



**WNIU**

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**Adjunct Faculty Handbook**

**AY 2024-2025**

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## **Foreword**

Adjunct faculty members are appointed to full-time or part-time teaching. Adjunct faculty members are *not* covered by the Faculty Handbook. The following guidelines are offered for information only, are congruent with information provided in approved university policy, and are not all-inclusive. For more information, please contact the appropriate Associate Dean, Director, or Department Chair.

**Office of Academic Affairs**

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P. O. Box 680 Silver City, New Mexico 88062  
575-538-6317 [www.wnmu.edu](http://www.wnmu.edu)

Dear Adjunct Faculty Member,

As Provost and Vice President for Academic Affairs of Western New Mexico University, I commend you on your dedication to the teaching profession and welcome you to our University family. The faculty and staff at WNMU are committed to fulfilling dreams through the power of high quality, accessible, and affordable education.

A vital part of the access and success and the hallmark of Western New Mexico University can be attributed to inspiring, public-spirited professionals who enhance their communities by sharing their knowledge and experiences. Every adjunct at WNMU is a valued educator and leader who responds to our community's educational needs and who is an instrumental part of the educational process.

Our students come from all walks of life, bring all levels of educational attainment, represent nearly all ages and ethnic groups, and reflect all economic backgrounds. Diverse as they are, our students share a common goal—they want to improve the quality of their lives, and they want to learn. Your contributions, as an adjunct faculty member, will contribute to the success of students who will pass through our doors during the academic year. I am confident that you will enjoy your teaching experience.

Best wishes in your service to our students. I hope that you will work hard to inspire other members of the community to come and discover the richness of our faculty, programs, and services. Again, my best wishes for a happy and productive year.

Sincerely,



Jack Crocker, Ph.D.  
Provost & Vice President for Academic Affairs

## Mission

<http://admin.wnmu.edu/mission/>

An open-access institution and New Mexico's Applied Liberal Arts and Sciences University, Western New Mexico University combines a foundation of liberal arts education with quality professional programs and career and technical preparation in a diverse, inclusive, creative, and caring community of learners empowered with the essential skills and knowledge for lifelong success in work and life.

Ser una institución de acceso abierto y la Universidad de Artes Liberales y Ciencias Aplicadas de Nuevo México, Western New Mexico University combina una base de educación en artes liberales con programas profesionales de calidad y preparación técnica en una comunidad diversa, inclusiva, creativa y solidaria de estudiantes capacitados con habilidades y conocimientos esenciales para el éxito permanente en La vida y el trabajo.

## Vision

Western New Mexico University is a premier and innovative Applied Liberal Arts and Sciences University in combination with internationally recognized professional programs and career and technical preparation. Its students achieve career goals, become conscientious citizens, practice social and environmental responsibility, and impact their communities and their futures as independent thinkers who know themselves within the changing context of a global, digital world. Embracing its identity as a Hispanic Serving Institution, WNMU is the central contributor in its region for public service, economic development, and cultural enrichment.

Western New Mexico University es una Universidad de Artes Liberales y Ciencias Aplicadas superior e innovadora en combinación con programas profesionales reconocidos internacionalmente y preparación profesional técnica. Sus estudiantes alcanzan metas profesionales, formándolos en ciudadanos comprometidos, que practican la responsabilidad social y ambiental, que tienen impacto en sus comunidades y en su futuro como pensadores críticos independientes que se conocen a sí mismos dentro del contexto cambiante de un mundo global y digital. Adoptando su identidad como una institución de servicio a hispanos, WNMU es el contribuyente central en su región para el servicio público, el desarrollo económico y el enriquecimiento cultural.

## WNMU Core Values

**1 Innovation/Creativity:** In every obstacle we see opportunities to provide practical solutions to problems, addressing and redefining them to match our institutional strengths. We embrace continuous improvement, encourage invention, and continually seek better, more efficient ways to achieve our goals. We reward creativity and support actions toward positive changes for society.

**2 Integrity:** We operate ethically, and hold ourselves accountable to our students, the community, and all who serve WNMU's mission. We uphold standards of honesty, confidentiality, trust, respect, and transparency. We recognize that we are individually accountable and collectively responsible for living and encouraging the highest of ethical standards.

**3 Intellectual Curiosity:** We seek the advancement of knowledge, critical thinking, inquiry, and discovery through our teaching, service, and research. We continuously learn from our achievements and our challenges. We encourage our students and colleagues to challenge each other in the support of academic freedom: inquiry, pursuit of ideas, and creative activity.

**4 Personal Responsibility:** We recognize our responsibilities to the students, to each other, and to the community. Individually and collectively we strive to exceed our students' and our colleagues' expectations achieving teaching and service excellence and creating a welcoming positive learning environment.

**5 Service to University and Community:** We are good neighbors and a positive force for change. We foster communities of caring, respect, and civility. We engage with our communities, serve society, and build capacity for relating to one another.

**6 Student Success:** We provide our students with the tools essential to build their futures and succeed in life as productive, educated citizens.

### **Statement of Terms of Appointment**

The terms and conditions of every appointment to the adjunct faculty will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the adjunct faculty member. Any subsequent extensions or modifications of an appointment, and any special understanding of any notices incumbent upon either party to provide, will be stated or confirmed in writing, and a copy will be given to the adjunct faculty member.

Adjunct faculty members are hired on a semester-by-semester basis. The termination date is the date final grades are due for the semester. If the instructor's services are needed for the succeeding semester, they will be rehired for that semester.

Adjunct faculty employment is contingent upon adequate student enrollment, upon the number of teaching hours available for full-time faculty, and upon available funding. A decision as to whether a class has adequate enrollment for continuation during the semester will be made pursuant to the Academic Affairs Course Cancellation Policy, which can be found on the Academic Affairs Canvas page. If the class for which the adjunct faculty member has been hired has not been cancelled, forms for employment will be processed for the adjunct faculty member. Adjunct faculty may teach up to 12 credit hours per semester, including summer. If teaching 7 credit hours or more, adjunct faculty are required to pay into the New Mexico Educational Retirement Board (NMERB).

### **Teaching Responsibilities**

The primary responsibility of all faculty members is excellent teaching. Your acceptance of an adjunct faculty contract signifies your readiness to fulfill the following teaching responsibilities:

1. submit your class syllabi, class book order, and supply order to the Department Office by the dates specified;
2. teach all your classes at the assigned times;
3. if teaching an online class, meet all specified deadlines;
4. maintain and post regular office hours;
5. submit mid-term grades by the date and time specified in the official University calendar;
6. not give final exams the week before finals week, with the exception of composition classes, and meet class or hold a final during final exam week;
7. submit final grades by the date and time specified in the official University calendar;
8. complete other teaching related duties conveyed to you by your Associate Dean, Director, or Chair; and
9. comply with all WNMU academic policies and practices.

Your first obligation is to teach! **Your students come first.** Whether online or in the classroom, students are the first priority. Engage, challenge, and support students!

- Grading and keeping records are critical. You are expected to keep up with student assessment and enter mid-term and final grades on time. Know deadlines!
- Keep improving the course. Add resources, listen to students, and reflect on instruction and assessment. Expand, refine, and improve.

- Keep growing as a professional. Participate when you can in university functions, training, and forums. Contribute, learn.
- It is expected that a weekly announcement be sent out to students recapping the focus of the week's curriculum and inviting students to contact you if they have questions or concerns.
- Student emails should be answered within 48 hours of receipt or otherwise directed by the Department Chair or Associate Dean.
- Grading should be completed within seven business days or as otherwise directed by the Department Chair or Associate Dean.
- Office hours are designated times that students can schedule with the instructor. The instructor should ensure that office hours remain free each week for student support. A minimum of one hour of office time should be offered for each course being taught.

For more information please visit Academic Affairs Canvas Page <https://wnmu.instructure.com/courses/1035392> - if you find you are not a student of this shell then, please request invitation from [pagelsa@wnmu.edu](mailto:pagelsa@wnmu.edu)

### **Evaluation of Adjunct Faculty**

Evaluation of Adjunct Faculty is the responsibility of the Academic Department under which the adjunct faculty member is teaching. The Department Chair, Associate Dean, or Director or their designee (such as a program director or other individual to whom the authority has been vested) shall conduct periodic evaluations of adjunct faculty, the timing and frequency of which should be guided by factors such as department needs and standards, length of employment, number of courses taught, type of courses taught, etc.

Academic Affairs recommends that evaluation of adjunct faculty be based on criteria including but not limited to:

- Average scores and student comments on course evaluations
- Level and quality of instructor engagement
- Compliance with department standards with respect to curriculum alignment, communication, adherence to university policy, adherence to deadlines, and attendance at meetings as needed
- Initiative, creativity, and contributions to the discipline and/or department
- Collegiality and cooperation

### **Compensation**

Salary is contingent upon adequate enrollment as defined by the Board of Regents policy (enrollment minimum per division; ten for lower, eight for upper, and five for graduate). Pay for alternative classes (Directed Study, Directed Research, Tutorial Research, Independent Study, Senior Project, Thesis, and Internship) and under-enrolled courses is calculated by using rank pay multiplied by prorated rate based on number of students enrolled, i.e. 8/10 if eight enrolled in a lower, 6/8 if six enrolled in an upper, 3/5 if enrolled in a graduate.

#### **Academic Affairs Office Course Cancellation Policy:**

LOW ENROLLED *Adjunct or Overload Courses*: Paid at the percentage **Student Load rate (SL)**:

Unless the instructor notifies the Associate Dean/Chair that they **do not want** to teach a class as Student Load, we will assume that the instructor(s) is willing to teach an under-enrolled class as an SL (code SL, student load) *Percentage Rate*.

#### **Class Levels and Minimum student enrollment to run:**

**100-200** Level Class needs a minimum of 10 students enrolled to make/run at full pay.

**300-400** Level Class needs a minimum of 8 students enrolled to make/run at full pay.

(400/500 cross-linked will need 5 students)

**Graduate** Level Class needs a minimum of 5 students enrolled to make/run at full pay.

**THREE WEEKS OUT:** (from the 1st Day of Classes) Associate Deans, Department Chairs, and Extended Campus Directors will begin checking class enrollment three (3) weeks prior to the beginning of each semester. Consideration should be made at this time to either canceling or promoting/advertising classes that have low or zero enrollments.

College Deans **Flag** Low Enrollment:

100-200                    0-5 flagged

300-400                    0-4 flagged

Grad                        0-2 flagged

**TWO WEEKS OUT:** Classes that remain low-enrolled or have zero enrollments will be discussed with the Department Chairs, Associate Deans, and Extended Campus Directors to determine if these classes should be canceled.

100-200                    0-5 Students - Cancel

300-400                    0-4 Students - Cancel

Grad                        0-2 Students - Cancel

**ONE WEEK OUT:** The Monday before classes start is the goal for the **last possible day** for Academic Affairs, a Department, a School, or an Extended Campus to cancel a class. This gives students a chance to fill the credit hours. The department admins must email the students with a notice of cancellation and offer an alternative suggestion. A notification email is sent to the instructor by Associate Dean/Chair and copies the Deans and Admins.

100-200 Enrolled with less than 9 are canceled by Associate Deans/Chairs/Site Directors

300-400 Enrolled with less than 7 are canceled by Associate Deans/Chairs/Site Directors

Graduate Enrolled with less than 4 are canceled by Associate Deans/Chairs/Site Directors

**When it has been decided that a class should be canceled:**

- College admin will send a cancellation notice to Chair or Associate Dean and Instructor (copy department admin)
- Department Chair or Associate Dean will identify alternative suggestions.
- Department Admins will send out a cancellation notice to students via email\* with alternatives prior to the start of a cancellation workflow.
  - The courtesy email should include helpful alternatives, as well as, the message; "Please see your

advisor”

**Lastly, department Admins (or Associate Dean/Chair) will generate cancellation workflow.**

**Who informs whom?**

3 weeks before the start of session- warning - This is the time to promote class or truly think about canceling.

2 weeks before the start of the session- a low enrollment warning will come from Dean’s office sent to Associate Dean/ Chair.

1 week before the start of the semester: **Cancellation email notification will go to Chair Admin and Instructor, from the Dean’s office.**

**The Department Admins must email the students** with a notice of cancellation and offer an alternative suggestion.

**All Admins will generate cancelation workflow** that same day.

**How to email the entire class:**

*NEW: Outlook:* use the CRN in the BCC field and you should see a plus sign> click plus sign. Outlook will populate the emails into BCC (recipient field). Then, send email to all of the students in the CRN

**-or-**

**Via Mustang Express:**

Go to Mustang Express -- Under Employee Tab

Click on Faculty Services ---

Click on CRN selection - -

Click on enter Section ID (CRN) –

Enter CRN - #

Click on Detail class list –

at the bottom of that page, email Class

## Quick References

### Who to Contact & When

Please contact your Department Administrative Assistant for the following reasons:

- Syllabus submission: syllabi must be submitted for each course at the beginning of each term
- Textbook Adoption: textbook requisitions must be submitted to the bookstore prior to the start of classes
- Absences: in the event you will be absent from class, you must inform the department
- Office hour submission: a schedule of office hours should be submitted each term
- General questions: if you have questions about the University, student support, etc.
- Technical Support: if you have issues related to technical support, your department admin can assist you to find help

Please contact your Department Chair or Associate Dean for the following reasons:

- Assistance with Course Evaluations: these are done online through Watermark in Canvas
- Cancellation of a course: If your course has been cancelled, or needs to be cancelled
- Examinations: Questions pertaining to administration of course exams
- Student issues and grievances: In all cases, please contact the Department Chair, Associate Dean, or Director in the event of student issues or grievances
- Professional Development Support: professional development will be provided by the academic department in conjunction with university professional development resources (i.e. Academic Technology, Professional Development Office)

## Policies & Procedures

### Absence from Class

Faculty members are responsible for meeting all classes for which they are scheduled. If faculty members must be absent from teaching responsibilities due to illness, they **should notify the department administrative assistant (admin) (who will notify the Department Chair)**. The administrative assistant can arrange for notification to the students either before class begins or at the start of the scheduled class, whichever is possible. In those cases where absences can be anticipated, approval for such absences must be obtained from the Department Chair, Director, or Associate Dean.

### Academic Integrity

Each student shall observe standards of honesty and integrity in academic work as defined in the WNMU catalog. Violations of academic integrity such as cheating and plagiarism, intentional or unintentional, may result in penalties including dismissal from the university.

Violations include any behavior that misrepresents or falsifies a student's knowledge, skills or abilities. Such violations include two broad categories: (1) cheating and (2) plagiarism.

For **Plagiarism**: the intentional or unintentional representation of another's work as one's own without proper acknowledgement of the original author or creator of the work, failure to quote and/or cite sources, providing or receiving unauthorized assistance in the preparation of any academic work, the fabrication of sources or information, or submitting the same work for more than one course/instructor without the permission of the current course instructor.

*Instructor inserts penalties (example below):*

- *1st infraction: Grade of 0 for assignment;*
- *2nd infraction: Dismissal from the class with grade of F.*

For **Cheating**: using or attempting to use unauthorized materials such as notes, texts, images, electronic devices, and unauthorized copies of test materials. Cheating is also understood to mean unauthorized collaboration with others, copying the work of another, interfering with the work of another, taking an examination for another student or knowingly permitting another person to take an examination for oneself, or any action that presents the work of others to misrepresent the student's knowledge, skills or ability.

*Instructor inserts penalties (example below):*

- *1st infraction: Dismissal from class with grade of F.*
- *2<sup>nd</sup> Infraction: Suspension*

For procedures for addressing Academic Integrity Violations by faculty and students, please see the University Catalog: <https://registrar.wnmu.edu/catalog/>

### **Office Hours**

Faculty teaching part-time and appearing infrequently on campus have difficulty keeping office hours. We ask that you try to make yourself available to students outside of the class hours as often as possible. Let the students know how, when, and where you can be reached outside of class. Instructors of online courses should hold virtual office hours through Zoom, or be available by phone or through email. If you plan on coming to class a half hour early each time the class meets, let the students know that this is when they can see you. Please inform your department administrative assistant of your scheduled office hours as early as possible.

### **Student Official Absences**

“Official absences” are a valid reason for a student missing class. **Official Absences** include any absences from class due to authorized participation in University sponsored activities such as field trips, athletic trips, etc. there will be no institutional sanctioned penalty associated with official absences. Such absences are to be reported by the student or through officially issued lists to his or her instructor(s) in advance of the absence. The reporting of absences does not relieve the student of the responsibility for missed assignments, exams, etc. The student is to take the initiative in making arrangements for making up the missed work by contacting the individual instructor(s) prior to the absence. Such make-up assignments or exams for official absences shall not be punitive in nature.

### **Grading Policy**

The grading, probation, suspension, and dismissal policies are discussed in the WNMU catalog. Your grading system should be spelled out in the syllabus and explained at the start of the semester. Grades should be carefully recorded. Mid-term and final grades must be submitted to the Registrar on the dates specified in the course schedule. The Department Chair/Associate Dean will make no exceptions to this requirement.

### **Grade Retention Policy**

Faculty grade books are the property of the University and will be given to the Department Chair/Associate Dean in the event a faculty member is no longer employed by the University. Using Canvas for course management is strongly recommended. Grades can be exported from the Canvas gradebook and saved in a spreadsheet format, and instructors who need assistance with exporting grades from the Canvas gradebook are encouraged to seek assistance from the Office of Online Learning.

### **Examinations**

The instructor is responsible for the proctoring of all quizzes, tests, and final examinations. Final examinations

are a part of each course unless specifically waived by the Department Chair or Associate Dean. Such exams are to be administered in accordance with the final examination schedule that is listed in the class schedule each semester. Any deviation from the schedule must be approved by the Department Chair or Associate Dean.

### **Textbooks**

Faculty members are responsible for submitting textbook requisitions and other required material for their courses when such information is requested. Desk copies of textbooks are provided to faculty members by the appropriate school or department. Contact your department administrative assistant if you have questions regarding desk copies.

#### **Submitting online book adoptions:**

[https://wnmu.instructure.com/courses/1035392/pages/book-adoptions-via-canvas-new?module\\_item\\_id=11276095](https://wnmu.instructure.com/courses/1035392/pages/book-adoptions-via-canvas-new?module_item_id=11276095)

If you have any questions regarding the online adoption process, please contact WNMU Bookstore, Store Manager (575) 538-6399 or email: [0341mgr@follett.com](mailto:0341mgr@follett.com)

### **Course Syllabi**

A syllabus template can be accessed in the Academic Affairs Canvas page. An electronic copy of your syllabus must be sent to your administrative assistant during the first week of each new semester.

## **Employee and Instruction Portals (Tools)**

### **Mustang Express – E- Mail and Employee portal**

It is very important that you access your Mustang Express e-mail regularly to check for correspondence from the University. You will also use Mustang Express to access your official class rosters, access your pay stub, submit grades, etc.

To access Mustang Express: Go to the WNMU home page [www.wnmu.edu](http://www.wnmu.edu) or directly to <https://mycampus.wnmu.edu>. The first time you enter the system, your password is your WNMU ID number (also known as your “W-number”). *Always use an upper-case W and zeros.*

You will be asked to change your Mustang Express password from your W-number to your own personal password. *Be sure to do this or you will be denied access.*

Your My E-mail in-box will appear in the center of your Mustang Express homepage.  
Use the **Employee tab** within Mustang Express to access **personal and financial information**.  
Use the **Faculty tab** within Mustang Express to access **course information**.

The University will use your Mustang Express e-mail address (@wnmu.edu) for all communication. Therefore, you are required to regularly check and be available at this address during your contract term dates. For assistance regarding Mustang Express, please contact the IT Help Desk: <https://it.wnmu.edu/?lang=en>

If you would like to forward your WNMU e-mail to a personal e-mail address:

#### **Office 365**

- At the top of the page, select Settings: update your profile, install software and connect it to the cloud Options, and then select one of the following: Account > Connected accounts OR Mail > Accounts > Forwarding
- Do one of the following, depending on the options you see:
  1. Under Forwarding, enter the email address you want to forward your Outlook Web App email to,

set or clear the Keep a copy of forwarded messages check box, and then select **Start forwarding**. Set up forwarding options and decide if you want to keep a copy in your inbox

2. OR refer to this link for updated instructions: <https://support.office.com/en-us/article/Forward-email-to-another-email-account-1ed4ee1e-74f8-4f53-a174-86b748ff6a0e?ui=en-US&rs=en-US&ad=US>

### **Learning Management System**

Canvas is WNMU's learning management system (Online classroom). It is the platform from which we access online courses. To access Canvas and your online courses:

- Go to [www.wnmu.edu](http://www.wnmu.edu)
- Select "My Online Courses" from the Quick Links menu (upper right side of screen).
- Username: Use your Mustang Express username.
- Password: The first time you log in to Canvas, use your W-number as your password.
- From any Canvas screen, mouse over the Courses tab and select the course you wish to enter.

*Important:* Online courses are normally not accessible to students until the first day of classes as listed on the university schedule, but instructors have immediate access.

We recommend that you change your password immediately upon entering Canvas for the first time:

1. From any Canvas screen select the Profile link (upper right)
2. Select the Edit Profile link (center right)
3. Select the Change Password link (center left)

### **Canvas Support**

Instructors needing assistance with Canvas should direct their questions to:

Randy Woodard, Senior LMS Administrator, at [rwoodard@wnmu.edu](mailto:rwoodard@wnmu.edu) or 575.538.6648

### **Official Course Rosters**

Your Canvas student roster is NOT official, and sometimes it will not agree with the official roster in WNMU's enrollment management system. Periodically check your official roster by following these steps:

- Log into Mustang Express.
- Select the **My Courses tab**.
- Select the link to the left that says CRN Class Roster Lookup
- Select the lower option on this screen. Type in the CRN for the course and select the correct semester.

### **Advising**

Most adjunct faculty **do not** advise students. For advising, direct student to a department advisor or the Advising Center.

### **Cancellation of a Course**

Only the Department Chair or Associate Dean may give permission to cancel an offered course, and such requests should be submitted to the appropriate Chair or Associate Dean.

### **Confidentiality of Information**

The **Family Rights and Privacy Act** of 1974 (Section 438 of the General Education and Provisions Act – Title IV of Public Law 90-247 as amended) assures students that information will be kept confidential. This includes information such as grades, test scores, grade-point average, and so forth and will not be released, even to parents, without the student's prior written consent. All university employees are required to follow the law related to confidentiality of student records and information (FERPA).

### **Students with Disabilities**

The **Americans with Disabilities Act** guides procedures related to accommodating students with disabilities. If a student requests accommodation due to a disability, please refer the student to the Wellness and Accessibility Services Office: <https://css.wnmu.edu/accessibility/students/> Please also be familiar with the services and resources provided by the Wellness and Accessibility Services (WAS) Office by reviewing their website. Please note that *only the WAS Office has the authority to approve or deny accommodations* as this is based on a legal standard and process. If there are questions related to providing an accommodation, contact the Department Chair, Associate Dean, or Director and the WAS Office.

### **Teaching Assignments**

Teaching assignments are the responsibility of the Department Chair or Associate Dean. Assignments are ordinarily made on the basis of instructors' competencies and experience and their department's timely offering of major and general education courses.

### **Material and Service Support**

Adjunct faculty will be provided consistent quality and access to the following material and service support areas:

- orientation, training, and mentoring support from Department Chairs and Associate Deans
- secretarial and work study assistance
- long distance call capability
- audio-visual services
- office supplies and copy privileges
- university-wide information flyers and minutes of meetings

### **Employee Tuition Waiver**

Western New Mexico University offers Tuition Waivers for Benefit Eligible Employees, Adjuncts, and their dependents. Employees who wish to use this benefit will need to complete the Tuition Waiver form and submit it to the Human Resources Department. The form must be accompanied by a copy of the registration and prior semester grades. If you have questions about the form or need assistance completing the form, please contact the Human Resources Department at 575-538-6328 or email [employment@wnmu.edu](mailto:employment@wnmu.edu).

### **Academic Disruptive Behavior**

Please report any incident to the Department Chair, Associate Dean, or Director and refer to the Academic Affairs Policy on Academic Disruptive Behavior: <https://admin.wnmu.edu/wp-content/uploads/sites/31/2015/06/Academic-Disruptive-Behavior-Policy.pdf>

### **Regulations on Academic Freedom**

These regulations are designed to enable Western New Mexico University to protect academic freedom and tenure and the requirements of academic due process. The principles implicit in these regulations are for the benefit of all who are involved with or are affected by the policies of the institution. A department or university is a marketplace of ideas, and it cannot fulfill its purposes of transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content and method. In the words of the United States Supreme Court, "Teachers and students must always remain free to inquire, to study and to evaluate, to gain maturity and understanding; otherwise our civilization will stagnate and die."

All members of the faculty, whether tenured or not, are entitled to academic freedom.

Academic Freedom: (Quotes from the 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments, as developed by representatives of the American Association of University Professors and the Association of Colleges during 1969. The governing bodies of the associations adopted several changes in language in order to remove gender-specific references from the original text.

“(b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.”

“(c) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As people of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution. (American Association of University Professors, Policy Documents and Reports, January, 1977, p. 15.)

### **Sexual Harassment Policy**

For policy information, please go to this link <https://titleix.wnmu.edu/updated-regulations/>

### **Required Training**

All employees are required to complete annual training by specified deadlines. You will be notified of required trainings and deadlines by your Department Chair, Associate Dean, or Director and/or the University’s compliance office.

### **Course Evaluation Procedure**

Each term, a scheduled course evaluation will be automatically be sent to students. This is done through Watermark software. Students will receive reminders to complete their course evaluation via email and Canvas notifications. Adjunct faculty are encouraged to remind students to complete their course evaluations to increase response rates and to ensure that they receive feedback to help them improve.

#### *How students can access evaluations:*

Students may access their course evaluations from Mustang Express or Canvas. Once a course is evaluated in one platform, it will close on all platforms, so a student may submit an evaluation for each course only once.

- Mustang Express
  - Click Mustang Express TAB (far right):
  - Then click “My course evaluation(s)”
  - Direct Link: <https://mycampus.wnmu.edu/group/mycampus/my-course-evaluation>
  - Once logged into Mustang Express, the link takes students to the required tab.
- Canvas
  - On left side menu, click “Student Course Evaluation”

Note that if the Canvas course shell is not published, the course will not be available to be evaluated.

To see where the link will appear to help explain it to students, go to “student view”. The link to the evaluation is located on the home page of each class in Canvas. The **left side** bar will say “**Student Course Evaluation**” (towards the bottom of sidebar).

### **Evaluation Reminders and Pop Ups in Canvas**

Students will have a reminder displayed providing a link to the evaluations. In addition, they will see a POP-UP box in Canvas as well.

Who will notify the students to do evaluations and by what means?

An email\* notification email will be sent out to all students when the evaluation is opened. This will include instruction and a link. The instructor should receive this email as well. (The \*email address that EVKT uses is loaded from students' current email address in Canvas.)

**SHORT Term Classes-** All short courses will commence evaluation the last 25% of the class term. (NOTE: If the end-date of the course(s) has been changed; this will affect the closing date of the evaluation period for the course(s).

Example:

*An 8-week short-course, the evaluation period will commence 2 weeks prior to the end of that short-course; and so on; for 6, 4 or 2-week courses.*

### **Enrollment Changes**

If a student expresses the desire to change their course schedule, please assist them to contact their Advisor in the Advising Center. Once registered, students may change their schedules according to published procedures and deadlines. Procedures and exact deadlines may be found at <http://fuse.wnmu.edu:8080/webtm/sched.jsp> should be referred to by students. The following refers to regular semester courses: (Examples are for 16-week course).

Deadlines for processing adds, drops, waitlists, withdrawals, and grade options for summer and short courses vary according to the length of the course. Consult the Schedule of Classes for specific dates.

**Add or Change** - Students may add courses or change sections only through 4.00% of the course (Example: For a 16 week course the end of the first week). Procedures and exact deadlines are published in the Schedule of Classes and should be referred to by students. Beginning the first week of class instructor permission is required to add a course or change sections. For tuition costs, see the "Student Expenses" section of the catalog.

**Completion of Courses** - Students are responsible for completion of all courses in which they are enrolled. Changes in enrollment must be officially recorded on WNMU records. A student not following proper course or WNMU withdrawal procedures will receive a failing grade and will be subject to tuition and fees associated with the course.

#### **Drop –**

1. A student may drop a course or courses, without a grade, through 4.00% of the course (Example: For a 16 week course the end of the first week). Students are not required to obtain the Instructor permission/advisor to drop a course or courses during the first week. Procedures and exact deadlines are published in the Schedule of Classes and should be referred to by students. (Note: If a student is dropping to zero credit hours, a Complete Withdrawal must be completed. See section on "Withdrawal" below.) For the tuition refund policy, see the "Student Expenses" section of the catalog.
2. An instructor may drop a student from the class roll, without a grade, through 4.00% of the course (Example: For a 16 week course the end of the first week) when the student accumulates unexcused absences in excess of the number of credit hours offered for the course.
3. An instructor may drop a student from the class rolls, through 4.00% of the course (Example: For a 16 week course the end of the first week) when the student has not fulfilled the prerequisite for the course.

#### **Waitlist –**

1. A registration waitlist is an electronic list of students who are waiting to register for a filled course.
2. Students may sign up for this when they attempt to register for a section that has reached its capacity.
3. When a seat becomes available, the student, instructor and advisor will be notified of the opening and the student will have 48 hours to add the course to his/her semester schedule. A week prior to the beginning of courses, the deadline will be set to 24 hours.

**Withdrawal -**

1. A student may withdraw from a course, with a grade of “W”, after the first week (4.00%) of the semester through the eleventh week (68.75%) of the semester (Example: for a 15 week course the beginning of the second week). Grades of “W” are not computed in the grade point average.
2. An instructor may withdraw a student from the class rolls, with a grade of “W” for non-attendance, after the first week of the semester, (4%), through the eleventh week (68.75%) of the semester.
3. A student may withdraw from all courses through the 11th week of class with grades of “W” unless grades have already been earned and assigned. A student who is withdrawing from all courses must do so by logging into their Mustang Express Account. The Complete Withdrawal link is under the Student Services tab. (See Complete Withdrawal from WNMU in the “Student Expenses” section of this catalog).
4. A student found insufficiently prepared to complete a course may be transferred to a lower level course in the same discipline prior to the completion of the first week upon the recommendation of the course instructor and with the approval of the receiving instructor.
5. Any student attending under Veterans’ Educational Assistance must immediately notify the Veteran’s Certifying Officer in the Office of Veteran Affairs if making course changes, which affect benefits.

**Withdrawal from WNMU - Complete Semester Withdrawal**

A student may withdraw from a course or All courses through (68.75%) of the course with grades of “W”. (Example: for a 16-week course, the beginning of the second week through the 11th week) Grades of “W” are not computed in the grade point average. When students cease attending classes at WNMU during a semester and do not process a semester withdrawal according to the standard withdrawal procedures, they become liable for grades of Fs. Grades earned and assigned will not convert to a grade of W.

A student who is withdrawing from all courses must do so by logging into their Mustang Express Account. The Semester Withdrawal link is under the Student Services tab.

The Office of Financial Aid is required by the Department of Education to recalculate federal aid. Financial aid eligibility for students who withdraw prior to completing 60% of the semester.

Such students are responsible for tuition and fees associated with the course(s). Non-attendance in class does not necessarily result in an instructor-initiated withdrawal. The calendar provided in the front section of the catalog will indicate the last day to process a withdraw for a semester withdraw or a 16-week course.

Changes in grading options (audit to grade or grade to audit) must be made during the drop/add period. Grading option is indicated at the time of registration. The change is processed at the Office of the Registrar. It is the student’s responsibility to make certain that they are registered with the proper grading option. Students who wish to audit a course must have the instructor’s signature.

**Helpful links**

- **Mustang Express-** The employee portal, email, enter final grades: <https://mycampus.wnmu.edu/group/mycampus/home>
- **Canvas (LMS):** <https://wnmu.instructure.com/courses/1035392>
- **Class schedule:** <http://fuse.wnmu.edu:8080/webtm/sched.jsp>
- **IT Help desk:** A ticket for assistance: <https://it.wnmu.edu/?lang=en#gsc.tab=0> or call (575-574-4357)
- **University Calendar:** <http://wnmu.edu/events/>

- **Academic calendar** - <https://registrar.wnmu.edu/calendar/>
- **Zoom** (online meeting place with screen view/share) - <https://wnmu.zoom.us>
- **Video Communications (VidCom):** VidCom is here to assist with any questions or issues with Zoom, Mediasite/MyMediasite, Mosaic, Lecture Capture, video classrooms or training:
  - 8am - 5pm Monday through Friday Tech Support Phone # 575-342-1988
  - 8am - 5pm Monday through Friday Tech Support Zoom Room  
- <https://wnmu.zoom.us/my/vidcom.tech.support>
  - 8am - 8pm Monday through Friday Email Monitoring - [vidcom@wnmu.edu](mailto:vidcom@wnmu.edu)
  - Short How-To Videos - [Video Communications Training Videos](#)
  - Scheduled training sessions upon request
- **Grant Services:** Departments/Divisions who are looking at applying for a **grant** for WNMU  
[http://www.jotform.us/wnmu\\_forms/WNMU-ExternalGrant-Application](http://www.jotform.us/wnmu_forms/WNMU-ExternalGrant-Application)
- **Online WNMU Directory** - <http://directory.wnmu.edu/personnel/>
- **Workflow status:** <http://fuse2.wnmu.edu:8080/workfl/workflowstatus.jsp>

## **Policies Governing Promotion in Academic Rank**

### Instructor

1. The promise of a successful professional career in teaching and/or research,  
Will normally possess at least a master's degree,
- or**
2. Lacking the degree, will hold appropriate credentials to teach within the specific discipline.

### Assistant Professor

3. Doctorate or appropriate terminal degree; no experience requirement.
- or**
4. (a) An individual without the doctorate or appropriate terminal degree who has an exceptional reputation based on professional activities related to his/her academic discipline,  
(b) Minimum of four (4) years teaching experience in higher education.

### Associate Professor

5. (a) Doctorate or appropriate terminal degree  
(b) Minimum of six (6) years teaching in higher education, four (4) of which must have been served in the rank of Assistant Professor or six (6) years of professional experience beyond the doctorate
- or**
6. Master's degree or other appropriate non-terminal degree and a minimum of ten (10) years in higher education, four (4) of which must have been served in the rank of Assistant Professor or twelve (12) years of professional experience.

### Professor

7. Doctorate or appropriate terminal degree and a minimum of ten (10) years experience in higher education, four (4) years of which must have been served in the rank of Associate Professor or ten (10) years of professional experience beyond the doctorate
- or**
8. Master's degree or other appropriate non-terminal degree and a minimum of fifteen (15) years of experience in higher education, four (4) years of which must have been served at the rank of Associate

Professor or eighteen (18) years of professional experience.

Note: In determining years of university teaching experience and years in rank, thirty (30) credit hours of coursework taught is equivalent to one (1) year of experience.

Adjunct Faculty Rank Form

| Last Name         | First Name | W# | Terminal Degree | Semester Credit Hours at WNMU | Semester Credit Hours at Other Institution(s) | Verification of Experience | Recommended Rank |
|-------------------|------------|----|-----------------|-------------------------------|---|----------------------------|------------------|
| <b>Department</b> |            |    |                 |                               |   |                            |                  |
|                   |            |    |                 |                               |   |                            |                  |
|                   |            |    |                 |                               |   |                            |                  |
|                   |            |    |                 |                               |   |                            |                  |

The process for requesting a promotion in rank starts with the Department Associate Dean, Director or Chair. The Department Associate Dean, Director or Chair should submit the table above along with a letter requesting the promotion in rank, rationale for requesting the promotion, to include a general summary of course evaluations and other information provided by the adjunct and deemed appropriate to support the promotion to include how the adjunct has met the “Teaching Responsibilities” as explained on page 7-8 of this manual.

## Appendices

### Appendix A: Faculty Adjudication Form

Reporting Process:

Information about WNMU's Academic Integrity Policy can be found in the current catalog, under Academic Regulations/Academic Integrity and Graduate General Information/Academic Integrity as well as Faculty and Student Handbooks.

\*\*\*\*\*This form is to be used to complete the process from Faculty to the Registrar Office, please initial below as the report proceeds forward\*\*\*\*\*

#### Step

A. Faculty should forward completed report to:

- \_\_\_1. The Associate Dean/Chair of Faculty's department
- \_\_\_2. The Associate Dean/Chair of Student's department
- \_\_\_3. The Academic Integrity Committee Chair
- \_\_\_4. The Vice President for Academic Affairs

B. Associate Dean/Chair should forward completed report to:

- \_\_\_5. The Academic Integrity Committee Chair (if necessary)
- \_\_\_6. The Vice President for Academic Affairs

C. Academic Integrity Committee Secretary should forward completed report of hearing to:

- \_\_\_7. The Vice President for Academic Affairs
- \_\_\_8. The Faculty member
- \_\_\_9. The Student
- \_\_\_10. The Registrar's office for permanent student files (if resolved)

D. The Vice President for Academic Affairs should forward completed report to:

- \_\_\_11. The Faculty member
- \_\_\_12. The Student
- \_\_\_13. The Associate Dean/Chair of Faculty's department
- \_\_\_14. The Associate Dean/Chair of Student's department
- \_\_\_15. The Registrar's office for permanent student files

\*\*\*\*\* Please Type or Print Clearly \*\*\*\*\*

**General Information**

Date: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

*Faculty's Signature*

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, St. Zip \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

If the alleged violation occurs at the end of the semester, a grade of "NR" will be recorded by the Registrar's office until a decision is rendered forward with this report.

Grade of "NR" requested by Faculty: \_\_\_\_\_ (Faculty please initial)

**Instructor's Description of Academic Integrity Infraction**A. Semester/Year: \_\_\_\_\_ Course Number: \_\_\_\_\_  
Course Title: \_\_\_\_\_

B. Clearly describe the alleged infraction of academic integrity.

C. Clearly describe how WNMU's policies on Academic Integrity including Plagiarism, Cheating were reviewed in course materials or class time (please attach syllabus or other important documents).

D. Please describe action taken, if any

Associate Dean/Chair acknowledgment of receipt of Report \_\_\_\_\_

Faculty's Associate Dean/Chair Signature      Date

\_\_\_\_\_  
Student's Associate Dean/Chair Signature      Date

**Student's Response to the Issue**

*Note: If the student is learning from a distance and is unable to sign, please attach email verification of their response to this issue and their "signature."*

- \_\_\_\_\_ I agree with the professor's description of my action(s) and accept the subsequent action taken.  
Initial                  Date
- \_\_\_\_\_ I agree with the professor's description of my action(s) but do not agree with the subsequent action taken by the instructor and request a meeting with the Associate Dean/Chair of the Department.  
Initial                  Date
- \_\_\_\_\_ I disagree with the professor's description of my action(s) and request a meeting with the Associate Dean/Chair of the Department.  
Initial                  Date
- \_\_\_\_\_ I disagree with action(s) taken by the Associate Dean/Chair and request a meeting with the Academic Integrity Committee.  
Initial                  Date
- \_\_\_\_\_ Other (please explain): \_\_\_\_\_  
Initial                  Date
- 

Please attach email documentation for Online or Distant students.

Student's Name (please print): \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean/Chair of the Department Decision**

- Meeting was held, instructor decision and action upheld
- Meeting was held, the following action was recommended:

Date of meeting: \_\_\_\_\_

Signature of Dean/Chair of Department: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Chair (printed name): \_\_\_\_\_

**Academic Integrity Committee Decision**

- Hearing was held, instructor decision and action upheld
- Hearing was held, the following action was recommended:

Date of Hearing: \_\_\_\_\_

Academic Integrity Committee Chair/Co-Chair: \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature

Academic Integrity Committee Chair/Co-Chair (printed name): \_\_\_\_\_

**Vice President of Academic Affairs Decision**

- Academic Integrity Committee decision and action upheld
- Academic Integrity Committee decision and action reversed, the following action is recommended:

Date of Review by VPAA: \_\_\_\_\_

Signature VPAA: \_\_\_\_\_ Date: \_\_\_\_\_

VPAA (printed name): \_\_\_\_\_

.....

Registrar Signature for Receipt of Report \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B: TEACH Act****Checklist to see whether you are ready to use the TEACH Act (reused with permission from University of Texas)**

- My institution is a nonprofit, accredited educational institution or a governmental agency
- It has a policy on the use of copyrighted materials
- It provides accurate information to faculty, students, and staff about copyright
- The university systems will not interfere with technological controls within the materials I want to use
- The materials I want to use are specifically for students in my class
- Only those students will have access to the materials
- The materials will be provided at my direction during the relevant lesson
- The materials are directly related and of material assistance to my teaching content
- My class is part of the regular offerings of my institution
- I will include a notice that the materials are protected by copyright
- I will use technology that reasonably limits the students' ability to retain or further distribute the materials
- I will make the materials available to the students only for a period of time that is relevant to the context of a class session
- I will store the materials on a secure server and transmit them only as permitted by this law
- I will not make any copies other than the one I need to make the transmission
- The materials are of the proper type and amount the law authorizes:
  - Entire performances of nondramatic literary and musical works
  - Reasonable and limited parts of a dramatic literary, musical, or audiovisual works

- Displays of other works, such as images, in amounts similar to typical displays in face-to-face teaching
  
- The materials are not among those the law specifically excludes from its coverage:
  - Materials specifically marketed for classroom use for digital distance education
  - Copies I know or should know are illegal
  - Textbooks, course packs, electronic reserves, and similar materials typically purchased individually by the students for independent review outside the classroom or class session
  
- If I am using an analog original, I checked before digitizing it to be sure:
  - I copied only the amount that I am authorized to transmit
  - There is no digital copy of the work available except with technological protections that prevent my using it for the class in the way the statute authorizes.

## **Appendix C: General Education Core Competencies**

**GE Model (new) started Fall 2019 (AY 19-20)**

[https://hed.state.nm.us/resources-for-schools/public\\_schools/general-education](https://hed.state.nm.us/resources-for-schools/public_schools/general-education)

**New Mexico Higher Education Department | 2048 Galisteo St 87505-2100 | 505-476-8400 or  
Financial Aid Hotline 800-279-9777**

## Appendix D: Student Grade or Instructor Professional Conduct Complaints

**Student Handbook** <https://admin.wnmu.edu/handbooks/student-handbook/>

**Scope.** This policy applies to student complaints concerning: A. Assignment of Grades; or B. Professional conduct of an instructor that does not involve a complaint of discrimination or harassment, (1) such as a complaint of unfair treatment not involving discrimination or decisions about eligibility for program or degree requirements.

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For complaints of discrimination or harassment, refer to the Title IX Office: <https://titleix.wnmu.edu/?lang=en>

## **Appendix E: Academic Disruptive Behavior Policy**

Adjunct faculty should inform their Department Chair about any concerns related to academic disruptive behavior. For the Academic Disruptive Behavior Policy, please view the following link:  
<https://admin.wnmu.edu/wp-content/uploads/sites/31/2015/06/Academic-Disruptive-Behavior-Policy.pdf>