



INSTITUTE OF AMERICAN INDIAN ARTS

ADJUNCT HANDBOOK

2017-2018

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ABOUT IAIA

Our Vision

To be a premier educational institution for Native arts and cultures.

Our Mission

To empower creativity and leadership in Native arts and cultures through higher education, life-long learning and outreach.

Our Mission Objectives

- **Preparing our students for success and leadership** reflecting Native cultures and values.
- **Providing culturally based programs** that fulfill the physical, social, emotional, intellectual and spiritual needs of our students.
- **Offering the highest quality educational programs** incorporating innovative teaching, critical inquiry and intergenerational learning.
- **Providing training and outreach** as a 1994 land grant institution that promotes tribal sovereignty and self-determination.
- **Serving as a national center of excellence** in contemporary Native arts and cultures through exhibitions, research, Indigenous exchange and other educational programs.

Our Core Values

- **Collaboration**, joining together for student success.
- **Excellence**, upholding high standards for students, faculty and staff.
- **Creativity**, encouraging fearless expressions in art and life.
- **Respect**, fostering an understanding of cultures, perspectives and identities.
- **Integrity**, demanding honesty, accountability and responsibility to oneself and the world at large.

Our Honor Statement

- We respect and value cultural and individual diversity.
- We honor honesty, integrity, creativity, originality, knowledge, skill, and excellence.
- We encourage personal expression and communal dialogue.
- We promote self-determination as innovative individuals and members of an international indigenous community.

Key Facts

- IAIA is the only institution of higher learning in the world dedicated to contemporary Native American art
- We are the only national center of research, training, and scholarship for Native Americans devoted solely to American Indian and Alaska Native arts and culture, recognized by Congress as “our only native art form and cultural heritage.”
- IAIA is one of only three Congressionally chartered schools in the country.
- We are the only school in New Mexico that is accredited by the National Association of Schools of Art and Design (NASAD) to offer Certificates, Associate and Bachelor degrees. IAIA is also accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC).
- Although the great majority of our students, faculty and staff are Native American, one does not have to be Native American to attend IAIA or events at IAIA.



Hogan

ABOUT THE COLLEGE

The College Campus

CAMPUS Directions & Map

(505) 424-2325 • www.iaia.edu

DIRECTIONS

SOUTH BOUND

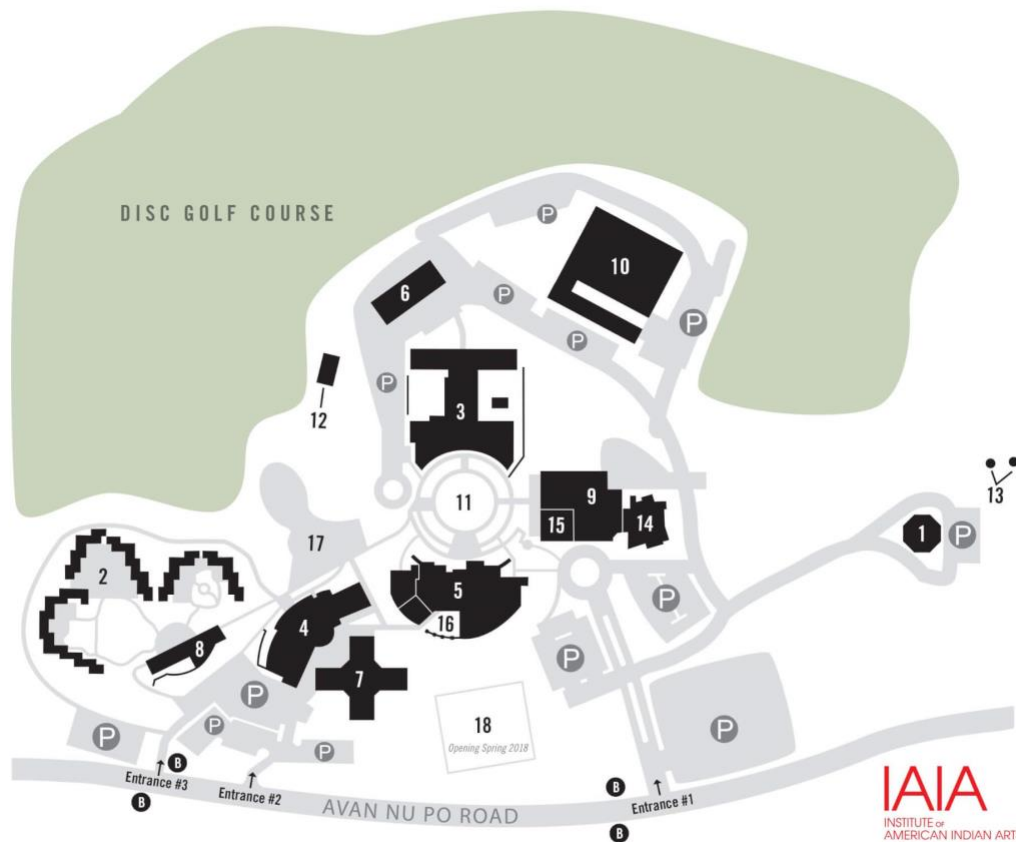
Exit 278B (NM 14)
Make a LEFT onto NM 14
Make a RIGHT onto Rancho Viejo Blvd.
Make a RIGHT onto Avenida Del Sur
Make a LEFT on Avan Nu Po Road

NORTH BOUND

Exit 278 (NM 14)
Make a RIGHT onto NM 14
Make a RIGHT onto Rancho Viejo Blvd.
Make a RIGHT onto Avenida Del Sur
Make a LEFT on Avan Nu Po Road

BUILDING KEY

- | | | | |
|--|--|-------------------------------------|-------------------------------------|
| 1 Hogan | 6 Facilities & Receiving | 11 Dance Circle | 16 The Haozous Garden |
| 2 Family Housing | 7 Residence Center | 12 Green House | 17 USDA Agricultural Field |
| 3 Academic Classrooms | 8 Fitness & Wellness Center | 13 Sweat Lodges | 18 Performing Arts & Fitness Center |
| 4 Center for Lifelong Education (CLE)
Center for Student Life / Cafeteria | 9 Barbara & Robert Ells
Science & Technology Building | 14 Lloyd Kiva New
Welcome Center | B City of Santa Fe
Bus Stop |
| 5 Library & Technology Center | 10 Allan Houser Haozous
Sculpture & Foundry Building | 15 Digital Dome | P Parking |



Buildings and Classrooms



Academic Building (ACABDG)

2DST	2D Design Studio
3DST	3D Design Studio
CEST	Ceramics Studio
DRST	Drawing Studio
JEST	Jewelry Studio
NWRM	Northwest Classroom
PHST	Photo Studio
PMST	Printmaking Studio
PST1	Painting Studio 1
PST2	Painting Studio 2
SERM	Southeast Room
SPSP1	Sr Proj. Space #1
SPSP2	Sr Proj. Space #2
SWRM	Southwest Classroom



Center for Lifelong Education Conference Center (CONFER)

106	NEH Classroom
114	Distance Learning Room #1
117	Distance Learning Room #2
128	Conference Room #1
214	Conference Room #2



Hogan (HOGN)

DOWN	Downstairs
HOGN	Upstairs



Library/Technology Center (LIBCTR)

LCRM	Lecture Room
MURM	Music Room
ORRM	Orange Room
OVRM	Olive Room
SMC2	Smart Room #2

Science/Technology Center (SCITEC)

102	Digital Dome
120	Science Lab
121	Conservation Lab
122	Conservation Lab
123	Mac Lab #1
126	Mac Lab #2

Sculpture/Foundry Building (SCULP)

303	Exhibition Room
311	Mac Lab
312	Fabrication
313	Slurry
314	Wax Room
315	Mold Room
316	Hot Metal Studio
317	Cold Metal Studio
318	Stone Studio
319	Wood Studio

Performing Arts & Fitness Center (PAFC)

101	Box Office
102	Concessions
103a	Multipurpose Studio (Rehearsal Space 1)
103b	Multipurpose Studio (Rehearsal Space 2)
104	Production Room & Costume Shop
105	Studio/classroom (Rehearsal Space 3)
106-108	Faculty Offices
111	Green Room
112	Black Box Theater
113	Fitness Center Director's Office
114	Fitness Center Gymnasium



EMPLOYMENT AT IAIA

General Policies

Alcohol And Substance Abuse Policy

IAIA is a drug-and alcohol-free campus. IAIA holds a two-strike policy in respect to drug and alcohol abuse. See Student Handbook for details regarding consequences, which may include behavioral probation. Repeated or severe violations may result in total program suspension. Individuals in possession of or using drugs or alcohol on campus will be in violation of the two-strike policy. IAIA will take disciplinary action against students, faculty, or staff who use, distribute or possess illicit drugs or alcohol on campus or during any student sponsored activities (on or off campus) or who violate state, federal, or IAIA alcohol and substance abuse laws and regulations.

Social Media Guidelines

Social Media Guidelines Overview

The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. To help the IAIA community identify and avoid potential issues these guidelines have been compiled. These guidelines are examples of best practices from various institutions and are intended to develop an understanding from a wide range of perspectives, the implications of participation in social media.

Things to Consider When Beginning to Use Social Media

Any Applications that allow you to interact with others online (e.g. Facebook, Twitter, Google+, etc.) require careful consideration to assess the implications of “friending,” “linking”, “following” or accepting such a request from another person. For example, there is the potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student and staff-student merit close consideration of the implications and the nature of the social interaction.

Sharing IAIA news, events or promoting faculty and student work through social media tools is an excellent, low-cost way to engage the community and build our brand.

Employees can repost and share publicly with their family and friends. The best way to share IAIA news is to link to the original source. When sharing information that is not a matter of public record, please follow the guidelines below.

Maintain Confidentiality

Do not post confidential or proprietary information about IAIA, its students and alumni. Use good ethical judgment and follow IAIA policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA).

www.hhs.gov/ocr/privacy

www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Maintain Privacy

Do not discuss a situation involving named or pictured individuals on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum.

Respect IAIA Time and Property

It is appropriate to post during work and classroom hours if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. Participation in personal social media conversations should take place on your own time.

Do No Harm

Students and employees should not let Internet social networking do any harm to the IAIA community or to themselves.

Understand Your Personal Responsibility

Members of the IAIA community are personally responsible for the content they publish on blogs, wikis or any other form of user-generated content. Be mindful that what you publish will remain public for a long time—protect your privacy.

Be Aware of Liability

You are responsible for what you post on your own site and on the sites of others. Individual users of social media have been held liable for commentary deemed to be defamatory, proprietary, libelous, or obscene (as defined by the courts).

Maintain Transparency

The line between professional and personal business is sometimes blurred: Be mindful about your posts' content and potential audiences. Be honest about your identity. In personal posts, you may identify yourself as an IAIA community member. However, please understand that you are sharing your views as an individual, not as a representative of IAIA.

Correct Mistakes

If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

Think Before You Post

There's no such thing as a "private" social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. Post only pictures that you would be comfortable sharing with the general public.

E-Mail Acceptable Use Policy

1. General

E-mail is a critical mechanism for communications at the Institute of American Indian Arts (hereinafter: IAIA). Use of IAIA's electronic mail systems and services is a privilege, not a right, and therefore must be used with respect and in accordance with the rules, regulations, and policies of IAIA.

The objectives of this policy are to outline appropriate and inappropriate use of IAIA's e-mail systems and services in order to minimize disruptions to services and activities, as well as to comply with applicable policies and laws.

1.1 Scope

This policy applies to all e-mail systems and services owned or operated by IAIA, all e-mail account users/holders at IAIA (both temporary and permanent), and all Institute e-mail records.

1.2 Account Activation/Termination

E-mail access at IAIA is controlled through individual accounts and passwords. Each user of IAIA's e-mail system is required to read and sign a copy of this EMail Acceptable Use Policy prior to receiving an e-mail access account and password. It is the responsibility of each user to protect the confidentiality of their account and password information. Substantial changes to this policy may require users to read and sign an updated copy of this Use Policy. All staff, faculty, adjunct faculty, and students at IAIA will receive an e-mail account. E-mail accounts will be granted to third party non-employees on a case by case basis. Possible non-employees that may be eligible for access include:

IAIA Board members

Contractors

Vendors

Remote users (e.g., distance learning students and course developers)

Applications for these temporary accounts must be submitted to the person responsible for operating the IAIA e-mail systems by sending an e-mail to: Postmaster@IAIA.edu. All terms, conditions, and restrictions governing e-mail use must be in a written and signed agreement. E-mail access will be terminated when the e-mail account holder terminates their association with IAIA, unless other arrangements are made. IAIA is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the account holder's association with IAIA has ceased. For students, e-mail accounts will be deleted 30 days after graduation and immediately upon suspension or withdrawal from the College.

2. Rights and Responsibilities

The Institute often delivers official communications via e-mail. As a result, staff, faculty, adjunct faculty, and students at IAIA with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important Institute announcements and updates, as well as for fulfilling business and role-oriented tasks.

2.1 Disclaimer

IAIA assumes no liability for direct and/or indirect damages arising from the user's use of IAIA's e-mail system and services. Users are solely responsible for the content they disseminate. IAIA

is not responsible for any third-party claim, demand, or damage arising out of use the IAIA's e-mail systems or services.

2.2 User Responsibilities

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to unsubscribe from the list, and is responsible for doing so in the event that their current e-mail address changes.

E-mail users are expected to remember that e-mail sent from the Institute's email accounts reflects on the Institute. Please comply with normal standards of professional and personal courtesy and conduct. Individuals at IAIA are encouraged to use e-mail to further the goals and objectives of IAIA.

Acceptable Use of IAIA e-mail systems includes:

- communication with fellow employees, business partners of IAIA, and students within the context of an individual's assigned responsibilities;
- acquisition or sharing of only the information necessary or related to the performance of an individual's assigned responsibilities;
- participation in educational or professional development activities.

Inappropriate Use

IAIA's e-mail systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g., e-mailing large attachments instead of pointing to a location on a shared drive). Individual e-mail use shall not interfere with others' use and enjoyment of IAIA's e-mail system and services. E-mail use at IAIA shall comply with all applicable laws, all IAIA policies, and all IAIA contracts.

The following activities are deemed inappropriate uses of IAIA e-mail systems and services and are prohibited:

It is NOT ACCEPTABLE to:

- use e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading of computer viruses)
- use e-mail in any way that violates IAIA's policies, rules, or administrative orders, including, but not limited to,
the IAIA Acceptable Use Policy and the IAIA Distribution List Policy
 - view, copy, alter, or delete e-mail accounts or files belonging to IAIA or another individual without authorization
 - send unreasonably large e-mail attachments: The total size of an individual e-mail message sent (including attachment) should be 3 MB or less
 - open e-mail attachments from unknown or unsigned sources.
 - attachments are the primary source of computer viruses and should be treated with utmost caution
 - share e-mail account passwords with another person, or attempt to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user
 - make excessive personal use of IAIA e-mail resources. IAIA allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with productivity, pre-empt any

business activity, or consume more than a trivial amount of resources. IAIA prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non- IAIA commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

2.3 Reporting Misuse

Any allegations of misuse should be promptly reported to the person responsible for operating the IAIA e-mail systems by sending an e-mail to: Postmaster@IAIA.edu. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the individual named above.

3. Monitoring and Confidentiality

The e-mail systems and services used at IAIA are owned by the Institute, and are therefore its property. This gives IAIA the right to monitor any and all e-mail traffic passing through its e-mail system. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the email system, review by the legal team during the e-mail discovery phase of litigation, and observation by management in cases of suspected abuse or to monitor employee efficiency.

3.1 E-Mail Retention

In addition, archival and backup copies of e-mail messages may exist, despite end-user deletion, in compliance with IAIA's various records retention policies. The goals of these backup and archiving procedures are to ensure system reliability, prevent business data loss, meet regulatory and litigation needs, and to provide business intelligence. Backup copies exist primarily to restore service in case of failure. Archival copies are designed for quick and accurate access by Institute delegates for a variety of management and legal needs. Both backups and archives are governed by the Institute's document retention policies. These policies indicate that in some cases e-mail must be kept for up to 7 years.

3.2 E-Mail Retrieval

If IAIA discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an e-mail account holder if his or her e-mail records are to be reviewed. Notification may not be possible, however, if the account holder cannot be contacted, as in the case of employee absence due to vacation.

3.3 Content Sensitivity and Disclosure

Use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of IAIA become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence to ensure the resulting message is not delivered to unintended recipients.

4. Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at IAIA. Allegations of misconduct will be adjudicated according to established procedures.

4.1 Sanctions

Sanctions for inappropriate use on IAIA's e-mail systems and services may include, but are not limited to, one or more of the following:

- temporary or permanent revocation of e-mail access;
- disciplinary action according to applicable IAIA policies;
- termination of employment; and/or
- legal action according to applicable laws and contractual agreements

Laptop Checkout Policy

Purpose

The laptop checkout program offers a way for degree-seeking students enrolled full time at IAIA to obtain a laptop for temporary educational use. Faculty and staff of the Institute needing laptops for work use should use department-owned laptops or discuss the need for one with their supervisor. Laptop computers in the check-out program belong to the IAIA community, and each individual should treat these items respectfully.

This policy outlines the responsibilities that students must accept when they check out a laptop computer from the Institute of American Indian Arts (IAIA). This policy applies to all students who check out a laptop computer from the Institute. The Academic Technology department provides support for all IAIA-owned systems which are available for checkout. This includes managing inventory, installation of hardware, network issues, support of core software (i.e., the operating system and standard software), and troubleshooting.

Students may use the same physical laptop within a short span of time; therefore, there are certain risks for laptop users. These include, but are not limited to:

- Theft of College property - laptops are easy to steal which may make them common targets of theft.
- Exposure of sensitive information - misplaced or unsecured laptops may expose sensitive information to the public. In addition, confidential files containing sensitive information may be left on the laptop and be seen by another individual who checks out the same machine.
- Exposure of private information - in addition to information that is sensitive, private information may also be exposed when the laptop is stolen or checked out by another individual.
- Damage of College property - laptops is susceptible to damage, both due to their portable nature and their relatively fragile construction.

Borrower Responsibilities

When an IAIA student checks out a laptop, s/he accepts responsibility for safeguarding the laptop itself as well as the data stored on the laptop.

Laptop users are expected to exercise reasonable care and take the following precautions:

- Take appropriate steps to protect the laptop from theft.
- Do not leave the laptop unattended in a public area.
- Do not work on or save sensitive information on a laptop without taking appropriate precautions.
- Any files the borrower creates and wants to keep should be transferred to his/her personal external device (e.g., flash drive) before the loaner unit is returned.
- When a laptop is returned to Academic Technology, all personal data is removed. The Institute is NOT responsible for any loss of personal data that is left on a laptop after its return.

- Be aware that private information left on the laptop may be visible to others
- The laptops are periodically re-imaged, which results in the erasure of all files left on the laptop. You are responsible for erasing your files containing your private information before returning the laptop. IT staff will answer any questions regarding how to protect your privacy.
- Take care to protect the laptop from damage. Laptops should not be used in locations that might increase the likelihood of damage. Laptops should be kept in a padded carrying case or sleeve during transportation.
- Report damage, loss or theft as soon as possible to the IAIA Academic Technology Department at 424-5729.

If a laptop is damaged, lost or stolen and the above precautions were not followed, the student to whom the laptop was provided will be held responsible for part or all of the cost of repairing or replacing the laptop. The determination of responsibility will be made by the Academic Technology Department.

Network, Computer, And Communication Device Acceptable Use Policy

1. General

The Institute of American Indian Arts (hereinafter: IAIA) provides communication and computing services to IAIA faculty, staff, and students (hereinafter: User and Users). Additionally, authorized third parties may be granted temporary access to IAIA communication and computing resources and when using those resources will be considered Users. IAIA communication and computing resources are used to support the educational, research, and public service missions of the Institute. Activities involving these resources must be in accord with the Institute's honor codes, Policies and Procedures Manual, student handbooks, and relevant local, state, federal, and international laws and regulations. The use of IAIA computing services is a privilege. Users who have been granted this privilege must use the services in an appropriate, ethical, and lawful manner. Unauthorized access is prohibited and may be monitored and reported to the proper authorities.

1.1 Scope

For the purposes of this policy, the term "communication and computing services" includes all IAIA information and systems using hardware, software, and network services including computer resources entrusted to IAIA by other organizations. Computing services explicitly includes the use of network services by personally owned computer systems (hereinafter: personal systems) which have been granted access to IAIA-provided network services for authorized Users.

1.2 Definitions

As used herein:

"Access" means the ability to read, change or enter data using a computer or an information system.

"Information technology resources (IT resources)" means all computer hardware, software, databases, electronic messaging systems, communication equipment, computer networks, telecommunications circuits, and any information that is used by IAIA to support programs or operations that is generated by, transmitted within, or stored on any electronic media.

“Mobile data storage media,” includes all forms of computer data storage and transport, including, but not limited to, computer floppy disks, writable CDs and DVDs, solid state storage cards, mobile computer storage and playback devices: including, but not limited to MP3 players, USB and Firewire drives, mobile phones or smart phones and personal digital assistants (PDAs).

“Restricted personal data” means data containing confidential personal information including addresses, medical information, and financial data as defined by federal or state statute or board policy.

“Security mechanism” means a firewall, proxy, internet address-screening or filtering program, or other system installed to prevent the disruption or denial of services or the unauthorized use, damage, destruction, or modification of data and software.

“User” and “Users” means all persons who have been granted access to IAIA’s information technology resources.

2. Rights and Responsibilities

Under this policy, all Users are required to act ethically and legally, to protect the integrity and security of the resources, and to comply with all applicable laws, contractual obligations and regulations. Users must also abide by all the prevailing policies, rules, guidelines and standards applicable to the use IAIA Information Technology (IT) facilities and services, as announced by the IT department or as promulgated on the IAIA website from time to time.

2.1 Disclaimer

IAIA does not provide a warranty, either expressly or implied, for the computing services provided. IAIA reserves the right to limit a computer User’s session if there are insufficient resources, and to cancel, restart, or hold a job, process, or program to protect or improve system performance if necessary.

2.2 User Responsibilities

Users are responsible for all their activities using computing services and shall respect the intended use of such services. IAIA has specific rules and regulations that govern the use of equipment at each site and Users shall comply with the rules and regulations governing the use of such computing facilities and equipment. Users must understand and keep up-to-date with this policy and other applicable IAIA policies and procedures.

Users shall respect all copyrights including software copyrights. Users shall not reproduce copyrighted work without the owner’s permission. In accordance with copyright laws, including the Digital Millennium Copyright Act, the IAIA Information Technology Department, upon receipt of official notice from a copyright owner, may authorize blocking access to information alleged to be in violation of another’s copyright. If after an investigation information is determined to be in violation of another’s copyright, such information will be deleted from IAIA computing systems.

Acceptable use of resources REQUIRES that Users:

- use resources only for authorized purposes;
- protect their user id and systems from unauthorized use. Each User is responsible for all activities on their user id or that originate from their systems;
- access only information that is their own, that is publicly available, or to which the User has been given authorized access;
- use only legal versions of copyrighted software in compliance with vendor license requirements;
- protect all IAIA-owned information assets, i.e., all the IAIA-related data you use in all of your IAIA-related work, by adhering to the IAIA Information Backup Policy which requires the periodic backup of IAIA-owned information to a central location;

- be considerate in your use of shared resources. Users must refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources;
- immediately report the loss (or any other potential compromise) of any IAIA resource, to the IAIA Information Technology Department; [Loss or compromise includes actual loss, damage that requires repair, compromise of data, and any other circumstance which might expose IAIA information assets to any unauthorized person.]

It is NOT ACCEPTABLE to:

- use another User's system, files, or data without permission;
- use computer programs to decode passwords or access control information;
- attempt to circumvent or subvert system management or security mechanism;
- engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to IAIA data;
- use IAIA systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates;
- make or use illegal copies of copyrighted materials or software, store such copies on IAIA systems, or transmit them over IAIA networks;
- to violate the IAIA Acceptable Email Use Policy by using mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using another User's name or user id;
- use IAIA's systems or networks for personal gain; for example, selling access to your user id or to IAIA systems or networks, or performing work for profit with IAIA resources in a manner not authorized by the Institute;
- use programs that degrade the available bandwidth, including but not limited to music/radio programs, videos, peer-to-peer sharing services, and game playing from Internet sites, unless these programs are incorporated into instruction;
- transfer any restricted personal data and / or student record data under the purview of the Family Educational Rights and Privacy Act (FERPA) to any non-IAIA personal mobile data storage media or any non-IAIA owned computers;
- install or use any encryption software on any of IAIA's computers or mobile data storage media without first obtaining written permission from their supervisor. Even with such permission, encryption keys and passwords must be made available to the supervisor;
- undertake any form of activity deemed to be malicious by the IT Dept. concerning IAIA computing or network resources.

2.3 Misuse of Computing Services

IAIA reserves the right to sanction a User pursuant to Section 4. herein if it is determined, after an investigation by the appropriate office, that the User violated federal or state law or IAIA policy by misusing IAIA computing services.

In addition to other standards listed in this policy, examples of misuse include, but are not limited to:

- attempting to defeat or circumvent any security measures, controls, accounts, or record-keeping systems;
- using systems for unauthorized access;

- intentionally altering, misappropriating, dismantling, disfiguring, disabling, or destroying any computing information and/or services;
- using computing services for workplace violence of any kind as defined in the IAIA Policy and Procedures Manual, sections 2.4, 2.7, and 2.8;
- using computing services for unlawful purposes including fraudulent, threatening, defamatory, harassing, or obscene communications;
- invading the privacy rights of anyone;
- disclosing or using non-public information for unauthorized purposes,
- disclosing student records in violation of the Family Educational Rights and Privacy Act of 1974 (FERPA); or
- violating copyright laws.

2.4 Incidental Personal Use

IAIA allows incidental personal use of computing services. Such use must not interfere with a User fulfilling his or her job or student responsibilities, interfere with other Users' access to resources, or be excessive as determined by the IT Department.

3. Monitoring and Privacy

Users, including managers, supervisors, and systems administrators shall respect the privacy of other Users. Users must be aware, however, that computing systems can never be totally secure and the IAIA cannot guarantee privacy.

Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network.

Users consent to allowing authorized persons to access and review all materials users create, store, send, or receive on the computer or through the Internet or any other computer network.

3.1 Activity Retention

While IAIA does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of IAIA's computing resources require the backup and storage of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendering of services.

3.2 Activity and Data Retrieval

IAIA may also specifically access and examine the account of an individual User if necessary to comply with federal or state law or if there is reasonable suspicion that a law or IAIA policy has been violated and examination of the account is needed to investigate the apparent violation. Requests for access based on reasonable suspicion must be approved in writing, in advance, by the appropriate Director or Administrator. Each request must specify the purpose of access and such access will be limited to information related to the purpose for which access was granted. If such access is being requested by a senior executive, access must be approved by the President. If access is being requested by the President, access must be approved by the two other senior executives.

Accessing a faculty member's computer files for work-related, non-investigatory purposes--e.g., to retrieve a file or document needed while the faculty member who maintains the file or document is away from the office--is permitted and does not require authorization by a Director or Administrator as long as access is limited to the work-related need. When a faculty member separates from IAIA, work-related files remain the property of IAIA.

Communications and other documents made by means of IAIA computing resources are generally subject to disclosure to the same extent as they would be if made on paper.

Information stored electronically may also be made available in administrative or judicial proceedings; therefore, all faculty members are urged to use the same discretion and good judgment in creating electronic documents as they would use in creating written paper documents. IAIA will disclose illegal or unauthorized activities to appropriate IAIA personnel and/or law enforcement agencies.

4. Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at IAIA. Allegations of misconduct will be adjudicated according to established procedures.

4.1 Sanctions

Use of IAIA computing services in violation of applicable laws or IAIA policy may result in sanctions, which may include, but are not limited to, one or more of the following:

- 1) temporary or permanent withdrawal of use privilege;
- 2) disciplinary action according to applicable IAIA policies, up to and including, expulsion from IAIA or discharge from a position; and/or
- 3) legal prosecution under applicable federal and/or state law.

Equipment Checkout Policy

Equipment usage at IAIA is limited to educational purposes serving the students at the Institute of American Indian Arts. Therefore the following uses and restrictions will apply.

- 1) All equipment, including computers, printers, cameras, light kits, sound kits, etc. is limited to:
- 2) Students enrolled full time, on-campus classes that require use of the equipment as part of fulfilling course requirements. If this equipment is to be taken off campus for any reason, this must be indicated when equipment is checked out.
- 3) Fulltime and part-time faculty who may check out equipment for use during their classes for instructional use. If this equipment is to be taken off campus for a field-based course experience, this must be indicated when equipment is checked out.
- 4) Professional media artists working with IAIA on special projects or programs that provide direct service to our students through internships or by other means.
- 5) Professional media artists' use of equipment must not conflict with instructional purposes as classroom needs will always take precedence. Requests by professional media artists affiliated with IAIA and serving IAIA students must be approved by the Director of Academic Technology and the Academic Dean. In each circumstance, the President must be consulted.

NOTE: Equipment may be available for a fee for reasons other than those listed above. Please consult the Academic Technology director or the Academic Dean.

Technology

All IAIA adjuncts need to have access to these three systems:

- **IAIA EMAIL** (for correspondence with students and IAIA business),
- **EMPOWER** (for taking attendance and submitting grades), and
- **CANVAS** (for posting syllabi and assignments).

To see if you can login to each of the systems:

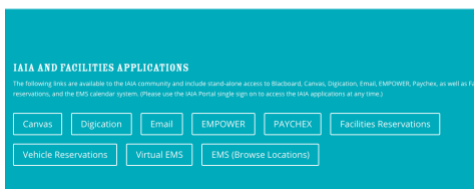
--Go to <http://www.iaia.edu/portal>

On this page you can sign into the main portal for easier access to all applications or sign onto each application independently.

PORTAL

The IAIA Portal lets the IAIA community access applications with a single sign on. IAIA applications include e-mail, Blackboard, Master Calendar, e-Portfolio website and the website portal. (See the IAIA Portal Tutorial.)

Portal Sign On



If you are not able to login to your **IAIA EMAIL**, contact Toby Martinez, support@iaia.edu, 505-424-5731.

If you are not able to login to **EMPOWER**, contact Bill Sayre, bsayre@iaia.edu, 505-424-2364 or Anita Gavin at anita.gavin@iaia.edu.

If you are not able to login to Canvas, contact Russel Stolins, rstolins@iaia.edu, 505-424-5797.

You can go to iaia.edu/faculty-help to activate the faculty help map that covers how to's, tips, resource links and other items to assist you with systems and departments here on campus. You can even set appointments with Academic Tech and others on campus!

EMPOWER

What is EMPOWER?

EMPOWER is our Student Information System. It is the main database for student records where you can:

- check schedule of classes
- get a list of your advisees
- check student schedule
- check student transcripts
- register students
- approve student registration
- check class list
- submit and check grades
- perform attendance tracking
- submit class consent

How to access EMPOWER

- Direct link: <https://empower.iaia.edu>
- Through IAIA Website: <http://www.iaia.edu/portal>
 - Click on "Empower Web Login" button

How to log-in

- User name: first name + last name (ex. for Joe Doe user name would be: 'joe.doe')
- Password: your EMPOWER ID

How to change password

Under 'Settings and Tools' tab

- Click on 'Change Password'

Forgotten password

Refer to the Empower link in the [faculty help map](#).

Current Filter Settings

IMPORTANT: This should always be your first step – to make sure that the term is correct under the Current Filter Settings.

Your current settings will be displayed on your home page as shown here

To change settings, click on 'Change' link which will take you to the following screen.

The "Current Filter Settings" screen can also be accessed under 'Settings and Tools' tab

- Click on the "Current Filter Settings" link
- Select the desired term from the drop-down list

How to access Class Roster, Grading Roster, and Student Attendance

The easiest way to access these three functionalities is from your EMPOWER Home Page.

- In the Faculty Classes box, select term from the drop down list. All your classes will be listed
- Click on the links for each class to access Class Roster, Grading Roster, and Student Attendance
- Please see the Empower tutorial at iaia.edu/faculty-help.

How to check class lists

Under 'Student Records' □ 'Course Tools'

- Click on 'Class Roster'
- Click on 'Change Current filter settings' which will take you to 'Current Filter Settings'
- Select term, department, course, and section
- Click on 'Return to Previous Page' button

How to submit and check grades

Under 'Student Records' □ 'Grades and Attendance' tab

- Click on 'Grading Roster'
- If your classes don't show up, try to click on 'Change Current filter settings'
- Select term, department, course, and section
- Click on 'Return to Previous Page' button
- In the box 'Select Interim/Final', select Final or Midterm
- In the 'Input Grade' column, select appropriate grade for each student
- Click on 'Submit Grades' button

How to perform attendance tracking

Under 'Student Records' □ 'Grades and Attendance'

- Click on 'Student Attendance'
- Select Date
- Select Default Attendance Code
- Click on 'Default Attendance code and Activity code' button. This will populate attendance field for all students
- Modify attendance code for individual student as appropriate by selecting the code from the drop-down list
- Click on 'Save' button

To get an overview of attendance by month, click on Student Records' ▢ 'Grades and Attendance' ▢ 'Attendance Summary'

For more information, contact Bill Sayre, phone (505) 424-2364, email bsayer@iaia.edu or Anita Gavin 505-424-5701, email: anita.gavin@iaia.edu.

Library Use Policy

Circulation & Services Policy

Statement of Confidentiality

The IAIA library believes that privacy is essential to the exercise of free speech, free thought, and free association. In a library (physical and virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.

The IAIA library follows New Mexico Library Privacy Act [18-9-1 to 18-9-6 1978] that states: "Patron records shall not be disclosed or released to any person not a member of the library staff in the performance of his duties, except upon written consent of the person identified in the record, or except upon court order issued to the library. The library shall have the right to be represented by counsel at any hearing on disclosure or release of its patron records."

Eligible Borrowers

All library users must have a library account in good standing before checking out any item.

- IAIA Students – currently enrolled students
- IAIA Faculty – current faculty.
- IAIA Adjunct Faculty – eligible semester-by-semester to currently teaching faculty.
- IAIA Staff – current employees.
- Passport – students from other institutions of higher education with a valid NMCAL Passport for the current semester.

Patron Responsibility

An IAIA id is required to check out any item. Another form of photo id with verification of current standing at IAIA may be taken in unique circumstances, in lieu of an IAIA id.

Passports to New Mexico's Academic Libraries

All eligible borrowers have Passport privileges to a large number of academic libraries in New Mexico. Patrons interested in obtaining a Passport must visit the IAIA library prior to checking out items at another New Mexico academic institution.

Loan Periods & Checkout Limits

IAIA Students

- **Books, 30 item maximum, checkout period is 21 days.**
- **Audiovisual material, 6 item maximum, checkout period is 7 days.**
- **Course Reserves – 2 maximum, checkout period is 3 hours in the library.**

Faculty, Adjunct Faculty, and Staff

- **Books - 30 item maximum, checkout period is 21 days.**
- **Audiovisual material - 6 item maximum, checkout period is 7 days.**
- **Course Reserves – 2 item maximum, checkout period is 3 hours in the library.**
- **Equipment – 6 item maximum, checkout period is 1 day.**
- **Non-Circulating Items – 6 item maximum checkout period is 7 days.**
- **Periodicals – 6 item maximum, checkout period is 7 days.**
- **Reference Material – 6 item maximum, checkout period is 7 days.**
- **Special Collections – 6 item maximum, checkout period is 7 days.**

IAIA Special Groups

- **Books - 6 item maximum, checkout period is 7 days.**

Passport Visitors

- **Books – 6 item maximum, checkout period is 14 days.**

Interlibrary Loan (ILL) - This service is available to IAIA students, faculty, and staff who need specific items not available at the IAIA Library or in any of the libraries in Santa Fe. ILL is a service provided through a network of libraries, and sometimes delivery of an interlibrary loan may take 2-3 weeks. Borrowing periods are set by the lending library. Rarely, the lending library charges fees to loan material. When the IAIA library is notified of a fee, the patron requesting the item will be notified of the fees and may choose not to receive the requested item. If the patron chooses to receive the item, the patron will be responsible for paying the assessed fees. ILL items must be picked up at the IAIA library.

Overdue Policy

Borrowers with more than 5 overdue items will have all borrowing privileges suspended until the items are returned. Patrons with any item more than one month overdue will have all borrowing privileges suspended until the item/s are returned or the library is reimbursed the replacement cost.

The library will send courtesy email reminders of overdue materials. It remains the responsibility of borrowers to keep their email addresses current at the library's circulation desk and return materials promptly when notified. Items that are not returned promptly will be subject to replacement charges. The library will send a bill to a student's IAIA account and will clear the borrower's library account.

Fines

No daily late fines are assessed for IAIA materials. However, if an item is not returned or renewed, the patron will be billed for the replacement cost. Refunds will be granted if the items are returned

promptly and undamaged. An overdue fine will be assessed after 3 overdue notices have been sent and if the item is not returned a bill for the replacement cost of the item will be added to the IAIA student account.

Renewing Material

Patrons may renew items in-person, via phone or email, or may renew items through the library's online catalog. Items may be renewed only once.

Recalls

To ensure equitable access to the collections for all users, the library provides a recall service which may shorten the loan period of materials charged to one borrower so that they can be used by another borrower, or group of borrowers. All checked out items are subject to recall at any time, and must be returned by the recall due date. When an item is recalled, the borrower of the item will be contacted by e-mail and/or phone. The item must be returned within 7 days of the date of recall. Items that are already due in 7 days or less keep their original due date and cannot be renewed.

Replacement of Lost/Damaged Items

Library users are responsible for the items they check out from the IAIA library. If an item is lost, damaged, or stolen, the borrower will be responsible for paying the item's full replacement or repair costs. The borrower may not be allowed to check out any more items until the repair or replacement cost has been paid in full. Bills will be applied to student accounts at the end of each semester.

Lost Items

In the case of lost library material, an item will be considered "lost" if the borrower indicates to a library staff member that he or she has lost the item. Items that are not returned by the end of the semester will be assumed to be lost and a bill will be assessed to the borrower's account.

Damaged Items

An item is considered damaged when it is returned to the library in a condition that requires extensive repair or when the item is unable to be repaired and cannot be returned to the library's collection. The determination of damage will be made by a member of the library staff. The replacement or repair costs will be charged to the borrower's student account. The library will not allow patrons to retain the library's copy of a damaged material. The borrower's account may be cleared in one of two ways:

1. A patron may purchase an exact replacement copy (see below for details).
2. A patron may have the bill for repair or replacement charges applied to his or her student account.

Replacement Costs

Determining a fair and adequate replacement cost for library materials will be decided by the library staff and will be based on the average cost of a new item on Amazon.com. When an item is out of

print, the replacement cost will be determined by the prices available through a rare book dealer. Or the patron may be assessed a replacement cost based on the price of a similar title on the subject.

If a patron decides to purchase a replacement copy of an item, the patron will be responsible for bringing the replacement copy to the library's circulation desk so it can be processed and the bill/hold removed from the borrower's account.

Replacement Criteria:

- Lost item replacements must be in new or excellent condition. Replacement items must be complete, undamaged, and free of markings or stains.
- The replacement item must be identical to the copy that was checked out from the library. To help ensure this, patrons are encouraged to use the International Standard Book Number (ISBN) when searching online or in a bookstore for a replacement copy. If the item does not have an ISBN, the patron should speak to a librarian to get the necessary publication information before purchasing a replacement copy.
- An exception to purchasing an identical copy of the book may be made if a newer edition of a book is available. For example, a 4th edition can generally replace a 2nd edition.

Interim Periods Check-Out Policy

Students, faculty, and staff may check out library resources during the interim periods. In order to check out an item, students must show proof that they are enrolled in courses in the semester following the interim period. Students working on campus and/or living in family housing who are not yet enrolled in the following semester may check out items. Adjunct professors may check out items when they are teaching a course in the semester following the interim period.

Online Access

All current students, faculty, and staff may have access to the library's electronic resources from remote locations. Information about online library access is distributed via campus email. The library's online login credentials are available on the faculty help map and are located under the library's tab. Library login credentials may also be obtained from library staff members.

Services

Computers – Desktop computers in the library are for the use of current IAIA students, faculty, and staff. Community members not associated with IAIA may use the library's computers for two hours unless there is an IAIA student waiting to use a computer. Community members not associated with IAIA may not use the library's computers for printing.

Passport – Current IAIA students, faculty, and staff may use many academic libraries in New Mexico by asking for a Passport document from the IAIA library staff. Borrowing privileges are governed by the policies of the lending library.

Reference and Research – Services are available to anyone who contacts IAIA with a reference question. Priority reference and research services are provided to IAIA students, faculty, and staff. IAIA's library is a teaching library with the goal of teaching patrons how to find information by developing patrons' research skills.

Research & Instruction Sessions – Librarians will work with faculty to create meaningful research projects for students. In order to schedule a session, librarians should be contacted at least 1 week prior to request a library instruction session. Librarians must know the assignment required for the class and must know the faculty member's expectations for the assignment prior to the instruction session. Faculty must attend the library instruction session with their students.

Reserves – Faculty may place items on reserve for classes they are teaching. Reserve items can include personal copies of items that faculty wish to make available for their students to use, as well as items from the library collection. Librarians will work to identify books owned by the library that are required reading each semester. Faculty, however, are strongly encouraged to confirm that the material they think is on reserve for their classes each semester is actually on reserve. Copies of materials not owned by the IAIA library may be copied and made available for course reserves when they are:

- In the public domain
- Used with permission from the copyright holder
- Used under a license agreement
- Or used under the provisions of Fair Use as provided in the US Copyright Act, 17 U.S.C. Section 107.

Study Rooms – These spaces are primarily for student use and are available during the library's open hours. Students who wish to use a study room may enter any unoccupied room, or they may reserve a room in advance by contacting a library staff member. During the weeks of midterms and finals, only students may reserve rooms.

Approved by APPC 2/24/15

Food is not allowed in the Library. Beverages are allowed only in cups with screw-on lids. Noise from conversation or cell phones must be kept at a low level so as not to disturb other patrons. Any prolonged conversation should take place in the corner area beyond the computer bar or in one of the study rooms. Library patrons who are disruptive will be asked to leave. A phone for outgoing calls is available for patron use in the corner area beyond the computer bar. Library staff phones are not to be used by patrons. Library staff will not take messages for students.

The three study rooms are primarily for student use/group study use. They may be reserved in advance by contacting Library staff or may be used when not occupied during normal Library hours.

The IAIA Library provides an adult, unsupervised environment for the purpose of academic research and support of the college's curriculum. Children will not be monitored or supervised by the staff; therefore the safety of unattended children cannot be guaranteed. Consequently children under the age of 15 who are not IAIA students must be accompanied and supervised

by a parent or adult guardian at all times. Children who are disruptive will be asked to leave the library.

Unattended belongings are not the responsibility of the Library and staff cannot guarantee the security of these items. Items left at closing time will be put in the Library Lost and Found and may be identified for return the following day. Security will not open the Library after closing for students to retrieve their belongings.

Privacy Policy: Family Educational Rights & Privacy Act (FERPA)

In accordance with FERPA (P.L. 93-380) (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/>), college records are confidential. These records consist of the student's admission application, high school and/ or college transcripts, records of grades and academic standing, and any notes, memos, or letters about the student's scholastic progress.

The only people who have access to a student's file are:

- . College faculty and staff who are conducting College business
- . Federal, state, and local officials who by law must receive information from The College
- . Any party designated by judicial order or subpoena, provided The College notifies the student.
- . Anyone who has the student's written consent.

Adjunct Absences

Pre-Arranged Absence:

If you know ahead of time that you will be missing a class day:

- Complete an **Adjunct Absence Form** which can be found on the [website portal page](#)

Portal Forms IT

Home > Portal > IAIA Portal Forms

IAIA PORTAL FORMS

Access IAIA Human Resources forms as well as other departmental forms and documents.

Home > Portal

PORTAL

The IAIA Portal lets the IAIA community access applicat and the website portal. (See the [IAIA Portal Tutorial](#).)

Portal Sign On

No.	Academics (Forms and Documents)
1	Adjunct Absence Form

- Let your class know about the absence and assignment
- Contact your Department Chair to arrange for an approved substitute for class. IAIA requires that all instructors have a clear background check.

Unexpected Absence:

1) Personal

If you will be unexpectedly absent on a day that you teach a class:

- Contact Faculty Assistant at 505-424-5748 and Dean's Assistant at 505-424-2373
- Post a notice of your absence on your Canvas class page(s) with the work, if any, that you would like to assign
- Contact all students in your class(es) by email to let them know of class plans
- Complete an **Adjunct Absence Form**

2) Inclement Weather

If you don't know whether or not to travel to IAIA because of bad weather on a day that you have class check for information about school closing or two-hour delay before your class starts. If no closing or delay has been called for day classes, check again in the afternoon---sometimes increasingly bad weather means that evening classes will be cancelled even if day classes have not:

IAIA Snow Number: (505) 424-2363

TV Stations:

KOBTV – Channel 4 (www.kob.com)

KOAT – Channel 7 (www.koat.com)

KRQE – Channel 13 (www.krqe.com)

Radio Stations:

NPR – KANW 89.1

NPR – KSFR 101.1

School closing: Classes are cancelled, offices are closed and no action is necessary

2-hour delay: IAIA will open at 10:00am instead of 8:00am.

- Classes that normally end by 10:15 will be cancelled

- Classes that normally start at 9:30am will start at 10:00am and will end at their regularly scheduled time

If the school has not closed, determine if you are able to get to IAIA safely. If not, post a notice on your Canvas class page(s) with any assignment(s) and contact students by email. You also need to contact your Department Chair, the Faculty Assistant and Academic Dean's Assistant.

Inclement Weather Policy: The President makes decisions to close or delay the opening of IAIA because of inclement weather. When the weather is inclement, employees are responsible for calling in to determine if or when IAIA or any of its departments, such as the Museum, will be open for business. To do so, employees may call IAIA's snow telephone number and receive a message stating whether there will be a delay in opening or a closing, or asking the caller to call back at a later time when more information is available. If a decision to close early is made during regular business hours, employees will be notified at their workplace.

If an employee chooses not to work when the weather is inclement, and the decision has been made to operate IAIA on a regular schedule, his/her supervisor may authorize use of vacation leave. The services of certain employees are considered to be essential during an official closing or delayed opening. These employees may be required to work during inclement weather.

Employees who are not scheduled for work or have prearranged vacation and sick leave during inclement weather are not affected by any adjusted schedules.

Campus Emergency Alert System



SIGN UP FOR IAIA'S EMERGENCY ALERT SYSTEM

IAIA Alert is our service for emergency and weather alerts to students, faculty, staff and community members. IAIA Alert can send timely notifications in case of an emergency or weather delays/closures to you via text, email, the IAIA website and social media. IAIA Alert requires no installation of hardware or software.

REGISTER NOW!

It's easy to register: go to www.getrave.com/login/iaia and follow the instructions.

Once registered, you will receive a welcome email with a confirmation link. Once you confirm your email address, you can edit your options to receive alerts via **text message** – up to 3 different mobile numbers; **email** - up to 3 different addresses.

Registrants may incur standard text messaging costs in accordance with their mobile plan. If you'd like to avoid messaging charges, you can sign up without providing a cell phone number.

For more information, contact IAIA Facilities Manager Peter Romero, 424.2326 or peter.romero@iaia.edu. There is also a link to Facilities on the [Faculty Help Map](#).

Benefits for Adjunct Faculty

Tuition waiver Benefit

Adjunct faculty will be able to enroll in one course per semester in each semester in which they are employed as an adjunct faculty member at IAIA under the following conditions:

1. They have successfully completed one semester of adjunct teaching at IAIA prior to the semester in which they seek to enroll in a course.
2. There is room in the course for another student, i.e. all degree-seeking students who are required to take the course have priority and will be given available seats first.
3. Adjunct faculty will not enroll in independent studies, internships, or mentorships, but in regular courses in the semester course schedule.
4. Adjunct faculty may enroll in online courses or face-to-face classes.
5. Adjunct faculty will be responsible to pay for any course fees, books and materials. This policy only waives TUITION.
6. The Admissions office will have a packet for Adjunct Faculty with the admissions application form and the Tuition Waiver form.
7. An Admissions application form must be completed and submitted to the Admissions staff.
8. Upon acceptance, the admissions staff or registrar may enroll adjunct faculty in their selected course once they have the Tuition Waiver form signed.
9. The Academic Dean will sign as the adjunct faculty supervisor on the Tuition Waiver Form.
10. Adjunct faculty may enroll either as audit or credit students. The tuition is the same for audit and for credit.

11. Once enrolled in the class, all rules that apply to students enrolled in classes will apply to adjunct faculty enrolled in classes. This includes the Attendance Policy; Studio & Classroom Conduct Policy; policies regarding withdrawal, etc.
12. Adjunct faculty enrollment in a class cannot be the determining factor in course enrollment and class cancellation policies and practices.
13. If employment is terminated for professional misconduct or cause, enrollment in a class would also be immediately cancelled.

Communication

Email

All IAIA business that is conducted by email is conducted exclusively by IAIA email. It is important to check your IAIA email often to be aware of any news that affects instructors or their classes.

Mail

Adjunct mailboxes are located in the Administrative Building near the Academic Dean's Office. Mail is distributed daily. Adjuncts may leave outgoing IAIA mail with the Faculty Assistant for mailing.

Phones

Adjunct offices are equipped with phones for making local calls; dial an "8" to get an outside line. For outgoing long-distance calls, please contact the Faculty Assistant. Incoming calls for adjuncts are forwarded to the Faculty Assistant who will send the phone message to the adjunct's IAIA email address.

Wifi

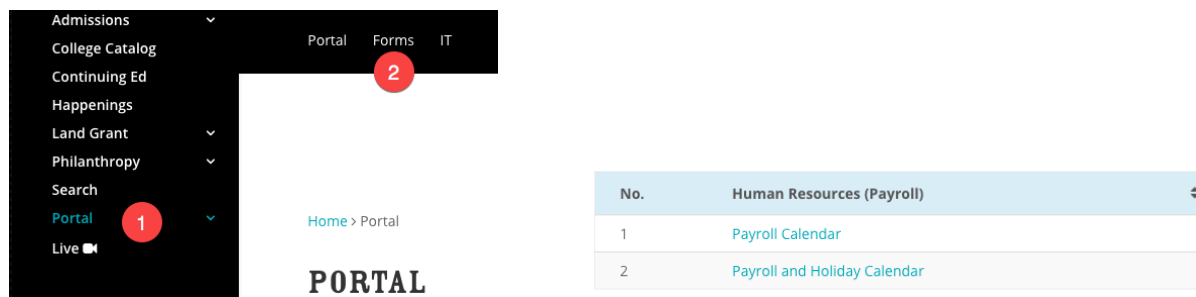
The IAIA campus has Wifi. Connect to IAIA_Guest WiFi.

- User ID: guest
- Password: iaia

Compensation

Adjuncts are paid for all courses that are specified in their contracts, at the rate that is specified in their contracts. Adjuncts are paid every two weeks. Social security and FICA deductions are taken out of pay.

Current Payroll calendar can be found in the forms link of the portal page on the IAIA website here: <https://iaia.edu/portal/iaia-portal-forms/>



The screenshot shows the IAIA Portal website. On the left is a dark navigation menu with links: Admissions, College Catalog, Continuing Ed, Happenings, Land Grant, Philanthropy, Search, Portal (highlighted with a red circle '1'), and Live. At the top right of the portal are links: Portal, Forms (highlighted with a red circle '2'), and IT. Below the navigation menu, the text 'Home > Portal' is visible, followed by the word 'PORTAL' in large letters. To the right, there is a table titled 'Human Resources (Payroll)' with two rows: '1 Payroll Calendar' and '2 Payroll and Holiday Calendar'.

No.	Human Resources (Payroll)
1	Payroll Calendar
2	Payroll and Holiday Calendar

Food

Cafeteria

IAIA contracts with Bon Appetit Café to provide meals for students, faculty and staff. Visit Bon Appetit's website at www.cafebonappetit.com and click on **Visit My Café** for the weekly menu and prices.

Vending Machines

A coffee vending machine is located in the CLE next to the Cafeteria
Water, soda and snack vending machines are located in the Academic Building

Keys

Contact the Faculty Assistant to get an access card to the studio in which you will teach.

Lounge

A staff and faculty lounge is located near the Dean's Office in the Academic Building.

Offices

Shared adjunct offices are located in the Library and Technology Center. Adjuncts can schedule office use with the Faculty Assistant. Offices have phones, computers, printers and provide space for meetings that may require confidentiality. The office keys must be returned to Facilities at the end of each semester.

Parking

Adjuncts apply for a parking permit at HR Orientation. The permit is issued by the Dean of Students' Office and a sticker is placed in the adjunct's mailbox within a week of application. The parking permit does not expire. If you change your primary vehicle, submit new vehicle information using the parking permit application using the same permit number.

Security 505-577-1660

IAIA security provides **Safe Walk, Facility Patrol** and **Regulation Enforcement** services 24/7 for students, staff, faculty and visitors to the Campus. All are encouraged to take advantage of the services IAIA security offers to be safe and feel safe on Campus. There is a link to security on the [faculty help map](#), also.



Buffalo Sculpture, Administration Building
Photo: Kitty Leaken

Academic Policies

Academic Honesty and Integrity

Students are expected to be honest in regard to their studies at IAIA. Plagiarizing assignments, copying examinations, illegally procuring or possessing examinations, presenting another's artwork as one's own, or altering records shall all be considered academic dishonesty.

Plagiarism of Written Source Material

Three different acts are considered plagiarism: Failing to cite quotations and borrowed ideas, failing to enclose borrowed language in quotation marks, and failing to put summaries and paraphrasing in a student's own words .

Penalties for academic dishonesty may include: failing grades for individual assignments or a failing grade for the course. Repeated offenses may result in academic suspension and/or expulsion from IAIA.

Absences (Student)

The Attendance Policy is in effect on the first day of classes and attendance is mandatory. Faculty members take roll and report absences through the Empower system beginning the first day of class.

Attendance Policy

This attendance policy applies to all courses taught at IAIA, unless a separate policy is explicitly stated in the course syllabus. Students in all courses are expected to attend classes regularly

and to comply with class requirements to the satisfaction of the instructor. Excessive absenteeism may result in the student being dropped/withdrawn from a course.

Instructor's Responsibility: All instructors take attendance for all class sessions beginning with the first scheduled class meeting. All attendance must be reported in the Empower Attendance Tracking module. Attendance tracking begins on the first day of class and attendance is mandatory. If the student misses the first day of class they may be dropped from the course.

Absenteeism: Unless otherwise stated in the course syllabus, the following attendance policy will apply:

- After two unexcused absences, a warning will be sent to the student and his/her Advisor via e-mail indicating that one more absence may result in a withdrawal from the course
- After three absences, the student can be withdrawn from the course. If the third absence occurs prior to the withdrawal deadline, the student will receive a "W" grade. If the third absence occurs after the deadline, the student will receive an "F" grade.

It is strongly recommended that students miss class only for bona fide instances of illness or real emergency.

Tardiness: Tardiness is also not permitted. Three instances of tardiness— defined as five minutes late—is the same as one absence and will be treated as such. A tardy of fifteen minutes or more is considered an absence. After three consecutive or five non-consecutive tardy appearances, the instructor may withdraw the student.

Missed Work: If a student is absent for any reason, he or she is required to make up all missed work. It is the student's responsibility to check on all assignments with the instructor.

Pre-Arranged Absences: Students can request permission from their instructors to miss class sessions for appropriate reasons by using the Pre-Arranged Absences Form. Absences approved by the instructor will be considered "excused absences". Suitable reasons include student's documented illness, death in student's immediate family, tribal ceremony, and participation in Institute-approved activities. Absences not considered excused include: pow-wows, vacations, work, absences before and after holiday periods or Spring Break, and similar activities. Pre-arranged excused absences must be obtained beforehand using the appropriate form with signatures. Please note that an instructor can deny a student's request for a pre-arranged absence. For Pre-Arranged Absences forms, please see the Retention Director in the Student Success Center.

Lack of Preparation: The instructor may ask a student who is not prepared for class (not having required books, materials or supplies), or who has not completed the readings or other assignments, to leave the class and go to the Library or to another room to work on the assignment and return to class when the work is completed. The student's subsequent absence from class will be counted as an absence or tardy.

Late Assignment Policy: Each academic department's late assignment policy will be specified on the course syllabus.

Online Attendance

To stay in compliance with state and federal regulations, IAIA is required to maintain accurate attendance records in all courses. Online courses are no different from classroom courses in this regard; however, participation must be defined in a different manner. Student "attendance"

in online courses will be defined as active participation in the course as described in each course syllabus.

Online courses will, at a minimum have weekly mechanisms for student participation, which can be documented by any or all of the following methods: student tracking in the learning management system (Performance Dashboard, Course Statistics, Grade Center); submission/completion of assignments; and communication with the instructor. The learning management system used to facilitate online courses has a sophisticated tracking and reporting system that is available to your instructor. Your online activity will be monitored.

Unless otherwise specified in your course syllabus, you are required to log in to each online course by midnight Monday, Mountain Time, during the week in which the course officially begins and to complete the initial introductory discussion postings required in the course. You must log in at least two additional days during the first week of the course and complete all assigned online assignments and assessments. You must log in a minimum of three separate days each subsequent week of the course to meet attendance requirements and complete all assigned coursework.

If you fail to meet these attendance requirements in one week of the course, you will be given an absence for that week. You are allowed one absence per course. If possible, contact the instructor in advance and make arrangements to complete the required assignments. Acceptance of late work is at the discretion of the instructor. If you fail to meet the attendance requirements for a second week in the course, you may be withdrawn from the course.

Students who do not log in to the course within the drop/add period for the semester will be dropped from the course. (Drop/add and withdrawal dates are listed in the published campus calendar and the course syllabus).

Students who fail to maintain active participation in an online course as defined in the course syllabus will be processed in accordance with the College's current attendance policy.

Classroom And Studio Conduct Policy

All students are expected to conduct themselves in a manner that contributes to a positive learning environment. Students are expected:

- To show respect for the instructor, guests, and their fellow classmates
- To be open to new ideas
- To demonstrate a positive attitude
- To be willing to learn and change
- To be prepared for class
- To respect other student's property, projects, art work, etc.
- To maintain an orderly work space (in studios or labs)
- To comply with health and safety guidelines
- Discourteous, destructive, or disruptive behavior is never acceptable in the studio or classroom.

The following behaviors are considered unacceptable and are subject to disciplinary action:

- Coming to class unprepared (lacking required books, supplies or materials after the second week of class)
- Bringing children or pets into studios, labs or other workplaces

- Exhibiting disrespect toward the instructor, guests, or classmates
- Exhibiting anger inappropriately in any form (speech, body language, gestures, rough handling of equipment)
- Defacing the artwork of another student
- Non-participation (refusal to do assignments, indifference, sleeping in class)
- Engaging in cross-talk (carrying on a private conversation)
- Talking or texting on cell phones (cell phones must be turned off during class)
- Listening to iPods or other digital media
- Using the computer for personal use (checking email, listening to music, surfing the web, chatting, using social media, accessing pornographic or other inappropriate sites) during class time
- Eating or drinking beverages (unless approved or part of class instruction)
- The destruction or improper use of equipment
- Behaving in a dangerous or unsafe manner
- Failure to clean up workspace and return equipment to proper location
- Being under the influence of drugs or alcohol (see alcohol and drug abuse policy above)
- Misuse of social media to intimidate or disrespect fellow students, staff or faculty constitutes unacceptable behavior.

Studio Use Policy

Art studio classrooms are available for use only to students currently enrolled in the art class with which the studio is associated. This limit is for reasons of safety, liability, and budgeting as well as space limitations. There are exceptions to this rule but only after receiving proper training and permission. These exceptions are available to Studio Arts fulltime faculty and students who are currently enrolled in special topic courses and senior project or independent study. See Studio Art Department Chair or Visual Arts Technician for more information. Studio classrooms may only be occupied during times when the fall or spring semester courses are in session and only during open studio hours posted on each door, or by permission of the Studio Art Department Chair and the Dean.

Only approved processes and materials/ chemicals are allowed. Each studio classroom in the Studio Arts Department will be assessed for the purpose of safety, with specific processes in mind. Our studios are limited to those functions. See area faculty or Visual Art Technician for list of approved processes and materials.

In addition, the following rules apply to all IAIA facilities, including assigned studio spaces:

- Smoking is not permitted in any building at any time.
- No eating or drinking in the studio
- The use of alcohol or illegal drugs is prohibited
- Doors to the outside of the building may not be propped open. This is a breach of security and safety.
- Pets, including support animals, are not allowed inside IAIA buildings; However, service animals are allowed. If you see a student with an animal, you may not ask why they have the animal or what purpose it serves. You MAY ask, "Is your animal known to the disabilities Support Program?" If not, you may get the student's name and refer them to the Disabilities Support Program, and then email the student's name to the program at adaoffice@iaia.edu.

The quality of the working and physical environment is everyone's responsibility. Although a studio space may be assigned to you as your workspace, it is a part of the Institute's physical community and what you do in your studio space may affect not only your health and safety but also that of others. If you are aware of a safety issue in your studio space or the senior studio

building, or if you are unsure whether a process or material you want to use is safe, seek the guidance of your Faculty of Record, or seek the advice of the Institute's Health & Safety Committee or Facilities Management.

Instructor-Initiated Withdrawal

Faculty may initiate student withdrawal from a class for only the following three reasons:

1. Lack of attendance according to the Attendance Policy
2. Behavioral violation according to the Studio and Classroom Conduct Policy
3. Non-participation in fully online classes

Withdrawal Of A Student From A Class Due To Behavior

Procedure:

1. The Classroom and Studio Conduct Policy stipulates appropriate and inappropriate behavior in a classroom or studio context. This includes field trips, service learning experiences, internships, apprenticeships, and other faculty-led educational programs that students of IAIA participate in whether on or off campus.
 2. The faculty member is responsible for enforcing the policy.
 3. The faculty member must speak to the student if a violation of the policy occurs. Speaking directly with the student is the required first step. It is suggested that this be a private conversation between the faculty and the student and may occur in the hall outside of the classroom or in the faculty office and should occur immediately following the behavior violation.
 4. If the violation is severe enough, the faculty member may request the student to leave the class immediately; may request the student speak to him or her prior to returning to class; and/or may request the student leave immediately and contact either security and/or the Dean of Students.
 5. If the faculty member is satisfied that after speaking with the student, the violation is understood and the student agrees not to repeat it, s/he may return to the class.
 6. If the behavior recurs either during the same class period or in a subsequent class period, the faculty member should then require that the student leave the class and should report the violation to the Dean of Students using the INCIDENT REPORT FORM available via Campusnet in addition to calling the Dean of Students. If the student refuses to leave the class, security may be called to remove the student from the class.
 7. If the behavior is not corrected after this second incident and report to the Dean of Students, the faculty member should withdraw the student from the class due to behavior violations. The WITHDRAWAL OF A STUDENT DUE TO BEHAVIOR VIOLATION FORM should be completed. A copy should be sent to the Dean of Students, the Registrar, and the student. The faculty member should keep a copy for his or her records.
- A student may appeal a case utilizing the appeal process established for any behavior violation on campus. To appeal, the student should speak with the Dean of Students and receive instruction on the steps and process for a formal appeal.

Withdrawal Policy

FACULTY may initiate student withdrawal from a class for only the following two reasons:

1. Lack of attendance according to the Attendance Policy
2. Behavioral violation according to the Studio and Classroom Conduct Policy

The faculty member must follow the correct procedure and complete the appropriate form and submit it to the Registrar to withdraw a student.

A faculty member cannot enter a "W" onto the midterm or final grade sheet.

Only the Registrar can enter the W onto the grade sheet.

A STUDENT may initiate a withdrawal from a course with their advisor's permission before the last day to withdraw (see academic calendar). See "Changes in Enrollment" for current policies on student-initiated withdrawal.

Discipline Policy

The President of The Institute of American Indian Arts has the authority to suspend a student for violations of student conduct pending a hearing for said student. Hearings will be scheduled as promptly as possible without prejudicing the rights of the accused. Violations of Institute regulations or other forms of student misconduct will be investigated by appropriate personnel. The following disciplinary actions may be taken: warning, disciplinary probation, suspension, or restitution. The President may take immediate action if the misconduct warrants such action. In addition to the traditional A-B-C-D-F grades, instructors at IAIA have the option of assigning "+" and "-" grades as well.

Grade Quality Points

Grade	Quality Points	Percent age	Grade	Quality Points	Percentage
A+	4.00	97 – 100	C	2.00	74 – 76
A	4.00	94 – 96	C-	1.67	71 – 73
A-	3.67	91 – 93	D+	1.33	67 – 70
B+	3.33	87 – 90	D	1.00	64 – 76
B	3.00	84 – 86	D-	0.67	61 – 63
B-	2.67	81 – 83	F	0.00	Below 61
C+	2.33	77 – 80			

Incomplete

An incomplete grade is given for work in a course that a student is passing but could not complete due to circumstances beyond the student's control. The student must initiate the process for an incomplete grade with the instructor. An Incomplete Form must be completed by the instructor, signed by the Academic Dean, and submitted to the Registrar at the end of the semester.

Reasons for an incomplete usually are limited to documented medical, family, or personal emergencies. The following rules apply to an incomplete:

- Incompletes for non-graduating students must be completed during the first semester following the semester in which the incomplete was issued. An exception will be made for incompletes issued in the Spring semester, which must be completed in the Fall rather than the Summer semester following the semester in which the incomplete was issued. The instructor may specify a shorter time in which the student must complete the work.
- Incompletes for potential graduating candidates must be completed by the Friday of midterm week following the fall or spring semester in which the incomplete was issued. The instructor may specify a shorter time in which the student must complete the work.
- An incomplete will be changed to a letter grade when the student completes the work in a manner acceptable to the instructor. A signed Assignment of Grade form must be submitted to the Registrar in order to change an incomplete to a letter grade.
- An incomplete which is not changed within the specified period of time automatically becomes an "F" and is recorded on the student's record and calculated into both the student's semester and cumulative grade point averages.

- A student may petition the Academic Dean for an extension of time in which to complete the work no later than the Friday of mid-term week the semester immediately following the incomplete. Extensions will only be granted in extreme circumstances.
- Students are responsible for making arrangements with the instructor for the removal of the incomplete. A student should not register for the incomplete course again unless the time to complete the work has expired and the student has received an "F". \
- In no case may an incomplete be used to avoid the assignment of "D" or "F" grades for marginal or failing work.

NOTE: Faculty may not give an I (Incomplete) or a W (Withdrawal) at midterm. Midterm grades must be A through F or P for Pass/Fail courses.

Grade Disputes

Students may dispute a final grade if they believe an instructor has miscalculated the grade according to the requirements set up in the syllabus for the course. If a student believes this to be the case, he/she must take the following steps:

1. Student must provide written explanation of a dispute with evidence of disputed grades to the instructor of the course within the first month of the immediately following semester. The only exception to this is summer semester in which all faculty may not be available. In that case, the dispute process may begin in the falls semester. Within five working days the instructor will provide the student with a written response to the dispute. If the instructor was an adjunct faculty member who is no longer available, the student may begin with the Chair of the Department (see Step 2) instead of the instructor.
2. If the student is still unsatisfied, within five working days of the instructor's response, the student may take the written dispute with the instructor's response to the Chair or Program Director of the department in which the disputed grade took place. Within five working days the Chair will provide the student with a written response to the dispute. Additionally, if the instructor of the course is also the Chair of the department, the student can skip this step and move to step
3. If the student is still unsatisfied, within five working days of the Chair or Program Director's written response the student may take the written dispute with all responses to the Academic Dean. The Academic Dean will consider the materials and make a final decision concerning the matter. The Academic Dean will provide the student with a written response that indicates the final decision.

NOTE: Grade disputes based on discrimination or sexual harassment should be handled through the Student Appeals Committee established in the Student Handbook.

Text Book/Materials Disclosure Policy

IAIA complies with the federal regulation requiring textbook/materials disclosure.

- Books are included in the tuition fee. Books are rented at up to 50% of the typical book cost and returned at the end of each semester. Books are distributed and returned to the IAIA Bookstore.
- The student database system, Empower, provides easy access to course registration information. Each course offered includes a paragraph description of the course followed by information on required materials and approximate costs for these materials. Additionally the College Bookstore supplies most of the materials to make them easily accessible for students to purchase. Students may also shop around for the best deal on materials for their classes.

Use Of Photographic Reproductions Of Student Art Work

IAIA requests that students consider allowing IAIA to use photographic reproductions of their artwork for educational and/or promotional purposes when no direct revenues are generated. Such purposes include, but are not limited to, use by faculty or staff in class presentations, the creation of image databases for library collections, assessment of student progress, graphics used on the IAIA website, production of the IAIA catalog, brochures, posters and promotional materials distributed by IAIA.

If IAIA produces a product that includes photographic reproductions of student artwork and generates revenue, a fee will be paid to the student. Such products may include, but are not limited to, posters, calendars, books and CD-ROM products. Students will be asked to sign a release, giving approval to IAIA to use photographic reproductions for various non-revenue generating purposes. The release will list several categories for consideration.

Family Educational Rights And Privacy Act (Ferpa)

The Family Educational Rights and Privacy Act protects a student's right to privacy by limiting information which can be released to the public in what is referred to as Directory Information. Directory Information is that part of an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information can NEVER include student identification number, race, social security number, ethnicity, nationality, or gender.

Directory Information (FERPA)

Directory Information is information that can be released to the public without permission from the student:

- Student's name, local address, permanent address, email address, photos, and telephone numbers (including cell phone numbers)
- Student photo
- Names and dates of previous high schools and colleges attended
- Classification (Freshman, Sophomore, Junior or Senior), enrollment status
- Major field of study
- Dates of attendance and anticipated date of graduation
- Participation in officially recognized activities

Field Trips & Visiting Artists



Campus at Sunset

Vans For Student Transportation

IAIA has three 7-passenger vans that can be leased by the departments for field trips. Both drivers must be on the approved driver's list with IAIA in order to drive the vans. Contact the Faculty Assistant to get a copy of the form that requires your Department Chair's approval for van use. Please turn in the form to Facilities at least two weeks in advance of the field trip.

Students are not covered by IAIA insurance if they drive themselves to a field trip.

Visiting Artists In The Classroom

- IAIA requires that the instructor is in the classroom at all times during the time a visiting artist is present.
- Please make arrangements with your Department Chair at least one month in advance when making plans to have a visiting artist come to your class.

If you plan to pay the visiting artist, please obtain approval from your Department Chair in advance. Contact the Faculty Assistant at 505-424-5748 to help you fill out the payment paperwork at least two weeks in advance of the event date.

FERPA For Faculty

What is FERPA?

- It stands for the Family Educational Rights and Privacy Act of 1974.
- It is also known as the Buckley Amendment.

FERPA is a federal law designed to protect the privacy of education records, to establish the right of student to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

Why do we need to comply with FERPA?

- It is the law.
- Failure to comply could result in the withholding of Federal Funds, including Student Financial Aid.
- Lawsuits caused by violations cost both time and money.

This act (FERPA) is enforced by the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. The Family Policy Compliance Office is the office within the Department of Education that administers FERPA and is responsible for providing technical assistance regarding FERPA to educational institutions. FERPA is applicable to both K-12 and higher education.

FERPA rights are granted to parents until their son/daughter reaches the age of 18 OR begins attending an institution of higher education regardless of age. Once the student matriculates into an institution of higher education, the student must authorize in writing with their signature any persons to whom information may be released.

The essence of FERPA

- College students must be permitted to inspect their own educational records. Educational records are typically housed in the Registrar's Office, but also include advising files of faculty and staff advisors.
- School officials may not disclose personally identifiable information about students nor permit inspection of their records without their written permission, unless such action is covered by certain exceptions permitted by the Act.

Who is and is not covered under FERPA?

- Students who are or have been in attendance at a postsecondary institution are covered under FERPA.
- Applicants who are denied admission or who never attend are not covered under FERPA.

When do FERPA rights begin and end for a student?

- Rights begin when the student is in attendance as defined by the institution.
- FERPA rights continue after the student leaves the institution and are only terminated upon the death of the student.

Student and former student rights under FERPA

- To inspect their own education records.
- To request an amendment to their record and a hearing if the request for amendment is unsatisfactory.
- To file a complaint with the U.S. Department of Education if they feel their rights are/were violated.
- To expect that their education records are kept confidential except where special provisions are made.
- To suppress the disclosure of directory information.

What are education records?

- All records that directly relate to a student and are maintained by the institution.
- These records can be in any media form: handwritten, print, type, film, electronic, microfiche, etc. and also includes all types of social media.

What information needs to be handled in a secure way?

Any personally identifiable piece of information, other than strictly directory information. Items such as those listed below fall into this category.

- Registration forms
- Transcripts
- Student information displayed on a computer screen
- Grades
- Student schedules
- Class assignments
- Class rosters
- Any paper with the student's SSN/Student ID number or name on it.

What are not considered to be education records?

- Personal Notes kept by a faculty/staff member if kept in the sole possession of the one who made the record (should not be kept in advising files).
- Personal notes taken in conjunction with any other person are not sole possession notes.
- Sharing personal notes with another person or placing them in an area where they can be viewed by others make them **educational records**.
- Law Enforcement Unit Records that are maintained solely for law enforcement purposes and revealed only to law enforcement agencies.
- Employment Records of those whose employment is not contingent upon being a student.
- Records created as a result of being a student (work study, graduate assistant, etc.) are education records.
- Medical Records created by a health care professional used only for the medical/health treatment of a student.
- Alumni Records created after a student has left the institution.

What information can be released?

- Directory Information
- Information that the student has given written consent to release.
- Information needed by IAIA faculty and staff who have a legitimate educational interest.
- Information needed by certain government agencies.

What is "Directory Information"?

- It is information that can be released without the student's written consent.
- Each individual institution of higher education, to some extent, can determine what information is classified as directory information.

Directory Information includes:

- Name
- Address*
- Telephone number*
- Campus e-mail address
- Field of study, including majors, minors, certifications, and pre-professional areas of study
- Classification (e.g., freshman, sophomore)
- Enrollment status (full-time, part-time, or less than part-time)
- Participation in officially recognized activities and sports, including photographs of athletes
- Dates of attendance, including matriculation, drop, and withdrawal dates
- Degrees and certificates received including date awarded
- Awards received, including dean's/president's list, scholastic honors, departmental honors, memberships in national honor societies, athletic letters, and institution funded scholarships (excluding those that are need-based)
- Previous educational institutions attended

*IAIA maintains a number of different address and telephone types for students. These (campus and primary/permanent) are considered directory information.

FERPA Holds

- Students have the right under the law of FERPA to request that their directory information NOT be released.
- A FERPA hold prevents IAIA from releasing ANY information about a student; IAIA cannot even acknowledge that the person is a student at IAIA
- It is strongly recommended that students only apply for a FERPA hold if it is absolutely necessary

Who can access student information without obtaining written consent:

- IAIA faculty, staff, and other designated officials, who, to carry out their responsibilities, have a legitimate educational interest.

A **designated official** is a person employed by IAIA in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff). Also considered IAIA officials are members of the Board of Governors, a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent), temporary employees, student workers, and graduate assistants employed by the institution.

Legitimate educational interest is defined as the need to know in order to:

- Perform an administrative task outlined in a person's official job duties
- Perform a supervisory or instructional task directly related to the student's education
- Perform a service or benefit for the student such as health care, job placement, financial aid, etc.

Who else can access student information without obtaining prior written consent?

- The individual student
- Whomever the student authorizes by providing the institution with a written release (release must be written, signed, and dated and must specify the records to be disclosed and the identity of the recipient)
- Any party requesting directory information (unless the student has a Privacy or FERPA Hold)
- IAIA officials who have a legitimate educational interest
- Officials of other schools in which a student seeks or intends to enroll or is enrolled
- Parents if the parents claim the student as a dependent for tax purposes. IAIA will exercise this option only on the condition that evidence of such dependency is furnished to the Registrar and all requests for disclosure are referred to that office
- Persons in connection with a health or safety agency
- An alleged victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense in connection with a Disciplinary Proceeding
- Parents regarding alcohol and drug violations of a student under 21 years of age
- As otherwise provided in 20 U.S.C 1232g(b) and 34 CFR Sec. 99.31
- Deceased students are not covered under FERPA

Parents' rights

- Parents may obtain directory information
- Parents may obtain non-directory information by obtaining a signed consent from their student

Special notes:

- Access to student information via computer software does not authorize unrestricted use of that information.
- Curiosity is not a valid reason to view student information.
- Records should only be accessed in the context of official business.

More important information:

- When in doubt – **don't give it out.**
- Refer requests for student academic information to the Registrar.
- Information about a student can be released with a signed consent from the student.
- Information on a computer should be treated with the same confidentiality as a paper copy: do not leave confidential information displayed on an unattended computer.
- Cover or put away papers that contain confidential information if you are going to step away from your desk.

Record disposal

- Records containing Social Security Numbers or grades should be shredded, not just thrown in the garbage or placed in an unsecured recycling bin.

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Helpful Hints For Faculty

To Avoid FERPA Violations – **Please Do Not:**

- Use the SSN/Student ID Number/Name to post grades.
- Leave graded tests in a stack for students to sort through.
- Circulate a printed class list with the Student Name and SSN/Student ID.
- Provide anyone with student schedules.
- Provide anyone with lists of students enrolled in your classes.
- Include confidential information (e.g., grades, GPA, number of credit hours) in a recommendation letter without the written consent of the student.
- Remember that many of your interactions with students are via telephone and you need to make sure that you do not disclose information over the phone that would violate FERPA regulations.

Recommendations For Faculty

- Post grades through Empower – known only to the instructor and the individual student
- List grades randomly, not in alphabetical order

Letters Of Recommendation

- If non-directory information is included in a letter of recommendation, you must have a signed consent from the student.
- The signed consent should include the following:
 - Who has permission to write the letter
 - Where the letter should be sent
 - What non-directory information should be include

Students With Disabilities

Disability Support Policy Statement: If you anticipate any barriers to your learning related to this course, please meet with me so that we can discuss ways to ensure your full participation in the course. IAIA makes every effort to provide appropriate accommodations for students with documented disabilities. If you determine that disability-related accommodations are necessary, please contact adaoffice@iaia.edu or visit the Retention Director in the Student Success Center. There is also a link on the [faculty help map](#). We can work together to plan how best to coordinate approved accommodations.

Instructor Responsibilities

Contract

- Attend adjunct orientation
- Teach specified classes
- Take attendance
- Create and submit syllabi
- Submit grades

Evaluations

Student Evaluations of Instruction

Student evaluations are conducted every semester. The Faculty Assistant and Academic Dean's Assistant will conduct the evaluations in the classrooms after they ask the instructor to step out. during evaluation week for a period of 15-20 minutes. Students will return to class if there is still class time available after the allotted time slot for that class evaluation. Class evaluations are highly confidential and anonymous. Class evaluations are distributed after the final grades for all courses have been turned in to the Registrar.

Evaluations by Department Chair

IAIA is committed to high quality instruction for all IAIA, Dual Credit, On-line and on campus courses. Student feedback regarding instruction is an integral part of assuring quality in our department's educational programs.

- You are required to have your teaching evaluated by students every semester using the on-line course evaluation for such purpose. Student evaluations of faculty occur toward the end of semester.
- Department Chairs will review your course evaluations every semester and meet with every adjunct to review course evaluations.
- Department Chairs will conduct one teaching observation of one course per year for each adjunct faculty and fill out a standard teaching observation form.

IAIA Syllabus Template

Syllabi Template

Institute of American Indian Arts

Our Mission

"To empower creativity and leadership in Native arts and cultures through higher education, lifelong learning, and outreach."

Syllabus and Course Outline

Insert Course Prefix Here Insert Course Number Here – Insert Course Title Here – Insert Credit Hours Here

Insert Current Semester Here

***Insert Classroom Location Here
Insert Days/Times Here***

Faculty Contact Information:

Insert Name of Instructor Here Insert Office Location Here

Insert Office Phone Number Here Insert Office Hours Here

Insert Email Address Here Insert Other Contact Information Here

Course Description: Insert Course Description Here

This course fulfills:

- _____ Core Curriculum Requirements
- _____ Major Requirements
- _____ Elective Requirements

Department Learning Outcomes, Student Learning Objectives, and Assignments:

Insert Department Learning Outcomes and Student Learning Objectives Here

I. Insert Department Learning Outcome Here

A. Insert Student Learning Objective Here

1. Insert Assignment Here

B. Insert Student Learning Objective Here

1. Insert Assignment Here

2. Insert Assignment Here

Course Materials and Supplies: Insert Course Materials, Textbooks, and Supplies Here Details including costs

Course Prerequisites: Insert Prerequisite Courses or Conditions Here

Enrollment Limit: Insert Enrollment Limit Here

Disability Support Policy Statement: If you anticipate any barriers to your learning related to this course, please meet with me so that we can discuss ways to ensure your full participation in the course. IAIA makes every effort to provide appropriate accommodations for students with documented disabilities. If you determine that disability-related accommodations are necessary, please contact adaoffice@iaia.edu or visit the Retention Director in the Student Success Center. We can work together to plan how best to coordinate approved accommodations.

Privacy Policy: Family Educational Rights & Privacy Act (FERPA)

In accordance with FERPA (P.L. 93-380) (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/>), college records are confidential. These records consist of the student's admission application, high school and/or college transcripts, records of grades and academic standing, and any notes, memos, or letters about the student's scholastic progress. Students have the right to: inspect and review their educational records; seek to have the records amended; and have some control over the disclosure of information from their records. The only people who have access to a student's file are:

- College faculty and staff who are conducting College business
- Federal, state, and local officials who by law must receive information from The College
- Any party designated by judicial order or subpoena, provided The College notifies the student.
- Anyone who has the student's written consent.

The Family Educational Rights and Privacy Act protects a student's right to privacy by limiting information which can be released to the public in what is referred to as Directory Information. Directory Information is that part of an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

Directory Information can NEVER include: student identification number, race, social security number, ethnicity, nationality, or gender.

Academic Integrity: Honesty in completing assignments is essential to the mission of IAIA and to the development of the personal integrity of students. Students are expected to be honest in regard to their studies at IAIA.

Plagiarizing assignments, copying examinations, illegally procuring or possession examinations, presenting another's artwork as one's own, or altering records shall all be considered academic dishonesty.

Plagiarism of Written Source Material

Three different acts are considered plagiarism:

1. Failing to cite quotations and borrowed ideas
2. Failing to enclose borrowed language in quotation marks

3. Failing to put summaries and paraphrase in a student's own words

Penalties for academic dishonesty may include: failing grades for individual assignments, a failing grade for the course, academic suspension and/or expulsion from IAIA.

In an effort to ensure the integrity of the academic process in online courses, and in an effort to detect and prevent plagiarism, distance education faculty members may use electronic means to compare a student's work with multiple sources. Electronic resources may include, but are not limited to, Blackboard SafeAssign™, Google™ Scholar, Turnitin.com, or Eve 2.5.

Attendance/Participation Policy: Consistent and attentive participation is vital to academic success, and is expected of all students. Grades are determined by academic performance, and instructors may give students written notice that participation related to specific classroom activities is required and will constitute a specific percentage of students' grades. Attendance Taking is mandatory. Consult the IAIA attendance policy in the Academic Catalog.

Insert Course Specific Participation Requirements Here

Instructor-initiated Withdrawal: Instructors may initiate the withdrawal of a student from their course for Poor attendance (non-participation online), unsatisfactory progress or unacceptable behavior.

Activities and Assignments: Insert a table outlining activities, assignments, and weighting per assignment here

Sample Table:

Week	Activities & Assignments (Points assigned)	Resources Required
1		
2		
3		
4		
5		
6		
7		
8(Midterm)		
9		
10		
11		
12		
13		
14		
15		
16		

Grading Procedure: Insert grading procedure here

Grading:

In addition to the traditional A-B-C-D-F grades, at IAIA, instructors have the option of assigning “+” and “-” grades as well. Percentage columns below are intended only as a guideline. Faculty may change this and they may add above their own grading procedures.

Grade	Quality Points	Percentage	Grade	Quality Points	Percentage
A+	4.00	97 – 100	C	2.00	74 – 76
A	4.00	94 – 96	C-	1.67	71 – 73
A-	3.67	91 – 93	D+	1.33	67 – 70
B+	3.33	87 – 90	D	1.00	64 – 76
B	3.00	84 – 86	D-	0.67	61 – 63
B-	2.67	81 – 83	F	0.00	Below 61
C+	2.33	77 – 80			

An Incomplete is only given for extreme illness or other emergency at the end of a semester when all other work has been successfully completed.

Major Course Assignments and Examinations:

Highlight Major Course Assignments and Examinations Here(Include weighting)

Optional Requirements/Extra Credit: Insert optional requirements & Extra Credit Here

Course Outline: Insert course outline here

Academic Calendars

Insert Current Calendar dates here

Insert Current Academic Calendar here.

Contact IAIA

SECURITY

505- 577-1660

Academic Technology & Distance Education	505- 428-5814
Admissions & Recruitment	505- 424-2334
Bookstore	505- 428-5935
Center for Lifelong Education (CLE)	505- 424-2387
Center for Student Life (CSL)	505- 424-2337
Associated Student Government	505- 424-5792
Counseling	505- 424-5758
Housing	505- 424-2380
Student Activities	505- 424-2339
College of Contemporary Native Arts	505- 424-5748
Faculty	505- 424-2373
Finance & Accounting	505- 424-2320
Facilities Maintenance	505- 424-2326
Facilities Rental/Event Management	505- 424-2384
Health & Wellness	505- 424-2306
Human Resources	505- 424-2329
Information Technology	505- 424-2327
Institutional Advancement	505- 424-2309
Library	505- 424-5715
Museum of Contemporary Native Arts	505- 983-1777
Office of the President	505- 424-2301
Office of Institutional Research	505- 424-5712
Office of Sponsored Programs	505- 424-2305
Primitive Edge Gallery	505- 428-5813
Snow Number	505- 424-2363
Student Success Center	505- 424-5732
Career and Scholarship Advisor	505- 424-2345
Financial Aid	505- 424-5724
Registrar	505- 428-5954
Student Accounts	505- 424-2322

Resources For Adjuncts And Students

Library

The IAIA Library offers several services for research assistance and instruction, obtaining resources from other libraries, acquisition requests, and more. For more information about the library services, hours of operation and policies, go to the [library page](#) on the IAIA website.

Tutoring Lab

The Learning Lab offers Learning Specialists (tutors) in Writing as well as Math, all of whom are degreed and experienced educators with backgrounds in teaching and/or tutoring. The Learning Specialists are familiar with the curriculum and assignments in Essential Studies English and Math courses; they can assist you with assignments in other IAIA courses as well. You can drop in at the Lab during open hours and meet with any Learning Specialist who is available. You can also sign up for an appointment through the link on the [faculty help map](#) page on the IAIA website.

Academic Computer Lab

The academic lab is available to all current students residing on or off campus. Students use their card key to enter the computer lab; **don't prop the door open for any reason**. If you don't have a card key please see Security, their office is located next to the Residence Center. Academic Lab hours are the same as the building hours, please check with security if you have any questions on access. It is a shared space so, if you wish to listen to music or sound please use headphones, and respect others that are working around you.

The Academic Lab has Adobe software in addition to other software specifically installed meets students' needs in completing their school work. Automated maintenance on the computers occur during the hours of 3AM – 5AM Monday – Thursday.

Any issues with the computer lab or to reserve for it for use by your class, please email Seph Turnipseed at jturnipseed@iaia.edu.

Equipment Checkout (Media CheQRoom)

The Media CheQRoom offers equipment for currently enrolled students, that need to rent equipment for class projects. Equipment is separated by department and classes. Since there is a limited amount of equipment, some items may not be available to all students. Any questions regarding equipment use or rental please stop by the Media CheQRoom located on the East end of the Library building next to the War Bonnet sculpture, or contact Seph Turnipseed at jturnipseed@iaia.edu. You may also call Media CheQRoom at **505-424-5744**.