

**2023 New Faculty Workshop**  
**Friday, August 4; Location: CITL (Speare 113)**

- 9:00 – 9:30 am      Welcome, introductions, and getting started as a faculty member at New Mexico Tech  
Introductions, paperwork, computer accounts, email, etc.  
*Michael Jackson, Interim Vice President for Academic Affairs*
- 9:30 – 10:00 am      Faculty Responsibilities  
An overview of faculty responsibilities (e.g., advising, reference letters, mentoring, student success, engagement in campus and professional activities such as Faculty Senate) new employees should be aware of.  
*Corey Leclerc, Dean, College of Engineering*
- 10:00 – 10:15 am      **Break**
- 10:15 a.m. – Noon      Teaching essentials  
Designing a syllabus, setting expectations, course assessment, attendance, dos-and-don'ts.  
*Steve Simpson, Dean, College of Arts and Sciences*