


**TO:** Deans, Vice Presidents & Directors

**FROM:** Chaouki Abdallah, Provost/EVP for Academic Affairs 

**DATE:** August 29, 2016

**SUBJECT:** Mandatory Training Requirements for Academic Affairs

**C:** Dorothy Anderson, VP for Human Resources  
Debbie Howard, Manager of EOD  
Provost's Leadership Team

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With approximately four months left of the calendar year, please ensure that all of your faculty, staff and student employees complete their mandatory annual training by December 31 including:

- SRS 0116 Basic Annual Safety Training 2016
- EOD 1007 Intersections: Preventing Discrimination and Harassment

I am also requiring that all faculty, staff and students employed in your unit complete an additional on-line module in Learning Central by December 31<sup>st</sup>:

- EOD 451: Active Shooter on Campus: Run, Hide, Fight

**Active Shooter training is a new requirement for academic affairs employees this year, so please share this news with your faculty, staff and student employees as soon as possible. It will not automatically show up in their learning plan.**

Finally, please ensure that all faculty and staff engaged with confidential student information complete FERPA training.

- EOD 790 FERPA

Also new this year is the fact that **all** employees, including temporary employees such as temporary staff, adjunct faculty, term teachers, research faculty, postdoctoral fellows, visitors, working retirees, and also academic volunteers holding LATS, must complete the mandatory annual training. Previously temporary employees were not asked to do so, but the required training policy was amended last year and now every employee of UNM and its branches must complete this training. The names of all adjuncts hired for Fall Semester 2016 will be loaded into Learning Central in September and they will begin to receive automated email notice.

Last year the main campus academic units achieved a very high compliance rate of 96% – only 129 individuals in our units failed to complete the mandatory trainings. Please help ensure the temporary employees complete the trainings this year lest our completion rate suffers.

With the support of Human Resources, we will be issuing reports of compliance with these requirements in early October. Please contact Melissa Vargas if you have any questions or concerns.