

Resource Faculty Handbook



March 2017



MISSION STATEMENT

The overarching mission of **ENMU-Ruidoso** is to enhance the lives of our students and the communities we serve, now and into the future.

Eastern New Mexico University – Ruidoso Branch Community College (**ENMU-Ruidoso**) combines a traditional learning environment with twenty-first century instructional technology to provide an enhanced educational experience. **ENMU-Ruidoso** emphasizes liberal learning, freedom of inquiry, cultural diversity and whole student life. Scholarships, cultural enrichment, excellent teaching and enriched learning define the college community's relationship and contributions.

The mission of **ENMU-Ruidoso** includes seven purposes:

- To offer academic studies for students wishing to transfer to a university
- To offer student career and technical education programs leading to gainful employment in their chosen field
- To offer a dual credit enrollment, early college admissions program for high school students within our service area
- To offer workforce education and training services, and provide instructional leadership in the economic development of the region
- To offer programs of instruction leading to Associate degrees and Certificates of Completion
- To offer lifelong learning opportunities for all citizens through continuing education and community service programs
- To offer access to adult basic education for those wishing to achieve literacy skills, completion of high school equivalency diplomas and English proficiency



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EMPLOYMENT PROCESS

Resource instructors are employed through an Affirmative Action process that includes advertising for positions through the website and local newspaper. Individuals interested in teaching part-time must submit an application packet. A search/screening committee reviews all applicants and recommends a hire. Final approval comes from President of ENMU-Ruidoso.

HIRE INFORMATION

Like any institution of business concern, there is a certain amount of paperwork necessary to place an employee on the payroll. Resource faculty need to complete the following documents if they did not actively teach the previous semester (or are new hires):

1. Name and address form
2. Network/Email Authorization
3. Employment Eligibility form I-9 [and submit appropriate proof of U.S. citizenship of right to work in the USA]
4. Employee Responsibility Agreement
5. Drug-Free Workplace Acknowledgment
6. Federal Withholding, Form W-4
7. Employment Questionnaire
8. Questionnaire for Educational Retirement Form 42
9. ENMU Questionnaire for Educational (Retirement System participation history)
10. ERB Form 42, Beneficiary Designation
11. Payroll Distribution (Direct deposit or check)

The processing of these documents is required to set up the instructor in the payroll system. Resource faculty are paid per credit hour of instructions over the time period of course.

Your employment as resource faculty member is for one semester at a time and is contingent upon need. In addition, full-time instructors have priority in course assignments; course can be reassigned according to institutional need. While the college is under no obligation to hire a resource faculty member for more than one semester, the college values its experienced instructors.



MyENMU-RUIDOSO PORTAL ACCESS

The MyENMU-Ruidoso portal provides access to

- Blackboard
- Bookstore
- Check Mail (Outlook email)
- Faculty Link
- Faculty Loading and Compensation
- Financial Aid Course attendance
- Final Grade entry
- Midterm grade entry.
- Policies and other tasks

All email communications within the university will be conducted using this email address. You are required to check your mail often as there will be information that may need your prompt attention.

Retrieving sign-in information for Blackboard, MyENMU-Ruidoso and Outlook email:

1. Go to www.ruidoso.enmu.edu
2. Click link “MyENMU-Ruidoso”
3. Click link “Retrieve Username and Password”
4. Please read student email policy and computer policy. Check each box as you understand the policies. Enter your Banner ID number and date of birth.
5. Click Submit
6. Please print a copy of your sign on information for your records.
7. If you are having any problems activating your student account please contact Information Systems at 575-257-2120

Note: For help with Blackboard please contact Kimberly Wills, Distance Ed Coordinator, at kimberly.wills@enmu.edu or 575-257-2120 x389



FACULTY LOAD AND COMPENSATION (FLAC)

FLAC provides Information regarding:

- Base Salary
- Overload Assignments
- Administrative Assignments
- Reassigned Time
- Special Pay Slips
- Resource Faculty Assignment

Assignments and Non-based load assignments will be acknowledged electronically. All administrative stipends will be calculated and paid on a semester basis instead of an academic or fiscal year. Before FLAC is processed the course syllabus must be submitted to the department chair for that course. Once a course assignment is ready to be acknowledged, an email will be sent to the instructor's ENMU email account. Once the email is received follow the steps below to acknowledge the assignment.

1. Go to www.ruidoso.enmu.edu
2. Click on "MyENMU-Ruidoso"
3. Log In
4. Click on Faculty Load and Compensation, under Faculty links
If it is your first time log in with USER ID and PIN
 - You will see (SSB)
 - Return to Menu
 - Click on the "Employee" tab
 - Click on "Faculty Load and Compensation"
 - Continue on with the next steps
5. Select "Compensation and Acknowledgment"
6. Choose the Term from Dropbox and Click "Go"
7. Review Each Assignment Check Each "Faculty Acknowledgment" box
8. After Acknowledging Each Position Go to the Bottom of page. Click on "Acknowledge Selected Positions"
9. Verify that all assignments were successfully saved. Each assignment will have a check mark and acknowledgment date



SETTING UP CLASSES

Every syllabus should contain the information prescribed by the Master Syllabus Template. The Master Syllabus is available under the Faculty Resources link of the ENMU-Ruidoso web page (www.ruidoso.enmu.edu), contact your department chair to get copies of the existing syllabi. These syllabi may be updated with current information. If using an existing syllabi verify that the syllabi contains all the information required on the Master Syllabus.

In courses where multiple sections of the same course are offered we ask that all instructors use the same course objectives. You are invited to share your comments about the syllabus and suggestions you may have about the course structure with that faculty person. We are always trying to make our courses better, so your suggestions for improvement are very important to us.

All syllabi are approved by the department chair. Every instructor is required to send a copy of their syllabi as a Microsoft Word document attached to an e-mail to their department chair at least two weeks prior to the first day of class or sooner. Department chairs will collect the syllabi for their departments and then forward them to the Research and Records for archiving. Resource faculty FLAC assignment will not be processed until the syllabus is received by Research and Records from the department chair.

In addition to the syllabus, several other items need to be completed in your pre-course planning.

1. *Textbooks and instructional resources* – It is your responsibility to obtain an instructor's copy of your textbook and any available instructional resources from the publisher of the text. Please remember that most texts take at least 4 weeks to arrive.
2. *Supplies and materials* – Supplies and materials should be evaluated, requested, and ordered well in advance of the class. Purchasing requests need to be made through your department chair.
3. *Guest Speakers* – If a guest speaker requires payment, all payments must be pre-approved by the Vice President of Student Learning (VPSL)
4. *First meeting* – The first class meeting will set the tone for the rest of the semester. Instructors should come to the first class prepared to utilize the entire instructional period. It is our expectation that you will use the entire instructional time allocated for each class session, including the very first session.



CLASSROOM MANAGEMENT

ATTENDANCE RECORD

Instructors are required to keep attendance records in Drop Guard and attempt to follow-up on students that have poor class attendance. This action will serve as a retention aid as well as communicate to the student that they are important to your class. Reporting of attendance records is required for financial aid disbursements and must be archived for every student along with their assignments and grades at the end of each semester. This process is explained in the Concluding the Class section below.

FINANCIAL AID COURSE ATTENDANCE


Financial aid attendance confirmation is required for recipients that receive financial aid. Recipients must begin attendance in each course to “Establish Eligibility.” Financial Aid must “Determine Eligibility at the time of Disbursement.” Reporting attendance at the end of the “Drop/Add” period is important. Students that are reported as “attending” should not in turn be reported as “never attended” the course when a grade of F is issued. Students who enroll after the add/drop deadline need to be reported as soon as possible. Attendance confirmation is due the day after add/drop at 10 a.m. Reports that are sent to Research and Records manager and VPSL of classes not reported.

Directions on how to put in Financial Aid Course Attendance:

1. Go to www.ruidoso.enmu.edu
2. Click on MyENMU-Ruidoso
3. Log in
4. Click on Faculty Links under LaunchPad
(Or you can go from SSB Directory, click on Faculty Services)
5. Click on Financial Aid Course Attendance
6. Select a term
7. Choose Course
8. Select Course
9. Click Report Attendance
10. Select Appropriate Status (Y-Attending, N- Never Attended, or S-stopped Attending)
11. Click Update
(Screen will lock, unlock for necessary corrections)

DROPGUARD

ENMU-Ruidoso uses DropGuard™ to focus students on attendance and participation, thereby increasing retention and completion.



Instructors must report student absences weekly after the Drop/Add deadline. This is a separate requirement from the Financial Aid attendance reporting (due the 7th day of class) and will begin 2nd Friday and then every week after that. On the 2nd Friday, be on the lookout for an instruction email from Research and Records about how to access DropGuard™ and report student attendance; there will be tutorials and step-by-step guides to assist with the navigating the system. The data collected in this new reporting system will allow us to contact non-attending students immediately. In addition, DropGuard™ will be used to identify and meaningfully support student learning much earlier in the semester. For any of this to work, instructors need to incorporate timely reporting into their weekly teaching routine.

DROPGUARD™ ATTENDANCE REPORTING INSTRUCTIONS

Here are the instructions for reporting attendance through DropGuard™. All instructors are to file attendance reports for all courses during the preceding week.

Instructions for Attendance Reporting are as follows:

- Click link at bottom of email
- Once you have logged into DropGuard™ you will land on a page titled My EvalCenter.
- If My EvalCenter Tutorial Video screen pops up, be sure to click skip or skip permanently.
- In My EvalCenter, you will be able to see a list of all the classes that you teach, both past and present. The Course Start and Course End dates will determine the timing of the class.
- In order to Report an Absence for a student enrolled in your classes, click on the Warning Signs link in the Edit column of the correct class to open the window to show the students in the class.
- The page will open into your class with a list of all the students enrolled in that specific course. At top of the list, you will find the CRN for the course, the Semester Date, and the Title of the Class. The Student Names will be listed along with their ID#s and email addresses.
- There will be a grid of the days the course meets during the week up to the current date. By default all students are marked as attending the class as indicated by a green check mark. In order to mark a student as absent simply click on the green check mark. This will change it from the green check mark to a red “A”. Double check to be sure you have checked on the correct student.
- Once you have marked all of the correct students as absent click on the button at the top that says: *“I’m done, send appropriate emails.”* Students will receive an automatic email regarding their Absence.



CANCELED CLASSES DUE TO LOW ENROLLMENT

The college reserves the right to cancel classes prior to their first meeting. Department chair will notify resource faculty as soon as possible if their classes are canceled.

THE INSTRUCTIONAL PERIOD AND BREAKS

All instructors are expected to conduct a full instructional period at each class meeting beginning with the first day of class. Classes are not to be dismissed or canceled except as provided by the academic calendar.

Credit courses are usually set up on a 50-minute instructional period per credit. A three-credit-hour class would meet 150 minutes a week; a two-credit class, 100 minutes; and a one-hour class, 50 minutes.

Classes that meet for more than 100 minutes usually break during the middle of class for 10 minutes. Instructors should base their breaks on the needs and interests of the students. Use your instructional period to the fullest.

THE CLASSROOM

Your classroom should be open prior to the start of your class. If for some reason it is not, contact Physical plant or other office personnel to open your classroom. Before leaving, make certain the classroom is as you found it. Please secure the classroom during any breaks or when you are away from your classroom. Once classes start doors will be closed and kept close for duration of the class.

CLASS ROSTERS

Instructors can print class rosters directly from the web. The instructions on how to print rosters are on the web. Each instructor is requested to check each roster carefully and report any discrepancies to Student Services.

How to generate a roaster

1. Go to www.Ruidoso.enmu.edu
2. Click on MyENMU-Ruidoso
3. Log in
4. Click on Faculty Links
5. Click Generate a roaster
6. Select term code from dropdown
7. Enter CRN number
8. Generate Roaster

CONCLUDING THE CLASS

At the conclusion of the semester, faculty should:

1. Return materials, equipment, keys, etc. to the person from whom they were obtained. Visit with your department chair to discuss the class and any possible improvements and to express your interest in teaching in future semesters.
2. Complete an Assessment Rubric for the class and give the completed rubric to your department chair on Monday by noon after your last class. There are samples and forms on the Faculty Resources web site under Forms. Contact department chair, for instructions on completing the rubric.
3. Submit final grades electronically to the Banner system and send a copy of your Gradebook file to Research and Records. Refer to the instructions under the Grades heading below for details.
4. Return any audiovisual equipment, books, films, etc. to the Library.

EMERGENCIES

Instructors are expected to react to emergency situations in a professional manner, demonstrating a primary concern for the safety of students and facilities. If a medical emergency arises in the classroom, call 911 immediately. Do not attempt to help the student yourself unless you are medically trained.

In case of emergencies in you class room

- Call 911
- Say “This is an Emergency”
- Give your location (709 Mechem Drive)
- Briefly tell what is happening
- Stay on the line for instructions or to provide additional information to the dispatcher
- If evacuating, follow “your evacuating route” (map on wall or door)
- Last one out, shuts the door
- Verbally notify others of the danger as you evacuate
- Stay with your class until released by Emergency Responders

These instructions are also posted by the phone in class room.

STUDENT EVALUATION OF INSTRUCTION

Courses taught by resource faculty are evaluated by course evaluation and administered using SMARTEVAL. Evaluations are administered the ninth week of a 16-week course and the fifth week of an 8-week course. Evaluations are designed to assist the college and

the instructor by showing the instructor's areas of strengths and weaknesses. Following the conclusion of the semester, the department chair will review summary of responses. The evaluation course objectives, administrative support, facilities, and instructor effectiveness. The evaluations will be administered to the student as an electronic evaluation for those instructors teaching a web-based course.

FINAL EXAMS

Instructors are to administer final comprehensive examinations or other appropriate activities of completion during the last class meeting of the semester. Finals will be administered according to schedule below.

Exam Week Schedule


<i>If class meets...</i>	<i>Exam will be held...</i>
	Monday
8 a.m. classes MTWR	8-10 a.m.
10 a.m. classes that meet MW	10:15 a.m.-12:15 p.m.
1 p.m. classes that meet MW	1-3 p.m.
5:30 p.m. classes that meet M	5:30-7:30 p.m.
	Tuesday
9 a.m. classes MTWR	8-10 a.m.
10 a.m. classes that meet TR	10:15 a.m.-12:15 p.m.
1 p.m. classes that meet TR	1-3 p.m.
5:30 p.m. classes that meet T	5:30-7:30 p.m.
	Wednesday
11:30 a.m. classes that meet MW	11:30 a.m.-1:30 p.m. or 1-3 p.m.
5:30 p.m. classes that meet W	5:30-7:30 p.m.
	Thursday
11:30 a.m. classes that meet TR	11:30 a.m.-1:30 p.m. or 1-3 p.m.
5:30 p.m. classes that meet R	5:30-7:30 p.m.

GRADES

ENMU-Ruidoso archives information for each of our classes so that a student's performance may be recreated in the event there is a question about their grade or attendance. The information that we need to capture is as follows:

- Student name
- All assignments with the associated student score
- Tests and exams with the associated scores
- Attendance
- Grading scale

This is done most efficiently using an electronic grade book. Faculty members should use the gradebook provided in Blackboard.



Midterm and final grades are to be entered directly via the web. Midterms are due by noon on Monday of the 9th week of the semester. Final grades are due by noon on the Monday after the semester-ends. First 8 week finals are also due the Monday of the 9th week.

Grade Entry Instructions

1. Go to www.Ruidoso.enmu.edu
2. Go to MyENMU-Ruidoso Portal
3. Enter your User name and Password
4. Once you're signed in Click on FACULTY LINKS on the left hand side. (If you do not know your user name and password click the "Retrieve Username and Password" Link)
5. Click Grades – Final Grades and Midterm grades. (If this is your first time signing into the Portal you may have to enter your SSB ID and Pin)
6. Select semester term from the drop down menu and click submit.
7. Select CRM# and submit
8. You should be in the Grading Screen for your class.
9. For students who received and "F" in the course enter "Last Attend Date."
10. After entering the grades, click on submit changes. The system will take you back to the top of the page and following statement should appear – the changes you made were saved successfully.

Each instructor is expected to meet the deadlines for grades set forth by the university.

Letter grades used at ENMU-*Ruidoso* are "A," "B," "C," "D" and "F." These grades are assigned to the student based on achievement of course objectives. Please do not submit numerical grades and/or + or -. It is generally felt that a composite score of several tests and/or projects is more desirable than a score on a single test and/or project. Refer to the following letter grades with their equivalent grade points as a general guideline.

- "A"** – Four grade points per credit hour. The "A" grade indicates that the quality of work has been of exceedingly high academic achievement.
- "B"** – Three grade points per credit hour. The "B" grade indicates that the quality of work has been of consistently above average academic achievement.
- "C"** – Two grade points per credit hour. The "C" grade indicates that the quality of work has been of satisfactory academic achievement.
- "D"** – One grade point per credit hour. The "D" grade indicates that the quality of work has been of marginal academic achievement.
- "F"** – Zero grade points per credit hour. The "F" grade indicates that the quality of work has been of unsatisfactory academic achievement.



Other report abbreviations and their meanings include the following:

“I” – Incomplete.

The “I” grade is given for passing work which could not be completed due to circumstances beyond the student’s control. Giving an “I” grade is advantageous to the student if the student has successfully completed the bulk of the work required for the course prior to whatever event prompted the request for an incomplete grade. The student benefits in that they do not have to repeat the work already accomplished and they do not have to pay for the course again. The following regulations apply to “I” grades:

1. In no case is an “I” to be used by faculty to avoid the assignment of “D” or “F” grades for marginal or failing work.
2. The work to make up an “I” must be completed by the time specified by the instructor. In no case will the time exceed beyond the next regular semester (summer does not constitute a semester for this regulation).

Change of an “I” is accomplished by the instructor submitting a change of grade form to Research and Records when the student’s work has been completed. In the event the student does not complete the work and/or no change of grade is submitted by the faculty at the end of the next regular semester, the grade will automatically revert to an “F”. A student cannot change an “I” by re-enrolling in the course. Repeating a course will give the student a new grade but will not remove the “I” from the previous grade report.

3. An “I” grade will not replace an “F” grade for GPA determination.


Assigning an Incomplete Grade (“I”)

An instructor may enter an incomplete grade for a student meeting these criteria by:

1. Login to MyENMU (SSB – Banner)
2. Click on “Return to Menu” top right corner
3. Click on “Faculty and Advisors”
4. Click on “Incomplete Grade Request Form”
5. Click on the “Course” that the student is registered for
6. Click on the “Student’s Name”
7. Fill out all the information on form
8. Click Submit

(“I”) What Happens Next?

1. The student will automatically be assigned an “I” grade for the course.
2. You, the student and records.scan will receive an email with the following information:
 - Class information

- 
- Student information
 - Grade up to this point
 - Reason for incomplete grade
 - Work to be completed for course
3. Change of grade or convert to an “F” after the end of the next full semester.

“N” – No grade reported by instructor.

“W” – Withdrawal. “W” indicates formal withdrawal from class *prior* to the withdrawal deadline for each semester. Always consult the semester calendar to verify that you are still within the withdrawal cutoff date before you advise a student to drop your class. When a student withdraws from a class before the end of the drop/add period, their instructor will receive a copy of the withdrawal notice. A grade of “W” will appear on the midterm or final grade space on the web. Do not report a grade of “W” for a student who simply stopped coming to class.

“S” – Satisfactory. “S” indicates satisfactory completion of a short-term workshop or other unique course which has been designated for “S-U” grading.

“U” – Unsatisfactory. “U” indicates unsatisfactory work in a short-term workshop or other unique course which has been designated for “S-U” grading.

“NC” – Audit. “NC” indicates that students are taking the course for no credit.

The public posting of grades may be done by a prearranged identifier; however, **recognizable identifiers, such as names or social security numbers (whole or partial), shall not be used** (to do so is considered a breach of confidentiality and therefore illegal). These grades should be posted as soon as possible after finals are completed each semester. **Grades may not be given out over the phone or by email.**

Grades: Blanket

Be sure the grades that you assign accurately reflect each student’s progress. Blanket grades are not permitted at either mid-term or at the end of the semester. This does not mean that you are required to give mid-term tests; however, you will need to give a mid-term grade for each student.

Grades: Changes

If an instructor finds that a grade has been recorded in error, a grade change request form must be submitted to Research and Records. Office personnel can provide you with a form. Grade change requests will not be considered after a period of one year from the posting of grades on the transcript.

MISSED CLASSES DUE TO ILLNESS OR EMERGENCY

If a class period must be missed due to illness or emergency, the instructor should:

- Inform the department chair prior to the class. If your department chair is unavailable, contact the VPSL. Someone will post a notice on the classroom door if possible.
- Make a concerted effort to notify every student that the class will be canceled.
- Arrange to incorporate missed material into the remaining classes during the semester.

PROFESSIONAL DEVELOPMENT CONFLICTS

While it is best for the students if you meet your class yourself every time, professional development conflicts may arise which prohibit you from meeting your class. You are responsible for obtaining a qualified instructor who is able to conduct the class on those rare occasions. You are also responsible for any payment for that substitute. Notice must be given to the department chair of your absence as early in the semester as possible.

STUDENT MISCONDUCT

Disrespectful or disruptive behavior by the student is strictly forbidden by the Student Standards of Behavior. Racism, harassment, physical or verbal abuse, obvious substance abuse, and possession of any weapon are a few examples of student misconduct. You are never expected to tolerate disruptive behavior in your classroom. If a student becomes disruptive, ask the student to leave; if assistance is needed, call 911 if you or your students are in imminent danger or the Ruidoso Police Department at 258-7365. Contact your department chair and the ENMU-Ruidoso VPSL or President as soon as possible. Remember to document the incident and the actions taken.

STUDENT MOTIVATION

Consider ways you can motivate each of your students. ENMU-Ruidoso is a unique teaching environment and may require creative methods of motivation. Consult department chair and other instructors for ideas and feel free to offer suggestions to other instructors. Examples of ways to motivate might include: individualize your instructional approach, be practical in your approach, allow students to work toward goals of their choosing (within the framework of your course), stress growth and accomplishment, and vary your teaching methods.

WITHDRAWALS

Students who wish to withdraw from the university or drop a class may do so in accordance with the academic calendar. The process is student initiated and begins in the Student Services/Advising Center. Students considering a withdrawal should be directed Student Services during normal working hours or they can withdraw on their MyENMU-Ruidoso portal.



SUPPORT SERVICES

Audiovisual Support

Audiovisual equipment and materials may be checked out from the Library. Fill out a media request form in advance to insure the availability of the equipment or supplies desired and to receive any help in operating the equipment needed.

Copy Service

Faculty members can make copies in the faculty office and in the library. Copy machine code is available from office personnel or your department chair. Library personnel can assist you with questions you might have regarding the copyright law.

The Library

As you develop your course or search for materials to supplement your class, you are encouraged to use the resources of the ENMU-Ruidoso Library. Resources range from government publications, periodicals and books, to electronic database assistance and inter-library loan services.



MISCELLANEOUS

Benefits


Resource faculty are not eligible for health insurance unless they are teaching 6 or more credit hours in a semester. Any exception must be approved by president.

Classroom Guests

Admission of non-ENMU-Ruidoso Branch Community College employees and students to the classroom is discouraged because it is the policy of ENMU-Ruidoso that students must be enrolled in the course to attend classes. However, **with your permission** guests may visit your classroom to “course shop” for the next semester. At no time should students be allowed to bring children or pets into the classroom.

Campus Closures

Inclement weather, national or state tragedies, or unforeseen threats to the safety of students or personnel occasionally dictate that ENMU-Ruidoso administration cancel classes or close the campus. The President will make this decision in consultation with ENMU-Ruidoso faculty, staff, students and media outlets. Closures will be posted on the ENMU-Ruidoso website (www.ruidoso.enmu.edu). Office personnel will make every attempt to contact



you in the event your class is canceled and you may be asked to contact your students. Text alerts are also an option given through MyENMU-Ruidoso portal.

Computer Use Policy

There is no food or drink allowed in the computer labs or library, no downloads allowed without permission, and viewing of objectionable materials is strictly prohibited. For a complete statement of policy, contact Tech Support for the most current computer use policy.

Resource faculty are provided a common room with three workstations and access to space for private conferences with students. This room is located in faculty offices with access to a printer/copier and mailboxes.

ENMU-RUIDOSO SOCIAL MEDIA POLICY

ENMU-*Ruidoso* believes that having a presence on social media will allow the college to broadcast information and interact with the public. In order to operate within these mediums effectively, ENMU-*Ruidoso* has developed a social media policy to ensure that any and all interactions on behalf the college represent its best interests.

These guidelines are broad in nature to accommodate any differences in online venues while maintaining a universal code of conduct; the policy may need to be adjusted. The ENMU-*Ruidoso* Social Media Policy only applies to social media accounts created to represent ENMU-*Ruidoso* groups, departments, programs, entities, etc. and does not apply to private individual accounts.

College Officially Recognized Social Media Accounts

For a group to be recognized by ENMU-*Ruidoso* as an official social media account, the group administrators must seek approval from the Director of Marketing.

The marketing director should also be used as a resource for the college community for any social media needs. The marketing director will make the final decision in any situation regarding the use of social media. The Director of Marketing will ensure the pages are set up properly according to social media site's policy.

Facebook Use

If an ENMU-*Ruidoso* organization, department, group or program creates a Facebook page, they will be listed on the official ENMU-*Ruidoso* Facebook page under "favorite pages." Doing this creates a link from the ENMU-*Ruidoso* page to your organizations page.

Account Administrators

All social media accounts officially recognized by ENMU-*Ruidoso* must have the Director of Marketing and a faculty or staff member as an administrator at all times.

Should an ENMU-*Ruidoso* employee administrator of an account leave the College for



any reason they will be removed as an administrator, and another individual will be designated as the account administrator.

ENMU-Ruidoso employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts

Content

Use good judgment about content and respect privacy laws. Do not include confidential information about the college, its staff or its students.

You may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the *ENMU-Ruidoso* name to promote any opinion, product, cause, or political candidate.

By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.

ENMU-Ruidoso has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.

Refrain from using information and conducting activities that may violate local, state, or federal laws, and regulations.

Questions about this policy should be directed to coda.omness@enmu.edu

CONFIDENTIALLY (FERPA)

It is the policy of *ENMU-Ruidoso* that student records are strictly confidential. Information about student records cannot be given out to unauthorized third parties (including parents) without the permission of the student. If parents wish to discuss with you their concerns, you may listen politely, but you should not discuss the student with them, students can get a FERPA form in Student Service, which releases student who's allowed information about their student records with the person they give permission to. FERPA is the Family Rights & Privacy Act that gives the students the right to their privacy.



DRUG-FREE WORKPLACE POLICY

40-13 Drug-Free Work Place Policy

40-13-1 Purpose • 40-13-2 Policy • 40-13-3 Administration • 40-13-4 Procedures

1. Purpose. The purpose of this policy and procedures is to foster an environment that enhances the mission of Eastern New Mexico University.
2. Policy. The Board of Regents of Eastern New Mexico University adopts this policy to implement the Drug-Free Work Place Act of 1988, Public Law 100-690, 102 Statute 4304 (1988), and the regulations promulgated pursuant thereto, 54 Federal Register 4945 (1989), and the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226) and the regulations promulgated pursuant thereto, 55 Federal Register 17384-17402 (April 24, 1990). The latter law requires the University to certify that it has adopted and implemented a program to prevent the abuse and/or illicit use of alcohol and drugs by students and employees.
3. Administration. The president of Eastern New Mexico University is responsible for the administration of the Drug-Free Work Place Policy and Program and the Drug-Free School/Campus Program. The vice president for Student Affairs is designated by the president to administer the program to students and the director of Human Resources is designated by the president to administer the program for employees. See 40-9-5(C).
4. Procedures.
 - A. The University shall make available to each employee and student regardless of the length of employment or the length of the student's study program standards of conduct that clearly prohibit the manufacture, possession, use or distribution of illicit drugs or alcohol in violation of any university, local, state or federal statutes as well as possible sanctions for violation. In addition, the University will provide information regarding any drug or alcohol rehabilitation programs available to employees and/or students.
 - B. Each employee, as a condition of employment, shall sign a Certificate of Awareness which certifies that the employee has read and understands the University's program.
 - C. All members of the University community shall abide by this policy as a condition of employment or enrollment. Violation of this policy shall result in disciplinary action, up to and including dismissal and expulsion.
 - D. The University will review its program biennially to:
 - 1) Determine its effectiveness and implement changes to the program if needed.
 - 2) Ensure that its disciplinary sanctions are consistently enforced.

Approved January 1994.

Amended version approved by Board of Regents December 14, 2007.

SMOKE- AND TOBACCO-FREE CAMPUS

ENMU-*Ruidoso* is a tobacco-free institution; therefore, the use of any form of tobacco is prohibited in ENMU-*Ruidoso* buildings.

ENMU-*Ruidoso* policy and procedures is to provide a smoke-free and tobacco-free environment. The University policy related to smoking and the use of tobacco products is as follows:

- A. The University is dedicated to providing a safe, healthy and low risk working and learning environment for employees and students.
- B. The goal of a safe, healthy and low risk University environment can in part be achieved through elimination of smoking and the use of tobacco products on University property. This policy applies to cigarettes, cigars, pipes, smokeless tobacco, all other tobacco products, and other legal smoking preparations, including but –not limited to hookahs, electronic cigarettes, clove cigarettes, clove cigarettes and other legal smoking preparations. Smoking and use of tobacco products is permitted only in a small number of designated outdoor areas.
- C. Smoke-free and tobacco-free regulations are promulgated under the New Mexico Clean Indoor Air Act, NMSA 1978, §§ 24-13-1 through 24-16-11 (as amended 2007 by the Dee Johnson Clean Indoor Air Act) and Legislature of New Mexico Senate Memorial 63 (2013)

ACCESS TO CAMPUS

For information regarding the distribution of keys to any faculty, see your department chair. During business hours, the college will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by key, if issued. In the case of periods of extended closing, the college will admit only those with prior approval to all facilities.


The college's hours may vary at different times of the year. Examples are the Library and New Mexico Workforce Connection. In these cases, the facilities will be secured according to schedules developed by administration and/or the department responsible for the facility.

Personal Visits to Campus by Children and Others

Preface: ENMU-*Ruidoso* welcomes visitors and family members of its students and staff on campus. However, the institution also recognizes its obligation to provide a safe, attractive, and professional work environment for those whom we serve. This policy is not intended to discourage the presence of children or family members on campus nor to prohibit brief non-work-related visits to employees but only to assure these visits do not impede the day-to-day work of the institution.

Required Supervision of Minors on Campus:

Minors under the age of 18 must be accompanied by an adult unless enrolled in a course,



an approved activity, or has legitimate business with ENMU-Ruidoso. In addition, minors are not allowed in the classroom or on campus while the responsible adult is attending courses. The responsible adult must provide appropriate supervision, even if this means the adult must leave class and the campus.

Policy: All supervisors have the responsibility to ensure that an effective work place is maintained. Because extended visits in the workplace by children and other personal visitors distract employees and fellow workers from their official responsibilities and may put visiting children at risk, visits by friends, children, and other relatives at an employee's work site are to be limited to casual visits of short duration. With the department chair's permission, children may be present in the employee's office on days of K-12 unscheduled school closings, unavailability of sitters due to an **emergency**, and similar occasions. **Such occurrences should be rare.** Children must always be under visual and auditory supervision.

SEXUAL HARASSMENT POLICY STATEMENT

XII. Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Educational Program: The College encourages participation in sexual assault education programs provided during National Campus Safety awareness month in September. The video below produced by the White House highlights the importance of raising awareness and bystander intervention.


1 is 2 Many

<https://www.youtube.com/watch?v=xLdElcv5qqc>

If the offense occurs: If a student is a victim of sexual assault at this college, the college emphasizes that the first priority should be to get to a place of safety and then obtain necessary medical treatment. ENMU-Ruidoso strongly advocates that a victim of sexual assault report the incident in a timely manner to the Human Resource Specialist (575-257-2120 ext. 377) if possible as well as the Ruidoso Police Department (575-257-7368 or 911) and/or S.A.N.E (575-430-9485). Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Ruidoso Police Officer. Filing a police report with a Ruidoso Police Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam).
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a victim of sexual assault makes a report, Administration will guide the victim



through the available options and support the victim in his or her decision. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the college discipline code, or only the latter. Various counseling options are available under off-campus resources.

ENMU-*Ruidoso* campus or at ENMU-*Ruidoso* sponsored events, expressly prohibits sexual misconduct of any kind including that defined herein:


Consent Definition:

Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity.

1. Communicating consent:
 - Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement.
 - While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However, participants have the right to stop at any time, even if they have given consent
 - Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of “no” should not be understood to mean there is consent.
 - A prior relationship does not indicate consent to future activity.
2. Alcohol and drugs:
 - A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent.
 - The use of alcohol or drugs may seriously interfere with the participants’ judgment about whether consent has been sought and given.

Kinds of Misconduct:

1. SEXUAL ASSAULT:
 - a) FORCED SEXUAL CONDUCT: Any unwelcome contact of a sexual nature with another person, (including exposure, disrobing, telephone calls, etc.) that is accomplished toward another without his/her consent including any such act accomplished by means of actual or implied force, threat, coercion, or by taking advantage of a victim’s helplessness.
 - b) FORCED PHYSICAL SEXUAL CONTACT: Any unwelcome contact of a sexual



nature with another person, (including touching, fondling, etc.) that is accomplished toward another without her/his consent and by means of actual or implied force, threat, coercion, or by taking advantage of a victim's helplessness. Using force or intimidation to make a person touch another's intimate parts shall also constitute sexual contact.

- c) **FORCED SEXUAL PENETRATION:** Intercourse (vaginal penetration), sodomy (anal penetration), oral copulation (oral-genital contact), or penetration with any object or body part, by the use of force, threats, coercion, or by taking advantage of a victim's helplessness.
2. **DATING VIOLENCE:** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
3. **DOMESTIC VIOLENCE:** Under New Mexico criminal law, certain violent offenses constitute domestic abuse crimes when committed against a household member. A household member is a current or former spouse, a parent, a current or former stepparent, a current or former parent-in-law, a grandparent, a grandparent-in-law, a co-parent of a child, or a person with whom the offender has had a dating or intimate relationship.
4. **STALKING:** Stalking consists of knowingly pursuing a pattern of conduct, without lawful authority, directed at a specific individual when the person intends that the pattern of conduct would place the individual in reasonable apprehension of death, bodily harm, sexual assault, confinement or restraint of the individual or another individual.


College and Criminal Code Action:

A student charged with sexual misconduct, including acquaintance or date rape, can be prosecuted under New Mexico criminal statutes and disciplined under the college judicial processes. Even if the criminal justice authorities choose not to prosecute, the college can pursue disciplinary action.

Clarification of Circumstances of a Violation:

If a violation occurs when there is participation in any kind of sexual misconduct by a student individually or in concert with others. Since the college hopes to educate students in order to prevent violations, students should understand that:

- a. Sexual misconduct as defined above is sexual misconduct whether the assailant is a stranger or an acquaintance of the victim.
- b. Alcohol and/or drug use, intoxication, or any impairment of the accused, does not absolve responsibility for sexual misconduct.
- c. In situations where the victim is incapable of giving consent, or is unable to re-



sist sexual advances due to alcohol/drug use or other impairments, the accused may be held responsible for sexual misconduct.


- d. Force and/or coercion is defined as:
 - The use of physical force or physical violence; or
 - The use of threats, including but not limited to physical threats, abduction, extortion or retaliation directed against the victim or another when the victim believes that there is an ability to execute such threats; or
 - The use of verbal comments or non-verbal behaviors and/or gestures to intimidate the victim or another when the victim believes that there is a present ability to execute such threats.
- e. Threat is defined as an expression of intention to hurt, destroy, or punish the victim or another.

Reporting Sexual Assault, Dating Violence, Domestic Violence, and Stalking and College Reaction:

When a student or employee reports to the college that he or she is a victim of Sexual Assault, Dating Violence, Domestic Violence, and/or Stalking, whether the offense occurred on or off-campus, the college will provide the student or employee a written explanation of his or her rights and options as stated in the policy.

Where there is cause to believe that the college policy prohibiting sexual misconduct has been violated, the college will initiate disciplinary review. The college is obligated to protect the rights of the accused as well as of the victim.

1. Reports of misconduct or alleged misconduct can be made to any college personnel. Individuals receiving such reports shall keep them confidential and immediately transmit them to the Human Resource Specialist. For the college to take disciplinary action beyond warning, reports of misconduct must be in writing and signed by the complainant. The college will advise a complainant that it can keep the identity of a complainant confidential unless the college is compelled to go into a due process proceeding with the accused.
2. Accusations of sexual misconduct will be investigated by the Vice President of Student Learning according to campus policy and student discipline conduct procedures.
3. If information is available to indicate that the charge of sexual misconduct is proven, or if guilt is admitted, the penalty for such misconduct may include any disciplinary action such as probation, suspension, dismissal or expulsion and possible criminal charges.
4. The college is obligated to protect the rights of the accused as well as of the victim. Accusations of sexual misconduct will be investigated by Administration according to campus policy and student discipline conduct procedures. These procedures will be conducted by officials who receive annual training on issues related to



dating violence domestic violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

5. When a victim of sexual assault makes a report, every effort is made to keep the victim informed of the outcome of the accusation and hearing.
6. Standard of evidence
 - i. Conduct interviews of complainant, respondent and any witnesses if applicable.
 - a) Support can be present for complainant and/or respondent.
 - b) Relevant questions only.
 - c) Record interview.
 - d) All parties interviewed must sign a copy of the interview transcript.
 - ii. Document Review
 - a) Facebook, Twitter, message boards, other social media.
 - b) Email; school and personal.
 - c) Skype or other video chat.
 - d) Instant Messaging.
 - e) Handwritten notes.
 - f) Text messages, voice mail.
 - g) Gifts, pictures, video, anything that may have passed between the parties.
 - h) Anything any party or witness mentioned.

Final determination of disciplinary action is conveyed to both the alleged victim and the alleged violator and are final. If there are any changes to the determination these will be conveyed to both parties at that time.

7. A student found guilty of violating the college sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college. Disciplinary actions or sanctions may include, but are not necessarily limited to, admonition, warning, and probation, suspension of rights and privileges, restitution, suspension from the college. Even if the criminal justice authorities choose not to prosecute, the college can pursue disciplinary action.
8. Student victims have the option to change their academic situation or working situation after an alleged sexual assault, dating violence, domestic violence, and/or stalking if such changes are reasonably available whether or not the victim chooses to report the crime to local enforcement. Contact Administration to begin the process. The college maintain as confidential any accommodations or protective measures provide to the victim, to the extent maintaining such confidentiality will not impair the ability to provide accommodations or protective measures.

Bystander Intervention:

Everyone has a responsibility to preserve and maintain a safe learning environment within ENMU-*Ruidoso* campus community of learners, faculty and staff. The term “bystander intervention” refers to non-involved parties to an incident becoming involved. Bystander intervention requires a willingness to do what is right and the courage to intervene safely and appropriately.

If you witness a situation that concerns you, assess the situation thoroughly. You may be able to intervene before things escalate further:

- Determine if there is an immediate threat to the safety of yourself or others. If so, call 911 for assistance.
- **Do not** put yourself or others in harm’s way.
- If the situation hasn’t escalated to the point where law enforcement is required, determine if you can diffuse the situation.
- Subtlety, tact and humor can be very effective tools in diffusing a situation.

SOLICITATIONS/DISPLAYS/POLITICAL OR RELIGIOUS PRESENTATIONS

Requests by non-college personnel to distribute letters or circulate information to ENMU-*Ruidoso* staff, faculty or students are to be made to the office of the President.

Individuals or groups who wish to have direct communication with students or staff members are to request location and time approval for such activity through the office of the President.

Solicitation of any kind is prohibited on the ENMU-*Ruidoso* campus unless approved by the President.

