New Mexico State University
New Faculty Orientation
Fall 2012
Monday, August 20
The Teaching Academy, Milton Hall Room 50

Agenda

1:30–1:45 p.m.  Icebreaker and Table Introductions
Please start your icebreaker as soon as you sit down. You can find instructions for the icebreaker on the first page on the right side of your folder.

1:45–2:15 p.m.  The Teaching Academy and You
Tara Gray, Director; Jean Conway, Associate Director; Shawn Werner, Associate Director, ADVANCE
A description of the professional development programs available for faculty, staff and teaching assistants.

2:15–2:45 p.m.  Time Management for Scholars
Tara Gray, Director, and Sharon Lalla, Instructional Consultant, Teaching Academy
Scholars who write daily, keep records of their minutes written daily, and share their records with someone else for accountability have been found to publish three times as much as scholars who don’t.

2:45–3:15 p.m.  Grant Administration
Laura Haas, Proposal Development Specialist, Research Development
Obtaining External Funding: Help in Developing Proposals
Neta Fernandez, Director, Office of Grants and Contracts
How to Go about Submitting a Proposal and Handling the Award
Nellie Quezada–Aragon, Director, Office of Compliance
Using Human Subjects, Animals, or Biological Agents

3:15–3:30 p.m.  Break

3:30–4:15 p.m.  Welcome
Provost Wendy K. Wilkins

4:15–4:45 p.m.  Annual Performance Evaluations
Greg Fant, Deputy Provost
A description of the annual performance evaluation process at NMSU.

4:45–5 p.m.  Evaluations and Closing

Co-sponsored by the Office of the Provost.