

Kempner, Brandon K

From: Ortega-Mathis, Prescilla S
Sent: Friday, July 22, 2016 1:28 PM
Cc: Linder, Carol; Sammeth, David; Gallegos, Gil Roman; Woodford-Gormley, Donna C; Schmalfeldt, Joseph G; Williams, Steve J; Lindline, Jennifer; Williams, Susan D; Ward, Thomas S; Christensen, Todd D; Romero, Mary V; Loewen, Kerry; Glover, Geri; Cruz, Patricia A; Williams, Emily; Park, Seonsook; Stokes, Kenneth M; Taylor, William S; Bailey, Lora B; Israel, Andrew B; Duran, Cristina; Ortiz-Gallegos, Thomasinia; Padilla-Vigil, Virginia S; Rivera, Buddy; Chavez, Joni F; Fresquez, Brenda V; Baca, Geraldine Y; Andrada, Julia A; Sandoval, MaryAnne; Garcia, Loretta S; Segobia, Amanda M; Martinez, Catherine A
Subject: Faculty and Staff Development Week Schedule and Logistics
Attachments: Faculty and Staff Development Week Schedule Fall 2016.pdf

[On behalf of Dr. Carol Linder, Interim Provost and Vice President for Academic Affairs](#)

Memorandum

To: Faculty of the Schools of Business, Education, and Social Work
and the College of Arts and Sciences

From: Carol C. Linder, Interim Provost and Vice President for Academic Affairs

Date: Friday, July 22, 2016

Subject: Faculty and Staff Development Week Schedule and Logistics

The Office of Academic Affairs welcomes you to the 2016-2017 academic year at New Mexico Highlands University. The **2016 Faculty and Staff Professional Development and Orientation Week** begins on Monday, August 8, the first date of your contract, and runs through Friday, August 12. Our faculty and staff committee has put together an exciting program this year that includes some fantastic guest lecturers.

With the creation of the **Center for Teaching Excellence** this week represents only a fraction of the professional development opportunities available on a weekly basis to all faculty and staff throughout the year both in person and through Zoom. For more information about the CTE, please see cte.nmhu.edu.

As teaching employees, attendance in professional development is critical, not only to our success as educators. It is also an expectation of our university accrediting body, the Higher Learning Commission, as well as various school and program accrediting agencies.

Please refer to the different types of teaching employees to determine your responsibilities and determine what applies to you. I look forward to working with you this semester. Please continue to work closely with your Deans and Department Chairs to make this a progressive and rewarding semester.

Summary of Events and Expectations

Monday August 8 – Wednesday, August 10

See attached schedule for Sessions, including a wide variety of presentations and workshops beginning with the **Welcome-Back Breakfast** at the SUB Ballroom beginning at 7:30 am. Faculty involved in recruitment and retention efforts as well as student support staff will have additional meetings scheduled from the Office of Strategic Enrollment Management with our new consulting firm, Ruffalo Noel Levitz.

There will be a **Faculty and Staff Social** at JC's Pizza on Tuesday evening from 5:00 – 7:00.

Thursday, August 11

Departments and Deans will be doing strategic planning and holding meetings. Per-course contingent faculty from the main campus and the centers are expected to participate in a one-day orientation that will provide an opportunity to see our campus and get an overview of essential policies and procedures. Per-course contingent faculty teaching only one course or faculty that start after the orientation will be required to complete an online orientation through D2L created by our new instructional designers and CTE support staff. Absences and exceptions must be approved by the Dean prior to the start of the semester.

Friday, August 12

The final **Student Orientation** will be held in the morning, followed by a **barbecue** at Centennial Park that is open to all students, faculty, and staff.

Departments, Schools, and the College will hold an **open house** and will be available for **student advising** from 1:00 to 2:30 on Friday afternoon.

The week will culminate with the 3rd Annual **Convocation** Ceremony for our **Class of 2020** at **Ilfeld Auditorium from 3:00 to 5:00 pm**. Attendance and regalia are required. Chairs, in consultation with the Deans, will appoint one or two faculty members to stay in the department to handle continuing student needs during Convocation. Please let the administrative staff know who will be available for drop-in appointments.

Monday, August 15 and Tuesday, August 16

Final Prep Days! No scheduled meetings

Wednesday, August 17

First day of classes

Note: Freshmen will be participating in a variety of events during the **Cowboy Blast** on August 12 – 14 led by peer advisers, peer mentors, student ambassadors, and a variety of faculty and staff. If you are interested in participating, please let us know. We are looking for volunteers to take students on a run, walk down bridge street, or bike for those who have their own equipment. A draft schedule of the Cowboy Blastoff is also attached.

For Tenured and Tenure-Track Faculty

Per the *Collective Bargaining Agreement*, Article 12, Workload and Work Hours, 12.6,

“The work year is normally defined by the academic calendar. Participation in faculty development week and commencement exercises is required. 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.”

Attendance will be taken for all sessions and salary reductions will be enforced by our Office. If you miss sessions or a day, please provide your dean with an explanation.

For Contingent Faculty

Per the *Contingent Faculty Handbook*,

- **Visiting and Retained Term Faculty** – You are required to follow the schedule and terms of the Tenured and Tenure-Track faculty.
- **Per Course** – We welcome you to take part in sessions held Monday through Wednesday, either in person or via Zoom. You are required to participate in person in the one-day orientation on Thursday morning and attend department and Deans meetings in the afternoon. The orientation will NOT be Zoomed to the Centers. An online orientation has been developed for those faculty who receive approval from the Dean of their School or College.

For Center Faculty

Catherine Martinez (505-426-2205, camartinez@nmhu.edu) has reserved a block of rooms at the Plaza Hotel to be covered by the Office of Academic Affairs under the normal travel policies and procedures. Full-time faculty are required to be on campus **Monday, August 8 – Thursday, August 11**, with the exception of the School of Social Work who will have their planning and Dean’s meeting on Thursday at the Albuquerque Center. Center faculty are **NOT** required to participate in Convocation, as they do not serve freshmen. However, they are expected to be in their offices on Friday for student advising.

Our office will cover one-night of housing for **per-course contingent faculty** (either Wednesday, August 10, or Thursday, August 11, and reimbursement of expenses according to our normal travel policies and procedures.

The deadline for booking rooms is **Thursday, July 28, by 4:00 pm**. We encourage you to contact Catherine as soon as possible, as hotel rooms in Las Vegas are very limited that week; and we cannot guarantee you a room. If you are comfortable sharing a double room or suite, please let Catherine know.

Prescilla S. Ortega-Mathis
Office of Academic Affairs
New Mexico Highlands University
PO Box 9000
Las Vegas, NM 87701

 **505/454-3311**

 **505/454-3558**

 **pomathis@nmhu.edu**