

# UNNM FIRST

# NEW FACULTY CHECKLIST



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## WELCOME!

The Office of the Provost and Executive Vice President for Academic Affairs welcomes you as a valued member of the University of New Mexico community.

To help you get off to a strong start, we've prepared an introduction to the university-level resources, services, and policies that new faculty members should be familiar with to succeed.

Your school/college and department will also introduce you to resources, services, and policies that exist at those two levels. Use this chronological checklist as a guide throughout your first year.

### **FIRST STEPS**

#### **Relocating to Albuquerque**

- I. Review the [Relocation and Moving Expense Policy](#) and contact your department's staff, if you have questions about this policy. Please note that all relocation allowances paid to or invoices paid on behalf of employees are 100% taxable per IRS requirements.
- II. Visit the Albuquerque Chamber of Commerce website for relocation services, including real estate services and a neighborhood guide.
  - <https://www.visitalbuquerque.org/plan-my-trip/travel-tools/visitor-relocation/#relocation>
  - Neighborhood guide: <https://www.visitalbuquerque.org/about-abq/neighborhoods/>
- III. The greater Albuquerque area includes two large public school districts – Albuquerque Public Schools and Rio Rancho Public Schools – as well as a number of private schools and charter schools.
  - Albuquerque Public Schools: [www.aps.edu](http://www.aps.edu)
  - Rio Rancho Public Schools: <https://www.rrps.net>
  - Private school information: <https://www.privateschoolreview.com/new-mexico/albuquerque>
  - Charter school information: <https://www.aps.edu/innovation/charter-schools>
- IV. Need childcare? UNM offers a childcare facility for UNM students, staff, and faculty in the form of the [UNM Children's Campus](#). The [City of Albuquerque](#) and the [State of New Mexico](#) also offer a bevy of childcare and child development services and child care assistance.
  - The UNM Children's Campus, a five-star licensed childcare facility, is a national recognized program that has been accredited by the National Association for the Education of Young Children (NAEYC), Early Childhood Program Accreditation and The Children, Youth and Families Department's AIM High Program.
    - i. Place your child on the wait list. This is the first step in applying for the program.

- ii. You can add your child to the wait list by visiting:  
<http://childcare.unm.edu/programs/join-the-waitlist.html>.

## On-Boarding with UNM

- I. **New Faculty Orientation:** Plan to attend the university-level new faculty orientation appropriate to your faculty position: United Academics of University of New Mexico (UA-UNM) Unit 1 or Unit 2.
  - i. Unit 1 includes tenure-track faculty (assistant professors), tenured faculty (professors), research faculty (research assistant, research associate, research faculty), professors of practice, lecturers (lecturers I, II, III).
  - ii. Unit 2 includes temporary part-time instructors and term-teachers.
- Orientation for new Unit 1 faculty working at the Albuquerque campus is held the week (typically Monday) before classes start each semester (August and January).
  - i. Look for an email from the Associate Provost for Faculty Success ([apfaculty@unm.edu](mailto:apfaculty@unm.edu)) with dates and times of New Faculty Orientation and other sessions offered by the Center for Teaching and Learning.
  - ii. New faculty working at the Branch Campuses should look for an email with details of their campus' orientation.
  - iii. Unit 2 faculty will also receive correspondence from [apfaculty@unm.edu](mailto:apfaculty@unm.edu) with dates and times of orientation sessions.
- New Faculty Reception: Each fall semester, we invite new faculty to join UNM leadership for a new faculty welcome reception. The event provides opportunities for conversation and community building.
- II. **Center for Teaching and Learning:** The UNM Center for Teaching and Learning (CTL) provides support for UNM instructors, graduate students, and undergraduate students to advance learning environments that exemplify caring, equitable, and resilient approaches to connect the campus community.
  - i. CTL annually holds a full day of concurrent workshops – GET SET RESET - focused on actionable teaching strategies. No registration is required; GET SET RESET is held the week before the start of the fall semester.
- III. **Faculty Research Development Office (FRDO):** FRDO organizes regular trainings, writing retreats, and lunch and learn series. They can also create custom workshops for specific cohorts, colleges or schools, departments, or teams. (See pg 11 for more information.)
  - Here are examples of recent workshop topics:
    - i. Budget building
    - ii. Building a research strategic plan
    - iii. Finding Funding
    - iv. Grant Writing 101
    - v. Writing for Different Audiences
- IV. **Benefits:** First, review your benefits eligibility. If you are benefits-eligible, sign-up for benefits offered through UNM Human Resources.

- Note that you will have 60 calendar days from your hire date to enroll in benefits.
  - i. Medical/dental/vision enrollment information can be found [here](#).
  - ii. Flexible spending accounts (FSA) enrollment information can be found [here](#).
  - iii. Life, accidental death & dismemberment, disability enrollment information can be found [here](#).
  - iv. Long-term care insurance plan information can be found [here](#).

**V. UNM NetID and password:**

- i. Activate your UNM NetID and set up your password.
- ii. Your UNM NetID and password are your keys to access many of UNM's online services, including myUNM and LoboMail, as well as on-campus computer systems.
- iii. All UNM faculty are eligible for a UNM NetID.
- iv. Your UNM NetID will allow you to access these online services:
  - 1. [myunm.edu](http://myunm.edu)
    - a. Myunm is a one-stop shop for access to internal and external UNM faculty resources. It provides access to areas such as Registration, pay stubs, bursar account, etc.
  - 2. [Lobomail](#)
  - 3. [UNM eLibrary](#)
  - 4. [UNM Parking and Transportation Services](#)
  - 5. [UNM Canvas](#)
  - 6. [Lobo WiFi](#)
- v. Note there is a time delay before your NetID can be used on certain sites due to 'behind the scenes' processing.
- vi. UNM Information Technology (IT) Services: UNM IT has established many discounted or no-cost tools that are available to you as a member of the UNM community. Popular software are available for you to download. They include:
  - Adobe Creative Cloud
  - M365
  - MatLab
  - Qualitrics
  - Zoom

**VI. LoboCard:** Your LoboCard is the official UNM ID.

- i. Once you have your 9-digit Banner ID, you may visit the LoboCard office in person or upload a photo to get started.
  - 1. You will need one of the following:
    - a. UNM Banner ID number (This is a system-generated 9-digit number issued to you via email soon after the hiring process is completed.)
    - b. A government-issued photo ID
    - c. Passport-style photo
  - 2. For more information, visit [lobocard.unm.edu](http://lobocard.unm.edu)

- VII. **Parking:** Go to [Parking and Transportation Services \(PATS\)](#) to learn how to purchase a parking permit, and/or use the UNM shuttle system, as well as alternate transportation options. Note, you will have to go in person for this.
- i. UNM Parking Info for Newcomers: Faculty may purchase annual parking permits. Lobos who choose not to purchase a permit may use various daily and hourly parking options. Restrictions apply.
  - ii. Find parking and transit information [here](#). If you would like to park using the UNM system, you will likely receive a commuter permit, which are T and G lots. T lot is a closer walk than G lot, but G lot has a better shuttle system that runs consistently.
  - iii. Please note that zone permit parking may have waitlists for on-campus parking. Some staff/faculty wait 2-5 years to get a spot on campus in their preferred lot, so we recommend getting your name on the waitlist immediately if you'd like to park on campus in future.
  - iv. There are many private businesses and churches near campus that also offer monthly, weekly, or day parking, a list of options is available at <https://www.premiumparking.com/>
- VIII. **ADVANCE at UNM:**
- i. Expect an email from [ADVANCE@unm.edu](mailto:ADVANCE@unm.edu) welcoming you to the University of New Mexico. ADVANCE hosts the popular New Faculty Webpage, and they will request your headshot and information about your work to be added to the new faculty page.
  - ii. ADVANCE provides numerous resources for faculty, including regularly scheduled workshops designed to provide faculty with information to support their work (e.g., tenure and promotion dossier preparation; writing a winning grant proposal, etc.). Be on the look out for regular communication from the ADVANCE team.
- IX. **UNM FIRST:**
- UNM FIRST is funded by the NIH Common Fund's Faculty Institutional Recruitment for Sustainable Transformation (FIRST) program. The program's goal is to enhance and maintain cultures of inclusive excellence in biomedical research communities. The program seeks to have a positive impact on faculty development, retention, progression, and eventual promotion, as well as develop sustainable inclusive environments.
  - UNM FIRST program includes a faculty development core.
    - i. The faculty development core is designed to support and manage faculty development activities.
    - ii. Look for UNM FIRST faculty development opportunities to be announced.
      1. <https://unmfirst.unm.edu>
- X. **UNM Faculty Handbook:** Locate the [Faculty Handbook](#) – it introduces you to helpful resources and important university policies that you'll need to follow in your teaching, research, and service at UNM.
- Collective Bargaining Agreements (CBAs): The CBAs between the UNM Administration and United Academics of UNM (UA-UNM), as well as memoranda

of agreements and joint communications, are located on the [provost.unm.edu](http://provost.unm.edu) [website](#).

- XI. **Department and College Onboarding:** Each department and school/college will introduce you to their specific procedures. Check with your department chair and administrative staff for onboarding details.
- If your department does not have an onboarding document for new faculty, here are a few questions to ask, depending on whether you are teaching, conducting research, or both:
    - i. What am I teaching? When will I get my exact teaching schedule?
    - ii. Where is my office?
    - iii. How do I get keys to offices and/or labs that I will need to access?
    - iv. How do I get access to computing equipment, lab equipment, and software?
    - v. How are textbooks ordered?
    - vi. What are the faculty meetings and/or other department events that I must attend or can attend?
    - vii. How can I learn about specific department standards and protocols (such as typical course grade distributions, assignment of RAs/TAs/GAs, photocopying, etc.)?
    - viii. May I have the contact information for any graduate assistants who will be supporting my work?
    - ix. What department and college policies should I be most familiar with as I begin?
    - x. Is there a program director or course coordinator who oversees any courses that I am teaching? Are there any guidelines that I need to follow regarding things like course materials, tests, or assessment?
    - xi. What is the process for determining who my mentors will be?
  - Schedule a meeting with your faculty mentors
    - 1. Discuss your individual mentoring development plan (IMDP). This plan, a dynamic document, should function as a planning and communication tool and provide an opportunity to identify, discuss, and revise your research and career goals and to communicate them with your mentors.
    - 2. Write your individual mentoring development plan by completing the following steps:
      - a. Conduct a self-assessment.
      - b. Survey opportunities with your mentor.
      - c. Write individual mentoring development plan and revise it with your mentors' input.
      - d. Implement the plan and revise as needed.



## **PREPARE FOR THE SEMESTER**

- **Keys:** If your LoboID Card says “Faculty” or “Staff”, your Dean, Director, or Chair will need to fill out a [remote key request](#) in order to receive keys your building and workspace, including office and laboratory.
- **Building access:** Your LoboID Card is used for access to various UNM facilities and buildings. You will automatically have access to Johnson Gym, campus printing pods, and UNM tickets. Building access for employees is issued by the administrator of security clearance for each area. Contact your department administrator to obtain access authorization to your building.
- **Syllabus:** Prepare your course syllabi consistent with the minimum requirements for review by the UNM Faculty Senate curriculum committees (you may view a sample syllabus [here](#)). The Center for Teaching & Learning (CTL) provides [the purposes of a syllabus, policies, and sample documents](#) you may find useful when constructing your syllabi.
- **Academic Calendars:** Access [ten-year calendars](#) and [semester deadline dates](#) from the Office of the Registrar’s website. These will help you when preparing syllabi.
- **Learning Management System (LMS):** Start to use UNM’s learning management system called Canvas. [Get online assistance with Canvas](#).
- **Library Resources:** Get familiar with [library services](#) for faculty, including [Subject Librarians](#), [InterLibrary Loan](#), [Course Reserves](#), and other services useful for teaching and research.

## At Least a Week Before the Semester Starts

- Learn the Campus:** You can review the [Central Campus Map](#) or take a [virtual tour](#). Make sure to bring your Lobo ID with you. Many buildings require swiping your ID for entry.
- Get Ready to Work:**
  - i. If you have an office phone, set up your voicemail. You can find phone support online, including how to forward voicemail to email and dialing instructions for all campuses.
  - ii. Create your email signature.
  - iii. Work with your department's office manager on supplies, such as business cards.
  - iv. If requested, give your department staff a biography, photo and CV for the department website.
  - v. Review emails from department, school/college, and university staff regarding start-of-semester procedures.
- Edit Your MyUNM:** You may edit your profile in LoboWeb, which you may access via [MyUNM](#). You can view and update your personal information here.
- Technology Issues:** Bookmark the [Help.UNM portal](#), which provides multiple forms of assistance for a variety of technology issues.

## **First Weeks of the Semester**

- I. **Safety First!** Make sure you're familiar with important safety procedures and services.
  - Campus police can be reached at (505) 277-2241. The police office location and other phone numbers can be accessed from the [University of New Mexico Police Department website](#).
  - Familiarize yourself with [emergency information](#).
  - [LoboAlerts](#) is an opt-out system and all faculty, staff, registered students, affiliates of UNM, and all UNMH employees are automatically enrolled.
- II. **Benefits Enrollment:** Employees hired into a benefits-eligible position are eligible to complete their benefits enrollment as of the first day in their benefits-eligible position. Eligible employees must complete their benefits enrollment within a 60-day enrollment period (60 calendar days), starting with the date of hire into their new position.
- III. **Mandatory Annual Trainings:** Attend to email prompts to complete required training on topics like ethics and sexual harassment. You may have additional training depending upon your building/facility.
- IV. **Mail:** Questions about campus mail? Review this guide to [campus mail](#).
- V. **Common Student Issues:** Be prepared to address academic dishonesty, accommodations requests by students with disabilities, and requests for accommodation for religious holidays.
  - Resources are provided by the [Dean of Students](#).
  - The [Accessibility Resource Center \(ARC\)](#) is responsible for verifying disabilities and need for accommodations, recommending reasonable accommodations, informing students of their rights and responsibilities, advocating program access, and problem-solving with students and, if necessary, the instructor, in response to student concerns regarding implementation or consistency of reasonable accommodations.

## **First Months of the Semester**

- I. **Faculty Development:**
  - Sign up for sessions organized by [ADVANCE](#) and [CTL](#) for new faculty topics, such as annual performance reviews, preparing for milestone reviews, and planning your semester.
- II. **Campus Cultural Events:** Cultural, entertainment, and athletic events abound and are a great way to meet students, staff, and faculty. Check out the [Global Education Office calendar](#), [College of Fine Arts calendar](#), or [athletics](#) for upcoming events.
- III. **Research Help:** Familiarize yourself with the [UNM Office of the Vice President for Research \(OVPR\)](#) and the excellent resources available to support your research.
  - The Faculty Research Development Office (FRDO) works in close collaboration with the Office of the Vice President for Research (OVPR) and with research support personnel in colleges, centers, and departments to provide a broad range of service to faculty from all disciplines to promote growth in campus external research funding for research activities and creative works.
  - FRDO associates are housed in the Schools of Engineering, Architecture and Planning, the College of Arts and Sciences, Education, and Fine Arts, and within the OVPR. Go to [frdo.unm.edu](http://frdo.unm.edu) and click on the “Submit a Request for Proposal Support” button to request assistance from FRDO associates.
  - If you have any questions or would like more information, email [frdo@unm.edu](mailto:frdo@unm.edu)
- IV. **Teaching Help:** We encourage you to seek out assistance from the [Center for Teaching and Learning \(CTL\)](#). The CTL vision is advancing learning environments that exemplify caring, equitable, and resilient approaches in order to connect our campus community.
- V. **VPN:** If you intend to work frequently off-campus, [set up the university’s VPN \(virtual private network\)](#) to have access to your office computer files and software when you are away from the office.
- VI. **Outside Work:** Review [C130 of the Faculty Handbook](#) to understand the policy governing outside employment and conflicts of commitment.
- VII. **Faculty Evaluations:** Begin to get familiar with the process and policies used for the annual evaluation of faculty and for promotion and tenure reviews through [Section B: Policy on Academic Freedom & Tenure of the Faculty Handbook](#). Take advantage of informational sessions offered by ADVANCE, the Office of Academic Affairs and your department/school/college to learn more about faculty retention, promotion, and tenure process and how they are implemented in your field.
- VIII. **Deductions:** Check your paystub in [MyUNM](#) and review the deductions in relation to your benefits elections.

## Internal Research Funding Opportunities

There are several internal funding opportunities available for tenure-track faculty which provide seed funding to support preliminary projects that lead to external grant proposals. For a complete listing of all internal competitions and RFP's, please visit the Office of the Vice President for Research Infoready.

1. **Research Allocation Committee (RAC):** The primary mission of the Research Allocation Committee funding is to support the career development of faculty who are in various stages of career development, but priority will be given to faculty:
  - a. in the early stage of their careers,
  - b. embarking upon new directions, or
  - c. in fields and disciplines where there is limited funding.

There are two types of RAC proposals:

1. small grant with budgets under \$5,000, and
2. large grant with budgets between \$5,000 and \$10,000.

Applications are accepted fall (typically early October) and spring (typically early February) semesters. Go to [www.rac.unm.edu](http://www.rac.unm.edu) for application guidelines.

2. Individual schools and colleges often have internal funding opportunities. For example, the College of Education and Human Sciences (COEHS) has sponsored research 'mini-grants' for small-scale seed research to support and facilitate investigators' research activities and whose intent would be to later seek external funding. You are encouraged to visit your school/college's website.
3. **Office for the Vice President for Research (OVPR):** The UNM OVPR regularly sponsors internal funding opportunities to support faculty success. For example, the WeR1 Faculty Success Program includes Faculty Scholarship Time (FaST), Fostering Research Expansion in the Social Sciences & Humanities (FRESSH), Program for Enhancing Research Capacity (PeRC). Visit [www.research.unm.edu](http://www.research.unm.edu) for more information.

## Questions?

Consult the Faculty Handbook details important university policies. Also consult the [Office for Academic Personnel New Faculty Experience page](#) for more information on what you may need to know to get started at UNM.