

**Northern New Mexico College  
HUMAN RESOURCES POLICY**

<b>Subject:</b>	Part-time Faculty Handbook
<b>File Reference:</b>	3.12
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**Purpose:**

**Policy: Introduction**

Northern New Mexico Community College was established as a constitutional entity by the New Mexico Territorial Legislature in 1909. Our original mission was to teach English to Spanish-speaking teachers. In 1977 we were designated as a community college and are now one of New Mexico's most comprehensive community colleges.

**Statistics on Our Student Body Profile**

Average enrollment for fall and spring of 1996-1997 was 1850

64% of our students are female	73% of our students are Hispanic
36% of our students are male	19% of our students are non-Hispanic White
81 % are local high school graduates	7% of our students are Native American
19% are out-of-area students	1% of our students are Black
99% are in-state students	

**Philosophy**

Northern New Mexico Community College is a two-year comprehensive community college which primarily serves northern New Mexico. This area has significant differences in geography, culture, economic conditions, and job opportunities. We at the College appreciate that the multilingual and multi-cultural characteristics of the area provide a wide range of experiences and challenges for all communities in northern New Mexico.

We recognize that students are the focus of the school and seek to enhance their skills and self-image to help them set and meet realistic career and life goals.

It is our belief that education is holistic and comprehensive and that each student's needs and interests are to be complemented by the curriculum, extracurricular activities, and administrative structure. In this way, students and staff are integrated in a pursuit of education.

It is our endeavor to provide educational programs that reflect the needs of the communities of northern New Mexico.

**Statement of Purpose**

To implement our philosophy, we have developed the following statement:

We will provide educational programs and course offerings which:

1. Lead to two-year degree and certificate programs.
2. Transfer to baccalaureate-granting institutions.
3. Meet the needs of students in skill upgrading, job advancement or change, and personal development.
4. We will provide academic and personal counseling/advisement, placement testing, career guidance, tutorial services, and developmental studies to assist students in achieving their maximum potential.
5. We will provide opportunities for the intellectual, aesthetic, and cultural needs of students and the community by scheduling activities and services to further those needs.
6. We will provide adequate organizational and support services to meet students' needs and to maintain integrity in our educational offerings.

### **Accreditation**

Northern is accredited by the Commission of Higher Education of the North Central Association of Colleges and Schools. In addition, our Radiography program is accredited by the Joint Review Committee on Education and Radiologic Technology. Our Business and Office Occupations Department is accredited by the National Association of Collegiate Business Schools and Programs.

The College's occupational courses are approved by the New Mexico State Department of Education. The nursing, barbering, and cosmetology programs are licensed by their respective state licensing boards. The vocational programs are approved by the State Department of Education Vocational Division.

State approval for benefits under Title 38 USC for veterans and other eligible persons has been granted by the Veterans Approval Office, a division of the Office of the Governor.

### **Equal Opportunity**

Northern New Mexico Community College is an equal opportunity affirmative action employer. We do not discriminate in terms and conditions of employment on the basis of race, age, religion, color, national origin, ancestry, sex, handicap, medical condition, disabilities, sexual preference, or political affiliation.

### **Northern's Programs by Departments**

#### **DEPARTMENT OF HUMANITIES, EDUCATION, AND SOCIAL SCIENCES**

Child Development Associate Training	Indian Tribal Management
Criminal Justice (Law Enforcement)	Liberal Arts
Early Childhood Education	Library Technology
Education-Teacher Preparation	Southwest Studies
General Studies Substance	Abuse Counseling
Human Services	

#### **DEPARTMENT OF MATH, SCIENCE, AND ENGINEERING**

Architectural Drafting	Laser/Fiber-Optics Communication
Civil Engineering Drawing	Machine Technology (Cert.)
Computer Science	Micro-Electronics Technology
Digital Electronics Technology	Natural Resources-Range Ecology
Drafting	Management

Electronics Engineering  
Electronics/Computer Engineering  
Technology Science  
Engineering Drawing  
Engineering Technology

Technology Pre-Engineering  
Pre-Forestry

Waste Resources Management  
Welding Technology

#### DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

Accounting  
Bookkeeper  
Business Administration (Transfer)  
Clerk Receptionist

Data Processing Technician  
General Business  
Management Information Systems  
Office Administration

#### DEPARTMENT OF HEALTH OCCUPATIONS

Allied Health  
Basic Hospice Care  
Death Education Specialist  
Grief Counseling Specialist  
Health Aide  
Hospice and Grief Counselor

Hospice Specialist  
Nursing (ADN)  
Practical Nurse (P.N.)  
Practical Nurse Refresher  
Radiation Protection  
Radiography

#### DEPARTMENT OF FINE ARTS

Design Foundation

Fine Arts

#### DEPARTMENT OF VOCATIONAL STUDIES

Adobe Construction  
Auto Mechanics  
Barbering  
Barbering Instructor  
Building Construction  
Cabinet/Furniture Making: Spanish Colonial  
Construction Trades Technology  
Cosmetology

Cosmetology Instructor  
Electrical Technology  
Electricity  
Fiber Arts (Weaving)  
Greenhouse/Nursery Management  
Service Management  
Weaving

### Degrees Offered

#### **Associate of Arts**

(continued)

Business Administration (Transfer)  
Child Development Associate Training  
Education-Teacher Preparation  
Fine Arts  
General Studies  
Liberal Arts  
Southwest Studies

#### **Associate of Science**

Pre-Engineering  
Science

Management

#### **Associate of Applied Science**

Accounting  
Allied Health

#### **Association of Applied Science**

Electrical Technology  
Electronics/Computer Technology  
Engineering Technology  
Fiber Arts (Weaving)  
General Business  
Hospice Grief Counseling  
Human Services  
Indian Tribal Management  
Library Technology  
Management Information Systems  
Micro Electronics Technology  
Natural Resources-Range Ecology

Nursing (ADN)  
Office Administration  
Practical Nurse (P.N.)

Auto Mechanics  
Cabinet/Furniture Making:  
    Spanish Colonial  
Computer Science  
Construction Trades Technology  
Cosmetology  
Criminal Justice  
Design Foundation  
Drafting  
Early Childhood Education

Pre-Forestry  
Radiation Protection  
Radiography  
Service Management  
Substance Abuse Counseling  
Trades Management  
Waste Resources Management  
Welding Technology

### **Certificates Offered**

Adobe Construction  
Architectural Electronic Drafting  
Auto Mechanics  
Barbering  
Barbering Instructor  
Basic Hospice Care  
Bookkeeping  
Building Construction  
Cabinet/Furniture Making:  
    Spanish Colonial  
Civil Engineering Drawing  
Clerk Receptionist  
Cosmetology  
Cosmetology Instructor  
Data Processing Technician

Digital Electronics Technology  
Electricity  
Electronic Engineering Technology  
Engineering Drawing  
Greenhouse/Nursery Management  
Grief Counseling Specialist  
Health Aide  
Hospice Specialist  
Laser/Fiber Optics Communication  
Library Technology  
Machine Technology  
Micro-Electronics Technology  
Practical Nurse Refresher  
Weaving  
Welding Technology

### **Northern's Faculty**

#### **Definition and Categories of Faculty**

The term faculty refers to individuals who teach credit-bearing courses offered by the College. All faculty are in one of the following categories:

1. Permanent faculty are those who have been granted tenure.
2. Provisional faculty are those who have not been granted tenure.
3. Part-time faculty (referred to as "adjunct faculty" in the Faculty Handbook) are those who perform interim or part-time services for the College.
4. Emeritus is an honorary designation conferred by the Board of Regents upon exemplary permanent faculty who have retired.
5. Chairpersons are faculty who supervise a portion of the curriculum and faculty under the supervision of the Chief Instructional Officer.
6. Faculty Directors are those responsible for the management and supervision of specific faculty and an instructional program (degree and/or certificate) under the general supervision of a department chairperson.

#### **Policies on Recruitment and Appointment of Faculty**

Recruitment of Faculty:

1. Full-time vacant positions are advertised first internally then externally and outside of the College simultaneously for at least five working days.
2. College employees are given first consideration.
3. The best suited applicant for the position will be selected.

#### Appointment of Faculty:

1. Permanent faculty are hired on a continuous basis after receiving tenure.
2. Provisional faculty are hired on an annual contract basis from August through May.
3. Part-time faculty are hired on a semester basis with no guarantee of continued employment.

#### **Employment of Part-Time Faculty**

Employment of part-time faculty is subject to the requirements of the College and is not a promise of continued employment past the period specified on the Personnel Action Notice Form. The Chair, with approval from the respective Dean of Instruction, will determine the instructional needs of the department. The required forms will be prepared by the Chair.

The prospective part-time faculty member is responsible for providing all documents required for verifying citizenship (I-9) Form and for completing other paperwork required by the business office, including the submission of college transcripts.

#### **Part-Time Faculty Association**

The Board of Regents officially recognizes the Part-Time Faculty Association as representing the interests of all Part-Time Faculty. Every Part-Time instructor at the College is encouraged to participate in the monthly meetings, vote in the annual election of officers, and help decide the direction of the Association.

#### **Part-Time Faculty Duties and Responsibilities**

1. The workload consists of fulfilling the academic teaching load and necessary preparation.
2. Fourteen credit hours per semester is the maximum.
3. Presence at orientation sessions is required.
3. Part-timers are welcome to serve on college committees.
4. All faculty employed during the summer session are designated as part-time faculty.

#### **Personal and Academic Freedom**

Faculty members' personal lives are not a proper concern of the College, as long as they do not affect or interfere with their effectiveness in fulfilling their professional obligations.

Faculty members have the right to control classroom presentation, discussion of subject matter, and evaluation of students within the boundaries of the objectives and standards of the College. The overall coverage of the subject matter must adequately serve the students' legitimate educational expectations.

Presentation must comply with the texts, objectives, and assessment identified in the Master Syllabi.

#### **Evaluation of Part-Time Faculty Performance**

You may be evaluated by the department chairman or designee at least once each semester. You will also be evaluated by students once per semester.

### **Part-Time Faculty Personnel Files**

1. Your official personnel file shall be maintained by the Director of Human Resources and shall contain all materials relevant to your employment. It shall be protected from access by unauthorized persons. It is your responsibility to ensure that your file is kept current.
2. You have the right to review your file.
3. Upon being hired, you will provide the Human Resources Department with an official college transcript, if appropriate.

### **Pay, Benefits, and Privileges**

1. Part-time faculty are paid on a per-credit-hour basis as determined by the Board of Regents.
2. Payroll checks are distributed on the 5th and 20th of each month. When either the 5th or the 20th falls on a holiday, checks will be distributed the last workday prior to the holiday. When the payday falls on a Saturday or Sunday, checks will be distributed the Friday before.
3. Payroll checks may be picked up after 11 :00 a.m. at the cashier's office in the rotunda of the Administration Building.
4. Part-Time faculty may make health benefit applications for major medical, dental, and life insurance plans.
5. All faculty employees participate in the Federal Insurance Compensation Act (Unemployment Compensation), Social Security and Workman's Compensation Insurance.
6. All faculty who teach five or more credit hours participate in the New Mexico Educational Retirement Act as defined by the statute.
7. Part-time faculty may obtain a tuition waiver for themselves for up to three credit hours per semester, exclusive of continuing education courses.
8. For travel on approved College business, part-time faculty will be reimbursed for expenses, as stated in current travel reimbursement policies.
9. Part-time faculty may obtain an E-mail address by taking a high density formatted disk to the Management Information System Office located on the first floor of the VE building.
10. Part-time faculty may use the facilities in Northern's gymnasium at no cost. A sauna, weight room, aerobics equipment, center court, and game room are available at the gymnasium. Families of part-time faculty may use these facilities for a ten dollar per semester fee.

### **Payroll Forms**

The following four forms MUST be filled out to ensure a paycheck on payday:

1. Personnel Action Notice Form (PAN)
2. W-4 Form, 1-9 Form, and ERA Form

For first-time employment, a resume and official college transcripts are also required .

### **Absences**

Part-time faculty are expected to meet all classes. There is no approved paid leave for part-time faculty. If an unavoidable circumstance prevents you from meeting a class, it is your responsibility to inform the chairperson immediately. A concerted effort should be made so that notice can be given to every student regarding a change in schedule. Since there is no provision for substitute teachers, every absence must

be made up. In case of inclement weather, listen to the local radio stations for information to determine whether the class should meet, keeping in mind that many students travel long distances to reach the College.

### **Internal Grievances**

The College provides a formal grievance process contained in an administrative procedure available through the Human Resources Department.

### **Reporting Procedures for Part-Time Faculty**

#### **Assisting Students with Forms**

To assist students in completing an application form, a registration card, an add/drop card, etc., please keep the following rules in mind:

1. Always use ink and insist that the student also use ink. Felt-tipped pens and/or pencils should never be used.
2. The student must sign and date the form (i.e., you cannot do it for the student).
3. Whoever is advising the student for registration or for an add/drop must sign the card, as well as the student.

Rationale for students completing their own forms and doing so in ink: As in any contractual agreement, no one can enter into the contract but the student; therefore, it is reasonable to require that no one else complete the forms but the student. One exception will be allowed: If an up-to-date application is on file, someone else may register and pay for another person's courses, but only if the agent presents a written authorization to do so.

Since mail and phone registrations are not accepted, do not suggest to students that they can register or change their schedules in this way. Students can drop a class or withdraw by mail, but that does not include the ability to register or add courses.

### **Rosters**

#### **Provisional Rosters**

Provisional rosters are provided for the first few days of classes. If glaring errors are found in the way a student's name is spelled or in a Social Security number, please notify Rosemary Ortega (ext. 114).

#### **Census Rosters**

All faculty members must complete and return census rosters on a timely basis. These rosters form the basis of Northern's funding and are, therefore, extremely important to the College. The census rosters are provided around the end of the second week of a regular term, with the deadline for completion and return set for the first Monday following the third Friday of the term. When the census rosters are not received by the deadline, the Dean of Instruction and the department chairperson are notified.

With these rosters, a sheet is provided to indicate those students who are attending but whose names do not appear on the roster, and students whose names appear but who are not attending.

For summer sessions the final grade sheet is the census roster.

### **Mid-Term Grade Sheets**

Mid-term grade sheets are issued approximately one week before they are to be completed and returned. Completing and returning them is also a contractual obligation.

For a mid-term grade, one of the following should be used: A, B, C, D, or F. If a course is approved for Credit/No Credit, that may be used for a grade. No other form of grade entry is acceptable at mid-term.

No mid-term grades are collected during the summer session because of its shortness.

### **Instructor Initiated Withdrawal (IIW) Form**

Attached to the mid-term grade sheet will be a copy of an IIW form. This is used so that you may have a way to withdraw students who either 1) never attended, or 2) have attended so sporadically that you feel they cannot successfully complete the course -- usually demonstrated by at least three consecutive absences. This action is still subject to the student responding in writing and demanding to be kept on the class roster. If this does happen and the final grade sheet does not reflect a W (withdrawal) for the student, the final earned grade is entered.

Note that there is a deadline for submitting the form to the Registrar's Office. No forms will be accepted after that date. If more than one form is required, photocopies may be made or more forms may be obtained from the Registrar's Office.

### **Final Grade Sheets**

Final grade sheets will be sent early in the week following the deadline to withdraw from classes. Final grades which may be recorded include A, B, C, D, F, and, if appropriate, I or Cr/NC. Grades must be assigned for anyone for whom an AU (Audit) or a W (withdrawal) is not printed on the form.

With the final grade sheet will be a form to initiate a grade entry of Incomplete. The back of the form carries complete details as to when the Incomplete is appropriate and acceptable. In addition, the Registrar reviews each request for an Incomplete and accepts or denies the grade depending on whether it meets the criteria. If more than the one form sent with the final grade sheet is required, the number needed may be requested from the Registrar's Office.

If a grade entry of Incomplete is not accompanied by the appropriate signed form, the grade will be entered as NR (not reported) and, if a final grade has not been received from the instructor within 30 days of the end of the term, a final grade of F will be recorded (see page 21 of the Catalog).

Note: Faxed grade sheets are not acceptable because 1) the Registrar's office does not have its own fax machine and therefore, sending something as confidential as students' grades in a non-secure manner would violate the (federal law called the Family Education Rights and Privacy Act (FERPA), and 2) the College is required by law to maintain the original grade sheets with the faculty members signature and the grades in ink.

### **Posting of Grades**

Students' grades are confidential; therefore, they may not be posted on a door, a window, or in any place where they are exposed to the public view. This is most often violated by using the last four digits of a social security number without first scrambling the order of the list. IT IS BEST NOT TO POST GRADES. Students will receive their final grades within three work days of the deadline for submitting them to the Registrar's Office.

### **Changing a Grade**

Under normal circumstances, only two persons can initiate action to change a final grade: you or, the student who received the grade that is in question. Mid-term grades cannot be changed.

If after final grades have been turned in and they have been posted in the computer, you find that you have made an error, you should obtain a copy of the Change/Correct a Grade or Remove an Incomplete form. Rationale for the change should be provided, and the form should be sent to the department chairperson who will, in turn, send it through the Dean of Instruction to the Registrar.

If a student writes or contacts you within one year after a grade has been assigned and at that time questions or challenges the grade, it is your obligation to check his/her records. If you feel that the grade was correctly reported, it is your responsibility to inform the student of the fact, in writing. If, then, the student still is not satisfied, the student shall send all of the correspondence to the department chairman with a request for a further review.

Remember: Our school policy does not permit changes after one year from the date a grade is awarded.

### **Advisor Assignments and Petitions to Graduate**

Advisor assignments and duties regarding petitions to graduate apply to full-time faculty only.

### **Changing the Approved Instructor's Schedule**

No change to an assigned class may be made without prior approval from the chairperson and from the Dean of Instruction. This is particularly true in terms of the day or time for which a course is scheduled. Before granting approval for such a change, the chairperson will involve the Registrar to verify that any proposed change will not result in a present or future conflict with regard to room assignments or to the individual students' classes.

By extension, a faculty member may not make a room assignment change without first obtaining approval from the Registrar. This restriction is placed because once the term starts, the Registrar passes control of the rooms to the Director of Continuing Education and Community Services who assigns non-credit courses to rooms not already scheduled by the College's credit-division. After they allocate space for their programs, any unscheduled space left is available for rental by the general public.

Moving a class without permission might prove very embarrassing and inconvenient.

### **Final Examination Schedule**

Each semester's Schedule of Classes contains a final examination schedule which is

to be followed in order to preserve the integrity of the contact time required to justify each credit hour awarded. Therefore, you are not to give your final exam earlier than during exam week, which starts on a Saturday for Saturday-only courses and runs through the following Thursday evening. If a final exam should be administered before the scheduled exam week, both the student and the College would be cheated out of contracted instructional time.

### **Student Academic Grievances**

Any student with a grievance concerning academic matters must first present the grievance to the instructor involved. If the grievance is not resolved at this level, the student then presents the grievance in writing to the appropriate chairperson. If the grievance is still not resolved, the student may then present the written grievance to the Student Appeals Committee, then the Dean of Instruction and the Executive Vice President. The decision of the Executive Vice President is final.

## **Instructional Procedures**

### **Communication**

You are required to communicate clearly with students regarding course requirements, grading and testing policies, work progress, attendance, and general expectations for satisfactory course completion. A syllabus that includes the attendance policy and evaluation criteria should be given to students at the first class session. Other helpful information includes your full name, phone number, how appointments can be made, assignments, and deadline dates. A copy of the syllabus must be submitted to your department chairperson at the beginning of each semester. The department chairperson should be notified, if possible, in writing or by phone in the following situations:

1. You will be absent from class.
2. Any out of the ordinary occurrences happen, including emergencies related to your class or student(s).

Part-time faculty can make long distance calls to students through the department secretary during the day and through the Student Success Center in the evening.

### **Course Syllabi**

Syllabi for all courses taught at the College are kept in the chairperson's office and in the Dean of Instruction's office. Following the master syllabi format, you should periodically review and update the syllabi for courses taught in your subject areas. The updated syllabi are submitted to the chairperson for review and approval.

### **Vertical Transfer**

Vertical transfer applies to the placement of students in English, math, typing, or Spanish courses.

Page 19 of the 1995-97 Catalog contains the following statement:

Northern recognizes that no diagnostic test (such as the CPE or ASSET) is foolproof in making a decision about which level of English or math is appropriate for any given student. For that reason, if you or your instructor finds that you are

in the wrong level of English, Math, Spanish, or Typing during the first two weeks of a fall or spring semester, you may request movement to the next higher or lower level. This movement must take place by the end of the second week of instruction, and the gaining instructor must be willing to accept you into the new class. Vertical transfer during a summer school session must take place by the end of the first week of the session. Contact the Registrar's office for specific details about vertical transfer.

In addition to the timing of the move (i.e., the deadline of the second week), please remember:

1. To call the student's attention to the fact that such a move is vertical only (one level of a type of course to the next higher or lower level). By definition, "vertical" does not allow for horizontal movement (e.g. moving from a math course to a history course!)
2. Such a move is voluntary. If the student has tested into the class or has passed the course prerequisite (here or at another college), the student must want to move to another level of the course. An instructor may feel that the student is not ready, but it remains the student's choice -- provided that prerequisites have been met or test scores recommend placement at a particular course level.

One of the best ways that English and/or Math instructors have of determining that their students are properly placed is to administer a diagnostic test/essay during the first week of class. This gives the instructor another opportunity to analyze the student's performance, and there is still a week to get him/her moved to another level, if the student is willing.

### **Tutoring: Student Success Center (SSC)**

The College has provided, through the Developmental Studies Department, a free tutoring service for students. The Student Success Center is located in the new wing of the General Education Building. The SSC provides for one-on-one tutoring in English, Math, the Sciences, research papers, and computer literacy. Study groups and study group leaders can be made available through SSC. You can arrange for a class visit to the SSC or visit the staff to let them know how they can be of assistance to your students.

Student Success Center hours are:

Monday through Thursday	8:00 AM - 8:00 PM
Friday	8:00 AM - 4:00 PM
Saturday	8:00 AM - 12:00 Noon

### **Field Trips**

You are encouraged to use field trips as educational activities, where appropriate. The guidelines for field trips are as follows:

1. Chairpersons must give prior approval for all field trips on a field trip form.
2. Field trips must be justified as a relevant contribution to course objectives.

3. When possible, a description of planned field trips should be included in the course syllabi submitted to the Dean of Instruction.
4. Field trips are to be scheduled and designed to avoid imposing undue hardships on students.
5. You must complete a "Release of College Liability" form prior to each field trip.
6. You must arrange for a school vehicle.
7. Mileage and per diem is the responsibility of the department.

### **Outside Speakers**

You may invite volunteer speakers to enrich educational programs. Opportunities should be provided to question or challenge the views of the speakers.

### **Materials Required of Students**

Special supplies and materials required for each course must be approved in advance by the chairperson. You may not require students to purchase materials other than those authorized for the specific course.

### **Equipment Availability**

Each department has its own equipment. Check with department chairperson to ascertain availability, check-out procedures, etc. Equipment in need of repair should be reported to the department chairperson.

### **Disruptive Student Behavior**

If a student's conduct in class interferes with others in their pursuit of an education or is an intentional obstruction or disruption of teaching, the instructor should:

1. Ask the student to stop being disruptive and describe the disruptive behavior clearly to the student.
2. If the disruption continues, ask the student to leave the class, and attempt to speak with the student privately.
3. If the student refuses, the instructor may dismiss the class and report the action to the chairperson.
4. The instructor and the chairperson then meet with the student to attempt to resolve the problem. They may also meet with the Dean of Instruction.
5. If the student persists in disrupting the class, the instructor may ask the Dean of Instruction to recommend appropriate action. In no event should the instructor attempt to physically remove the student from class. If the student's behavior is threatening or considered dangerous, the instructor should dismiss the class and call the Dean of Student Services or his representative, who may then call campus security.
6. Emergency situations are treated differently during the day and the evening. During the day, the first point of contact is Mr. Richard Tafoya [Ext 160] (or, if not available, another director within the Student Services division) at the Espanola campus or Mr. Precelano (Pres) Archuleta at the El Rito campus, then with Security [En 165 in Espanola and Ext 112 in El Rito] if no one else happens to be available. During evening classes, campus security should be called at Ext. 158 in Espanola and Ext. 112 in El Rito.

### **Emergency Procedures**

Unusual or critical incidents requiring immediate action may arise on college property or in a classroom. Whether such an incident involves students or other citizens, common sense should be exercised at all times. Where appropriate, identify witnesses and report incidents to your chairperson, a dean, the vice president, the president, or another supervisory staff member. WHEN APPROPRIATE, ALSO CALL THE FIRE DEPARTMENT OR THE CITY OR STATE POLICE.

An ambulance should always be called in the event of serious physical injury. The extension for NNMCC Security is 165/Days or 158/Evenings in Espanola, and 112 in El Rito.

An incident involving personal injury or property damage requires a written incident or accident report the same day of the accident, if possible, detailing circumstances, action taken, and other relevant information. This form is available in the Business Office.

### **Smoking, Food and Drinks**

Smoking is NOT PERMITTED in any of Northern's buildings. Food and drinks are NOT PERMITTED in classrooms or computer labs.

### **Plagiarism and Academic Dishonesty**

Plagiarism and academic dishonesty -- that is, using and passing off as one's own the ideas or writings of another -- are serious offenses and are not to be tolerated. Any incident of plagiarism or academic dishonesty should be discussed immediately with the chairperson or the Dean of Instruction to determine appropriate action.

### **Canceled Classes**

The College reserves the right to cancel courses that do not meet minimum enrollment. Instructors scheduled to teach those classes will not be compensated for any preparatory work they may have already done.

## **Dates, Places, Leaders, and Facilities**

Academic Calendar  
1997-1999

### **New Student Orientation and Testing**

New student orientation and testing are conducted periodically throughout the year.

For TABE Placement Evaluation, contact Brenda Martinez at 747-2199 for an appointment.

### **Student Success Center (SSC)**

The Student Success Center is available for part-time faculty as well as students. The SSC:

1. Offers a private computer for part-time faculty to write exams.
2. Offers small study rooms and a conference room that are available for student conferences. Please make arrangements with the staff for using these rooms, or for bringing a class to use the writing lab or the computer lab.
3. Has some AV equipment available for part-time faculty -- there are a

- TV/VCR, and overhead projector, and numerous videos.
- 4. Has a variety of tutorial software available for students. Please review this software for your students' use.
- 5. Can provide support for evening part-time faculty in making copies, using the telephone, and obtaining office supplies.

The Student Success Center hours are:

Monday through Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 4:00 pm
Saturday	8:00 am – 12:00 Noon

You are welcome to use the center as a resource.

### **Computer Facilities**

Computer labs are to be found in various locations around the campus. The programs reflect the needs of the students at each location. For example, the biology lab has many Intphy programs. A list of labs and the number of computers is provided to assist you in locating each site. Several labs are identified by their physical location on the campus, others by their department, etc.

- 1. Electronics Lab: 10 computers
- 2. VE-205: 20 computers
- 3. GE-103: 18 computers
- 4. Biology Lab: 4 computers
- 5. Drafting: 20 computers
- 6. Design Foundation Lab: 7 computers
- 7. Student Success Center (AD 100): 13 computers
- 8. AD-139: Macintosh Lab: 14 computers
- 9. AD-134: 20 computers
- 10. AD-138: 21 computers

### **Computer Lab Rules**

- 1. No smoking
- 2. No food or drinks
- 3. No children
- 4. No pets
- 5. No touching of wires
- 6. No moving equipment or furniture
- 7. Do not remain in lab when a class begins or is in session
- 8. Follow Northern's fire code
- 9. Follow Northern's conduct policies

If you are having problems with your computer, please complete a computer repair request form stating what the problem is so that the computer can be repaired, or leave a message with MIS at ext. 156.

### **Computer Internet Policies**

To ensure appropriate use of the Internet, students and staff/faculty should be well informed about the risks that may be encountered with Internet use. Additionally, since this is an educational institution whose clientele includes students of high school age, "appropriate policies" should be followed.

## **Internet Content**

There are many sites on the Internet which contain sexually explicit language and photographs. There are "chat groups" where pedophiles and exploitive users can obtain the names, addresses, and phone numbers of unsuspecting naïve users.

There are many commercial sites on the Internet. Some of these businesses ask for a credit card number. Information sent over the Internet, including credit card numbers, is not "secure." Information sent over the Internet can be intercepted and used by unscrupulous individuals. Credit card numbers should never be sent over the Internet.

If unacceptable use of the Internet is observed by staff members or faculty, the user should be reminded of the appropriate use of the Internet.

Instructors are requested to thoroughly review these guidelines with their students when training them to use E-mail, Netscape, etc. Instructors should give students opportunities to ask questions regarding suitable use and Internet content.

Students and others who do not comply with these guidelines may have their Internet access privileges revoked and may be referred to the College Administration for further action.

## **E-mail**

E-mail sent from the College contains a return address which identifies the College as the point of origin. Therefore, it is possible for messages to be misinterpreted to be information which the College has approved. Obviously this is not true. Any E-mail messages which contain political statements or otherwise questionable subject matter should contain a disclaimer such as "this is my personal opinion."

Numerous lawsuits have been filed over the use of E-mail for slanderous or libelous statements and for sexual harassment. Common sense should prevail here. E-mail is traceable to its point of origin; it cannot be made anonymous.

## **Student Dial-In E-Mail Access**

Student dial-in access to the Internet is restricted! The college has six phone lines for dial-in access to the Internet. We have approximately 300 people who have dial-in accounts.

In order to allow all users a chance to get their E-mail and do research assigned by their instructors, we are restricting each student's use of the dial-in lines to one hour per day. The dial-in server will automatically hang up on users when they have been connected for one hour.

Students may use the computer labs on campus as much as they need to, provided they do not interfere with classes that are in session.

## **EXCERPT FROM THE BOARD OF REGENTS MEETING MINUTES 3-18-98:**

### **A. Part-time faculty handbook; review, comments, approval.**

President Sigfredo Maestas requested that the part-time faculty also make their presentation (VII(A) Issues affecting part-time faculty) to the Board at this time. President Maestas invited Virginia Leipzig, President of the Part-Time Faculty

Association, and Tom Immel, Secretary of the Association, to address the Board.

Issues affecting part-time faculty: A Report.

Ms. Leipzig stated there are different types of part-time faculty: For some part-time faculty this job at Northern is their major source of income; many are members of the community and/or retirees who are trying to use some time productively and give something back to the community; and many have other jobs and want to pick up extra income. The majority of the part-time faculty teach approximately 30 credits a year and teach mainly because they love to teach. Ms. Leipzig emphasized that most part-time faculty are greatly involved in many activities at the College. Many part-time faculty are advisors to student clubs at Northern.

Ms. Leipzig stated that part-time faculty would like to see some type of job security, they would like to be able to join in some type of group health plan, and they would like to see something in writing that recognizes them as employees of the College. Ms. Leipzig stated that part-time faculty are currently defined as people who are hired without the expectation of rehire.

Regarding solutions to the above issues: As far as job security, Ms. Leipzig said part-time faculty would like to receive an annual contract, contingent on classes making because classes depend on enrollment. They would like some type of assurance that if the students are there then the job will be there for them also. She feels this will improve morale greatly. Regarding access to health insurance, Ms. Leipzig said there are actually very few individuals (10-15) who want health insurance coverage. At the present time, the institution does not have in place a group health plan for part-time faculty. Lastly, Ms. Leipzig said the part-time faculty would like the Regents to give the agreement they have submitted (attached to the Board packet) serious consideration.

Mr. Tom Immel stated that the **Agreement Between Northern New Mexico Community College Board of Regents and Northern's Part-Time Faculty Association** has been in the works for sometime. Mr. Immel stated this is a draft proposal and not a request for any action at this time. Since the proposal is designed to become effective in the Fall of next year, the Association feels there is adequate time to work through it and reach an agreement beneficial to everyone concerned. Mr. Immel outlined priority items as follows: 1) Continuity (page 6). The Part-time Faculty Association would like the College to give priority to the part-time instructor who has taught a particular course in the preceding semester(s) or on the last occasion such course was offered. Within the issue of continuity, Mr. Immel stated a separate issue erupted since the proposal was submitted to the President dealing with the question, "what are the credentials to teach at this institution?" There is no written policy governing the exact definition on what constitutes credentialing. 2) Evaluation. Part-time faculty want to address the way they are evaluated. They would like peer review done at the College. Mr. Immel stated this will substantially enhance morale and give administration valuable data as to what their faculty is doing. 3) Salary Matrix. The Association would like a salary matrix implemented for part-time faculty. A proposed salary matrix is attached to the agreement. 4) Insurance Benefits (page 5). The agreement states that all part-time instructors employed by Northern a minimum of 20 hours per week should be afforded the opportunity to participate in group health insurance programs. There are currently 28 part-time instructors teaching nine or more credit hours on this campus. Of the 28 instructors, surveys indicate that 42% will want health insurance.

Mr. Immel stated other matters of importance covered in the agreement deal with how to fill vacancies at the school (part-time faculty would like first right to apply for full-

time positions) and they would like to mimic the full-time faculty grievance process.

Mr. Immel stated the part-time faculty are currently getting \$470 per credit hour, which is a little over \$10.00 an hour. Northern ranks in the middle in a comparison to other colleges in the state. Regent Martinez asked if the College has had problems recruiting part-time faculty. President Maestas said there is a problem in some areas; i.e., semi-conductor manufacturing program and the nursing department.

President Maestas stated the part-time faculty have not only expressed their concern for better pay, but have also expressed a great deal of consideration with regard to cost. The Association is suggesting going one step further than other colleges in New Mexico in differentiating by degree rank when determining salary. Part-time faculty have asked President Maestas to also differentiate by time-in-service. President Maestas said the College is investigating all of these issues and the cost for health insurance.

**Part-time Faculty Handbook: review, comments, approval.**

Regarding the Part-time Faculty Handbook, President Sigfredo Maestas recommended that the Board pass on the handbook with the provision that it retain the right to do some minor editing. There are some items in the handbook that need clarification and the Part-time Faculty Association and Administration were in agreement to meet in order to further refine the handbook. **Regent Nelson Cournoyer moved to approve the part-time faculty handbook with the provision that editing will take place, seconded by Regent Nick Vigil.**

Under discussion Regent Vernon Jaramillo asked President Maestas if this document is considered a handbook, a procedural handbook, a contract, or an agreement.

Ms. Leipzig responded that it is a handbook. According to Mr. Al Aire, Director of Human Resources, it does have some legal standing because it is a written document. She stated the word "contract" goes too far; it is more of a guideline. President Maestas stated there are some policy implications which is the reason he is suggesting some editing take place to clarify issues which are not clear. President Maestas also stated he wants assurances that the part-time faculty handbook does not include collective bargaining as presented.

**Motion was made and seconded. Motion carried unanimously.**

**Procedures:**

**Cross Reference:**