



**New Faculty Orientation**  
**Thursday, August 13, 2009**  
**8:00 a.m.-4:30 p.m.**  
**Student Memorial Building/Seminar Room**

- 8:00 a.m. Breakfast
- 8:30 a.m. Welcome and Introduction to WNMU– Dr. John Counts, President, and Dr. Faye Vowell, Provost and Vice President for Academic Affairs
- 9:00 a.m. Institutional Overview – Dr. Faye Vowell, Provost and Vice President for Academic Affairs, and Marcia Bourdette, Associate Vice President for Academic Affairs and Director of the Graduate Division
- New Faculty 2009-2010
  - WNMU Organizational Charts
  - New Mission Statement
- 9:30 a.m. Academic Affairs Overview – Dr. Faye Vowell, Provost and Vice President for Academic Affairs and Marcia Bourdette, Associate Vice President for Academic Affairs and Director of the Graduate Division
- Academic Decision Calendar 2009-2010
  - MBO Process/Promotion & Tenure
  - Electronic Syllabi and Standard Syllabus
  - Provost Office Hours Schedule
  - Campus Wide Advising Training Schedule
  - Copyright Policy
- 10:25 a.m. Break
- 10:30 a.m. Campus Initiatives:
- AQIP Overview –Mary Billings
  - AQIP Action Projects:
    - Council on the First Year Experience – Marcia Bourdette and Dr. Jennifer Coleman
    - People First Team - Kelley Riddle and Dr. Beth Walker
    - Customer Services Improvement Team – Mary Billings
  - Writing Across the Curriculum (WAC) – Sharman Russell
  - Grant County Food Security – Dr. Emma Bailey
  - Strategic Planning & Strategic Directions– Dr. Kathie Gilbert
- 11:30 a.m. Lunch  
(Meet Sherri Bays, Acting Vice President for Business Affairs, Dr. Chris Farren, Vice President for Student Affairs, and Linda Kay Jones, Acting Vice President for Institutional Advancement & Economic Development)
- 12:30 p.m. Forms Addendum

- 1:25 p.m. Break
- 1:30 p.m. Faculty Governance: Faculty Handbook, Committees, Senate, and General Assembly – Dr. Virginia Huegel, President, and Dr. Ron McFarland, Vice President (p. 66)
- 2:30 p.m. Mustang Express and Advising Space Training – Dean Foster
- 3:30 p.m. New Faculty Orientation Evaluation Form

### **WNMU Mission**

Western New Mexico University (WNMU) serves the multi-cultural populations of New Mexico, other states, and other nations as a comprehensive university with an additional community college role. While research and public service are important undertakings of the institution, teaching and learning are preeminent at WNMU. We are a university that believes in the promise of every student, and together we work to create an educational community of diverse backgrounds, perspectives, and talents that instills the values and develops the knowledge and skills necessary to prepare our students for the challenges of a changing world.

### **WNMU Vision**

To be recognized as a leader among peer institutions as evidenced by measurable success in meeting the education, research, and service needs of the populations we serve.





*A University Worth Discovering*

### **Academic Decision Calendar 2009-2010**

August 10	Chairs Retreat, 8:30 a.m.-12:45 p.m., SMB/Meeting Room—lunch provided.
August 11-12	Academic Department/School Meetings suggested.
August 13	Orientation for New Faculty – Part 1, 8:00 a.m.-4:30 pm, SMB/Meeting Room—breakfast & lunch provided.
August 13	Faculty Social, 4:30 p.m.-7:30 p.m., WNMU Alumni Garden.
August 14	President’s Convocation, 10:00 a.m.-11:00 a.m., GRC, Auditorium.
August 14	Orientation for New Faculty, Part 2, 11:00 a.m., Miller Library, AV1. (ITV to Gallup).
<b>August 17</b>	<b>Classes begin at 8:00 a.m.</b>
August 20	Silver City Part-time Faculty Meeting, 6:00 p.m.-8:00 p.m., SMB/Seminar Room.
August 20	Graduate Council, 3:30 p.m., Miller Library, AV.
August 21	Academic Affairs Secretaries Meeting, 9:00 a.m., Miller Library, Bach Room.
August 21	Last day to add classes without instructor’s permission.
August 24	Late registration fee of \$50 begins at 8:00 a.m..
August 25	Curriculum & Instruction Committee, 3:30 p.m., SMB, 3 <sup>rd</sup> Floor, Seminar Room.
August	Spring schedule materials sent to departments.
<b>August 28</b>	<b>Disenrollment for non-payment (full semester classes).</b>
August 28	Last day to drop classes (adding a course will require permission).
September 1	Faculty Senate
September 1	Deadline to apply for Spring 2010 graduation.
September 1	VPAA sends post-tenure review reminders to appropriate Chairs/faculty members.
September 3	Assessment Committee, 3:30 p.m., Miller Library, AV.
September 3	Graduate Monitoring Committee, 9:00 a.m., Miller Library, AV.
September 4	Electronic Syllabi due to Academic Affairs.
<b>September 4</b>	<b>Census Date.</b>
<b>September 7</b>	<b>Labor Day (University closed).</b>
September 8	Salary & Benefits Committee, 3:30 p.m., Phelps-Dodge, Room 244.
September 10	VPAA Office Hours (Open House), Kennedy-Puentes Seminar Room, Miller Library, 8:30-10:30 a.m.

September 10 Academic Council, 2:00 p.m., SMB, 3<sup>rd</sup> Floor.

September 10 General Assembly.

September 15 Teacher Education Committee, 3:30 p.m.

September 17 Graduate Council, 3:30 p.m., Miller Library, AV.

September 18 Academic Affairs Secretaries Meeting, 9:00 a.m., Miller Library, Bach Room.

September 22 Curriculum & Instruction Committee, 3:30 p.m., SMB, 3<sup>rd</sup> Floor, Seminar Room.

September 24 Academic Council, 2:00 p.m., SMB, 3<sup>rd</sup> Floor.

September 24 Budget Committee, 3:30 p.m.

September 25 Equipment Requests due to Academic Affairs.

September Campus Wide Advisor Training, 2:00-3:30 pm, SMB.

September Completed spring schedule materials due to Academic Affairs with copies to the Registrar's Office.

September 4 Promotion and Tenure Meeting, 2:00-5:00 p.m., Miller Library, AV or Hunter Hall

September First proof of spring schedule sent to departments and AVPAA.

September 30 Departmental Assessment reports due to Assessment Committee. Submit electronically using template.

Sept. 30-Oct. 2 Governor's Summit on Higher Education, Embassy Suites, Albuquerque.

October 1 Departments return program review self studies for 2009-2010 to Academic Affairs, C & I, and Graduate Council.

October 1 Assessment Committee, 3:30 p.m., Miller Library, AV.

October 4-6 Renaissance Group fall meeting in Arlington, VA.

October 6 Faculty Senate.

October 8 Graduate Monitoring Committee, 9:00 a.m., Miller Library, AV.

October First proof of spring schedule back to Registrar's Office & AVPAA (check for accuracy).

October 8 VPAA Office Hours (Open House), Kennedy-Puentes Seminar Room, Miller Library, 3:00 p.m.-4:30 p.m.

October 8 Academic Council, 2:00 p.m., SMB, 3<sup>rd</sup> Floor.

October General Education Course Submission to HED deadline.

October Second proofs of spring schedule sent to departments and AVPAA.

October 9	Last day to change grade option from audit/grade or grade/audit.
October	Advisor Training, 2:00-3:30 p.m., SMB.
October 12	Mid-semester grades due by 4:00 p.m.
October 13	Salary & Benefits, 3:30 p.m., Phelps-Dodge, Room 244.
October 15	Deadline for Faculty Incentive Early Retirement Program requests to the VPAA and then to the President for approval/contract.
October 15	Applications for Sabbatical leaves for 2010-2011 due to Department Chair.
October 15	Spring textbook adoptions due to Bookstore.
October 15	General Assembly.
October 15	Graduate Council, 3:30 p.m., Miller Library, AV.
October	Second proof back to Registrar's Office & AVPAA from departments (check for accuracy). Final Review of spring schedule.
October	Sabbatical leave recommendations due to Sabbatical Leave Committee from Department Chairs. Take eleven (11) copies to the VPAA's office.
October 16	Academic Affairs Secretaries Meeting, 9:00 a.m., Miller Library, Bach Room.
October 20	Teacher Education Committee, 3:30 p.m.
October	Sabbatical Leave Committee considers sabbatical requests.
October	Spring schedule final set up by the Registrar's Office.
October 22	Academic Council, 2:00 p.m., SMB, 3 <sup>rd</sup> Floor.
October 22	Budget Committee, 3:30 p.m.
October 27	Curriculum & Instruction Committee, 3:30 p.m., SMB, 3 <sup>rd</sup> Floor, Seminar Room.
October 30	Last day to withdraw from a class with a grade of "W."
November 1	Sabbatical leave recommendations due to the VPAA from the Sabbatical Leave Committee.
November 1	Curriculum & Instruction Committee, 3:30 p.m., SMB, 3 <sup>rd</sup> Floor, Seminar Room.
November 2	Late fee of \$50 for unpaid student balances begins.
November 2	Advance registration for Spring 2010 continuing students.
November	Spring 2010 schedule sent to the printer.
November 3	Faculty Senate.
November 5	Graduate Monitoring Committee, 9:00 a.m., Miller Library, AV.

November 5	Assessment Committee, 3:30 p.m., Miller Library, AV.
November	Advisor Training, 2:00-3:30 pm, SMB.
November 6	WAC Lunch, 12:00 p.m. to 2:00 p.m., SMB.
November 7	School of Education Graduate Comprehensive Exams.
November 9	Advance registration for Spring 2010 new/transfer or readmit students begins.
November 10	Salary & Benefits Committee, 3:30 p.m., Phelps-Dodge, Room 244.
November 12	VPAA Office Hours (Open House), Kennedy-Puentes Seminar Room, Miller Library, 8:30-10:30 a.m.
November 12	Academic Council, 2:00 p.m., SMB, 3 <sup>rd</sup> Floor – Budget Hearings.
November 12	General Assembly.
November	Spring 2010 schedules arrive on campus.
November 15	VPAA makes recommendations on sabbatical leave to the President.
November 17	Teacher Education Committee, 3:30 p.m.
November	Summer and Fall 2010 schedule materials sent to departments.
November 17	The Department Chair shall notify a faculty member in writing prior to the Thanksgiving break if his/her services are unsatisfactory. Unless he/she has been so notified, a faculty member in probationary status can assume that his/her services have been satisfactory. Except for termination for adequate cause, a probationary faculty member may not be given notice of non-renewal of contract unless he/she has been given the above letter.
	Tentative decisions by the department chair on recommendations for tenure or promotion are made at this time based on current and previous performance and conveyed to the VPAA. Recommendations for termination are also conveyed to the VPAA and the faculty member at this time. The comments and recommendations of the Department Chair must be made part of the faculty member's personnel record.
November 19	Graduate Council, 3:30 p.m., Miller Library, AV.
November 20	Academic Affairs Secretaries Meeting, 9:00 a.m., Miller Library, Bach Room.
<b>November 23-27</b>	<b>Thanksgiving Recess (faculty/students).</b>
<b>November 26-27</b>	<b>Thanksgiving Recess (University closed).</b>
December 1	Beginning the week following Thanksgiving, the VPAA shall review the individual progress of the Department Chairs toward their written goals.
December 1	Faculty Senate.
December 3	Assessment Committee, 3:30 p.m., Miller Library, AV.
December 3	Graduate Monitoring Committee, 9:00 a.m., Miller Library, AV.

December 4	Last day of class meetings (except Monday only classes).
December 4	Last day to totally withdraw from all classes with a grade of “W.”
December	Completed Summer 2010 and Fall 2010 schedule materials due to the AVPAA with copies due to the Registrar’s Office.
December 7	Last day of class meeting for classes that only meet on Monday.
<b>December 7-10</b>	<b>Final exam week.</b>
December 8	Salary & Benefits Committee, 3:30 p.m., Phelps-Dodge, Room 244.
December 9	Student evaluations of faculty due to VPAA.
December 10	VPAA Office Hours (Open House), Kennedy-Puentes Seminar Room, Miller Library, 3:00 -4:30 p.m.
December 10	Academic Council, 2:00 p.m., SMB, 3 <sup>rd</sup> Floor – Position Hearings.
<b>December 11</b>	<b>Honors Breakfast (8:00 a.m.).</b>
<b>December 11</b>	<b>Commencement Rehearsal (11:00 a.m.).</b>
<b>December 11</b>	<b>Commencement (7:00 p.m.).</b>
December 14	Fall grades due in the Registrar’s office no later than noon.
December 15	Notice of non-renewal of contract due to tenure track faculty in their second year. (Refer to Section 201-3 in the Faculty Handbook for deadlines relating to faculty who begin at a time other than fall semester.)
December 17	Final grades from Fall 2009 will be available to students via Mustang Express <a href="http://my.wnmu.edu">http://my.wnmu.edu</a> .
December 17	Graduate Council, 3:30 p.m., Miller Library, AV.
<b>Dec. - Jan. TBD</b>	<b>Holiday Season (University closed).</b>
January 5	Catalog – materials for revisions given to Department Chairs to include C & I approvals for April, August, September, October, and November.
January 7	Graduate Monitoring Committee, 9:00 a.m., Miller Library, AV.
January	Promotion and Tenure Workshop, 2:00 – 3:30 p.m., Hunter Hall.
<b>January 11</b>	<b>Classes begin at 8:00 a.m.</b>
January 14	VPAA Office Hours (Open House), Kennedy-Puentes Seminar Room, Miller Library, 8:30-10:30 a.m.
January 15	Academic Affairs Secretaries Meeting, 9:00 a.m., Miller Library, Bach Room.
January 15	Promotion and Tenure Workshop, Hunter Hall, 10:00 – 12:00

January 15	Last day to add classes without instructor's permission.
<b>January 18</b>	<b>Martin Luther King Holiday (University closed).</b>
January 19	Late registration fee of \$50 begins at 8:00 a.m.
January 19	Teacher Education Committee, 3:30 p.m.
January 21	Academic Council, 2:00 p.m., SMB, 3 <sup>rd</sup> Floor.
January 21	General Assembly.
January 21	Graduate Council, 3:30 p.m., Miller Library, AV.
<b>January 22</b>	<b>Disenrollment for non-payment (full semester classes).</b>
January 22	Last day to drop classes (adding a course will require permission).
January 28	Budget Committee, 3:30 p.m.
January	First proofs of summer and fall schedules sent to departments and AVPAA.
January	Catalog – materials back to Registrar's Office from Department Chairs.
January 26	Curriculum & Instruction Committee, 3:30 p.m., SMB, 3 <sup>rd</sup> Floor, Seminar Room.
January 29	Electronic copies of syllabi for all spring classes due to VPAA.
<b>January 29</b>	<b>Census date.</b>
February 1	Applications for promotion or tenure due to Department Chairs.
February 1	Deadline to apply for Summer 2010 graduation.
February 1	Departmental self-study (program review) completed and submitted to Dean/Chair.
February 2	Faculty Senate.
February 4	Graduate Monitoring Committee, 9:00 a.m., Miller Library, AV.
February 4	Assessment Committee, 3:30 p.m., Miller Library, AV.
February	First proofs of summer and fall schedules back to Registrar's Office from departments (check for accuracy).
February	Advisor Training, 2:00-3:30, SMB
February 11	Academic Council, 2:00 p.m., SMB, 3 <sup>rd</sup> Floor.
February 11	VPAA Office Hours (Open House), Kennedy-Puentes Seminar Room, Miller Library, 3:00-4:30 p.m.
February 11	General Assembly.
February 12	Salary & Benefits Committee, 3:30 p.m., Phelps-Dodge, Room 244.

February 12	WAC Reception, 3:00 p.m. to 5:00 p.m., SMB.
February 12	Nominations for Excellence in Research Award, the Excellence in Teaching Award, and/or the Excellence in Professional Service Award due to the Faculty Senate President.
February 16	Teacher Education Committee, 3:30 p.m.
February 18	Graduate Council, 3:30 p.m., Miller Library, AV.
February	Second proof of Summer 2010 and Fall 2010 schedules sent to departments and AVPAA.
February 19	Academic Affairs Secretaries Meeting, 9:00 a.m., Miller Library, Bach Room.
February 23	Curriculum & Instruction Committee, 3:30 p.m., SMB, 3 <sup>rd</sup> Floor, Seminar Room.
February 25	Academic Council, 2:00 p.m., SMB, 3 <sup>rd</sup> Floor.
February 25	Budget Committee, 3:30 p.m.
February	Final proof of Summer 2010 and Fall 2010 schedule back to Registrar's Office. Registrar meets with AVPAA. Final review--no corrections after this date!
March	Expanding Your Horizons.
March 1	Promotion /Tenure files and department or Department Chairs' recommendations due to VPAA.

March 1	All teachers to be employed in summer school will be notified, normally by March 1, of proposed assignments and salaries.
March 1	Notice of non-renewal of contract is due to tenure track faculty in their first year.
March 2	Faculty Senate.
March 3	Last day to change grade option from audit/grade or grade/audit.
March 4	Assessment Committee, 3:30 p.m., Miller Library, AV.
March 4	Graduate Monitoring Committee, 9:00 a.m., Miller Library, AV.
<b>March 5</b>	<b>Faculty &amp; Staff Day for Assessment &amp; Quality Improvement. No classes.</b>
March 6	School of Education Graduate Comprehensive Exams.
<b>March 8-12</b>	<b>Spring Recess (faculty/students) – Lordsburg, Silver City, &amp; T or C.</b>
March	Summer 2010 and Fall 2010 schedule final set up by Registrar’s office.
March	SOE Graduate Comprehensive Exams.
March 9	Salary & Benefits Committee, 3:30 p.m., Phelps-Dodge, Room 244.
March	Calendar Committee meets.
March 11	VPAA Office Hours (Open House), Kennedy-Puentes Seminar Room, Miller Library, 8:30-10:30 a.m.
March 11	Academic Council, 2:00 p.m., SMB, 3 <sup>rd</sup> Floor.
<b>March 15</b>	<b>Classes resume after Spring Recess – Lordsburg, Silver City, T or C.</b>
<b>March 15-19</b>	<b>Spring Recess (faculty/students) – Deming &amp; Gallup.</b>
March 15	Mid-semester grades due in the Registrar’s Office by 4:00 p.m.
March 15	Program review self studies sent to C & I and/or Graduate Council.
March	Campus Wide Advising Training Session, 2:00 -3:30, SMB.
March	Catalog – second proofs sent to departments for editing to include January and February approvals from C & I.
March 15	The Faculty Senate President shall notify all nominees for the Excellence in Research Award who should submit a current vita and evidence of their research and creative activity for the two preceding years to the Research Committee.
March 15	The Faculty Senate President shall notify all nominees for the Excellence in Teaching Award who should submit a current vita and a statement of their teaching philosophy to the Sabbatical Leave and Faculty Awards Committee. The Faculty Senate President shall also notify the nominee’s department chair or dean to submit to the committee student evaluations for the two preceding years, MBO evaluations in the area of teaching for the preceding two years, course syllabi for the preceding two years, and any peer reviews of the nominee’s teaching conducted during the preceding two years.

March 15 The Faculty Senate President shall notify all nominees for the Excellence in Professional Service Award who should submit a current vita to the Sabbatical Leave and Faculty Awards Committee. The Faculty Senate President shall also notify the nominee's department chair or dean to submit to the committee MBO evaluations in the area of advising and professional contributions for the preceding two years.

March 15 Summer textbook adoptions due to the Bookstore.

March 15 Advising Assignments for spring break due to VPAA.

March 16 Teacher Education Committee, 3:30 p.m.

March Summer 2010 and Fall 2010 Class Schedules – materials sent to printer.

March 18 General Assembly.

March 18 Graduate Council, 3:30 p.m., Miller Library, AV.

March 19 Academic Affairs Secretaries Meeting, 9:00 a.m., Bach Room, Miller Library.

**March 22 Classes resume after Spring Recess – Deming & Gallup.**

March 22 Advanced registration for new/transfer students begins Summer 2010 and Fall 2010.

March Summer 2010 and Fall 2010 schedules arrive on campus.

March Catalog second proofs sent back to Registrar's Office from Department Chairs.

March 23 Curriculum & Instruction Committee, 3:30 p.m., SMB, 3<sup>rd</sup> Floor, Seminar Room.

March 25 Budget Committee, 3:30 p.m.

April 1 Promotion and tenure recommendations due to the President from the VPAA.

April 1 Last day to withdraw from a class with a grade of "W."

April 1 Academic Council, 2:00 p.m., SMB, 3<sup>rd</sup> Floor.

April 1 Assessment Committee, 3:30 p.m., Miller Library, AV.

April 1 Graduate Monitoring Committee, 9:00 a.m., Miller Library, AV.

April Advisor Training, 2:00-3:30, SMB.

**April 2 Spring Holiday (University closed).**

April 2 WAC Lunch, 12:00 p.m. to 2:00 p.m., SMB.

April 6 Faculty Senate.

April Catalog – final proofs sent to department for editing to include March C & I approvals.

April 8 VPAA Office Hours (Open House), Kennedy-Puentes Seminar Room, Miller Library, 3:00-4:30 p.m.

April 12	During the last four weeks of the spring semester chairs meet with the department and with the VPAA to discuss department goals for next year.
April 12	Status of employment for next academic year is due to faculty.
April	Program review self studies sent to Academic Affairs with comments by C & I and Graduate Council.
April 13	Salary & Benefits Committee, 3:30 p.m., Phelps-Dodge, Room 244.
April 15	President's recommendations regarding promotion and tenure due to the Board to be acted on at the next regularly scheduled meeting.
April 15	Fall textbook adoptions due to the Bookstore.
April 15	Graduate Council, 3:30 p.m., Miller Library, AV.
April 15	General Assembly.
April 16	Academic Affairs Secretaries Meeting, 9:00 a.m., Bach Room, Miller Library.
April 16	(Tentative) WAC Lunch, 12:00 p.m. to 2:00 p.m., SMB
April	Catalog – final proofs sent back to the Registrar's Office from Department Chairs.
April 20	Teacher Education Committee, 3:30 p.m.
April 22	Academic Council, 2:00 p.m., SMB, 3 <sup>rd</sup> Floor.
April 22	Budget Committee, 3:30 p.m.
April 27	C & I Committee, 3:30 p.m., SMB, Seminar Room.
April	Orientation Advising Training, 3:30 to 5:00, Martinez 250.
May	Orientation Advising Training, 2:00-3:30, Martinez 250.
May 1	The Research Committee shall select the winner of the Research Award and notify the Faculty Senate President of the selection.
May 1	The Sabbatical Leave and Faculty Awards Committee shall select the winner of the Excellence in Professional Service Award and the Excellence in Teaching Award and notify the Faculty Senate President of the selection.
May 1	Notice of non-renewal due to tenure track faculty with more than two years service with WNMU.
May 1	Advising Assignments from spring graduation through August 14 due to VPAA.
May 1	Post Tenure Reviews due to VPAA.
May 3	Faculty evaluations of department chairs/deans due to VPAA.
May 3	Students evaluations of faculty due to VPAA.
May 4	Faculty Senate.

May 6	Assessment Committee, 3:30 p.m., Miller Library, AV.
May 7	Last day to totally withdraw from all classes with a grade of “W.”
May 7	Last day of class meetings.
<b>May 8</b>	<b>Gallup Graduation, 10:00 a.m.</b>
<b>May 10-13</b>	<b>Final exam week.</b>
May 13	VPAA Office Hours (Open House), Kennedy-Puentes Seminar Room, Miller Library, 8:30-10:30 a.m.
May 13	Academic Council, 2:00 p.m., SMB, 3 <sup>rd</sup> Floor.
<b>May 14</b>	<b>Honors Breakfast, 8:00 a.m.</b>
<b>May 14</b>	<b>Commencement Rehearsal, 11:00 a.m.</b>
<b>May 14</b>	<b>Nursing Pinning Ceremony, 3:30 p.m.</b>
<b>May 14</b>	<b>Silver City Commencement, 6:00 p.m.</b>
<b>May 15</b>	<b>Occupational Therapy Assistant Pinning, 4:00 p.m.</b>
May 15	Program Review self-studies returned to department for revision or review.
May 17	Spring grades due in the Registrar’s Office no later than noon.
May 21	Academic Affairs Secretaries Meeting, 9:00 a.m., Miller Library, Bach Room.
<b>May 31</b>	<b>Memorial Day (University closed).</b>
June 1	Deadline to apply for Fall 2010 graduation.
<b>June 2</b>	<b>Classes begin Summer I, 8:00 a.m.</b>
<b>June TBD</b>	<b>Police Academy Certification Ceremony, 6:00 p.m.</b>
June TBD	New Student Orientation.
June 11	VPAA Office Hours (Open House), Kennedy-Puentes Seminar Room, Miller Library, 3:00-4:30 p.m.
June 12	School of Education Graduate Comprehensive Exams.
June 18	Academic Affairs Secretaries Meeting, 9:00 a.m., Miller Library, Bach Room.
June	New Student Orientation.
<b>July 1</b>	<b>Classes end Summer I.</b>
<b>July 5</b>	<b>Independence Day Holiday (University closed).</b>
<b>July 7</b>	<b>Classes begin Summer II, 8:00 a.m.</b>

July 8 VPAA Office Hours (Open House), Kennedy-Puentes Seminar Room, Miller Library, 8:30-10:30 a.m.

July TBD New Student Orientation.

July 16 Academic Affairs Secretaries Meeting, 9:00 a.m., Miller Library, Bach Room.

July TBD New Student Orientation.

**August 5 Classes end Summer II.**

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**Monthly Faculty Committee Meetings:**

Salary and Benefits	2 <sup>nd</sup> Tuesday
Teacher Education	3 <sup>rd</sup> Tuesday
Curriculum & Instruction	4 <sup>th</sup> Tuesday
Assessment	1 <sup>st</sup> Thursday
Graduate Council	3 <sup>rd</sup> Thursday
Budget Committee	4 <sup>th</sup> Thursday

Staff Senate meets as needed and is called by the Staff Senate President.

Cabinet meets every other week in Hunter Hall. This date is subject to change according to the President's schedule.

K:\Academic Decision Calendars\2009-2010\Academic Decision Calendar 2009-2010.doc

Created 6-19-09 mhb  
 Updated 6-22-09 mhb  
 Updated 7-21-09 mhb

10 August 2009

To: Nine Month Faculty Members and Deans/Chairs/Directors  
 From: Faye Vowell  
 Re: 2009-2010 MBO Process for Nine Month Faculty and Deans/Chairs/Directors  
 (August 10 – May 17)

Welcome back to the fall 2009 semester. I hope your summer was restful. As you begin to create your MBOs for this year, please continue to use the electronic format to make the process less expensive and more organized. The MBO process is outlined below:

<b>Creation of Initial MBOs</b>	
Aug 10 – Sept 4  (In the first 4 weeks of the contract period)	<ul style="list-style-type: none"> <li>• Faculty members use the attached form for their initial 2009-2010 MBO typing in their objectives for this year as well as the desired weights. It is also available on the steel drive: <a href="#">9 month faculty MBO letter 09-10.doc</a></li> <li>• <b>Please place only one objective in each block and remember to choose the percentages in each category. As many additional blocks in each category can be added.</b></li> <li>• Electronically send the form to the Chair/Dean/Director as an email attachment. <b>Please save the document on your desk top and not on the steel drive.</b></li> </ul>
September 18	<ul style="list-style-type: none"> <li>• Chairs/Deans/Directors will forward the MBO document to the VPAA electronically with their comments after meeting with faculty members for the August review.</li> <li>• Chairs/Deans will also send the coversheet in hard copy.</li> </ul>
Beginning September 18	<ul style="list-style-type: none"> <li>• VPAA meets with Chairs/Deans/Directors on their MBOs and continues until all MBOs are discussed</li> </ul>
Beginning September 18	<ul style="list-style-type: none"> <li>• VPAA will type Initial Review notes on the MBO document and return it along with the signature cover sheet to the Chair/Dean/Director as soon as she has met with the Chair/Dean/Director.</li> <li>• The Chair/Dean/Director will retain the cover sheet.</li> </ul>
Beginning September 19	<ul style="list-style-type: none"> <li>• The Chair/Dean/Director will return the Initial MBO document to faculty electronically with VPAA comments.</li> </ul>
<b>Midpoint MBO Review</b>	
Between January 11 and February 15  (28 calendar days of the first day that faculty are directed to report for Spring Semester)	<ul style="list-style-type: none"> <li>• Faculty members type midpoint review notes and send them to their Chair/Dean/Director electronically as an email attachment.</li> <li>• Please use the same MBO document that you used for the initial review.</li> <li>• Your Chair/Dean/Director will also type in review comments and meet with faculty members to discuss them.</li> <li>• Both Faculty members and Chair/Dean/Director will sign and initial the cover sheet.</li> <li>• Then the Chair/Dean/Director will return the MBO form to</li> </ul>

	<p>the faculty member with both your comments and his/her comments.</p> <ul style="list-style-type: none"> <li>• The Chair/Dean/Director will retain the cover sheet.</li> </ul>
Beginning February 1	<ul style="list-style-type: none"> <li>• VPAA will meet with Chair/Dean to do a midpoint MBO review.</li> <li>• Chair/Dean will type fall review notes and send them to VPAA electronically as an email attachment.</li> <li>• Please use the same MBO document that you used for the initial review.</li> <li>• VPAA will type in review comments and meet with Chair/Dean to discuss them.</li> <li>• Both VPAA and Chair/Dean will sign and initial the cover sheet.</li> <li>• Then VPAA will return the MBO form electronically to Chair/Dean with both Chair/Dean/Director and VPAA comments</li> <li>• The Chair/Dean will retain the cover sheet.</li> </ul>
<b>Final MBO Review</b>	
<p>Between April 5 and April 30</p> <p>(not more than 6 weeks nor less than 2 weeks before the end of the contract period)</p>	<ul style="list-style-type: none"> <li>• Faculty members type their final review notes on the MBO document with the initial and midpoint review notes, and forward it to the Chair/Dean/Director electronically as an email attachment.</li> <li>• The Chair/Dean/Director will add typed comments and a rating and meet with faculty members to discuss them.</li> <li>• Both faculty members and the Chair/Dean/Director will sign the cover sheet.</li> </ul>
<p>Between April 19 and May 17</p> <p>(during the last month of the contract period for chairs/deans)</p>	<ul style="list-style-type: none"> <li>• The Chair/Dean/Director will forward the faculty MBO documents for all members in the department/school to VPAA before meeting with VPAA to discuss them.</li> <li>• The Chair/Dean/Director will bring the cover sheet with all the signatures to a meeting with the VPAA.</li> <li>• The VPAA will review the faculty MBO documents and ratings and sign the cover sheets</li> <li>• The Chair/Dean/Director will type his/her final review notes on her/his MBO document with the initial and midpoint review notes, and forward it to the VPAA electronically as an email attachment.</li> <li>• The VPAA will add typed comments and a rating and meet with the Chair/Dean/Director to discuss them.</li> <li>• Both the VPAA and the Chair/Dean/Director will sign the cover sheet.</li> </ul>
	<ul style="list-style-type: none"> <li>• VPAA will make copies of the cover sheet for the chairs/deans/directors, HR and Academic Affairs files.</li> <li>• VPAA will return the MBOs with all the electronic comments to the Chair/Dean/Director who will return them to faculty members.</li> </ul>

[9 month faculty MBO letter 09-10.doc](#)

## **MBO, Promotion and Tenure Decision Calendar 2009-2010\***

<b>August 10</b>	<b>In the first four weeks of the contract period, each faculty member works out measurable personal goals that mesh with the objectives of the University and department. Chairs review them with faculty. *</b>
<b>September 4</b>	<b>Promotion and Tenure Meeting with those applying this year.</b>
<b>September 18</b>	<b>VPAA meets with Chairs on their MBOs and continues until all MBOs are discussed.*</b>
<b>December 15</b>	<b>Notice of non-renewal of contract due to tenure track faculty in their second year if the appointment expires at the end of that year or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination*</b>
<b>Jan 11 - Feb 15</b>	<p><b>A midpoint review shall be conducted within 28 calendar days of the first day that faculty are directed to report for Spring semester. The department chair shall meet with each faculty member to discuss progress toward the written goals. The Department Chair, in making evaluations, shall solicit the opinions of the other tenured members of the department.</b></p> <p><b>The Department Chair shall notify a faculty member in writing within 1 week of the midpoint review if his/her services are unsatisfactory. Unless he/she has been so notified, a faculty member in probationary status can assume that his/her services have been satisfactory. Except for termination for adequate cause, a faculty member may not be given notice of non-renewal of contract unless he/she has been given the above letter.</b></p> <p><b>Tentative decisions by the department chair on recommendations for tenure or promotion are made at this time based on current and previous performance and conveyed to the Vice President for Academic Affairs. Recommendations for termination are also conveyed to the Vice President and the faculty member at this time.</b></p> <p><b>The comments and recommendations of the Department Chair must be made part of the faculty member's personnel record. Also, a record will be kept on the progress toward the objectives.*</b></p>
<b>January 15</b>	<b>Promotion and Tenure Workshop, 10:00 am in Hunter Hall</b>
<b>February 1</b>	<b>Application for promotion or tenure due to department chairs.</b>
<b>February 1</b>	<b>In the first week of February, the Vice President for Academic Affairs shall review the individual progress of the department chairs toward their written goals (midpoint review).*</b>
<b>March 1</b>	<b>Promotion /Tenure files and department or department chairs recommendations due to VPAA</b>
<b>March 1</b>	<b>Notice of non-renewal of contract is due to tenure track faculty in their first year of service if the appointment expires at the end of that year; or, if a one-year appointment expires at the end of that year, at least three months in advance of its termination. *</b>

<b>April 5-April 30</b>	<b>A final performance review is conducted by the department chair with each faculty member not more than 6 weeks nor less than 2 weeks before the end of the contract period. *</b>
<b>April 19-May 17</b>	<b>VPAA conducts final MBO reviews for department chairs.*</b>
<b>April 15</b>	<b>Promotion and tenure recommendations due to the President from the VPAA</b>
<b>April 19</b>	<b>During the last four weeks of the spring semester chairs meet with the department and with the VPAA to discuss department goals for next year.</b>
<b>May 1</b>	<b>President's recommendations regarding promotion and tenure due to the Board to be acted on at the next regularly scheduled meeting. This recommendation will also be provided to the faculty member.</b>
<b>May 1</b>	<b>Notice of non-renewal due to tenure track faculty with more than two years service with WNMU. *</b>
<b>May 4</b>	<b>Faculty evaluations of department chairs due to VPAA.</b>

**\*Note: these dates are for nine month faculty with contracts from August 10, 2009 to May 17, 2010. Faculty with different lengths of contracts or different start dates need to consult with their chair/dean on the appropriate timelines.**

**EVALUATION CRITERIA:  
Tenure, Promotion and Post-Tenure Review**

Deadlines

A faculty member who wishes to apply for tenure or promotion in rank must submit an application to his/her department chair by **February 1** of the academic year preceding the academic year in which the promotion or grant of tenure will become effective. In addition the faculty member should provide the cumulative file of their activities organized in accordance with the tenure and promotion application form. These materials will be forwarded along with any departmental or department chair recommendations to the Vice President for Academic Affairs by **March 1**. The Vice President will make a recommendation to the President by **April 15**. The President will make a recommendation to the Board of Regents by **May 1**. This recommendation shall also be provided to the faculty member. The Board of Regents shall act upon the recommendation at its next scheduled meeting.

Evaluative Criteria

The faculty at Western New Mexico University recognizes that evaluation of individual performance must be an ongoing responsibility. Faculty evaluations shall be used to make decisions for promotion, tenure and performance-based compensation. The amount of compensation is determined by the Board of Regents. Every faculty member shall be evaluated annually. Evaluation techniques are doomed, however, without the cooperation of the evaluatee. The supervisor and the evaluatee are jointly and severally responsible for ensuring that the evaluation process is completed in the prescribed timeliness. The method herein described is an attempt to ensure the cooperation of the individual faculty member by placing the responsibility for setting goals and the means by which to measure their attainment on each individual. The process is known as Management by Objectives (MBO). The goals are meant to be set to assure continuation of past performance as well as to establish ways to demonstrate improvement. This process has four phases:

- 1) The overall objectives of the University are clearly communicated to everyone in the academic departments (and hopefully everyone throughout the University). These long-range objectives are worked out by the Board of Regents and the University Administration headed by the President and Vice President for Academic Affairs preferably with the participation of department chairs and the General Assembly.
- 2) Department chairs will meet with department members, then with the Vice President for Academic Affairs during the last 4 weeks of the spring semester to discuss department goals and objectives for the following academic year. These departmental goals, in addition to the overall goals, are also communicated to faculty members in each department, respectively. After this communication, while in the first four weeks of the contract period, each faculty member works out measurable personal goals that mesh with the objectives of the University and department. Each department chair shall set goals to be reviewed by the Academic Vice President. The goals shall fall into the five key criteria areas:

Teaching effectiveness

Student advisement process

Scholarship, research, or other creative activity

Professional contribution

Personal relationship

For library faculty the evaluation criteria of resource management may be substituted for student advisement process.

After discussion and agreement with the department chair (Vice President for Academic Affairs reviews Chair's goals), these goals are written on a standard form for later review. It is intended that individual weakness will be acknowledged and each faculty member will initiate objectives that will lead to improvement of weaknesses. Department chairs are encouraged to suggest alternatives and to work with faculty members to generate goals that are realistic and achievable as well as being appropriate. The Vice President for Academic Affairs shall review and approve all forms to ensure a standard process across all departments.

- 3) A midpoint review shall be conducted within 28 calendar days of the first day that faculty are directed to report for Spring semester. The department chair shall meet with each faculty member to discuss progress toward the written goals. The Department Chair, in making evaluations, shall solicit the opinions of the other tenured members of the department. The Department Chair shall notify a faculty member in writing within 1 week of the midpoint review if his/her services are unsatisfactory. Unless he/she has been so notified, a faculty member in probationary status can assume that his/her services have been satisfactory. Except for termination for adequate cause, a faculty member may not be given notice of non-renewal of contract unless he/she has been given the above letter. Tentative decisions by the department chair on recommendations for tenure or promotion are made at this time based on current and previous performance and conveyed to the Vice President for Academic Affairs. Recommendations for termination are also conveyed to the Vice President and the faculty member at this time. The comments and recommendations of the Department Chair must be made part of the faculty member's personnel record. Also, a record will be kept on the progress toward the objectives. In the first week of February, the Vice President for Academic Affairs shall review the individual progress of the department chairs toward their written goals. A final performance review is conducted by the department chair with each faculty member not more than 6 weeks nor less than 2 weeks before the end of the contract period. The results of this evaluation will be communicated to the Vice President for Academic Affairs for use in calculating performance-based compensation factors for all faculty members. A similar review of department chairs shall be carried out by the Vice President for Academic Affairs during the last month of the contract period.

- 4) All participants (Vice President for Academic Affairs, department chairs and faculty members) hold an annual review in the March General Assembly to judge whether long-range objectives are being met. The cycle will then be refined and repeated.

The key word in the term “management by objectives” is not the word “objectives” but the word “management”. The process is only an attempt to encourage active management with the active participation of those being managed.

Specifically for the written objectives the faculty member, department chair, and occasionally the Vice President for Academic Affairs should discuss what the goals are that the faculty member should strive to attain in a given academic year. The means to attain the goals might change each year and the weights for the aforementioned five criteria will also vary yearly, with the key emphasis, however, always being on teaching effectiveness. The mission of the University as stated by the Board of Regents is that the University will serve primarily as a teaching institution. The emphasis is on classroom performance, primarily teaching the clients, the students of Western New Mexico University. One method of measuring teaching effectiveness is through the administration of written student evaluations of all faculty members each year. All courses taught by non-tenured and adjunct faculty will be evaluated. In the case of tenured faculty, three courses per year will be evaluated.

The three courses will be determined by the department chair in consultation with the faculty member. Additional evaluations may be administered at the discretion of the faculty member. The weight of this criterion should never be less than 40% nor more than 60% for a faculty member.

In order to have some type of balanced performance in the five key criteria areas, all should be counted with various weights (but with none of the other four weighted less than 5%). The five weights must total 100%. The faculty member and department chair (with input from the Academic Vice President if appropriate) should decide upon the weights for the given academic year regarding the faculty member’s objective. This will allow the faculty member to develop strengths in all areas of evaluation over time. The Academic Vice President shall ensure that there is relative uniformity over all departments in setting and measuring goals.

Each evaluation shall rate the performance in each of the five criteria according to a numerical scale from zero (0) to ten (10) with zero (0) being poor performance (none of the individual objectives met) and ten (10) being excellent (with all objectives meet maximum potential). These numerical values shall be weighted according to the pre-agreed upon weights to obtain an overall evaluation score. The form for implementing this process is included as part of this regulation but shall be reviewed annually by the department chairs and the Academic Vice President for improvement and may be changed as necessary to implement the process herein described.

Initially, it may be difficult for individual faculty to generate meaningful objectives for themselves. As an assistance, the following *examples* are included as guidelines for generating objectives:

## **TEACHING EFFECTIVENESS**

- more case work in classes
- improved student evaluation in a specific area
- more use of visual aids
- more work with poorer performing students
- special review sessions during non-class hours
- use yourself as a tutor more often
- more guest speakers (experts)
- develop appropriate field trips
- coordinate a graduate assistant for tutoring

## **STUDENT ADVISEMENT PROCESS**

- maintain office hours at a convenient time for most students
- advise all majors in your subject area
- put on a seminar for all students in a major on job skill requirements
- develop a new degree plan form for your major field
- keep an “open door” policy towards students and majors outside of office hours
- have evening office hours for evening and non-traditional students

## **RESOURCE MANAGEMENT (Examples for Library Faculty)**

- provide efficient, effective intellectual access to the library collection and services
- analyze collections for academic programs undergoing program review

## **SCHOLARSHIP, RESEARCH AND OTHER CREATIVE ACTIVITY**

- write a paper in your field and submit to a reviewed journal
- develop a grant proposal and submit for funding
- make a university/community presentation on a topic of interest in your field
- attend one workshop in your field and report on your experience at a departmental meeting
- serve on a discussion panel at a regional/national professional meeting
- write a book review for a professional journal and have it accepted
- participate as a judge in an artistic competition in your field
- review two or more manuscripts for a professional journal

## **PROFESSIONAL CONTRIBUTIONS**

- serve on an elected faculty committee
- serve on an appointed faculty committee
- attend a regional/national meeting
- serve on a departmental search committee

- perform community service through individual effort in a club or organization

### **PERSONAL RELATIONSHIPS**

- develop rapport with students as measured by student evaluations
  - attend 2/3 of General Assembly meetings
  - attend all departmental meetings and actively participate
  - work more “harmoniously” with fellow faculty members
  - pay more attention to departmental and university paperwork and deadlines
  - allow sufficient lead time for typing and other assistance
- 5) Every five years after date of tenure, each faculty member will participate in post-tenure review as part of the MBO process. Peer review and student evaluations of teaching are required elements of post-tenure review. If teaching deficiencies are noted, the faculty member will be placed in a two-year-long faculty development program. If improvement is not noted after two years, tenure will be revoked.
- 6) The evaluation criteria and procedures provided for in the Faculty Handbook do not preclude departments from implementing additional evaluation criteria and procedures which do not conflict with the Faculty Handbook.

### **Personnel Files**

Anytime during the probationary period or prior to the time of a decision concerning promotion, the faculty member may submit statements, letters, documents, and special reports that bear on his/her effectiveness in any of the aforementioned areas. All faculty members shall have access to their own personnel files.

**Faculty Evaluation  
Cover Sheet for Management by Objectives  
2009-2010**

**Faculty Name:** \_\_\_\_\_ **Department** \_\_\_\_\_

	<b>Initial Review</b>	<b>Midpoint Review</b>	<b>Final Review</b>
1. Teaching Effectiveness Weight: _____% (Should be between 40-60%)	_____ (Chair & Faculty Initials)	_____ (Chair & Faculty Initials)	_____ (Score 0-10)
2. Student Advisement Process Weight: _____%	_____ (Chair & Faculty Initials)	_____ (Chair & Faculty Initials)	_____ (Score 0-10)
3. Scholarship, Research, or Other Creative Activity Weight: _____%	_____ (Chair & Faculty Initials)	_____ (Chair & Faculty Initials)	_____ (Score 0-10)
4. Professional Contributions Weight: _____%	_____ (Chair & Faculty Initials)	_____ (Chair & Faculty Initials)	_____ (Score 0-10)
5. Personal Relationships Weight: _____%	_____ (Chair & Faculty Initials)	_____ (Chair & Faculty Initials)	_____ (Score 0-10)
<b>Weighted Average Score:</b>			_____

**Initial Review**

**Midpoint Review**

**Final Review**

\_\_\_\_\_  
Faculty Member      Date

\_\_\_\_\_  
Faculty Member      Date

\_\_\_\_\_  
Faculty Member      Date

\_\_\_\_\_  
Chair/Dean      Date

\_\_\_\_\_  
Chair/Dean      Date

\_\_\_\_\_  
Chair/Dean      Date

\_\_\_\_\_  
VPAA      Date

\_\_\_\_\_  
Chair/Dean      Date

\_\_\_\_\_  
VPAA      Date