

2024 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).

Monday, Aug 12

10:00 – 11:50 am

Implicit Bias Training

This 2-hr ethics workshop provides background on the psychological concept of implicit bias, its harmful impacts on the STEM workforce, and bystander intervention training. We will have several activities on letters of recommendation, job postings, and hiring.

*Chris ChoGlueck, Faculty Adviser for Responsible Conduct of Research;
Val Thomas, Research Compliance Officer. Location: Speare 113 (CITL)*

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 13

9:00 am – Noon(?) Welcome to the 2024-2025 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 (e.g., successful March 2025 HLC site visit). 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

2:00 – 3:30 pm New Employee Sexual Misconduct & Title IX Awareness Training
All new employees are required to receive Title IX training within the first 30 days of their hire/start date. This session will provide this required training regarding faculty 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: Speare 113

Note: While this training is geared toward new employees, all are welcome to attend. This is one of several opportunities returning faculty and staff will have throughout the calendar year to review their training on this topic. Returning employees will have the opportunity to participate in training during a future 'in-service' day that will be held later this year (e.g., December 6, May 9 - although the date when this training will be held is TBD).

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 by 5pm on Tuesday, August 13th, to receive the Zoom link to the session.
Michael Jackson, Vice President for Academic Affairs; Rick Thompson, Associate Vice President for Academic Affairs; Aly El-Osery, Dean of Graduate Studies; Curtis Warren, ACT; Anders Jorgensen, Electrical Engineering. Location: online

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

Wednesday, August 14

- 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.
Theresa Kappel, 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 or 575-835-5005.
- 11:00 – 11:50 am Working through disagreements with students
There may be times when disagreements arise between a faculty member and a student – whether on a graded work, engagement in the course material, or in receiving equitable treatment (real or perceived). In this session, we will go through several scenarios of potential disagreements and talk through how an instructor could manage them. Time will be available for Q&A.
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. Location: Speare 113 (CITL)
- Noon – 1:00 pm Break
- 1:00 – 1:50 pm Reaffirmation of Accreditation Task Force Meeting
Current status report and To-Do List for Task Force members during the fall semester. An overview of what to expect in spring semester and preparations for the campus visit will be provided. All members of the Task Force and working groups should attend.
Rick Thompson, Associate Vice President for Academic Affairs. Location: Speare 113 (CITL)

2:00 – 3:30 pm

Annual Employee Sexual Misconduct & Title IX Awareness Training

Under new federal Title IX regulations, all employees are required to go through a Title IX refresher training session every year. This session will satisfy this requirement by providing a review of faculty and staff responsibilities for reporting sexual harassment cases, how Title IX investigations are conducted, and the resources available for students, faculty, and staff. This session is open to all NMT employees.

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

Note: This is one of several opportunities returning faculty and staff will have throughout the calendar year to review their training. Returning employees will have the opportunity to participate in training during a future ‘in-service’ day that will be held later this year (e.g., December 6, May 9 - although the date when this training will be held is TBD).

Thursday, August 15

9:00 – 9:50 am

Grantsmanship, Intellectual Property, & Technology Commercialization

This session will include an overview of the new NMT grant processes and resources, new NSF requirements and grantsmanship strategies, as well as the Office of Innovation Commercialization (OIC). We will cover NMT's updated IP Policy adopted by NMT Regents in 2023 and provide NMT faculty guidance on protecting their intellectual property before publicly disclosing their innovations and research. This session will also highlight the benefits of filing for a patent and pathways to commercialize NMT innovations and create industry partnerships to further faculty inventions.

Mike Doyle, Vice President for Research; Myrriah Tomar, Executive Director of Office of Innovation Commercialization, Judy McShannon, Manager of Research Development. Location: Speare 113 (CITL)

10:00 – 10:50 am

Grant Writing Success Stories

Join our panel of NMT faculty who have successfully applied for external grant funding. Along with discussing elements of their proposals that resonated with reviewers, they will discuss some of the challenges they faced and how they were overcome.

Deep Chouduri, Department of Materials and Metallurgical Engineering; Sanchari Chowdhury, Department of Chemical Engineering; and Raúl Morales Juberías, Department of Physics. Location: Speare 113 (CITL)

11:00 – 11:50 am

Office of Research Compliance and Safety: COI Training and RCR Info Session

The Office of Research Compliance and Safety houses NMT's federally mandated responsible and ethical conduct of research (RCR) training, conflicts of interest (COI) training and reporting, hazardous materials and laboratory waste procedures, and laboratory safety inspections and training. Research Compliance and Safety also manages animal and human subjects research protections, export control requirements and industrial security. Our office aims to serve all divisions of the university to build understanding and comply with the various obligations related to our institution's research and funding agency requirements. Attend this session to learn about the resources we provide to facilitate your research and scholarship needs, while maintaining NMT's safety and ethical standards.

Mikell Coleman, Director of Research Compliance. Location: Speare 113 (CITL)

1:30 – 2:30 pm

Banner and Argos Reporting Overview for Researchers

Do you have grant or start-up funding that you would like to track? Are you interested in seeing what your expenses have been and how much funding remains? What happens when there are changes in fiscal years? Come to this session to learn how to use Banner and Argos reporting to answer these and other questions related to your research funding (both internal and external). Because of limited seating, please RSVP to Richard.Thompson@nmt.edu and bring your grant account information to use during the training session.

*Patricia Landavazo, Director of Finance & Business Operations.
Location: Gold 245*

Friday, August 16

9:00 – 9:50 am

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; Michaelann Tartis, Chemical Engineering. Location: Speare 113 (CITL)

10:00 – 10:50 am Successfully navigating tenure – this session is for probationary faculty, who are often also seeking promotion from Assistant Professor to Associate Professor; tenure committee chairpersons are also encouraged to attend
Overview of the NMT tenure process. 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: Rick Thompson, Associate Vice President for Academic Affairs; Steve Simpson, Dean, College of Arts and Sciences; Aly El-Osery, Dean of Graduate Studies; Alex Rinehart, Earth and Environmental Science.
Location: Speare 113 (CITL)

10:00 – 10:50 am Successfully navigating the promotion process for Instructors – this session is for instructors who are seeking promotion to Associate Teaching Professor; their committee and/or department chairpersons are also encouraged to attend
Overview of the NMT promotion process for Instructors. This is a new process at NMT and will mirror the final year review of the tenure process. Faculty serving in the Instructor role along with their committee and/or department chairpersons are encouraged to attend.
*Panelists: Michael Jackson, Vice President for Academic Affairs; Corey Leclerc, Dean, College of Engineering. Location: **Speare 116***

Other Events – Scheduled at the Macey Center on Friday, August 16

1:30 – TBD Faculty and Staff Convocation followed by Reception
2:30 – 4:15 pm Photo opportunities are available for full-time Faculty and Staff

Other photo opportunities for full-time faculty and staff (please RSVP using this [jotform](#))

- Monday – Thursday Location: Marketing and Communications, Brown Hall, Old Main Conference Room (1st floor; if you have questions, someone in Suite 20 in the basement should be available to assist)
- Friday Location: Macey Center