



ADJUNCT FACULTY HANDBOOK

ADMINISTRATIVE & SUPPORT STAFF

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Law Library

Circulation Desk.....277-6236

Reference Desk.....277-0935

libref@law.unm.edu

INFORMATION TECHNOLOGY

Help: The best way to contact the law school's IT department is via email to helpdesk@law.unm.edu. IT can also be reached at 277-8656 during regular business hours.

IT's home page can be found at: <http://lawschool.unm.edu/students/it/index.php>. You can reach Cyndi Johnson directly at 277-0695 and after hours at 228-9995. Academic Technology Services can be reached via email at acadserv@law.unm.edu or phone 277-6204.

Accounts: You are being issued a law school account and password. This gives you access to law school computers (should you require an office). Your law school email can be forwarded to your work or personal email account. **Please sign and return the Law School Computer Account Agreement form which is included in your packet if you would like your UNM SoL email forwarded.**

Your email account is (in most cases) your last name followed by @law.unm.edu. Your password can be found at the bottom of this page and should be changed to something you can easily remember. Follow the instructions located on the law school's Intranet here:

<https://lobolaw.unm.edu/it/help-guides/general/Passwords.pdf>

You will also create a main campus NetID to access protected resources on the University network. This includes access to your class list, emailing your class, and payroll information. The law school Registrar can supply you with a class list until you are able to set up your NetID account (early September).

Go to <https://netid.unm.edu/> to create your NetID account.

Contact the IT support center at (505) 277-5757 for assistance with your NetID account.

Email Access: Email from off-campus is available via our web site (lawschool.unm.edu). Click the Webmail link at the upper right side of the home page and enter your username and password. Webmail is simple to use but call the help desk or send an email to us if you have any questions or problems using the system.

MEDIA SERVICES

Academic Technology Services is responsible for equipment setups (projectors, computers, and class taping). Use the online request form located here:

https://lawmedia.unm.edu/request_forms.php.

Media setup requests require one business day advanced notice.

We frequently receive requests from students to record (video or audio) classes, generally missed due to illness. We cannot do so without your permission.

Please fill out the Class Recording Release form included in your packet and return it to us before the start of the fall 2014 semester.

ADMINISTRATIVE DETAILS

Parking: Parking at the University of New Mexico is very limited and parking permits are required at the Law School, Monday through Friday, until 4:00 P.M. Only vehicles displaying permits may park in the two lots around the Law School - the main parking lot located in front of the building (East side) and the additional parking lot located to the South of the building. If your class is held at 4:00 pm or earlier, we have included enough complimentary parking permits for the semester in this packet. If you did not receive passes and your class is scheduled for 4:00 pm or earlier, please contact Mary Dewey (277-0860).

Office Space: Office space is limited at the Law School and generally adjunct faculty members do not utilize office space. However, arrangements can be made for adjunct faculty to meet with students in unoccupied offices or other unused space if necessary. If you would like to have a space to meet with students, please notify Krista Allen, Senior Operations Manager (277-2323) or allen@law.unm.edu. Every attempt will be made to provide space for you if anything is available. For general questions or concerns about the building, please contact Charles King as well.

Lobo Web-Employee Information: To access employee information through UNM's website:

1. Go to <http://my.unm.edu> Enter your NetID* and password and login.
2. Next select the **Employee Life** or **Faculty Life** tab.
3. Click on the large red **LoboWeb** or **Enter Lobo Web**.
4. Select **Employee** tab.

While in LoboWeb, you will be able to change personal information, view pay information, view and update your W-4, and add or change a direct deposit allocation. Faculty is paid the last business day of the month. You will be able to view pay information a few days beforehand.

1. Go to **Pay Information**.
2. Next click on **Pay Stub Display**
3. Select a pay stub date.

Should you have any questions, be sure to call Banner HR/Payroll Support Center at 277-4777, Monday – Friday, 8 a.m. to 5 p.m.

*After the Faculty Contracts Office has entered your information into the UNM payroll system (early August), you will need to apply for a UNM NetID, if you do not already have one, by going to <https://netid.unm.edu/> (**Create Net ID**).

FACULTY SUPPORT

Mail and Telephone Messages: The Law School has mailboxes available for adjunct faculty. These are located in the main Administrative Office mailroom. University and law school communications, class lists, student papers, mail and messages are placed in these boxes. *Please check your mailbox frequently.* If you are unable to come into the Law School during business hours (8:00 a.m. to 5:00 p.m.), please contact the front desk (277-2146) or Mary Dewey (277-0680 or dewey@law.unm.edu) to make special arrangements. Phone messages will be sent to adjunct faculty via UNM email. If you would prefer we use another email address, please let Mary know. Your UNM email can also be forwarded to an email address of your choice.

Book Orders: Your textbook selections should have already been submitted to Mary Dewey. If you still need to place the order for your course textbook please contact her immediately with any questions regarding books or materials for your course.

Room or Schedule Changes: The receptionist, Miriam Knof in the Front Office (277-2146) will assist you with making one-time scheduling or room changes. For permanent scheduling or permanent room changes, contact William Jackson (277-3649) or Nicole McFarling (277-0259). If you need to cancel a class meeting, please inform William or Nicole as soon as possible. They will inform your students. If for some reason William or Nicole is not available, you may contact the Front Desk (277-2146) or Mary Dewey (277-0680) for assistance. Cancelled classes must be rescheduled. The Law School Media Center may be able to videotape make-up classes if you must schedule them at a time when not all students are able to attend.

Copy Center: The Law School has facilities for photocopying and small printing needs. The Copy Center, located in the basement of the Hart Wing of the building, is normally open from 7:30 a.m. to 5:00 p.m. and all course materials should be duplicated there. The Law School cannot reimburse copying costs incurred elsewhere, nor can students be charged for such materials, as they are assessed a one-time copy fee by the Law School. You can email your copying needs directly to the Copy Center at copy@law.unm.edu. Contact Cindy Nee or Laura Smith (277-4852) for more information about what services are available.

Course Support: Please contact Mary Dewey (277-0680) if you have any questions or need assistance with difficulties or problems that may arise while you are preparing for class or are in the building. She will be able to help you or direct you to the correct person for assistance. If for some reason, Mary is not available, contact Margaret Harrington (277-7296) or Theresa Montoya (277-3219) for support.

BUILDING HOURS FOR FALL 2014

Fall 2014 Building Hours	
Building Hours (277-2146) Monday - Thursday: 8 am – 10 pm Friday: 8 am – 6 pm Saturday: 8 am – 5 pm Sunday: 12 pm - 8 pm	Building Closures Labor Day (Monday, September 1) Thanksgiving Day (Thursday, November 27)

INSTRUCTIONAL PROCEDURES

Course Information: You should already have submitted a short course description and specified any restrictions on student enrollment and pre- or co-requisites. William Jackson, the Law School Registrar (Administrative Offices, Room 2510 or jackson@law.unm.edu), will be able to assist you with procedural matters, should you have any questions.

Contacting Students: The best way to contact students is by email.

To access class lists and send emails to your class:

1. Log in to Banner at <https://my.unm.edu> with your NetID and password
2. Select "Faculty Life" tab near the top
3. Click the red button in the center of the page to "Enter LoboWeb"
4. Under "Class Section Functions," click on "Exportable Class List"
5. Enter your NetID and password again
6. Click the link to "Class Lists"
7. Click the link to the desired class section
8. Click the link to "Email to Class (under 120 students)". An Outlook email to the class section is automatically generated

Emails sent through Banner will be automatically saved by Outlook in the Sent mail folder. These emails can be reused, but this precludes a guarantee of up-to-the-minute group accuracy, especially during drop and add periods.

If you have problems accessing your class list or emailing your class, please contact a faculty support assistant.

Law students are also assigned mailboxes. These are located in the hall across from 2405 & 2406 and are in alphabetical order by class year (first, second, and third). In case of an emergency, the Registrar's office has student class schedules and can assist you in locating a particular student.

Academic Calendar:

Date	Day	Event
August 18	Monday	Law Classes Begin
September 1	Monday	Labor Day (No Classes)
October 9-10	Thursday - Friday	Fall Break (No Classes)
November 26	Wednesday	Last Day of Classes
December 1 & 2	Monday & Tuesday	Reading Period
December 3 -12	Monday- Thursday	Final Exam Period
December 12	Friday	Commencement

Legislative Days:

Two holidays occurs during the fall 2014 semester:

Labor Day Monday, September 1

Thanksgiving Day Thursday & Friday, November 27 & 28

In order to compensate for the missed class day, classes will be in effect for the final week of the spring semester.

DATE	CLASS BECOMES
Monday, November 24	Monday Classes
Tuesday, November 25	Thursday Classes
Wednesday, November 26	Friday Classes (Last day for classes)

LAW SCHOOL POLICIES FOR ADJUNCT PROFESSORS

ACADEMIC REGULATIONS

Attendance Policy

All ABA-accredited law schools are required to abide by the Standards for Approval of Law Schools of the American Bar Association, including the rule that, "A law school shall require regular and punctual class attendance." Consistent with these directives, the UNM School of Law faculty believes that dependability is an essential characteristic of a good lawyer. The Law School's objective is not only to ensure academic success, of which attendance is a major component, but also the development of good professional habits.

A student that misses more than 20% of his or her classes is not deemed to be in compliance with the requirement of regular and punctual class attendance. Individual faculty may establish a standard of regular attendance higher than 80%, and may also take this higher standard of attendance, class participation, and the quality of class performance into account in determining the student's grade as long as the faculty member has, during the first week of classes, announced an intention to do so or has included that intention in the syllabus or other class materials distributed in the first week of class.

Accumulated absences exceeding 20% of classes shall result in the student's withdrawal from the course with either a WP (withdrawal/passing) or WF (withdrawal/failing), at the professor's election. When the student has missed 20% of classes, the professor is to notify the Assistant Dean for Student Services.

Each professor is responsible for keeping track of student attendance in a manner of his/her choosing, as long as individual attendance can be verified. At the time that the Professor turns in his or her grades to the Registrar, the professor must certify in writing that all students in the class have attended class in a regular and punctual manner, and that the professor maintains adequate evidence of individual class attendance by all students in the course.

Grades

The grades awarded in all courses are indicative of the quality of work done. In general terms:

A = Excellent; **B** = Good; **C** = Satisfactory; **D** = Barely Passing; **F** = Failed.

The University of New Mexico utilizes a fractionated grading system. Following are the allowable letter grades and associated grade points:

A+	=	4.33
A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33
C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
D-	=	0.67
F	=	0.00

Grading Practices: Law professors must grade all students in a course using the same grading system. Available grading systems are:

- Regular fractionated grading (most law courses)
- “CR”, “C-”, “D+”, “D”, “D-“, “F” (typically “skills” courses, e. g., mediation courses, and designated elective courses throughout the law school)
- “CR/NC” (examples of courses designated by the faculty as using this grading system are participation in the New Mexico Law Review, the Natural Resources Journal, and various Moot Court competitions)

Grading Options: Law students must register for courses using the GRADING option. Because law professors must grade all students in a course using the same grading system, students **do not** have the option to take a particular course on a “Credit/No Credit” basis.

Exception: By faculty policy, the only courses where a student is allowed to register using the “CR/NC” grading option are Moot Court competitions and Law Journal courses since these must be graded as “CR/NC”.

Some professors, after consulting with the Associate Dean for Academic Affairs, may choose to grade an entire course on a “CR”, “C-“, “D+”, “D”, “D-“, “F” basis and any necessary grading adjustments will be made at the law school Registrar’s Office. This grading system is not the same as “CR/NC”.

Limited Grading Options: Students will be able, during their law school years, to take up to two designated elective courses on a “CR”, “C-“, “D+”, “D”, “D-“, “F” basis.

Please note the following: No required courses are available on this basis (i.e., first year courses, Constitutional Rights, Ethics, and Clinic).

This optional grading system may be selected only in elective courses in which the option is made available by the instructor. If you wish for your class to be excluded from this option, please notify William Jackson (jackson@law.unm.edu).

A student may take no more than one elective course under this option during a semester, and no more than two elective courses during the student’s law school career.

In order to exercise this option, a student must complete a grading option card, which is available from the law school Assistant Dean for Registration, and submit it to the law school Registrar’s Office no later than November 1st for the fall semester and no later than April 1st for the spring semester. Submission of a grading option card is irrevocable; there will be no exceptions.

Students selecting this grading option will be expected to meet all course requirements, including class participation, examination, papers, etc.

Auditing Law Courses: Law electives may be audited with the instructors’ permission. Students wishing to enroll in a limited enrollment course as auditors are allowed to enroll on a space available basis. An auditor who fails to attend class may be dropped at the instructor’s request or a grade of F may be submitted. The fee for audited courses is the same as for credit courses.

Audit enrollment receives no credit and is not included in the student’s total course load for purposes of enrollment certification, but audited courses are included on the student’s transcript. Once a student elects to audit a course, the status cannot be reversed to a grade or credit. Courses taken for audit may be repeated for credit. The deadline for auditing a class is by the end of the 4th week of the semester.

Incomplete (I) Grade: According to University academic policy, no “I” grade can be outstanding for a student who is graduating from the University.

Incomplete Course Work: The grade of “I” is given only when circumstances beyond the student’s control have prevented completion of the course work within the official dates of the semester. Request for extension of time to fulfill requirements of a course is by permission of the professor and are limited to one extension. If the request is granted, the final course grade will go to a “CR”, “C-“, “D+”, “D”, “D-“, “F”.

Incomplete Papers: For any course in which a paper is a component of the grade, the paper must be submitted by the due date established by the professor and applicable to all members of the course (which, in any event, must be no later than one week after the last day of the examination period). Requests for extensions are approved by the faculty member and are limited to one extension. If an extension is granted, the final course grade will go to a “CR”, “C-“, “D+”, “D”, “D-“, “F”.

An extension may be granted by the supervising faculty member, at his or her discretion, and will result in a grade of “I”

If course requirements are not completed within a four month period after receipt of an “Incomplete”, credit will not be granted for the course and the Assistant Dean for Registration and Records will submit a grade of “F”, unless strong justification has been made by the student to the instructor for a grade of “WP” (Withdraw Pass).

Submission of Grades by Faculty: Faculty shall submit grades for all courses to the Assistant Dean for Registration as soon as possible, but no later than:

- For classes in which an examination is given, faculty grades will be due 30 calendar days from the day the faculty member receives his/her examinations from the Registrar.
- If the class is a seminar with a paper, the grades must be submitted within 30 calendar days from the due date for the papers. **The Spring Semester paper due date can be no later than April 15th.**
- If the professor requires both a paper and a final examination, the final grades are due 30 calendar days from either the paper due date or from the date the examinations are delivered to the faculty member, whichever is later.
- The grades are expected in the Registrar’s Office no later than 5:00 p.m. on the date they are due.

Late Submission of Grades by Faculty: No exceptions will be made except with the approval of the Dean for good cause shown which is normally construed as circumstances unanticipated and beyond the control of the faculty member. The affected students will be notified of any exceptions permitted by the Dean and the reason why the professor has requested the extension if the Dean concludes that such action is appropriate.

Monetary fines for the submission of late grades without an extension will be \$50 per class per day or any portion of a day that grades are late. The Dean, however, may take into consideration the fact that a faculty member has not submitted grades in compliance with this policy and without obtaining an extension or has not paid fines that have been imposed when determining a faculty member's eligibility for summer research grants, reimbursement for professional travel, and any requests for course release or sabbaticals.

Grade Notification: Students log on to the LoboWeb to receive grades.

Review of Grades: Students are prohibited from discussing their examination, examination number, or grade with a professor prior to the time grades have been submitted for posting. After grades have been submitted, a professor may change a grade only after he/she has determined that a mathematical, transposition error, or other similar event not involving the exercise of discretion in grading, has occurred in the grading process and the change is approved by the Associate Dean for Academic Affairs.

Grade Change Deadline: Any change in grade must be reported within 12 months after the original grade was issued and prior to graduation. Otherwise, the grade stands as originally reported. No grades can be changed upon graduation.

Student Objection to Grade: When a student has questions about the grade he or she received on a paper or in a course, the student should first talk with the professor. If the matter is not thereby resolved, the following procedure is to be followed:

The student may confer with the Dean, who will seek to work the matter out.

After conferring with the Dean, the student may formally question a grade by filing a written notice with the Dean. On receipt of the notice, the Dean will appoint two or more faculty members as a committee to make a recommendation. The Committee may seek advice inside or outside of the faculty. If, after considering the Committee's recommendation, the Dean believes a change in grade should be made, he/she shall confer with the full faculty before acting.

Because of the position, the Dean represents both students and faculty in such matters, and he/she has a broad responsibility and authority. Any decision made pursuant to this policy shall be reviewable by the President and the Regents of UNM. Specific details on this review process may be found in the current UNM Pathfinder.

CLASSROOM STANDARDS & WEATHER POLICY

Classroom Conduct

The instructor is responsible for all classroom conduct, behavior, and discipline. Any action that would disrupt or obstruct an academic activity is prohibited.

Weather Policy

Should the weather become bad enough to cause a delay or school closure, the University will provide information to the local media, and place on UNM's "Snow Hotline," 277-SNOW. During the regular semester, if the University is on a two-hour delay, then all law classes will commence on a two-hour delay. **As the law school operates on a different time schedule than main campus, a two hour delay declared by the University means that law school classes will commence two hours later according to the law school time frame.** Morning classes (a whole class or a portion of the class) affected by the two hour delay will be cancelled. Classes will begin starting at the next regularly scheduled time block on the law school schedule. **Example: With a two hour delay, first classes to meet that day would be those scheduled to start at 10:00 a.m.** For specific times on the snow day or any other announced delay, call the law school front desk at 277-2146 or check the law school web site. If a university closure should occur, all law classes will be cancelled.

Examination Information

Scheduling: Adjunct faculty should advise the Law School Registrar if they are planning to have something besides a traditional final exam to evaluate their class. Alternative evaluation means may include – paper assignments or take home exams.

Final examination schedules are normally finalized the third week of each semester.

Reading Period: Before examinations, a period of time is devoted to study and review. Faculty will be available during this time to consult with students and to conduct optional review sessions.

Examination Procedures: The UNM School of Law uses an anonymous grading system. Every semester each student receives a unique number that is used in lieu of the student's name on all exams. When taking exams students may opt to type or write in designated classrooms. The Student Code of Conduct governs all aspects of this process (see Appendix A).

Exams are administered by the law school Assistant Dean for Registration and Records.

Mid-Term Examinations: Occasionally a faculty member may structure a course such that interim or mid-term examinations are administered and the exam grades earned are included in the calculation of the final course grade. If such mid-terms are given, regular examination procedures will be followed. Please contact the Registrar to arrange for the administration of mid-term examinations. It is recommended that faculty make sure that mid-terms do not conflict with other student obligations or courses.

Take-Home Examinations

- Faculty shall be able to use take-home examinations.
- The deadline for the decision on whether a course will have a take-home examination should be when the examination schedule is set.
- Students shall be informed during the first week of the semester of the possibility of eventual administration of a take-home examination.
- Take-home exams will be due no later than 3:00 pm on December 11th.

Procedures for Late Examinations

It is the policy of the law school that students present themselves for examinations at the scheduled time. The Assistant Dean for Registration and Records may permit a student with sufficient reason to take an examination at a later date.

NOTE: Students are not to contact a professor about rescheduling an exam.

The following include but not limited to reasons that will be considered in granting relief:

- An absolute examination conflict,
- Documented medical incapacity,
- Religious observance,
- Death or documented serious medical emergency of a close family member,
- Automobile accident, assault, robbery, or similar traumatic experience at the time of the exam or period immediately preceding the exam,
- Childbirth that interferes with exam or period immediately preceding the exam (applies to either parent),
- Military commitment: written military orders required,
- Extraordinary family circumstances.

Requests for an exam deferral must be in writing accompanied by satisfactory documentation of the reasons. Students should be prepared to provide complete documentation, which is subject to verification and approval. Documentation must be presented to the Assistant Dean for Registration and Records within three days of the granted request. If the file shows that a student has previously deferred one or more examinations for reasons other than exam conflicts, another deferral examination will be granted in only extraordinary circumstances.

The following include but not limited to reasons a request to defer exams will be denied:

- Travel
- To attend a conference
- Weddings
- Moving
- Personal
- Social plans
- Employment reasons

A student who cannot take an examination on the specified date should notify the Assistant Dean for Registration and Records immediately. **STUDENTS DO NOT DIRECTLY CONTACT THE INSTRUCTOR SINCE THIS MAY JEOPARDIZE THE ANONYMITY OF THE EXAM PROCESS.** Notice should be given as soon as the student realizes an emergency or problem and, if possible, prior to the day on which the particular examination is given.

A student shall receive the grade of "Incomplete" for an examination that is missed after obtaining permission to do so. The examination shall be taken within 10 calendar days of the missed examination. In exceptional circumstances, a student may petition the Assistant Dean for Registration for a later examination date, and at which time the student and Assistant Dean will set a time for the examination to be taken by the student, but the time period shall not exceed 30 days. Failure to remove the "Incomplete" by the specified time will result in the grade of "F" for the course. All late examinations are graded on a "Credit", "C-", "D+", "D", "D-", "F" basis. A student who misses an examination without first obtaining permission may receive the grade of "F" for that course. The Dean or Associate Dean shall decide whether the reason for missing the examination was serious enough to allow the student to receive the grade of "Incomplete" instead of "F".

Release and Reuse of Examination Questions

- Release of examination questions: Examinations, following their administration, shall be released by the faculty member to the Law Library where they shall be compiled and made available for inspection. The faculty member, however, may decline to release their exam and in particular any multiple-choice questions.
- Reuse of examination questions: No faculty member may use, on any subsequent examination, any question released pursuant to paragraph 1.
- Unauthorized possession of examination questions: No student shall be in possession of or have access to any examination question that has not been released pursuant to paragraph 1.
- Unauthorized disclosure of examination questions: No student shall disclose the contents of any examination question to any other person without the express consent of the instructor.

Retention of Examinations and Student Access

The School of Law retains all student examination materials for a period of one and a half years. Students are encouraged to review their own exams and may review them in the Registrar's Office. Please note that each individual professor determines the conditions under which the examinations for their course are made available to students (e.g., some exams may be checked out only if the student has made an appointment with the professor to go over his/her exam). In addition, some professors make prior semesters' "A" answers available for student review for a limited time before the final examination period. "A" answers released by a professor are posted on the law school library web site prior to the examination period. This process is administered by the law school library.

SIDE NOTE: Faculty Evaluations: During the final two weeks of classes, a teaching evaluation packet will be prepared for you to distribute to the students in your class. The teaching evaluations, filled out anonymously, must be collected by a student volunteer and turned in to the Law School Registrar's office.

Copies of evaluations will be made available to the individual faculty member after the grades for the course have been submitted.

Law Library Services to Adjunct Faculty

The Law Library provides services to help adjunct faculty members carry out the academic mission of the Law School. These services include:

- Assistance obtaining access to Bloomberg Law, Lexis Nexis, and Westlaw
- Book or article delivery
- Course Reserves
- Database assistance and training
- Guest lecturers for law school classes that require student research

Important Contacts

- Reference Desk (libref@law.unm.edu, 277-0935)
- Circulation Desk (277-6236)
- Library Website (library catalog & databases) <http://lawlibrary.unm.edu>

Bloomberg Law, Lexis Nexis, and Westlaw Access

Your Westlaw registration key and registration instructions will be emailed to you the week before classes begin. You may register for Bloomberg Law and LexisNexis access at your convenience. Please follow the procedures below:

Bloomberg Law: <https://profile.bna.com/bloomberglaw-activate/>

- Ignore the section requesting an **Activation Code**
- Complete the rest of the form, using your law.unm.edu email address, and **Submit**
- You will receive email instructions to complete your activation within 24 hours

Bloomberg Law Research Support:

Will Thompson - wthompson@bna.com; (800) 542-1113, ext. 1927; or use the **Help** link when logged in

Lexis: <http://www.lexisnexis.com/lawschool>

Registration Code: 1-2TVNL3

- Enter the registration code, first name, last name, and email address
- You will receive an email with a temporary Lexis Advance ID and Password
- Use the link in the email to complete the process by creating your own ID and Password

Lexis Research Support:

Jaclyn Olivas – Jaclyn.olivas@lexisnexis.com; 512-934-8765 or 1-800-45-LEXIS (53947); or use the **Help** link when logged in

WestlawNext: <http://lawschool.westlaw.com>

Westlaw Research Support:

Chris Schmidt - chris.schmidt@thomsonreuters.com; or contact the Reference Attorneys at 1-800-REF-ATTY (733-2889); or use the **Help** or **Live Chat** link when logged in

Your access to Bloomberg Law, Lexis Nexis, and Westlaw is limited to academic purposes only.

If you have questions about your access to Bloomberg Law, Lexis Nexis or Westlaw, please contact Jennifer Laws (laws@law.unm.edu); if you would like training , please contact the vendor representatives listed on the previous page or consult the service's website – they offer web-based tutorials you can review at your convenience.

TWEN (on Westlaw) and Web Courses (on Lexis)

TWEN (on Westlaw) and Web Courses (on Lexis) are course management software platforms. They allow you to post course materials and quizzes online in a password protected environment and to easily communicate with your students. All law students in your classes can access TWEN and Web Courses. However, if you have non-law graduate students in your class, please contact Jennifer Laws (laws@law.unm.edu) to obtain passwords for those students.

WESTLAW TWEN

For those of you wishing to use TWEN to post class information and exercises online and to easily correspond with your students, the link below provides the Administrator's Guide to TWEN. Most of the commonly asked questions regarding TWEN and how to use the program are addressed in this electronic document.

http://static.legalsolutions.thomsonreuters.com/product_files/westlaw/wlawdoc/lawstu/admntwen.pdf

Book or Article Delivery

Adjunct faculty may request that books and articles be delivered to their Law School mailboxes. In most cases, delivery will be accomplished within 24 hours, but if items must be acquired via interlibrary loan, it may take up to two weeks to obtain them and the loan period may be as short as two weeks. Adjunct faculty may check out UNM School of Law Library materials for a period of one (1) year.

LIBROS, the Law Library's online catalog, can be accessed from the Library's website at <http://lawlibrary.unm.edu>. If you need further assistance or instruction, please contact the Reference Desk (libref@law.unm.edu).

We encourage you to recommend new titles for the Law Library collection. Please send your recommendations to Sherri Thomas (Thomas@law.unm.edu).

Course Reserves

Adjunct faculty may place books, chapters, articles, sample examinations, etc. on Course Reserve in the Library. These items may be your personal copies or items owned by the Library. Bring materials to be placed on Course Reserve to the Circulation Desk. Moses Moya oversees this service – moya@law.unm.edu 277-0939.

Course Reserve materials are loaned to Law Students for a period of two (2) hours. All items will be removed from Course Reserve at the end of the designated semester unless other instructions are provided. Personal materials are returned to the faculty member's mailbox at the end of the semester.

Past Exams and Answers

Members of the Law faculty are not required to release past examinations, but many choose to do so, as these documents may be useful to Law students who are preparing for future Law School exams. Law faculty many also provide examples of "A" final exam answers.

Exams from 1999 to current are available on the password-protected Law School Intranet (<https://lobolaw.unm.edu/Lawlib/exams/index.php>).

If you would like to add past exams to this online archive, please contact Alexandra Siek (siek@law.unm.edu or 277-0584).

Database Assistance and Training

The Library subscribes to over 80 databases of legal material, in addition to Westlaw, Bloomberg Law, and Lexis. These databases cover many topics including specific areas (e.g., business and tax, natural resources, intellectual property), foreign legal materials, and a digital collection of 19th century legal treatises.

To access these data bases, visit the Law Library's website at <http://lawlibrary.unm.edu>. A complete list of these databases is found by clicking the **Electronic Resources** link in the left hand margin. The link **Resources & Databases by Subject** provides access to these databases and select print materials organized by subjects such as: immigration law, Indian law, New Mexico law, and non-law databases. **Many of these are available from off-campus via proxy server access.**

If you need further assistance or would like instruction on using these resources, please contact the Library Reference desk (libref@law.unm.edu).

Guest Lectures on Legal Research Topics

The Law Librarians can provide lectures in your class on specialized research topics or to demonstrate electronic and print resources to law students, depending on our availability. As we are operating on a core staff, we cannot guarantee our availability; we ask that you provide a request for a guest lecturer at least two (2) weeks ahead of time so that we may assess our availability as well as properly prepare. Library tours of specialized materials may also be scheduled. For either, contact the Library Reference desk (libref@law.unm.edu).

Research Assistance

Law faculty members often hire Law student research assistants. From time to time, however, a member of the faculty may require research assistance for short projects that do not justify the time and expense of hiring a traditional research assistant. In those

cases, the Law librarians are available to help. Typically, the librarians are able to gather and review (but not synthesize or analyze) requested materials. They can also provide a memorandum summarizing the research process, e.g., where looked, what found, online queries used, etc., so that a project can be updated easily or continued in the future by others. The librarians are also available for personal consultation with faculty members regarding new resources that might be available for various projects. The Library makes every effort to satisfy all faculty requests for research assistance. However, a request requiring a significant expenditure of time may need to be balanced with the research needs of other faculty members. In that case, the librarians would consult with the requestor and suggest that the faculty member hire his or her own personal research assistant.

To request this service, use the web-based Request Form (<http://lawlibrary.unm.edu/services/faculty/research-assistance.php>), contact Ernesto Longa (longa@law.unm.edu), phone the Reference Desk at 277-0935, or stop by the library.

Orientation and Tour

While this handout provides a brief overview of services that the Law Library provides to adjunct faculty, we are very happy to schedule a one-on-one meeting with you, at a convenient time, to discuss these services in more detail and provide a Library tour should you want one.

To request a Library orientation and/or tour, feel free to use the web-based Request Form (<http://lawlibrary.unm.edu/services/faculty/research-assistance.php>), contact Alexandra Siek (siek@law.unm.edu or 277-0584), or stop by the Library front desk with your request.

LIBRARY HOURS FOR FALL 2014

Library Hours (http://lawlibrary.unm.edu/)	
<p>Library Hours (277-6236) Monday - Thursday: 8am-10pm Friday: 8am-6pm Saturday: 8am-5pm Sunday: 12pm-8pm</p> <p>Reference (libref@law.unm.edu) (277-0935) Monday-Friday: 9am-6pm Saturday-Sunday: No Reference</p>	<p>Library Closures</p> <ul style="list-style-type: none"> • Labor Day (September 1, 2014) • Thanksgiving Holiday (November 27-28, 2014) <p>Winter break (December 23, 2014 through January 1, 2015) For updated hours and any changes, please visit the Law Library website.</p>