculty member why it is still relevant. However, "core documents" such as contracts, legal settlements, and notices of disciplinary action, shall remain in a faculty member's personnel file irrespective of age.

LEAVE POLICY

1. Visiting, Retained Term, and Term Faculty members shall be entitled to paid sick leave:

1.1 Sick Leave: Full-time term and retained term faculty shall earn twelve (12) hours of credit for sick leave with pay each month during the academic year. Sick leave is not accrued during any leaves of absences, paid or unpaid.

Faculty members who are appointed less than full-time earn sick leave with pay on a pro rata basis. Sick leave may be accumulated up to 1040 hours. No additional sick leave with pay beyond that accumulated amount shall be granted. Faculty members shall be responsible for immediately reporting an absence to the appropriate administrator.

1.2 A faculty member shall be responsible for promptly completing and signing a faculty absence form and returning it to the appropriate administrator. A faculty member will be required to provide a physician's statement or other appropriate verification for absences of five (5) consecutive days charged to sick leave. A faculty member may be, but shall not normally be, required to provide such a statement or verification for an absence of four (4) consecutive days or less charged to sick leave. Sick leave will be charged at the rate of eight (8) hours per day.

1.3 Sick leave may be used only for the following:

- Personal illness or injury;
- Partial days not worked when an employee, who has been on sick leave, returns to work on a part-time basis while recovering from the illness or injury;
- Transporting an immediate family member for medical services;
- Caring for immediate family member, defined as spouse, parent, child, brother, sister or any other person residing in the same household of employee who becomes ill or injured and requires personal assistance from the employee. Length of time charged to sick leave under this paragraph shall not exceed five consecutive work days, unless the employee is eligible for Family and Medical Leave pursuant to the Family and Medical Leave Act. For those employees who are not eligible for Family and Medical Leave, more time may be allowed at the discretion of the employee's Department Chair/Dean in extreme cases
- Sick leave may also be requested and used for doctor's appointments and other pre-scheduled health-related absences. An employee requesting sick leave for a pre-scheduled appointment must request the leave at least twenty four (24) hours in advance unless an emergency situation exists.
- Director/Dean may authorize an employee to use accrued sick leave to attend the funeral of a relation by blood or marriage, with the exception of cousins.

1.4 Family and Medical Leave Act (FMLA) - The FMLA purpose is to ensure that workers can meet their family obligations without fear of losing their jobs or being otherwise adversely affected by taking time off. FMLA affords workers the right to take up to 12 weeks time off from work to care for themselves or family members during a covered medical event or for certain other family reasons. The faculty member can opt to use their sick leave to continue to receive pay during the leave. Employees should contact the Human Resources Department for more information regarding eligibility.

1.5 Bereavement Leave. Upon notification to the Chair, a faculty member may be granted up to three (3) days of leave with pay for a death in the faculty member's family. "Family" is defined as spouse, domestic partner, parent, step-parent, child, step-child, brother, sister, brother-or sister-in-law, aunt, uncle, niece, nephew, grandparents, or any other person residing in the same household of the faculty member. Upon approval of the Chair and Dean, additional circumstances may be considered for bereavement leave, and additional days of leave may be granted and charged to sick leave.

1.6 Jury Duty and Required Court Attendance. A faculty member summoned for jury duty or for duty as a witness (other than as plaintiff or defendant) is granted time off with pay. A copy of the summons must be sent to Human Resources. A

faculty member is required to return to his or her work location while temporarily excused from attendance in court, unless it is not practical because of the short time between court sessions or between the time court is recessed and the end of the scheduled work day.

1.7 Military Leave. Emergency military leave, temporary military leave, and indefinite military leave shall be granted to faculty members in accordance with state and federal law.

1.8 Holidays. Faculty members who are classified as "academic year" employees are entitled to all holidays designated in the campus academic calendar.

1.9 Voting Leave. Unit employees, who are New Mexico registered voters, are granted, at their request, time off that does not require the cancellation of classes (2 hours maximum) from University duties to vote in government elections.

2. Leave Without Pay. Leave without pay may be granted for extended periods of leave for illness or injury, personal reasons, school attendance, sickness in a family, or other purposes of a personal nature at the discretion of the VPAA. A faculty member shall submit a written request for the leave without pay at least two (2) weeks in advance, if possible. Otherwise notice must be given as soon as reasonably practical. Approval may be granted for a limited duration and based on operational needs. While a leave without pay is not recommended or granted without expectation of reinstatement, reinstatement is not guaranteed. While on an approved leave without pay, the faculty member shall be responsible for the employee and employer cost of medical benefits.

BENEFITS

Faculty members should contact the Office of Human Resources at (505) 454-3058 for information regarding benefits.

WORKLOAD

1. The normal full-time teaching load is 24 credit hours per academic year. The teaching duties and exact teaching load are described in each faculty member's contract. When the faculty member has minimal advising, service, and research duties, the teaching load may be 30 credit hours per academic year.
 2. Term and retained term appointments have non-teaching duties that are instrumental to the success of the institution. Non-teaching duties and activities of the faculty may include advising, research and/or scholarly or artistic activity, and service to the department, school, university, and community. Such duties shall normally be defined at the time of issuance of the contract. Participation in Faculty Senate committees is welcome with the understanding that term and retained term faculty serve as non-voting members. If a faculty member secures a grant through New Mexico Highlands University, release time may be granted from teaching duties based on the terms and conditions of the grant. Final preparation and submission of teaching schedules and mode of delivery shall be the responsibility of the Chair in consultation with the faculty in each discipline and the Academic Dean. Schedules will be submitted to the respective Deans for review and approval after agreement by the Department/School faculty in a department or discipline meeting.
 3. Prior to or during the semester, requests for changes in a faculty member's teaching schedule and/or the mode of delivery of a course may be initiated by the faculty member, Chair, or Dean. Deans may approve requested changes only after consultation with the faculty member and Chair.
 4. Term and retained term faculty are engaged and paid on the basis of a semester or academic year contract, including days when the university is open and classes are not in session. The work year is normally defined by the academic calendar. Unapproved absences will result in a reduction of the term of a faculty member's contract by the number of days absent from work, and a salary reduction commensurate with the reduced contract term. Under exceptional circumstances an absence may be approved by the Dean providing a faculty absence form has been properly executed.
 5. The University does not attempt to enforce an eight-hour working day for teaching faculty. However, full-time faculty members who are absent from their offices during normal working hours (8 AM – 5 PM) should leave information as to where they may be reached with their department office.
 6. Failure to comply with all conditions set forth in this Handbook may lead to progressive discipline, including reprimand and/or termination for cause.
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EVALUATION OF VISITING AND RETAINED TERM FACULTY

EVALUATION OF RETAINED TERM FACULTY

The Faculty and the University accept the position of the AAUP that "Faculty members should have a primary, though not exclusive, role in evaluating an individual faculty member's performance" (AAUP "Statement on Teaching Evaluation," 2001). The faculty plays a primary role in evaluation by reviewing their colleagues' materials, conducting classroom observations, and developing evaluation reports.

All visiting and retained term faculty shall participate in annual evaluation, following the guidelines and timeline established for Bargaining Unit Faculty in the Collective Bargaining Agreement (CBA) for tenure-track and tenured faculty. The process for the evaluation of term and per-course faculty is contained in Appendix A below.

When evaluating visiting and retained term faculty, special attention should be paid to the duties as described in the contract. A copy of the evaluatee's contract should be included with the other evaluation material, provided by the evaluatee.

REAPPOINTMENT OF RETAINED TERM FACULTY

The reappointment process for Retained Term Faculty will follow the same timeline and procedures as outlined in Article 23 of the CBA.

For Retained Term Faculty, the faculty must be given notice if the University determines NOT to re-hire the employee during the subsequent academic year in accordance with the same schedule as would apply to Tenure Track contracts.

EVALUATION OF TERM AND PER-COURSE FACULTY

OBSERVATION AND EVALUATION OF TERM AND PER-COURSE FACULTY

Term and per-course faculty members undergo evaluation every semester, and continued employment is contingent upon good performance. Every new term or per-course faculty member will be observed in the classroom during his or her first semester's employment. After their first semester, Term and Per-course faculty employed continuously will undergo a classroom observation—under the terms outlined below—every two years (four semesters).

The chair, dean, and/or the tenured/tenure-track faculty will make a classroom or equivalent observation (such as observing a field supervision, asynchronous online class, etc.). The observations should be a minimum of at least 30 minutes.

Observations should be conducted during the first ten weeks of a semester. The faculty member being observed must have at least 48 hours' notice before an observation by a member of the unit. The observer will prepare a written observation report—either using the suggested standard observation form included in this manual, a department developed form, or writing a letter detailing observations—within one week of the observation.

The department chair or dean should schedule a post-observation conference (including the term or per-course faculty member (and the observing faculty member, if different from the chair or dean) within two weeks of the observation. The term or per-course faculty member should receive a written report of the observation and the post-observation conference for signature before it is sent to the Provost's office and placed in his or her personnel file. The signature indicates only that he or she has seen the report. The faculty member may place a response to the observation report

After each semester's per-course employment, the dean or chair supervising the term or per-course faculty member will complete a summary evaluation form. The evaluator should consult the specific duties listed in the evaluatee's contract, the evaluatee's student evaluations and the record of in-class observation, if any (IT services will arrange for access). The result of the evaluation will determine whether or not the term or per-course will be eligible for reappointment, and for what courses.

If Departments and/or Schools are required by their accrediting bodies to have more elaborated evaluation procedures, they may design their own evaluation process. This process must be approved by the Faculty Affairs committee and shared with the employee at the time of hire.

Term/Per-course Faculty Classroom Observation/Evaluation

Term/Per-course Faculty: _____ Course/Section: _____

Students Present: _____ Date/Time: _____ Observer: _____

Teaching Types observed (check all that apply):	Comments:	
<input type="checkbox"/> Lecture		
<input type="checkbox"/> Discussion		
<input type="checkbox"/> Demonstration		
<input type="checkbox"/> Collaborative Learning		
<input type="checkbox"/> Individual Instruction		
<input type="checkbox"/> Other (describe):		
ORGANIZATION:		Comments:
<input type="checkbox"/> States the purpose of this session.		
<input type="checkbox"/> Makes explicit the relationship between current and previous sessions		
<input type="checkbox"/> Uses class time effectively to progress toward learning objectives.		
<input type="checkbox"/> Concludes the session with summary, review of learning objectives, assignments.		
<input type="checkbox"/> Prepared and organized		
<input type="checkbox"/> Other (describe):		
MANAGEMENT OF CONTENT:		COMMENTS:
<input type="checkbox"/> Shows mastery of subject matter.		
<input type="checkbox"/> Conveys high, but realistic learning expectations		
<input type="checkbox"/> Gives clear explanations, with examples to clarify difficult ideas		
<input type="checkbox"/> Presents divergent viewpoints		
<input type="checkbox"/> Other (describe):		

—CLASSROOM OBSERVATION/EVALUATION, PAGE 2—

FACILITATION OF TEACHING/LEARNING:	Comments:
<input type="checkbox"/> Uses appropriate pedagogy.	
<input type="checkbox"/> Corrects, clarifies, coaches	
<input type="checkbox"/> Shows enthusiasm for the subject.	
<input type="checkbox"/> Assesses for understanding and adjusts teaching to meet learning needs	
<input type="checkbox"/> Uses techniques that actively engage learners	
<input type="checkbox"/> Uses teaching materials, tools, technology appropriately.	
<input type="checkbox"/> Avoids distracting habits	
<input type="checkbox"/> Other (describe):	

PRESENTATION/TEACHING STYLE:	COMMENTS:
<input type="checkbox"/> Speaks clearly, with appropriate volume and speed.	
<input type="checkbox"/> Makes eye contact with students throughout the room.	
<input type="checkbox"/> Uses gestures and body movements effectively.	
<input type="checkbox"/> Varies teaching styles and methods. Primary teaching style used: _____	
<input type="checkbox"/> Demonstrates professional appearance and behavior.	
<input type="checkbox"/> Other (describe):	

Note: If any of the questions above are inapplicable, they should be marked N/A and narrative comments should be substituted instead.

SUMMARY EVALUATION FORM FOR TERM/PER-COURSE FACULTY
TO BE COMPLETED BY SUPERVISING DEAN OR DEPARTMENT CHAIR

_____Exceeds expectations

Student evaluations and classroom observation (if applicable) indicate exceptional performance. The faculty member is eligible for continued employment.

_____Meets Expectations

Student evaluations and classroom observation (if applicable) indicate satisfactory performance. The faculty member is eligible for continued employment.

_____Needs to improve

Student evaluations and classroom observation (if applicable) indicate satisfactory performance, but point to a need for improvement in some aspects of instruction. The faculty member may be eligible for continued employment, with careful supervision.

_____Unsatisfactory performance

Student evaluations and classroom observation (if applicable) indicate unsatisfactory performance. The faculty member is not eligible for continued employment.

Comments & Observations

Dean or Department Chair Signature _____ Date _____

Vice President of Academic Affairs _____ Date _____

CAMPUS CONTACT INFORMATION

Academic Affairs

(505) 454-3311
Rodgers Administration Building
Services: appeals, retroactive withdrawals, add a class

Bookstore

(505) 454-3598
(877) 248-9856 (Toll Free)
Student Center

Academic Support

(505) 454-3188
Felix Martinez Building

Business Office

(505) 454-3444
Rodgers Administration Bldg.

CENTER FOR ADVOCACY RESOURCES EDUCATION & SUPPORT (CARES)

306 Student Union Building,
(505) 454-3529
preventviolence@nmhu.edu

COUNSELING - INDIVIDUAL AND GROUP

Teacher Education Building (TEC)
(505) 454-3564

Financial Aid

Felix Martinez Building
(505) 454-3318 or 3317
Toll-free (800) 379-4038.
financialaid@nmhu.edu

Human Resources/ Affirmative Action

(505) 454-3058
Rodgers Administration Bldg-108

International Education Center

(505) 454-3372/fax (505) 454-3511.
Student Union, Room 311.

Donnelly Library

(505) 454-3401

Campus Police

(505) 454-3278
5555 on-campus emergency

Registrar's Office

(505) 454-3438
Felix Martinez Bldg.

Student Affairs

(505) 454-3020
Felix Martinez Bldg.

Students with Disabilities

(505) 454-3252
Felix Martinez Bldg.

Student Health Center

(505) 454-3218
Student Center

Student Support Services

(505) 454-3236
Felix Martinez Bldg.

Writing Center

(505) 454-3537
115 Douglas Hall

APPENDIX A: ACADEMIC INTEGRITY POLICY

NMHU Student Academic Integrity Policy

Approved by the NMHU Faculty: February 2, 2015

Approved by the Board of Regents: March 30, 2015

New Mexico Highlands University students are expected to maintain integrity through honesty and responsibility in all their academic work.

The following describes the University's policies and procedures for faculty who discover students who use academically dishonest practices.

Definitions:

1. **Academic Dishonesty:** Any behavior by a student that misrepresents or falsifies the student's knowledge, skills, or ability including:
 - a. **Plagiarism:** The process of using the ideas, data, written work or language of another person and claiming it as original or without specific or proper acknowledgement, including, but not limited to, copying another person's paper, article, computer or other work and submitting it for an assignment; or copying someone else's ideas without attribution; or failing to use quotation marks where appropriate; or copying another person's idea or written work and claiming it as original without acknowledgment of the original author or creator.
 - b. **Cheating:** A student's use of, or attempt to use, unauthorized notes, texts, visual aids, electronic devices, assistance, copies of tests, material or study aids in examinations or other academic work to misrepresent his or her knowledge, skills, or abilities.
 - c. **Collusion:** Cooperation between students in order to cheat or plagiarize.
 - d. **Facilitation:** One student knowingly helps or attempts to help another student to violate any provision of this policy.
 - e. **Fabrication:** A student submits contrived, altered or false information in any academic work product, exercise or examination.
 - f. **Multiple Submissions:** A student submits, without prior permission from the instructor, identical work submitted to fulfill another academic requirement.
 - g. **Falsification of Records:** A student alters a transcript or academic record, without authorization, or misrepresents information on a resume, either before or after enrolling as a student in the University, to unfairly improve his or her grades or rank or those of another student.

Minor Cases:

For a minor case of academic dishonesty, faculty have discretion regarding whether to impose a penalty as well as whether to flag the incident by reporting it to the Registrar's Office. If a penalty is imposed but not flagged, the student should be informed of the penalty and the faculty member should keep documentation of the academic dishonesty action. If at the discretion of the faculty member, the student is flagged for a minor case of academic dishonesty, the procedures laid out in the rest of this document apply.

Major Cases:

For a major case of academic dishonesty, defined as a faculty imposing a penalty resulting in failing the course, or resulting in reducing the final grade by a letter grade, or resulting in failing a

major assignment or test (20% or more of the final grade), the faculty must follow the procedure laid out in this document.

Documentation of Academic Dishonesty:

Faculty who impose a penalty for academic dishonesty must document the infraction.

Documentation is important as evidence to support academic or disciplinary penalties, or in the event of a legal or administrative challenge to action taken as a result of a violation of this policy. Documentation needs to state the student's name, the date academic dishonesty was discovered, the type of academic dishonesty and a descriptive statement of the situation by the instructor.

Supporting documents or copies of academic dishonesty need to be retained by the instructor and forwarded to the registrar by the instructor within ten (10) calendar days after imposing the penalty.

Examples of situations and suitable documentation include:

1. Several students complain that other student(s) cheated on a test or assignment. Appropriate documentation is a signed letter by the students describing the incident and a copy of the assignment submitted by the student accused of academic dishonesty.
2. Several students gave identical written answers and were sitting next to each other during an examination. Copies of the exams and a note that they sat in proximity to one another constitute documentation.
3. Plagiarism can be documented with a copy of the student's work, along with a copy or citation to the source of the copied text.

Documentation should be retained as a permanent record by the registrar.

Penalties for Academic Dishonesty:

Except for minor cases of academic dishonesty which the faculty member does not wish to have flagged, any penalty imposed for academic dishonesty shall be reported to the Registrar, who will then flag the student.

Penalties for Academic Dishonesty in Courses:

A course grade of "F" for academic dishonesty cannot be expunged from the record and GPA calculations by retaking the course.

The University strongly urges faculty not to ignore academic dishonesty. Doing nothing does not prevent students from continuing the behavior in the future and is unfair to other students in a class. Meeting with academically dishonest students is the simplest means of addressing problems of cheating and plagiarism. However, instructors who have 1) informed classes about the nature of academic dishonesty and the possible subsequent penalties and who 2) document incidents of academic dishonesty can impose penalties on students. All course syllabi should contain a statement about the academic integrity policy. Penalties must be imposed impartially; all students involved in an incident must be penalized at the same level.

The penalty for an incident of academic dishonesty is up to the individual faculty member who detects it in a class. Penalties may range from a reduced grade on an individual assignment to a failing grade in the class. The amount of the grade reduction is up to the individual faculty member. When assigning a penalty, faculty members should consider the context in which the incident occurs.

Before assessing a penalty, faculty members should interview the student to determine his or her side of the story and identify any mitigating circumstances. If more than one student is involved, they should be interviewed separately and their stories compared. Faculty members should make a

reasonable effort to determine the accuracy of the students' stories. Faculty members should feel free to consult with their colleagues, department chairs, and deans before making any final decision on assessing a penalty. If the faculty member imposes a penalty for academic dishonesty, the faculty member must notify the student and the registrar in writing within ten (10) calendar days. Penalties for academic dishonesty carry substantial negative consequences for students. While academic dishonesty is a serious offense and should carry serious penalties, faculty should err on the side of caution when the evidence is circumstantial or unclear.

Appeals for Academic Dishonesty in Courses:

A student who has had an academic dishonesty penalty imposed as a result of an alleged violation of this policy and who disagrees with the allegation of academic dishonesty or with such penalty may appeal following the Academic Petition Procedure of the Academic Affairs Committee, which can be found in online documents.

Penalties for Multiple Instances of Academic Dishonesty

The registrar shall maintain a record of students who have been reported as academically dishonest. When a student is flagged twice, the name of the student is forwarded by the registrar to the Vice President for Academic Affairs and the Chair of the Student Affairs Committee. The Student Affairs Committee of the Faculty Senate shall then convene a hearing to recommend a "university-level" penalty for the student. For a second case of academic dishonesty, the penalty will often include a suspension, although the Student Affairs Committee will recommend the penalty on a case-by-case basis. Instructors are required to provide their evidence to the Committee upon request. Instructors are required to provide their evidence to the Committee upon request. The Chair of the Student Affairs Committee will make a recommendation to the Vice President for Academic Affairs of the result of the hearing, and the Vice President for Academic Affairs will issue a written decision to the student and the registrar within ten (10) calendar days.

When a student is flagged a third time for academic dishonesty, regardless of the time between flaggings, the University may expel the student after a hearing by the Student Affairs Committee. The Chair of the Student Affairs Committee will make a recommendation to the Vice President for Academic Affairs and the Vice President for Academic Affairs will issue a written decision to the student and the registrar within ten (10) calendar days. If the decision to expel the student is not appealed, the student's transcript shall show the statement: "Expelled for academic dishonesty."

Appeals for Multiple Instances of Academic Dishonesty

A student has the right to appeal a decision of the Vice President for Academic Affairs to the President in writing within fifteen (15) calendar days of the receipt of the decision. The President will conduct an administrative review of the decision by the Vice President for Academic Affairs and will affirm the decision, modify the decision, or reverse the decision. The President will issue a written decision to the student, the faculty member, the Chair of the Student Affairs Committee, the Vice President for Academic Affairs, and the registrar within thirty (30) calendar days. The decision made as a result of the administrative review is final. If the decision to expel the student is upheld, the student's transcript shall show the statement: "Expelled for academic dishonesty".

A student's failure to timely follow the filing deadlines established herein shall result in the dismissal of the appeal.

Reporting Addendum:

All cases of multiple flagging, punishments associated with such flaggings, and appeals of multiple flaggings shall also be reported to the Chair of the Faculty Senate to insure that the policy is being effectively followed. In the case that a student does not appeal the punishment for multiple flaggings, the Chair of the Faculty Senate will report this to the Registrar.

APPENDIX B: SYLLABUS STATEMENTS

Disability Services Information (Required)

“In accordance with federal law, it is university policy to comply with the Americans With Disabilities Act (ADA). If you believe that you have a physical, learning, or psychological disability that requires an academic accommodation, contact the Coordinator of Disability Services by phone at (505) 454-3188 or 454-3252, via e-mail at desquibel@nmhu.edu, or visit Room 108 of the Felix Martinez building on the Las Vegas campus. If you need the document upon which this notice appears in an alternative format, you may also contact the Coordinator of Disability Service.” David Esquibel Student Advisor/Coordinator of Testing and Disability Services

HU-CARES Information (Required)

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you are encouraged to contact the Center for Advocacy, Resources, Education, & Support (HU-CARES) located in the Student Union Building at 800 National Ave in Suite 306. If you have questions or need to speak to someone regarding a concern, please call HU-CARES at 505-454-3529 or email preventviolence@nmhu.edu. HU-CARES can support you in various ways, regardless if you want to report to police or not. **All services are confidential, student-centered, and free for all NMHU students, including center campuses.**

Additional resources available to you include:

- Student Health Center Main Campus-(Counseling) 505-454-3218
- Campus Police 505-454-3278
- NMHU Dean of Students 505-454-3020
- Human Resources, Title IX Officer 505-426-2240
- NM Crisis & Access Line (Professional Counselors available 24/7) 1-855-662-7474

Center students are encouraged to contact HU-CARES for resources near the center campuses.

Student Academic Integrity Policy (require - edit as needed for your particular class)

This course follows the Highlands Student Academic Integrity Policy as described in the catalog. New Mexico Highlands University students are expected to maintain integrity through honesty and responsibility in all their academic work. Examples of academic dishonesty include: Plagiarism, Cheating, Collusion, Facilitation, Fabrication, Multiple Submissions, and Falsification of Records. Penalties may range from a reduced grade on an individual assignment to a failing grade in the class. Students may also be flagged for major cases of academic dishonesty, and multiple flaggings of academic dishonesty may result in suspension (2 flags) or expulsion (3 flags). For additional information and more detailed definitions of academic dishonesty, please see the Student Academic Integrity Policy in the catalog and/or student handbook.

+/- Grading System

Grade	Undergraduate	Graduate	Points
A+	Excellent	Excellent	4.0
A	Excellent	Excellent	4.0
A-	Excellent	Excellent	3.7
B+	Above average	Above average	3.3
B	Above average	Average	3.0

B-	Above average	Below average, but passing	2.7
C+	Average	Poor, but passing	2.3
C	Average	Poor, but passing	2.0
D	Below average, but passing	Failure	1.0
F	Failure	Failure	0.0

Use of the +/- grading system is optional and at the discretion of the individual faculty members.

NOTE: Faculty have indicated they wish to have the option to use this grading scale (+/-) or the “whole letter” grade scale in individual courses, and this information must be indicated in each course syllabus

See the following article by Ben Eggleston on determining percentages for +/- grading:
<https://its.nmhu.edu/IntranetUploads/003410-SyllabiStat-812201513328.pdf>

APPENDIX C: SEXUAL HARASSMENT POLICY

1. **Introduction**

It is the policy of New Mexico Highlands University to maintain a community in which students, faculty, staff and administration are free to work, study, and reside without being subjected to sexual harassment. Such behavior subverts the mission of all involved.

Sexual harassment is a form of discrimination on the basis of sex and is, therefore, prohibited on campus and in programs and activities sponsored by New Mexico Highlands University.

Sexual harassment constitutes an unacceptable and punishable offense at NMHU, which may include disciplinary action up to and including dismissal.

2. **Sexual Harassment Defined**

Sexual harassment may take many forms, including unwelcome conduct of a sexual nature and conduct that is not necessarily sexual in nature, but which is unwelcome and directed at a person because of his or her gender.

- A. Sexual harassment involving unwelcome conduct of a sexual nature can include sexual advances, requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting the employee; or

Such conduct is so severe or pervasive that it affects an individual's work performance or creates an intimidating, threatening or abusive working environment.

Sexual harassment is distinguished from voluntary sexual relationships when the conduct directed towards you is unwelcome. Conduct of a sexual nature is unwelcome when you did not request or invite the conduct and view the conduct as offensive and undesirable.

Conduct of a sexual nature can include, but is not limited to: Verbal, non-verbal

or physical sexual advances;

Pressure for sexual favors;

Touching of a sexual nature; Sexual assault;

Sexual gestures; Sexual or "dirty"

jokes;

Offensive personal jokes and comments of a sexual nature

Displaying or distributing sexually explicit drawings, pictures and written materials.

- B. Sexual harassment can also involve acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, but not involving conduct of a sexual nature, when such conduct is so severe or pervasive that it affects a student's/employee's ability to work, participate in or benefit from an education program or activity or creates an intimidating, threatening or abusive educational environment. Such conduct can include, but is not limited to:

Offensive jokes or comments, not necessarily sexual in nature, but directed at a person because of his or her gender or sexual orientation;

Threats or insinuations that lack of sexual favors will result in reprisals, withholding support for promotions or transfers, change of assignments, or poor performance reviews.

Sexual harassment against an employee/student can involve any member of the New Mexico Highlands University community, including faculty, staff, employees, students, guest speaker, visiting student or contractor.

3. **Reporting Sexual Harassment**

Employees/Students shall report sexual misconduct or harassment to their immediate supervisor; the next-in-line supervisor; the Dean or Director; campus police; or to the Director of Human Resources. If an employee or student is not certain whether sexual harassment is taking place, he or she should report his or her concerns.

- A. Supervisors and managers who have knowledge of sexual misconduct or harassment within New Mexico Highlands University or one of its off campus facilities shall immediately report it to the Human Resources Director and to a person above them in their chain of command.
- B. Under no circumstances, during an investigation, shall a supervisor withhold any information about reported or observed sexual misconduct or harassment.
- C. Supervisors shall report allegations of sexual misconduct or harassment even if the employee/ student reporting such misconduct has asked that no action be taken. Supervisors shall explain this obligation to employees who report sexual misconduct or harassment.

4. **Time Frame for Reporting Sexual Harassment**

In order to allow for a prompt and timely investigation, the complaint should be made as soon as possible, but no later than 90 days following the latest alleged incident of sexual harassment. Even if this time frame has passed, the University encourages the reporting of sexual harassment.

5. **Retaliation is prohibited**

Retaliation against any person who makes a complaint of sexual harassment, reports that another person is being sexually harassed, or who cooperates in an investigation of a complaint of sexual harassment is strictly prohibited.

If you believe you have been retaliated against or that someone else has been retaliated against for reporting sexual harassment, you should follow the same reporting requirements for reporting incidents of sexual harassment set forth in Section 4 above, Reporting Sexual Harassment.

6. **Investigation and Resolution of Reports of Sexual Harassment**

The University reserves the right to investigate any reports of sexual harassment, as the University deems appropriate.

All employees/students shall cooperate with investigations of sexual misconduct and sexual harassment complaints.

Appropriate disciplinary action will be taken against any employee, including Staff Members, Faculty members and Administrators, who are found to have engaged in sexual harassment or retaliation up to and including dismissal.

New Mexico Highlands University will also take appropriate action, to the extent possible, against non-employees, such as contractors and guest lecturers, who are found to have engaged in sexual harassment or retaliation.

7. **Confidentiality**

- A. Allegations of sexual misconduct shall be investigated by the Human Resource Department in a manner that is as confidential as possible and appropriate under the circumstances.
- B. Absolute guarantees of confidentiality or anonymity cannot be given. Every effort will be made to maintain confidentiality or anonymity of the employee.
- C. Employees/students who are interviewed during investigations of sexual misconduct allegations shall maintain the confidentiality of what was discussed during their interviews.

The Director of Human Resources has been designated responsibility for coordinating New Mexico Highlands University's efforts to comply with and carry out its responsibilities under applicable laws prohibiting discrimination and harassment, including Title IX of the Educational Amendments of 1972 and Title VII of the Civil Rights Act of 1964.

The current Human Resources Director is: Donna Castro, Rodgers Administration Building Room 108, Telephone number is 505-426-2240.

The mailing address for Director is: New Mexico Highlands University, Box 9000 Las Vegas, NM 87701.

APPENDIX D: EQUAL EMPLOYMENT OPPORTUNITY POLICY

1. **Policy Overview**

New Mexico Highlands University is committed to providing a working and learning environment that provides equal opportunity to all current and prospective employees. Current and prospective employees will be considered for employment, promotions and other job opportunities on the basis of merit, and as otherwise required by law.

2. **Scope and Applicability**

This policy covers all aspects of employment including hiring, assignment of duties, compensation and benefits, training, discipline and termination.

3. **Policy Statement**

It is the policy of the University to prohibit unlawful discrimination and harassment against employees or applicants for employment on the basis of race, color, religion, national origin or ancestry, sex, age, physical or mental disability or handicap, serious medical condition, spousal affiliation, sexual orientation, gender identity, veteran status or any other basis prohibited by applicable law.

Any applicant or employee who feels that he or she has been discriminated against or harassed should report the incident to the Department of Human Resources, a supervisor, or campus security.

The Department of Human Resources located in the Rodgers Administration Building, Room 108.
The mailing address is Box 9000 Las Vegas, New Mexico 87701.

APPENDIX E: TOBACCO POLICY

In compliance with the New Mexico Clean Indoor Act, as amended, smoking of tobacco products is prohibited in university buildings, facilities and vehicles. Smoking is allowed only in designated areas.

The Smoking Policy stipulates:

- Smoking is prohibited except in designated areas. Those areas will be well posted and will not be near air conditioning or other ventilation systems which can carry the smoke to other sites.
- Ashtrays are provided in smoking sites
- Smoking is prohibited in university vehicles.
- Smoking is prohibited within 25 feet of any building.
- Smoking is prohibited near windows or air intakes.

Smokeless tobacco is prohibited in university buildings, facilities and vehicles.

This policy applies to all University visitors, students, and employees. It is the responsibility of every member of the University community to conduct himself or herself in compliance with this policy.

Enforcement is the shared responsibility of the entire campus. The success of this policy depends upon the courtesy, respect and cooperation of smokers and non-smokers of the NMHU community.

APPENDIX F: GENERAL POLICIES

1. **Safety**

Supervisors shall advise employees of safe work practices. Employees are required to work safely and make full use of safety devices to protect themselves. All necessary safety devices shall be furnished by the University. Employees shall inform the supervisor immediately if they observe unsafe working conditions, unsafe work practices or any other hazards to safety on the campus.

2. **Tools**

All tools necessary for work shall be furnished by the University, unless other written arrangements are made with the employee. If an employee negligently misplaces, abuses, or loses tools of the University, it shall be the employee's responsibility to replace the tool with a same type of tool of equal or greater value.

3. **Uniforms**

The University will furnish uniforms required for various job classifications identified by the University.

4. **Keys/Key Cards**

University keys and/or key cards for employee work stations may be requested by completing a Key Request Form, available at the Facilities Management Department.

5. **Personal Appearance**

NMHU employees are expected to present a professional appearance and dress appropriately for the job they perform. When reporting for work each day, employees should be clean and neatly groomed. Employees may not wear cut-offs, shorts, tank tops, or any offensive, suggestive or revealing clothing.

Visible body art, piercing (except ears), and clothing with derogatory or inflammatory language is prohibited.

The appearance standards required of employees will vary according the nature and duties of their positions. If a supervisor considers an employee to be in violation of the appearance standards, the supervisor may instruct the employee to leave the work site to correct the discrepancy and then report back to the work site. The employee may ask the Dean/Director to review the supervisor's decision. Regular employees sent home will be placed on an Absence without Leave status during the time they are gone.

6. **Friends/Family/Children in the Workplace**

NMHU discourages employees from being accompanied by friends, family, or children while working; including leaving children on campus in office areas while they are at work. This does not

eliminate periodic, short visits from friends, family and children as appropriate. Anything other than short visits is not permitted and poses a potential harm for children and liability for the University. The University desires to be a family friendly place of business, to faculty and staff as well as to students; however, the workplace is not the appropriate place for childcare. Even during short periodic visits, children must not be left unattended. If an employee is faced with unusual circumstances regarding visitors at work, the employee should speak with his/her immediate supervisor.

7. **Animals/Pets on University Property**

Employees are not allowed to have or keep dogs, cats, or any pet in classrooms, offices, residence halls or any other campus building.

Exceptions to this policy are service animals or animals that are housed under approved conditions in research laboratories and fish, provided that the container is cleaned regularly so that it does not present a health hazard and no illegal species are kept.

8. **Mail and Postal Service**

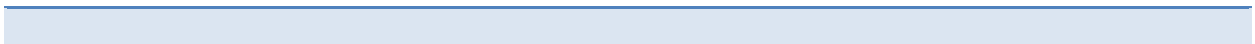
Personal mail shall not be sent using university-paid postage.

APPENDIX G: SAMPLE CONTRACTS

Page 42: Sample Retained Term Contract

Page 43: Sample Term Contract

Page 44: Sample Per-Course Contract



NEW MEXICO HIGHLANDS UNIVERSITY
Office of Academic Affairs, PO Box 9000, Las Vegas, NM 87701

EMPLOYMENT CONTRACT
Non-Tenure Track
RETAINED TERM

Name: **Name, Banner ID**

NMHU E-mail: _____ Alternative E-mail: _____

You are hereby appointed in Retained Term Status as **Title**. The period of this appointment is from **August 1, 201X, to May 6, 201X**, inclusive. The salary for these services is **Salary**, and will be paid in biweekly installments in accordance with the policy of the University.

This is a Retained Term Contract as described in the *Faculty Handbook* and, as such, automatically terminates upon the expiration of the employment period, but with an expectation of re-employment, unless given notice. (Section VI, Segment C). As a full-time employee, you are eligible for employee benefits.

To accept this contract, please sign it and return it to the Office for Academic Affairs within 10 working days of the approval date given below, unless an extension of time is given in writing by the Vice President for Academic Affairs. Failure to return the signed Contract or provide notification within 10 working days may result in payment delays and/or cancellation of this contract.

I have read this Contract and agree to the provisions thereof.

Signature of Appointee

Provost/VPAA

Date of Acceptance

President

Date of Approval

For Office Use Only	
Position Number: _____	
FOAPI: _____	FOAP(S)
FTE: _____	

NEW MEXICO HIGHLANDS UNIVERSITY
Office of Academic Affairs, PO Box 9000, Las Vegas, NM 87701

EMPLOYMENT CONTRACT
Non-Tenure Track
TERM

Name: **NAME, BANNER ID**

NMHU E-mail: _____ Alternative E-mail: _____

You are hereby appointed in Term Status as **TITLE**. The period of this appointment is from **August 1, 201X, to May 6, 201X**, inclusive. The salary for these services **SALARY**, and will be paid in biweekly installments in accordance with the policy of the University.

This is a Term Contract as described in the *Faculty Handbook* and, as such, automatically terminates at the end of the employment period. Re-employment is solely within the discretion of the University. (Section VI, Segment C). As a full-time employee, you are eligible for employee benefits.

To accept this contract, please sign it and return it to the Office for Academic Affairs within 10 working days of the approval date given below, unless an extension of time is given in writing by the Vice President for Academic Affairs. Failure to return the signed Contract or provide notification within 10 working days may result in payment delays and/or cancellation of this contract.

I have read this Contract and agree to the provisions thereof.

Signature of Appointee

Provost/VPAA

Date of Acceptance

President

Date of Approval

Position Number: _____ FOAP: _____ FTE: _____	For Office Use Only
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NEW MEXICO HIGHLANDS UNIVERSITY

Office of Academic Affairs, PO Box 9000, Las Vegas, NM 87701

ADJUNCT FACULTY Per-Course Employment Agreement

Date/Time Field 03/03/2016 04:03:04

Name (First and Last) _____			
Banner ID @ _____	Email Address _____		
Address _____			
City/State & Zip _____			
CRN1 _____	Course No. _____		
Course Name _____	# CR Hrs _____	# Enrolled _____	
Begin Date _____	End Date _____	Amount _____	
CRN2 _____	Course No. _____		
Course Name _____	# CR Hrs _____	# Enrolled _____	
Begin Date _____	End Date _____	Amount _____	

New Mexico Highlands University is pleased to offer you a temporary appointment to teach the above course; which will be paid in bi-weekly installments.

This agreement cancels all other existing agreements for the period and services covered, and your acceptance hereof is indicated by your signature below. This agreement **may be terminated or modified** by the University due to inadequate enrollment or by mutual consent of the parties. Upon your acceptance, this employment agreement must be returned to the Office of Academic Affairs within 10 working days of the date of this agreement. Failure to return the signed employment agreement or provide notification within 10 working days, may result in payment delays. I have read this Employment Agreement and agree to the provisions thereof.

Signature of Appointee _____	Date _____	College/School Dean _____	Date _____
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Department Chair _____	Date _____	Vice President for Academic Affairs _____	Date _____
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FUND _____	ORG _____	ACCT _____	PROG _____
For Office Use Only _____		NMHU Research Office: _____	
FTE _____	Position Number: _____		Entered for Payment: _____