

SMU-in-Taos Faculty Policies



Campus Life

Faculty participating in the SMU-in-Taos program are reminded that their duties and responsibilities are the same at the Fort Burgwin campus as on the Dallas campus. All behavior should conform to the professional responsibilities, ethics and sexual harassment code listed in the Faculty Handbook as set forth by the American Association of University Professors (AAUP).

At the same time, since Fort Burgwin faculty live in close proximity to their students, and because the nature of most SMU-in-Taos courses result in close association with students throughout the day, faculty are urged to interact with their students in a manner that protects both you and your students from any unfortunate incidents. While you are not personally responsible for all of your students' behaviors, you do serve an important role in reporting any concerns you might have for your students' mental and physical well-being.

Each student participating in the SMU-in-Taos program has signed a contract stating that they must abide by the *SMU Policies for Community Life* that is detailed in the SMU Student Code of Conduct. If it becomes necessary, faculty should remind students that their activities must not disturb or interfere with the academic pursuits of fellow students or faculty.

As stated in the campus policy information, the possession and consumption of alcoholic beverages on campus is prohibited for student participants of any age. In keeping with main campus policy, Fort Burgwin has been designated alcohol and drug free in all public buildings, dorms and grounds. However, alcohol is permitted in private faculty housing and in approved areas for SMU-in-Taos-sponsored receptions, provided students are not present. At no time should students, in your class or anyone else's class, recreate in your private faculty housing. Likewise, faculty should not recreate in student casitas. Additionally, alcoholic beverages cannot be consumed on any SMU-sponsored class trips or activities.

CAMPUS PERSONNEL AND CONTACT INFORMATION

TAOS CAMPUS MAIN OFFICE

SMU-in-Taos, Fort Burgwin
6580 Highway 518
Ranchos de Taos, NM 87557
575-758-8322

MIKE ADLER

EXECUTIVE DIRECTOR
madler@smu.edu
575-758-8516 OFFICE
214-402-4836 CELL
575-776-8794 HOME

CYNDY GIMBLE

CAMPUS COORDINATOR
cgimble@smu.edu
575-758-8322 OFFICE

ANNE WEIL

STUDENT AFFAIRS COORDINATOR
weil@smu.edu
575-758-7208 OFFICE
575-737-0993 HOME

GREG MEDINA & TOM TROJNAR

SECURITY OFFICERS
575-317-9434

RICHARD FRANKS

INFORMATION TECHNOLOGY SPECIALIST
Taos_help@smu.edu

STUDENT RESIDENT ADVISOR ON CALL

575-578-9729 (8 pm – 8 am)

LILLIAN SILVA

EXECUTIVE CHEF
575-758-7180 DINING HALL

JOAQUIN MARTINEZ

FACILITY MANAGER
jmartine@smu.edu

DALLAS CAMPUS MAIN OFFICE

BLANTON 338
214-768-3657

PO Box 750145
Dallas, TX 75275-0145

JORDAN LEE

ASSOCIATE DIRECTOR
jolee@smu.edu
214-768-3771 OFFICE

ADD/DROP-WITHDRAW

- The standard procedures and deadlines for students to drop, add or withdraw from a course at Fort Burgwin are included in the packets both students and faculty receive upon arrival at Fort Burgwin. Questions regarding the policy should be addressed to the Executive Director.
- By the time your classes begin in Taos, we are past the Add/Drop deadline. We do not allow any added classes once students arrive on campus. If a student drops a course and it is the only course she/he is signed up for, that student will have to withdraw from the program and leave campus.

ACCLIMATIZATION

- Fort Burgwin is located at an altitude of 7,700 feet above sea level. At that altitude, please keep in mind that oxygen levels are approximately 75% of those at sea level. Headaches and shortness of breath are normal; please allow your body to acclimatize appropriately. Drink lots of water to remain hydrated, this will help alleviate the symptoms.

ALCOHOL & OTHER CONTROLLED SUBSTANCES

- The Fort Burgwin campus is designated alcohol and drug free in most campus buildings, including student residences, classrooms and grounds. Alcohol is permitted in faculty casitas for use by faculty and dependents only. Obviously alcohol should not be shared with enrolled students of any age in any facility on campus.

BUILDINGS

- Casita furnishings must remain as you find them—do not remove the furniture from the buildings in which they are located. You are certainly welcome to configure classroom furniture to meet your needs.

CAMPING

- Overnight camping, in tents or motor vehicles, is not permitted on fort grounds.
- Camping in the Carson National Forest is allowed in designated campground sites only.

CHECK REQUESTS FOR FIELD TRIPS

- Should you require that a check be written for a field trip or other class expense, please notify Mike Adler at least 24 hours before you need the check.
- Checks should be requested for all admission fees and field trips. **Reimbursements will be processed only if absolutely necessary.** Please plan accordingly.
- Every payment by check must include a payment receipt. When you get the receipt, tape it to an 8.5x11 blank sheet, and write down the date, check number and payment explanation on the same sheet. All receipts must be turned in to the fort office the day following a field trip.

CLEANING

- Cleaning services are not provided for faculty casitas. When you leave your casita please bag all trash and pile used bedding on top of each bed.

COMPUTER LAB

- The lab, located in the Wendorf Information Commons, is equipped with 20+ iMacs. Be kind to the equipment.
- Paper is supplied and printing is free. Please try to be conscious of paper use. Send course materials electronically when possible.

EMERGENCIES

- In the case of an emergency call 911. Notify Campus Security immediately with all concerns related to campus security, resident health & safety, etc. In case you cannot contact Campus Security, please contact Cyndy Gimble, Anne Weil, or Mike Adler (see phone list at end of this document).

FACULTY OFFICE

- If you need separate office space other than your faculty casita, a single Faculty Office space is available in the main Fort Building.
- A copier and telephone are provided. The office is stocked with limited office supplies.

- Long distance calls from the faculty office phone require a calling card.
- Please be considerate of other faculty members wishing to use the office facilities.

FIRES

- Use fireplaces in your casita responsibly; use of the fireplace for cooking is not permitted.
- Fires are permitted in fireplaces only; outdoor fires on fort grounds are prohibited, except in the designated firepit located north of the Auditorium and the fireplace within the Fort. Prior approval must be obtained from a security officer.
- Cutting of trees on fort grounds and in the Carson National Forest is forbidden.

FIREWORKS/WEAPONS

- No fireworks or weapons may be brought to or used at Fort Burgwin.

GAMBLING

- Although casino gambling in New Mexico is legal, the University does not condone gambling and does not encourage the campus community to visit the area establishments.

HOUSING

- Faculty members must be in residence (in town or at Fort Burgwin) for the duration of the term they are teaching at Fort Burgwin.
- There is no charge for your spouse/partner or dependent children (under 18) to stay with you in your assigned faculty housing. If housing is needed for visitors please contact the main office to inquire about facility availability. Rental rates will apply.
- Faculty will be charged for any damages that occur to the units they occupy.
- Guests, other than immediate family, are welcome if additional quarters are not needed. If additional housing or a roll-away is needed, the faculty member will be charged for those costs, providing space allows.

FORT BURGWIN HOURS

- The front door of the main fort is opened by 8:30 AM and locked at 5:00 PM, Monday through Friday. The back entrance (on the west side of the building, facing the parade grounds) should be left unlocked at all times.
- The fort office hours are from 9 AM to 4:30 PM, Monday through Friday--closed weekends.
- For emergencies that occur during non-office hours, notify the Security Officer or call 911.
- Classrooms are available after-hours for study, leisure or gatherings.

LAUNDRY

- Washing machines and dryers are available at the campus Laundromat. All machines are free. For machines with old coin-activated mechanisms, please insert quarters to start the machine, and retrieve the quarters from the change container on the machine.

LIBRARY RESOURCES

- The Information Commons houses the Fort Burgwin Library, whose resources include approximately 13,000 books and journals. The collection focuses on the history, literature, environment and culture of the Southwest. All Fort Library materials are listed in the CUL database.
- Because we may be using the library as a classroom during your term, the library may not be available from 9am – 4pm during weekdays. This should not cause any problems given that you will be teaching your class during that time.
- The library will be open most evenings during the week and weekend days. Student workers will be assisting in keeping the library open. If you have a special need for library resources during your academic term please let Mike Adler know ahead of time so that we can make sure the library is available.

LINENS

- Linens are provided for faculty residences.
- Roll-aways and linens are available with prior notice.
- No laundry service is provided for linens during your stay.

MAIL

- Outgoing mail should be placed in the mailbox located just inside the campus entrance.
- Incoming mail will be delivered to the Dining Hall at the dinner hour Monday-Saturday. Mail will be placed on the shelving unit located just inside the Dining Hall foyer.
- If you need to mail course materials to the campus prior to your arrival it is your responsibility. Please do not bring items to be mailed to campus to our Blanton office or leave boxes to be shipped from Taos in the Fort Office.

MAINTENANCE REQUESTS

- Please fill out a maintenance request at the main office if you have any facility problems. The work order will be given to our Maintenance Staff who will respond as soon as they are able.

MEALS FOR YOUR TERM

- There is no charge for faculty meals.
- Faculty dependent meals are included as part of the residency package (for children 18 and under).
- If you do bring guests to a meal, faculty members must arrange and pay for guest meals, in advance if possible. Please see Lillian Silva, Executive Chef, at the Dining Hall for guest meal rates. Guests include any person who is not a faculty member or faculty spouse/partner or dependent.

MEAL TIMES (SUBJECT TO ALTERATION BY CHEF LILLIAN SILVA)

BREAKFAST	Mon-Fri	7:00 – 9:00 am	(Sat-Sun 7:30 – 10:30 am)
LUNCH	Mon-Fri	11:30 am – 1:00 pm	
DINNER	All week	5:00– 6:30 pm	

MEDICAL CARE

- For Emergency Medical Care please call 911. Tell the operator you are on the SMU-in-Taos campus, 6580 Highway 518, and give your approximate location on campus.
- For non-emergency medical please contact Holy Cross Hospital in Taos: 575-758-8883
- Alternatively you can get medical care at Taos Urgent Care located near downtown Taos. Contact Taos Urgent Care at 575-751-1006

NOISE

- Be aware that all buildings are in fairly close proximity. Noise from music, group discussions and gatherings should be kept to a minimum after dark.
- The fort is open each evening for group use.

PETS & ANIMALS

- Faculty, students and guests are not allowed to have pets on the Fort Burgwin campus unless prior arrangements are made with the Executive Director. Service and therapy animals are allowed with prior approval from SMU Housing.

SMOKING

- All Fort Burgwin buildings and the fort compound are smoke free, including E-Cigs.
- Smoking outside is permitted at least 25 feet away from any doorway or entrance, provided all cigarette butts are extinguished and discarded in the appropriate outside containers to avoid forest fires.

STUDENT BEHAVIOR

- Please monitor student activity when on SMU-sponsored field trips.
- Should in-class behavior become problematic, please notify the Executive Director (Mike Adler) and Student Affairs representative (Anne Weil) as soon as possible.
- As per SMU policy, you are required to report any suspected sexual abuse, harassment, discrimination or other form of misconduct to the Title IX coordinator, Anne Weil, as soon as possible.

TRAVEL

- Starting in August 2015, all Taos travel must be processed through Concur. Faculty should submit a travel request using the SMU-in-Taos org number (10-204000) prior to booking any transportation. Once travel is

complete, faculty should submit all receipts or mileage via Concur. Travel will be reimbursed AFTER the end of the academic term, up to \$750 (based on federal mileage rate). If you have any questions regarding Concur, please contact Millicent Grant at millecentg@smu.edu.

TELEPHONE

- Cell phone reception is available on campus. This is a "roaming tower" that services all major phone carriers, but you may be charged roaming fees if you do not have those built into your cell phone plan.
- Emergency telephones numbers are located on the inside front page of this information packet.

TEMPERATURE

- Temperatures fluctuate on a daily basis. Please prepare with adequate clothing for both heat and cold, high altitude, dry climate and inclement weather.

VEHICLE USE ON CAMPUS

- Parking is permitted in designated graveled areas only; do not park or drive on the grass next to your faculty housing unit. You will be issued a parking sticker when you arrive on campus. This is only for identification purposes so we know which cars belong on campus.
- Speed limit on campus is 10 MPH. This is enforced for ALL campus residents, so please keep to this speed limit when you drive on campus.

VAN USE

- Only faculty and staff with driver's licenses on file with our Dallas office are permitted access to the passenger vans.
- Vans can only be used for class-related field trips, and are not for personal use.
- Insurance cards are located in the glove compartment of each van.
- Vans are available for class field trips, provided a request for use was submitted.
- Keys for scheduled field trips should be picked up at the Fort office during regular office hours. If you plan to leave before the office opens, keys should be picked-up the afternoon before you leave. If your plans include an extended weekend excursion, arrangements must be made in advance of your field trip.
- **After use, ALL vans should be returned to the parking lot across from the Fort compound entrance by 5pm. Leave the keys inside the drop box outside the main office door.**
- Vans are filled with gas each evening by our Security Personnel. If your van is running low on gas please let personnel know by putting a note with the keys when you return them. Do not purchase gasoline for vans in town unless absolutely necessary.
- Cleanliness of vans is the responsibility of faculty and students using the vehicle. Vans MUST be clean when returned each night, so please have your students remove all trash when you return the van to campus.
- As a certified driver of a van you are covered under SMU's vehicle insurance policy. Van-related emergencies or accidents MUST be reported to the Executive Director immediately. If you fail to report an accident it will result in lost driving privileges and will create significant problems for SMU Risk Management in getting the accident covered under SMU insurance.
- When driving SMU vehicles, faculty are responsible for ensuring all passengers are wearing seatbelts.

VISITORS

- Off-campus visitors are not allowed in student residences and only in faculty residences by permission of the main office. Local lodging can be recommended for overnight visitors.
- Arrangement can be made for guest meals, provided the services are paid for in advance.

WILDLIFE

- Our campus is in the middle of the Carson National Forest, so there are many varieties of wildlife on campus. Please exercise caution, as these animals are not domesticated. Do not feed, lure, or attempt to play with/trap any animals.

WIRELESS ACCESS

- All faculty and student residences, as well as classroom spaces, are equipped with wireless computer access (AdobeNet). This is a secured network so you will need to get an access login and password from Mr. Richard Franks, Information Technology Specialist, when you arrive on campus. Instructions on how to access AdobeNet will also be provided by Mr. Franks.