

**New Mexico State University  
Department of Mathematical Sciences**

**INFORMATION FOR THE STAFF**

**Academic Year 2013-2014**

**WELCOME**

Welcome to the Department of Mathematical Sciences at New Mexico State University. This manual contains useful information for all faculty members, staff members, and graduate students. Please let the department staff know if there is important information regarding departmental policies and procedures that you cannot find linked here or on the [departmental internal web page](#).

**THE DEPARTMENT**

The department consists of approximately 30 college- and tenure-track faculty members and several temporary faculty, about 40 graduate students, three administrative staff in the main office, a Director of the Mathematics Success Center (MSC) and additional administrative support for the MSC, a computer operations manager, and other mathematically connected individuals. Several undergraduate students are hired each semester as MSC tutors or as computer aides. The department emphasizes quality instruction at all levels, an internationally recognized PhD program, and high quality scholarship. It is also involved in outreach through a variety of collaborations with local schools.

**Personnel**

The [departmental webpage](#) maintains reasonably up-to-date lists of personnel and programs. NMSU Graduate and Undergraduate Catalogs provide historical lists of faculty, including degree information. Each new member of the department is required to have his or her picture taken for the departmental rogues' gallery in the display cabinet outside the department office (Science Hall 236). The departmental phone list is updated early each Fall and Spring Semester. It can be found on the departmental internal web page under "Addresses." Some history of the department can be found [here](#).

**DEPARTMENT ADMINISTRATION**

**Joe Lakey — ACADEMIC DEPARTMENT HEAD**

**Ernie Barany — ASSOCIATE DEPARTMENT HEAD** — Coordinate scheduling of classes, advise undergraduate and graduate students regarding placement, respond to student inquiries on courses and instructors, assist/advise department head in committee assignments, graduate student funding, hiring staff and faculty appraisals and other matters; manage college-track promotion; oversee administration of student evaluations, assist with other administrative tasks in the department, serve on the Advisory Committee.

**Abby Train — Interim DIRECTOR OF MATHEMATICS SUCCESS CENTER** —

Oversee operation of MSC, coordinate administration of MPE with Instructor on Duty, **mentor teaching assistants**, oversee Tutoring and Testing Centers, oversee MATH 120, 121G, 142G and 190G, participate in course scheduling, especially 120 and G courses, including GA assignments, administer tutor awards and possibly GA awards, advise department head on annual

evaluations of College Faculty and in performance of temporary faculty and GAs, track data on success rates in Banner and or COGNOS and **address related matters as they arise.**

#### **ADMINISTRATIVE STAFF**

The administrative staff functions as a team with individual primary responsibilities as follows:

- *Maria Sanchez* — Admin Asst, Intermediate — office supervisor/manager; faculty/staff personnel records, maintains faculty annual reports and goals, office assignments, keys, IN-OUT workbasket, textbook orders, and unusual problems.
- *Dawn Rafferty* — Fiscal Assistant, Sr. – accounting, purchasing, procurement card, staff travel, telephones, accounting on proposals and grants, memberships and licenses, inventory, foundation accounts, payroll, assists with advertising, provides department head with budget updates and assists with reports to college on fiscal matters.
- *Elizabeth Eres* — Admin Asst, General — assist department administration and graduate studies committee with recruitment, hiring and oversight of graduate students, room scheduling, WEEKLY READER, colloquium announcements, Science Hall work orders, and general secretarial work.
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- *Sally Hoihjelle* — Admin Asst for the Learning Center – student payroll, hiring and termination of hiring for MLC and undergraduate employees (also overseen by Dawn)
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- *Alex Alvarado* — Instructor on Duty for MLC - oversees MLC and reports any problems, coordinates administration of MPE, assists in hiring and scheduling tutors and GAs working in MLC, handles work orders for Walden Hall.

#### **TECHNICAL AND PROFESSIONAL STAFF**

- *Mark Leisher* — COMPUTER OPERATIONS MANAGER (for Science Hall Departments) — maintains computer and network facilities for the department, serves as official liaison to the Computer Center
- *COG Student Assistants* — assist in maintenance of computer and network facilities for the department

#### **ON BOARDING**

NMSU has a special web page for new employees [here](#). Please see the department administration or staff if you have question about suggested activities listed in the onboarding checklist linked there. It is recommended that all new employees use the link found on that page to sign up for a new employee benefits orientation.

### ***Basic Information on Teaching***

Further information on teaching can be found on the [department internal web page](#).

Class schedules can be found here:

[NMSU Course Lookup page](#) or in banner. Here are links to various calendars. The Arts and Sciences calendar has all the information in the Academic Calendar along with information about events in the College.

[NMSU Academic Calendar](#)

[NMSU Final Exam Schedule \(current semester\)](#)

[Calendar for NMSU College of Arts and Sciences](#)

Occasion	Fall Semester	Spring Semester
Faculty report	August 19 (W)	January 9 (Th)
Classes Begin	August 22 (Th)	January 16 (Th)
Last Day to Add Courses	September 3 (T)	January 28 (T)
Last Day to Drop with "W"	October 15 (T)	March 11 (T)
Exam Week	December 9–13 (M–F)	May 5–9 (M–F)

## **PARKING**

Information on parking, including where to get a permit, fee schedules, where you can park and shuttle routes, can be found here [NMSU parking](#)

**Parking places are scarce for faculty, staff and students. Maps are available which indicate designated parking lots. For more information, see the Parking Department's website; it can be reached easily through "Visitor Information" on the NMSU website.**

## **PAYROLL INFORMATION**

The [NMSU payroll office webpage](#) has

drop down menus for pay schedules, links to benefits information, and so on. You can also find information on your current benefits in banner. Faculty should see Maria and graduate students should see Liz if they have any questions about their compensation, including what forms need to be submitted in order to be paid. ***Whenever an employee changes employment status for any reason, including course buyouts, summer employment, leave, etcetera, a Personnel Action Form must be filed. Maria Sanchez oversees these actions.***

Academic year (9 month) faculty salaries are generally paid in 10 equal checks from August to May. Faculty members may choose to receive 12 monthly checks, but the income is reported to the IRS as earned during the 9 month period in either case. Paychecks are normally issued on the last working day of the month, but faculty who choose to receive 10 checks are paid on the last day of the semester in December and May.

Employees in Professional Staff positions are paid on the last working day of each month; those in Classified Staff positions can choose to be paid either once or twice a month.

Graduate Assistants are paid on the same schedule as faculty selecting the 10 check option; checks for other student employees are issued twice a month, based on hours worked during the previous pay period.

Faculty and staff may arrange to have their checks deposited directly to their bank. Forms are available from Maria Sanchez.

In case of problems with paychecks, see Maria Sanchez. In emergencies, individual checks may be issued at times other than the scheduled paydays.

## **DEPARTMENTAL FILES**

The department maintains paper personnel files on each of its employees. For faculty these include copies of annual reports, records of any changes in status, departmental P&T records and so on. For graduate

students Liz maintains records of the program of study, employment status, progress towards degree including exams and when they were completed, any special recognitions, and so on. Most campus organizations of relevance to faculty, such as the Faculty Senate, maintain their own web pages with minutes of meetings. In the past such records were circulated to department but now email or web posting is the normal means of conveyance of such information. Please note that computers purchased through NMSU funds, including grants and contracts, or even awards, are considered NMSU property and are subject to NMSU rules regarding [records management](#), and computers suspected to contain inappropriate or illegally obtained information are subject to inspection per [ICT guidelines](#) regarding downloading copyrighted materials. All employees are expected to take reasonable measures to insure information security, including password protecting all devices and making remote backups of important documents.

### **KEEP US INFORMED—PLEASE**

The office staff can do a better and more efficient job if they are informed of any unusual circumstances. For any planned absence you are required to make arrangements to have classes covered and to insure adequate access to students who may need help. Please try to have a plan for unforeseen emergency absences due to illness or other reasons, such as arranging to swap classes with a colleague. In case of sudden emergencies, please contact the office as soon as possible for us to make arrangements for you. It is a good idea to remind students to check their email for details of back up plans in case of last minute emergencies.

For any professional travel, including during times when classes are not in session, please fill out a traveler's information form at the receptionist's desk before leaving town. For any international travel that is to be reimbursed, employees are required to submit a travel waiver form. See Dawn Rafferty for details.

The department office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. In emergencies, outside regularly scheduled office hours, you should contact Maria Sanchez, Joe Lakey, Ernie Barany, or the MSC Instructor on Duty. Mark Leisher is the emergency contact for computer emergencies.

### **OFFBOARDING**

Faculty and staff members who are terminating employment with the department should speak to Maria Sanchez. There are several forms that need to be completed, and terminating employees need to return keys, and Reading Room books and any other mobile university property including computers; pay copy, fax and printing charges, and remove personal items from offices. Charges may be made against the last paycheck for disposition of oversized items; Please leave any unclaimed student work with the office staff and provide the department with copies of grades and forwarding information.

Terminating student employees should make any necessary arrangements with their immediate supervisors. They will need to submit final time sheets, pay outstanding charges, leave a forwarding address, and return keys.

## **FACILITIES AND SERVICES**

### **FACILITIES**

#### **OFFICES**

A private or shared office has been assigned to each faculty member, visiting scholar, and graduate assistant. Office space may be available for other mathematics graduate students upon request. The offices are for the use of the occupants for study, meeting with students, and research. Before and after each semester, offices in the basement of Walden Hall are inspected in preparation for the incoming new graduate students.

There is no restriction on the hanging of pictures or decorating your room as long as it is presentable to students visiting your office. We do ask you to use discretion and judgment; for example, a thumbtack in the wall is better than tape. Do not make significant changes, such as new paint, without clearing them through the department head.

Your office also needs to be accessible to the janitors for cleaning. For that reason throw rugs are not

allowed. NMSU regulations prohibit bicycles inside buildings for safety reasons.

If your office needs additional chairs, filing cabinets, bookcases, etc., report these needs to Maria Sanchez. There can be a reasonable amount of trading of office furniture as long as it is mutually agreeable. Please inform Maria before making such changes.

### **KEYS**

Keys may be obtained from, and should be returned to, Maria Sanchez. You will receive four keys—one to your office, one that opens Science Hall building doors, one that opens classrooms and the Reading Room in Science Hall, and one that opens the mailroom, faculty lounge, seminar rooms, and computer terminal rooms in Science Hall. People with offices in Walden Hall will get a Walden Hall building key. Graduate students will be asked for a \$10 deposit for the Science Hall keys. Lost or stolen keys represent a breach in security and must be reported immediately.

### **MATHEMATICS READING ROOM**

The Mathematics Reading Room is located in SH226. The doors should remain locked at all times. This room, shared with other departments in Science Hall, contains approximately 2,000 graduate level or advanced books, the current five years (bound) of a selected list of approximately 15 journals, the current and recent issues of approximately 30 journals, a complete set of Mathematical Reviews dating from 1939, bound copies of NMSU mathematics doctoral dissertations, and other miscellaneous mathematical information.

Please do not shelve the books; leave them on the tables and a staff person will shelve them.

Journals normally do not circulate except for photocopying. Mathematical reviews, unbound journals, and dissertations do not circulate. If you wish to see a dissertation, you must check it out with the graduate administrator. Please fill out a card for any journal leaving the Reading Room and file it in the out box under the journal name. Please keep a book only as long as you are actively using it and return it before the end of each semester. All books and journals must be returned before you leave town for any extended period of time.

All books or journals leaving the Reading Room must be checked out:

1. Fill out the card with DATE (day, month, and year), NAME (please print), and how you can be reached. If there is no card, YOU are responsible for making one out. Please include CALL NUMBER, AUTHOR and TITLE.
2. Please file the card under the author's name for books and under the journal title for journals.

For check-in, cross off your name from the check-out card, replace the card in the back of the book, but do not re-shelve.

Please note that the copies of journals in the Reading Room are the University's only copies.

The Reading Room is not to be used to administer tests or for other casual purposes—it is a research library.

Maria Sanchez oversee the Reading Room. Joe accepts donations of books, journals, etc., for the departmental collection and can provide estimates of their value and arrange for a receipt from the department for tax purposes.

### **MATHEMATICS EDUCATION LAB**

The Mathematics Education Laboratory is located in Walden Hall 218; the door should be locked at all times but can be opened with a Walden Hall building key. An inventory of materials can be obtained from the current coordinator, found on the departmental committees list.

Please check out any equipment that you take from this room using the check-out form provided there and adhere to the following guidelines:

- Only faculty members, graduate assistants, and staff may check out materials.
- Material issued to students must be checked out to the responsible instructor.
- Materials may be checked out only for specific class times and must be returned to the lab at the end of the class.
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- Please return items to their original location.
- We will be happy to accept materials that you care to donate. If the MEL coordinator is not

available, please leave them on the desk with a note labeling them as donations.

### **CONFERENCE ROOM SH 234**

SH 234 is the Department Open Conference Room. It is a convenient gathering place for faculty, graduate students, undergraduate math majors, colloquium speakers and other departmental guests, and more-or-less weekly departmental coffee and cookie get-togethers. It is a place for informal discussions of mathematics, teaching, research, and service. No seminars are scheduled in this room.

### **Kitchenette**

Coffee is available in the kitchen area in SH 236. Users of the kitchen area and the coffee machine are responsible for keeping the counter clean, the kitchen area generally presentable, and the sink drain clear. As a courtesy to other users, you should make a fresh pot if it is almost empty and not too late in the day.

### **CONFERENCE AND SEMINAR ROOMS**

The Conference Room (SH 235) is used primarily for formal seminars and meetings scheduled by faculty and graduate students. Graduate examinations are scheduled there. No classes are scheduled in SH 235.

The rooms SH 248, SH 250, and SH 252 are often available for seminars, meetings, small classes, or exams. Check with Elizabeth Eres to schedule these or other classrooms, as scheduled meetings take precedence over unscheduled ones.

## **SERVICES**

### **COMPUTER SERVICES**

The [MathCOG web page](#) contains basic information regarding departmental computing support. Please contact MathCOG through the *work order* form on their web page if you have any special software needs and if you need help accessing Math servers. For non-departmental NMSU computing questions, please see the [ICT help desk](#), physically located adjacent to Science Hall. Requests for MathCOG assistance must be made via work order on the COG web page. Please do not interrupt COG personnel from carrying out their prioritized duties unless you have a real emergency. Generally, questions about classroom computing facilities should be addressed to ICT. However, some Science Hall classroom computers are maintained by COG (those having a MATH-SVR domain on their log in list).

The NMSU wireless network is called "AggieAir." To register a computer for AggieAir access go the [ICT registration site](#). There is a separate site for [Guest accounts](#) sponsored by a valid NMSU user.

The department provides basic computers and networking for faculty, staff and graduate students in their offices. Computers purchased by the department or through NMSU sponsored projects are considered *university property*. All equipment with initial cost of \$1000 or more must be tagged by the property office and scanned at least once a year for inventory, including equipment used primarily off campus. Please keep this in mind when purchasing equipment for work at home purposes.

It is very important to have your work *backed up* in case of equipment failure, theft or other loss. The department does not provide for recovery of information due to such losses. Back up your work either on a department server, your own media, or through a cloud service. Anyone with an NMSU email account has free access to Skydrive. Please protect any mobile device or media used, or potentially used to access sensitive information such as student records by using a password of suitable strength.

The department has a *student computing lab* in the north part of SH 118 which is accessible to all students during its open hours. A second computer lab in WH 27 is kept locked except for classroom lab uses. The computer labs are equipped with most software needed for use in math classes, including *Maple* and *Matlab* (in SH118) and word processing software. Instructors are encouraged to use the appropriate lab for

their classes. When doing so, instructors should make a general request through COG to provide accounts in the appropriate lab or all students in their class by providing a class roster, including names and Banner IDs, to MathCOG. Instructors then can share files with students through the lab domain or through the campus instructional learning system. Instructors wishing to use SH 118 during class time must make arrangements in advance with the lab proctor. Instructors wishing to use WH 27 must make arrangements with Elizabeth Eres to reserve the room and through Maria Sanchez to get a key if necessary.

**GRAPHING CALCULATORS***Some courses require or recommend the use of a TI-83 graphing calculator. The calculators can be rented through the MSC for the current semester. See Sally Hoihjelle in the MSC. The department does not provide any technical support for any other type of calculator, though students might be allowed to use a different kind. Instructors should arrange to borrow a TI-83 if teaching a class that encourages their use.*

## Mail

Each faculty member and full-time graduate student has a mailbox in the mailroom. Check your mailbox at least once a day. Approximate mail distribution time is 10:00 a.m.

Outgoing mail may be left in the trays behind the receptionist's desk in the SH 236. Personal mail should be stamped by the sender before being deposited in the tray marked "Dept. Mail;" the University does not collect these items, but we will have them taken to the post office once per day. Campus mail should be placed in the tray marked "campus mail;" envelopes for this can be obtained from office staff. Mail that is to be charged to a grant should have that account number in the upper right-hand corner. Postage paid by the department comes out of the departmental operating budget, so please exercise restraint.

The campus mail service informs us that standardized addresses have now become a necessity. It is therefore imperative that addresses be provided in the following format.

Your departmental address:

YOUR NAME, TITLE  
DEPARTMENT OF MATHEMATICAL SCIENCES, MSC 3MB  
NEW MEXICO STATE UNIVERSITY  
PO BOX 30001  
LAS CRUCES NM 88003-8001

Handwritten addresses will not be accepted. If necessary, please have an administrative assistant type the address on an envelope or a label. You need to include the PO Box number in your return address in case of problems.

## TELEPHONES

NMSU's data and phone services are managed by its Information and Communication Technologies office (ICT). The [ICT web page](#) has comprehensive list of ICT services and charges. All faculty offices are provided with telephones with access to the university's long distance system. Most student offices do not have phone lines. Personal long distance calls are *not* to be charged to the university number. International calls tend to be extremely expensive. If you need to make lengthy or frequent international calls, please use Skype, <http://www.skype.com/en/> some other service and check whether the department can cover the account.

Collect calls cannot be accepted. Please see the department staff if you need to make an emergency long

distance call. You will be asked to verify any long distance calls on monthly accounting statements. If you anticipate that monthly charges to your extension may exceed \$25, discuss this with the Department Head in advance. Telephones in graduate student offices will receive long distance calls but cannot be used to initiate such calls except with a calling card. The university has attempted to block all other means of access, and legal problems will eventually result whenever these blocks are circumvented. When necessary, graduate students may arrange to make a long distance business call in the department office. Telephones in computer labs can be used for local calls and are accessible to those with building keys. Dialing numbers from campus phones works as follows:

## **DIALING INSTRUCTIONS**

### **CAMPUS CALLS**

**Administration.....6-xxxx**  
**Student Residence Hall Room.....5-xxxx**  
**Dona Ana Community College.....781 + 4-digit number**

### **LOCAL CALLS**

**Las Cruces, Mesilla, Organ and La Mesa.....8 + 7-digit number**

### **LONG DISTANCE CALLS**

**In-State.....8 + 1 + area code + 7-digit number**  
**Out-of-State.....8 + 1 + Area Code + 7-digit number**  
**International Calls. . . .8 + 011 + Country Code + City                      Code + number**  
**Toll-Free Number.....8+1+10-digit number**



If you have any problems or questions, please call Telephone Communications, 646-4241.

*Do not* use call forwarding to have your phone answered in the main office except in unusual circumstances, and never outside of the hours 8:00 a.m. to 5:00 p.m., Monday through Friday. The voice mail system on extension 6-3901 must be dialed directly and will not work with call forwarding.

### **FAX MACHINE**

The department has a FAX machine (575-646-1064) located in the department office. See any member of the administrative staff for instructions on use of this machine. Personal FAX messages may be sent at a charge of \$0.50 per page. There is no charge for receiving personal FAX messages.

### **PUBLICATION COSTS**

The department account is not sufficient to absorb page charges for publications. Please check each publication for its policies before submitting your work.

### **PHOTOCOPYING**

The copier is used for general duplicating. It has reducing, enlarging, sorting and stapling capabilities that you may find useful. Copies made for personal use are charged to you at the rate of 5 cents per copy. You will be billed for personal charges once a month. The MSC has a separate copier to be used only for MSC related business or for scanning. Except for material to be used in classes that they teach, any large amount of copying by graduate students, even of material of a mathematical nature, is generally considered

personal and charges at the \$0.05 rate. You may scan and email such information to yourself at no charge.

The department pays for non-personal copying for faculty members—the distinction is left to your discretion. If you anticipate that your personal copies will exceed 500 pages in some month, please consult the department head in advance.

Faculty members with grant support will be assigned a special code for grant related copying, and all grant proposals should include a monetary allowance for this and/or printing.

We are advised that the best way to reduce problems with the copier is to reduce the number of users. Therefore, we request that administrative assistants do larger copying and scanning jobs for you. This means that you should put your material and instructions in the work basket by Maria Sanchez's desk. Whenever possible, make requests two working days before the copies are needed. The office staff does not copy complete books. If you need to copy a book, ask Maria Sanchez for instructions.

In the event that you do the copying yourself, please abide by the following: Try to do your copying during hours when administrative assistants are available to assist with clearing jams, etc. Be gentle; go slowly. When a large number of copies is needed, pause frequently to give the machine time to cool down. Keep the top down for all copying (this saves toner, etc.) Leave a note describing the problem if the machine

malfunctions when no administrative assistants are in the office.

### **COMPUTER PRINTOUT—FINAL COPY**

There are several laser printers attached to the computer network that you may use. They are in SH 236, SH 221, SH 118 and in Walden Hall's Learning Center. Copies made for personal use are charged to you at 5 cents per copy. The distinction between personal and departmental copies is the same as for the copying machine; there are login sheets posted by each printer. You may discuss details on the use of these machines with Maria Sanchez in the office or with personnel in COG.

### **IN-OUT BASKETS**

Requests for copying, etc., should be placed in the basket, located on the cabinet in front of Maria Sanchez's desk, with a work slip to identify your work and instructions as to what should be done. If special instructions are necessary, you may discuss these with Maria.

Finished work will be placed in mailboxes. The work slip will be initialed by the secretary who completed the job and returned to you. Corrections or changes should be discussed with that secretary. Student employee errors should be reported to Maria Sanchez.

### **PROFESSIONAL TRAVEL**

Department funds are available to support some travel and per diem for participants in professional meetings. The department budget is not sufficient to fund the entire faculty and staff at the amounts listed below. There is an upper bound of \$1000 of department funds per year per faculty member.

This bound is set under the assumption that those who travel professionally will use external funding sources when possible. Presentation of research papers, participation in committees of professional societies, editorial board meetings, etc., may be taken into consideration in determining the actual amount approved for a given trip. Trips made for the purpose of (unfunded) research consulting can qualify as professional travel. Low priority trips, such as those involving mere attendance at a professional meeting might be funded for less than the full amount; it depends on the circumstances of the meeting and the availability of funds. Requests for special consideration should be made in consultation with the department head well in advance.

### **GENERAL TRAVEL INFORMATION**

1. The purple departmental travel request form should be submitted at least two weeks prior to business travel. These forms are available from Dawn.
2. Please attach an agenda, or information about the travel, showing dates and fees.
3. The departmental travel limit per fiscal year (July 1 – June 30) is \$1,000 for full time faculty members. Requests of professional and classified staff for compensatory time, financial assistance for participation in workshops, etc., will also be considered. See below for considerations for graduate student travel. Notify Dawn if travel has been canceled after submission of a departmental travel request form.
4. Do not make final travel arrangements until the department head has approved your, at least verbally. The business office has advised us that if someone makes confirmed airline reservations prior to approval, then (s)he may have to pay for them without reimbursement.

### **MILEAGE**

1. Allowable round-trip mileage to El Paso airport is 100 miles, Las Cruces airport is 25 miles.
2. Two round-trips are allowed to the airport when a vehicle is not left at airport parking.
3. If you elect to drive to an out-of-state destination, you will be reimbursed the lesser of commercial coach airfare and the nominal cost of automobile travel; see Dawn for details.
4. Reimbursement for automotive travel will be based on official NMSU mileage guidelines.

### **AIR TRAVEL INFORMATION**

1. Airfare may be billed directly to the university through Dawn. The process can take anywhere from one to two weeks. This time frame should be taken into account when submitting travel requests if tickets have advance purchase pricing.

2. Employees will not be reimbursed for airfare until travel is completed.
3. The original airline ticket receipt (whether charged to the university or paid personally) must be submitted for reimbursement of travel expenses. If university funds are requested for the trip but airfare is being reimbursed from an outside source, a copy of the plane ticket must be submitted.
4. The university can pay for non-refundable airline ticket cancellations or changes if the cancellation or change is made for the convenience/benefit of the university. Please notify the department in advance if possible if funds are required.

### **INTERNATIONAL TRAVEL**

1. Federally funded international travel requires use of a domestic carrier.
2. University sponsored international travel requires 30-day pre-approval. See Dawn for details.

### **PER DIEM**

Fixed daily allowances apply to meals and lodging. Receipts are not required. See Dawn for rates.

\*In-State Special rates apply to Los Alamos, Ruidoso, Santa Fe, and Taos.

Lodging and meals may not be directly billed to the university. **CONFERENCE FEES**  
Conference/registration fees may be paid in advance directly to the conference organizers by the university. See Dawn to process the paperwork.

### **REIMBURSEMENT INFORMATION**

1. Original receipts, credit card statements or canceled checks are required for reimbursement.
2. Original receipts are required for air travel or car rental (a copy will suffice if funded externally), conference registration, airport parking or ground travel (signed).
3. For travel expenses paid out of pocket, reimbursement can only be made after travel has occurred.
4. Reimbursement checks will be issued from one to two weeks after receipts have been submitted. If no receipts were received, a reimbursement form must be signed after travel has occurred to initiate reimbursement processing.
5. Reimbursement should be requested immediately after travel. NMSU may not honor late requests.
- 6.

### **GRADUATE STUDENT TRAVEL**

1. In some cases the department can match funds for graduate school travel obtained by application to the Graduate School, the College of Arts and Sciences, or other sources. Students need to be aware of any deadlines that apply to such funds and are advised to submit requests several months in advance whenever possible.
2. In all cases, departmental funding is not guaranteed and is limited to at most \$500 per year.
3. Priority will be given to PhD students who will soon finish, are beginning a job search, and will use the trip to present original research results.
4. Prior written justification by the student's advisor is required to obtain any department funds.

### **EVACUATION PLAN**

In case of an emergency suggesting evacuation of Walden Hall and/or Science Hall, we are required to take the following steps:

1. Immediately notify the fire and police departments (dial 911), providing the minimal information:
  - o location of the emergency
  - o nature of the emergency
  - o number, type, and severity of injuries, as well as can be determined

2. evacuate the building through the nearest exit (not an elevator) which is not blocked; move as far away from the building as possible (ideally, at least 300 feet); do not congregate on the bridge between the two buildings
3. if the emergency is not a bomb threat, turn off all electrical equipment (computers, typewriters, copy machines, radios, coffee makers, etc.); close all doors (if possible) but leave each unlocked; activate the fire alarm
4. in case of a bomb threat, do not change any electrical equipment but leave with doors closed and unlocked; activate the fire alarm
5. take measures to assure that all those evacuating do so in a calm manner
6. provide assistance in evacuation to any persons with disabilities or problems
7. once outside the building(s), ascertain that all those in our charge have exited the building(s) and are accounted for
8. upon arrival of safety officers, follow their directives and undertake efforts to assure that the directives issued are followed by others
9. do not attempt any first aid or emergency procedures unless specifically trained to do so

Individuals are responsible for evacuation of their separate offices.

Instructors must see that all classrooms and tutor rooms in their immediate vicinity are evacuated.

COG personnel are responsible for shutting down equipment in Science Hall rooms 118, 221, 222, 223.

In Science Hall, the Department Head is responsible for assuring that all persons are evacuated from rooms 174, 221, 222, 223, 226, 234, 235, 236, 240, 241, 248, 250, 252. The Department Head should also find a nearby safe place to establish telephone contact with the Dean's office, etc. In the absence of the Department Head, an associate head shall assume these responsibilities; in the absence of both, the highest level administrator shall be responsible.

In Walden Hall, the supervisor on duty at the Mathematics Success Center shall be responsible for assuring that all persons are evacuated from the MSC Tutoring and Testing Centers, the restrooms in the basement, the first floor, the second floor, and the landings between the first and the second floors and the Math Technology Lab and rooms 63, 65, 125, 126, 217, 221, 224, 225, 240.

Those in charge of executing this evacuation plan are:

Joe Lakey Head 6-3901

Ernie Barany, Associate Head, 6-3901

Supervisor of MLC, 6-743