

**2025 Professional Development Week for Faculty and Staff**  
**Locations are in Speare 113 (CITL) unless otherwise noted (highlighted in yellow)**

**Monday - Friday**

9:00 am – 5:00 pm     Faculty Training on Smart Classroom Technology (including Zoom)  
If you would like to sign up for training on **Classroom Technology**, use this [link](#) to submit your availability (day, time, and classroom) with this Google form. A member of ACT will schedule the meeting in the appropriate location.

For instructors who would like to set up their classroom's system such that their **Zoom** classroom or meeting records automatically once started, please fill out the information in this [link](#). Faculty will need to create a zoom meeting link for one class/meeting session (ACT will then use this link as the recurring class/meeting link for the entire semester). If you have any questions, please contact ACT for more information (575-835-6688; [act@nmt.edu](mailto:act@nmt.edu)).

**Monday, Aug 11**

9:00 – 9:30 am     **2025 New Faculty Workshop 9 am - Noon**  
Welcome, introductions, and getting started as a faculty member at New Mexico Tech

Introductions and welcome.

*Rick Thompson, Associate Vice President for Academic Affairs*

9:30 – 10:00 am

Faculty Responsibilities

An overview of faculty responsibilities (e.g., advising, reference letters, mentoring, student success, engagement in campus and professional activities such as Faculty Senate) new employees should be aware of.

*Corey Leclerc, Dean, College of Engineering*

10:00 – 10:15 am

**Break**

10:15 a.m. – Noon

Teaching Essentials

Designing a syllabus, setting expectations, course assessment, attendance, dos-and-don'ts.

*Steve Simpson, Dean, College of Arts and Sciences*

2:00 – 3:30 pm

Overview for Administrative Assistants

An overview of changes that impact administrative assistants in departments and programs. Items that will be discussed include department budgets and reconciliation, forms and approval processes, tuition remission, purchasing, etc. Department Chairpersons, Program Directors, and others are welcome to attend.

*Nicole Bunning, AA Financial and Administrative Manager; Leslie Rosenthal, AA Accounting Analyst. Location: Speare 113 (CITL)*

## ***Tuesday, August 12***

9:00 am – Noon(?) Welcome to the 2025-2026 Academic Year  
Summary of accomplishments within AA and review of prior year activities (e.g., program review), introductions of new faculty & staff, and major goals for the upcoming year. Following this introduction will be a review of AA's budget and a Q&A.  
*Michael Jackson, Vice President for Academic Affairs; Rick Thompson, Associate Vice President for Academic Affairs. Location: Workman 101*

7:00 – 7:50 pm Tips for Distance Education Instruction  
During this workshop, participants will gain information on critical elements associated with online education. That includes suggestions provided by the Distance Education Advisory Board, guidance on how to use NMT's checklist for Distance Education courses form that includes strategies for engaging students in online courses, and a brief overview about how available resources (e.g., Canvas, Zoom) can be used for online courses. Please RSVP to [richard.thompson@nmt.edu](mailto:richard.thompson@nmt.edu) by 5pm on Tuesday, August 12th, to receive the Zoom link to the session.  
*Rick Thompson, Associate Vice President for Academic Affairs; Aly El-Osery, Dean of Graduate Studies; Curtis Warren, ACT; Location: online*

The checklist for faculty teaching an online section of a course can be found [here](#)

## ***Wednesday, August 13***

9:00 – 10:30 am Reasonable Accommodations: What you may do and what you must do  
An overview of the Student Access Services office, the interactive accommodation process with students, and challenging accommodations at NMT will be discussed. This includes how students request accommodations, examples of accommodations that could be approved, strategies faculty can use to assist students, student rights to confidentiality, and when to contact SAS about the implementation of accommodations in the classroom. We will also discuss the processes at the SAS testing center, academic honesty, and the processing of exams. The session will include accommodation scenarios, new digital accessibility regulations, and how to think outside the box to ensure that all NMT students have access to their education.  
*Elaine DeBrine Howell and Vanessa Anderson, Student Access Services Location: Speare 113 (CITL) If you are an individual with a disability who requires an auxiliary aid or service to fully participate in this session, please contact the ADA Compliance Officer at [randy.saavedra@nmt.edu](mailto:randy.saavedra@nmt.edu) or 575-835-5005.*

- 11:00 – 12:30 pm     Overview of Resources for NMT Student Advising  
 This session will outline helping students find and navigate requirements, degree audits, and the many registrar forms, as well as how to help a student evaluate course options such as withdrawal, drop, grade extension, withdrawal without prejudice. We will also show and discuss ways to use canvas Dropout Detective to effectively help students identify courses where they are struggling and how to start a conversation about modifying study and learning techniques to help students achieve success. The goal is to enable impactful intervention early so you do not have to work with students through an academic warning packet. *Taffeta Elliott, Elaine DeBrine Howell, and Curtis O'Malley. Location: Speare 113*
- 12:30 – 1:30 pm     Break
- 1:30 – 2:20 pm     Successfully Navigating Promotion – for individuals seeking promotion from Associate Professor to Professor  
 Overview of the NMT promotion process with feedback on key issues prior promotion committees have looked for in faculty portfolios.  
*Panelists: Michael Jackson, Vice President for Academic Affairs; Rick Thompson, Associate Vice President for Academic Affairs; Steve Simpson, Dean, College of Arts and Sciences; Corey Leclerc, Dean, College of Engineering; Aly El-Osery, Dean of Graduate Studies; Pabitra Choudhury, Professor of Chemical Engineering. Location: Speare 113 (CITL)*
- 2:30 – 3:20 pm     Successfully Navigating Promotion & Tenure – for probationary faculty, who are often also seeking promotion from Assistant Professor to Associate Professor, and for individuals seeking promotion from Assistant Teaching Professor to Associate Teaching Professor; tenure committee chairpersons are also encouraged to attend  
 Overview of the NMT tenure process and the promotion process for Teaching positions. How to get the most from your annual reviews, and how to integrate common themes observed from prior successful tenure cases? Probationary faculty and committee chairpersons reviewing an individual's final tenure packet are encouraged to attend.  
*Panelists: Michael Jackson, Vice President for Academic Affairs; Rick Thompson, Associate Vice President for Academic Affairs; Steve Simpson, Dean, College of Arts and Sciences; Corey Leclerc, Dean, College of Engineering; Aly El-Osery, Dean of Graduate Studies; Matthew Johnson, Associate Professor of Spanish and Hispanic Studies; Isabel Morris, Associate Professor of Civil Engineering; Curtis O'Malley, Associate Teaching Professor of Mechanical Engineering. Location: Speare 113 (CITL)*

**Thursday, August 14**

- 9:00 – 10:45 am     Lifecycle of a Funded Research Project  
 This session provides a structured overview of the funded research project lifecycle at NMT. Participants will be introduced to the Research Office, its staff, and the services available to support faculty across each project stage—from locating funding opportunities and developing

proposals to meeting compliance requirements. An overview of proposal development support will be provided, including explanation of the routing process and compliance checking. Support for intellectual property and tech transfer will be covered. Financial reporting, and administrative items such as summer salary will be explained. An overview of the NMT machine shop and fabrication lab will be provided; these are Research Office resources that can support your research and academic activities. (There will be a break halfway through the session.)  
*Lique Coolen, Vice President for Research; Myrriah Tomar, Executive Director of Office of Innovation Commercialization, Judy McShannon, Manager of Research Development, Mikell Coleman, Director of Research Compliance, Patricia Landavazo, Director, Finance & Business Operations, Michael Chavez, Manager, Fabrication Laboratory. Location: Speare 113 (CITL)*

11:00 – 11:50 am

Research Training Tutorial

This session will give a tutorial of the mandatory research compliance and safety training required at NMT. Key compliance topics include data management, mentorship, RCR, and Export Control plans. Training areas such as Responsible Conduct of Research (RCR), human subjects protections (IRB), export control, lab safety, and conflict of interest will be discussed. Participants will learn how to identify applicable training requirements for specific roles related to research and laboratories. The export control segment will outline how U.S. regulations (EAR, ITAR, OFAC) impact NMT research, especially when working with controlled technologies, foreign collaborators, or traveling internationally with university materials.

Participants will be provided a step-by-step walkthrough of the **CITI Program**, including how to:

- Set up or affiliate an account with NMT
- Select the right courses based on research activities
- Access training records and completion certificates

*Mikell Coleman, Director of Research Compliance, Val Thomas, Research Compliance Officer. Location: Speare 113 (CITL)*

**Friday, August 15**

8:15 – 9:30 am

Required New Employee Sexual Misconduct & Title IX Awareness Training

This session will provide the required new employee training regarding responsibilities for reporting sexual harassment cases, how Title IX investigations are conducted, and the resources available for students, faculty, and staff.

*Peter Phaiah, Associate Vice President for Student Life and Title IX Coordinator. Location: **Workman 101***

9:45 – 10:15 am

Required Continuing Employee Annual Sexual Misconduct & Title IX Awareness Training

This session will provide the required annual training for continuing employees regarding Mandatory Reporters' responsibilities for reporting sexual harassment cases, how Title IX investigations are conducted, and the resources available for students, faculty, and staff.

*Peter Phaiah, Associate Vice President for Student Life and Title IX*

*Coordinator. Location: Workman 101*

10:30 am – Noon

Faculty Professional Development:

Universal Design for Learning in Higher Education

Universal Design for Learning (UDL) is an approach for designing learning environments and materials that are accessible and inclusive. This presentation will address UDL and its application in the higher education setting. Attendees will learn about: (1) the historical foundations of UDL; (2) the UDL principles; and (3) the UDL Framework. The presentation will include examples and case studies from higher education courses. Attendees will engage in activities that will support the development of their own courses. Attendees are encouraged to bring a copy of their syllabus, instructional materials, and assignment materials for these activities.

*Dr. Sarah Carlson, Assistant Professor of Special Education, UNM*

*Location: Workman 101*

1:30 – TBD

Faculty and Staff Convocation followed by Reception

*Location: Macey Center*