



PART-TIME FACULTY HANDBOOK

A Message from CSN President Michael D. Richards



Welcome to the College of Southern Nevada where student success and excellence comes first.

I would like to call your attentions to CSN's mission statement: *The College of Southern Nevada creates opportunities and changes lives through access to quality teaching services, and experiences that enrich our diverse community.*

By enrolling at CSN, you will become part of one of the most progressive colleges in the country and embark on a life altering experience that will open new doors for you and your future.

Now in our 39th year, CSN currently enrolls approximately 43,000 students from 48 states and 59 countries each semester and had over a million alumni. In student satisfaction surveys, alumni praised CSN's small classes, accessible faculty and flexible course scheduling at state-of-the-art campuses and convenient academic centers throughout the region.

Our instructors provide a classroom setting that will open your world to new experiences, knowledge and skills that will help you enter and excel in your field of choice. CSN offers more than 3,000 courses per semester and more than 220 degrees and certificates, 30 of which are offered entirely through our Online Campus.

CSN strongly believes in a “*Students First*” approach. Our aim is always to improve what we do to ensure students success and access to education. As a result, you will experience more efficient and user-friendly student services, including academic counseling and classroom curricula designed to mesh well with your personal goals. CSN will be an open door to exciting years of your life — no matter what your goals, age, gender, ethnicity or financial needs.

Learning is the key to lifelong enjoyment — a bridge from one day to the next. Enjoy your time at CSN as we strive to help you succeed.

Dr. Michael D. Richards

President
College of Southern Nevada

Table of Contents

Introduction	3
About CSN.....	3
Mission Statement	4
Vision Statement.....	4
Values Statement	4
Policies, Procedures and Services	5
Academic Freedom & Responsibility.....	5
Academic Support Services.....	5
Access to Campus Facilities.....	6
Adding Students	7
Affirmative Action Policy	7
Alcohol and Drug Abuse Policy	8
Benefits and Payroll Information	8
Campus Security.....	10
Center for Academic & Professional Excellence (CAPE)	11
Counseling.....	11
Counseling and Psychological Services (CAPS).....	11
CSN Foundation.....	11
CSN Wireless Network Access.....	11
Copy Machine Access	12
Copyright	12
Directories.....	13
Disruptive Student Policy.....	13
E-Alert.....	13
Email Accounts	13
Emergency Procedures.....	14
Employment Documents	14
Environmental Health & Safety.....	14
Evaluation Procedure	14
Faculty Absence	15
Faculty Identification Cards	15
Family Educational Rights & Privacy (FERPA).....	15
Final Exams	17
Grading Procedures.....	17

Help Desk.....	19
Intercampus Communication System (I.C.S.).....	19
International Center	19
Jumpstart Dual Credit Program.....	20
Libraries	20
Mailboxes.....	20
Office Hours	21
Office of eLearning (Online Campus)	21
Parking.....	21
Performing Arts Center.....	21
Phi Theta Kappa	22
Planetarium and Observatory.....	22
Reduced Rate Tuition	22
Retention Office/Student Success Services	22
Sexual Harassment Policy	23
Smart Classrooms.....	24
SMARTHINKING Free 24/7 Online Tutoring Services for Students	24
Smoking Policy	24
Student Attendance	24
Student Conduct, Rights and Responsibilities.....	25
Students with Disabilities	25
Supplies/Materials	25
Syllabi.....	25
Tele-media Services.....	26
Test Proctoring.....	26
Textbooks.....	26
TRIO-Student Support Services	26
Unregistered Students or Children in Class	26
Whistleblowing (Disclosure of Improper Governmental Action).....	27
Workers' Compensation.....	28
Frequently Asked Questions	29
West Charleston Campus Map.....	31
Cheyenne Campus Map.....	32
Henderson Campus Map	33

Introduction

About CSN

The College of Southern Nevada (CSN) has been the backbone of the state's dynamic growth and prosperity since 1971, when the college first opened its doors to 402 students. Since that time, CSN has grown along with Southern Nevada and now has more than 43,000 students. With the recent downturn in the economy, CSN has seen unprecedented growth as the community looks to the college to be the economic diversification engine the Las Vegas Valley needs during these uncertain times.

With multiple locations and flexible class schedules, CSN is the community's college, offering students affordable courses that transfer to other four-year institutions, smaller class sizes, faculty that are leaders in their fields, personal enrichment, and customized workforce/employee training for local business and industry.

The college employs over 2,800 people while operating [three main campuses and multiple academic centers](#) and sites throughout the Southern Nevada area. CSN provides more than 3,000 [courses](#) per semester in more than 120 fields of study, including more than 25 degree and certificate programs that are entirely [online](#). To meet demand to develop public health administrators and college faculty in dental hygiene, CSN also awards a four-year baccalaureate degree in addition to its nationally recognized associate degree program in dental hygiene.

The college, its students, faculty and staff contribute \$1.6 billion to the regional economy, according to [an analysis of CSN's socioeconomic benefits](#) conducted by CCbenefits, Inc. That study shows CSN students receive an annual rate of return of 19.5 percent on their educational investment. For every dollar invested in education, students receive a cumulative return of \$5.50. For every dollar taxpayers invest in CSN, they receive a cumulative return of \$3.60.

In addition to being the largest college in Nevada, CSN is also the most ethnically diverse higher education institution, with no ethnic majority, and is working hand-in-hand with Nevada's growing Latino community and other minority populations to provide access to job training and general education credits.

Other major recent achievements include: three Community College High Schools ranked by U.S. News & World Report among the best in the nation. These high schools in addition to other [excellent K-12 collaborative programs](#) allow students to graduate with an associate's degree or college credit and high school diploma at the same time.

The college also boasts a [national champion NJCAA baseball team](#), an equally competitive softball team and a number of student organizations, such as the Culinary Hot Food team, that regularly compete at a national level.

CSN programs reflect the latest educational developments in public and private sector professions. An overwhelming majority of students in surveys testified to the value of CSN's hallmarks: talented faculty, small classes, individual attention, student success services and schooling relevant to career and job skills demanded by commerce and industry.

These hallmarks in addition to a successful and aggressive, non-credit [CSN Division of Workforce and Economic Development](#), which works with external organizations, businesses and industry to meet unique training needs and foster economic diversification, is improving employee productivity and the region's prosperity. The division's site is also where residents can find out more about exciting community personal enrichment courses.

Go ahead and explore our [Web site](#) or follow us on [Facebook](#), [Myspace](#), [Twitter](#), or the [CSN President's Blog](#).

Mission Statement

The College of Southern Nevada creates opportunities and changes lives through access to quality teaching, services, and experiences that enrich our diverse community.

Vision Statement

The College of Southern Nevada is a premier learning institution:

- Promoting student success through excellence in teaching and learning,
- Providing a highly educated, civically engaged, and skilled workforce,
- Using innovative technology and available resources effectively,
- Increasing alternative funding sources,
- Acting environmentally responsible, and
- Emphasizing fact-based decision-making and accountability to all stakeholders.

Values Statement

The College of Southern Nevada strives for high quality in all endeavors. We value:

- Learning —quality teaching, flexible scheduling , and total access allowing opportunities for all ages and backgrounds for student success;
- Shared Governance — communication across multiple campus sites among our faculty, staff, and students, and with local partnerships and state communities;
- Students —a student focused environment where academic freedom is utilized to broaden student knowledge beyond the classroom ; and
- Community —a diverse community, fostering integrity and honesty, professional development, and innovative learning for our students, faculty, and staff.

Policies, Procedures and Services

CSN policies provide guidance and direction to CSN personnel in the daily conduct of CSN business. Policies are approved by the President upon the recommendation of the Faculty Senate. The procedures are specific directives from the Vice Presidents in order to carry out the policies approved by the President. Both policies and procedures are directives that along with Nevada System of Higher Education (NSHE) policies and state and federal law must be followed.

We recommend that you familiarize yourself with all College policies on the website. Some of them are listed below and throughout this handbook but this list is not complete as policies are continuously updated and revised.

Policies and Procedures can be located at <http://www.csn.edu/pages/1722.asp>.

Academic Freedom & Responsibility

Academic freedom is the right of all members of the faculty, part-time or full-time, in the Nevada System of Higher Education (NSHE). The NSHE Code provides that in order to insure the faculty member's freedom to seek and profess truth and knowledge, the faculty member, "shall not be subjected to censorship or discipline by the Nevada System of Higher Education on grounds that the faculty member has expressed opinions or views which are controversial, unpopular or contrary to the attitudes of the Nevada System of Higher Education or the community" (2.1.2). While academic freedom is protected by the Code, there is a mutual acceptance of responsibility on the part of the faculty member. While the faculty member is entitled to freedom in discussing her or his subject, the Code stipulates that: "The concept of academic freedom is accompanied by the equally demanding concept of academic responsibility. A member of the faculty is responsible for the maintenance of appropriate standards of scholarship and instruction." (2.1.3). And further, "A member of the faculty is entitled to freedom in the classroom in discussing a subject, but the faculty member should be careful not to persist in discussing matters, which have no relation to the subject taught" (2.3.3).

<http://system.nevada.edu/Board-of-R/Handbook/TITLE-2---/T2-CH02---Academic-Freedom-and-Respo.pdf>

Academic Support Services

CSN provides several programs designed to promote academic success in all areas of study. These include Tutorial Services, the Interactive Learning Center (ILC), the Writing Centers, Math and Science Resource Centers, Communication Lab, Computer and Language Labs. CSN provides tutoring services on each of its three campuses. Students may receive a maximum of four hours of free tutoring services for each credit of each class in which they are enrolled. Services include:

- One-on-one tutoring in a student's specific area of need
- Open math and science labs for drop-in tutoring
- Smart Thinking

Tutors are available at a variety of times for all levels of math and science. Tutors work with students individually or in groups. No appointment is necessary.

Locations are as follows:

Cheyenne Campus— Library, Room 2100
Henderson Campus — Building C, Tutorial/Writing Center
West Charleston Campus — Building H, Room 203

Each main campus now has a computer lab, also known as an Interactive Learning Center, and is open to all students. Go to link below to see lab hours for each campus.

<http://www.csn.edu/pages/444.asp>.

Locations are as follows:

Cheyenne Campus, Room 2652 651-4592
Henderson Campus, Building C, Main Lobby 651-3002
West Charleston Campus
Building C, 1st Floor 651-5931
Building K, 3rd Floor 651-7590

The English department, as well as other academic departments, strongly recommends that students use the Writing Center where they can come and talk about their writing with a trained writing assistant. Assistants will help the student at any stage in the writing process, from idea generation, through organization, to final revision. The Writing Center is not an editing service, but writing assistants can help the student produce quality written work by showing them techniques and skills to find and correct their own errors. No appointment necessary; it is a walk-in service. All sites have computers available for the student to write and print their assignments. Students are asked to bring a copy of the writing assignment and a copy of the instructor's guidelines, including any style sheets for documentation. The Writing Centers are free, and are located on each main campus. Writing Center staff will arrange to give your students an in-class overview of services provided.

Call for current hours:

Cheyenne 651-4101
Henderson 651-3187
West Charleston 651-7402

The Science & Math Resource Centers are open and available to all currently enrolled students at CSN. Please have students come in for free tutoring from Science & Math Faculty and/or approved CSN tutors. Please have students use these centers as a place to study and ask questions, no appointment necessary. Please call 651-7615 to verify current hours of operations.

Locations are as follows:

Cheyenne Center, Library, Room 2050
Henderson Center, Room B-201
West Charleston Center, Building H, Room 203

Access to Campus Facilities

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and guests. The college encourages an open environment with limitations to assure adequate protection of all members of the college community. The college is open Monday through Saturday, 6:30am to 10:30pm. At night and during times when the campus is officially closed, college buildings are locked. Faculty, staff and students with proper authorization are permitted into the buildings. The general public can attend cultural

and recreational events on campus with access limited to the facilities in which the events are held. The college is closed on Sundays. Authorization for use of campus grounds for assembly purposes must be obtained in advanced from the Chief Campus Administrator. CSN does not have campus residences. The college facilities all have external locking devices. The facilities are locked whenever classes or events are not scheduled. The President or Vice President of the College must authorize access to the college during non-regular hours. Department of Public Safety, facilities personnel and appropriate college administrators are the only persons issued keys for building entrances and exits. Keys may not be loaned to other staff members or students. Public Safety Personnel will confiscate any keys, which have not been specifically issued to a particular individual. Unauthorized duplication and illegal possession of keys is a misdemeanor.

Adding Students

You may sign students into your class if it is full, as long as seating is available and room capacity is not met. You are not required to take on additional students, but you may do so if you wish. The students must have the appropriate form from the Office of the Registrar for you to sign.

Adding and Dropping Policy Link:

<http://www.csn.edu/PDFFiles/General%20Counsel/Add%20Drop%20Policy.pdf>

Permission to Enroll in a Full Class/Late Registration Form Link:

<http://www.csn.edu/uploadedfiles/Admissions/Permission%20to%20Enroll%20in%20a%20Full%20Class.pdf>

Timeframes to enroll into a full class or late registration:

- For 16-week class
 - 1st week —Instructor signature is required. Permission is at the discretion of the instructors.
 - 2nd & 3rd week —Instructor and the department chair or designee's signatures are required.
 - Note — After the 3rd week no late registration permitted.
- For 10-15 week class
 - 1st week —Instructor signature is required. Permission is at the discretion of the instructor.
 - 2nd week —Instructor and the department chair or designee's signatures are required.
 - Note — After the 2nd week no late registration permitted.
- For 4-9 week class
 - 1st week —Instructor signature is required. Permission is at the discretion of the instructor.
 - Note — After the 1st week no late registration permitted.

To add students to an online course please contact the office of eLearning at 651-5619 or elearning@csn.edu.

Affirmative Action Policy

CSN is an Affirmative Action/Equal Employment Opportunity (AA/EEO) educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity and that access to facilities and services shall be available to all people regardless of their race, age, religion, color,

sex, sexual orientation, disability, or national origin. This principle is applicable to every member of the CSN/NSHE community, both students and personnel at every level, and to the all facilities and services. Inquiries regarding equal opportunity policies, the filing of grievances or grievance procedures covering discrimination complaints can be located at <http://www.csn.edu/pages/985.asp>.

Questions regarding the compliance with Equal Opportunity Law should be referred to:

U.S. Department of Education for Civil Rights
50 United Nations Plaza, Room 239
San Francisco, CA 94102

Alcohol and Drug Abuse Policy

CSN has joined other colleges and universities across the nation in encouraging the elimination of alcohol and other drug abuse on our campuses and in our communities. Apart from recognized college social events, state law forbids a college employee from consuming alcohol or being under the influence of alcohol while on duty. State law further forbids a college employee from consuming, possessing, or being under the influence of controlled substance. For part-time instructors, reasonable suspicion of violating these rules may result in immediate termination of your contract.

Link to the Alcohol and Drug Abuse Policy:<http://www.csn.edu/PDFFiles/HR/alcohol.drugfree.policy.pdf>

Benefits and Payroll Information

Welcome to CSN. You are joining the extended CSN community of alumni, faculty, staff, students and friends of the College as we create opportunities and change lives. We recognize the expertise, energy and professionalism that you bring to the College and we sincerely appreciate your commitment. Each department has an administrative assistant who will help you complete employment paperwork, obtain an email address and answer questions about the College and your department's operations. Below are brief descriptions of payroll procedures and benefits available to you while you are employed as a Part-Time Instructor. If we can be of assistance, please call us at 651-5800 or email us at HRcustomerservice@csn.edu.

457 Plan and 403 (b) Plans

The Nevada system of Higher Education (NSHE) offers employees the opportunity to set aside a portion of their earnings on a tax-deferred basis into a variety of investment vehicles provided through approved Fund Sponsors.

The minimum employee contribution is \$25.00 per month for the 457 Plan, and \$16.67 per month for the 403(b) Plan. For more information please see the following link:

<http://www.csn.edu/pages/2516.asp>

Part-Time Fee Waiver

Part-time Instructors for credit-generating courses are eligible to receive a benefit towards enrollment in courses at CSN. Employees teaching for credit are eligible during the regular fall and spring semesters. They are eligible for the amount of credits being taught in the current semester or the previous semester but not accumulative from semester to semester. For example: If the employee taught 3 credits during the fall semester and 3 credits during the spring semester he/she is still only eligible for 3 credits during the spring semester. However, if the employee

taught 3 credits during the fall semester but is not teaching during the spring semester, and he/she did not use the fee waiver benefit during the fall semester, he/she is eligible for the 3 credits during the spring semester. The appropriate application must be completed and approved by the employee's supervisor. More information can be found at the following link:

<http://www.csn.edu/pages/2420.asp>

FICA Alternative Plan

The Nevada System of Higher Education implemented a FICA (Federal Insurance Contribution Act) Alternative Plan, administered by the State's Deferred Compensation Committee for NSHE part-time employees who contribute to the FICA portion of Social Security. Employees accumulate retirement benefits and control their investment options in a manner different from Social Security. FICA Alternative contributions will be made on a pre-tax basis and participants become 100% vested upon enrollment. The FICA Alternative vendor is The Hartford and offers guaranteed interest rates on all deposited funds. For more information, please see:

<http://www.csn.edu/PDFFILES/HR/FICAAlternativePlan.pdf>

Pay Schedule / Rate of Pay

Part-time instructors generally receive paychecks on the last working day of the month during the fall and spring semesters. The initial check for the spring semester is generally received on the last working day in February; the initial check for the fall is generally received on the last working day of October. The current rate of pay for part-time instruction is \$801 per credit hour. If you are teaching a short-term course, your pay date will vary; please check with your department administrative assistant for details.

Payroll Direct Deposit Procedure

Setting up, changing, or canceling direct deposit of your paycheck must be done on the CSN Employee Self Service system (ESS). Prior to starting, be sure you have your Employee ID and PIN numbers available.

Link to payroll direct deposit procedures: <http://www.csn.edu/PDFFiles/HR/directdeposit.pdf>

What's my employee ID number?

All employees of the Nevada System of Higher Education (NSHE) are assigned an ID number. This number can be found on the upper center area of your paycheck stub, or if you already have direct deposit, the ID number appears in the upper right hand corner of your deposit advice receipt. You may also call Human Resources 651-5800 for your employee ID number (EID#).

What's my PIN (personal identification number)?

When an employee is first entered into the Human Resources database, the system assigns a PIN and a notice of the PIN is sent to the employee. Users should then log into the system and reset their PIN to a number of their choosing.

Don't know your PIN number?

PREVIOUS ESS USERS: Try logging into the system with what you believe may be your PIN. If unsuccessful, you will be given the option to enter your passcode and have your PIN emailed to the address you previously provided. (Your passcode is a keyword you entered in the system the first time you logged in.) If you cannot remember your PIN or passcode, contact Human Resources 651-5800 to have your PIN reset.

First-Time Users:

If you have not previously logged into ESS and do not have the mailing notifying you of the PIN the system generated for you, then you will need to have your PIN reset. Please contact Human Resources to have your PIN reset or for any other questions or problems accessing the system. You will also need to have your bank routing and account number (found on the bottom of your personal checks) when you call. We recommend that you use Internet Explorer as your browser to navigate the Employee Self Service (ESS) site.

1. To access directly go to: <https://mustang.nevada.edu/hrip/ccsnlog.htm> *or*
 - 1a. Go to CSN website at: <http://www.csn.edu/administration/index.asp>
Then, click on Human Resources
Then, click on Employee Self Service
2. Enter your Employee ID# and PIN number in spaces designed Note: If you have never used the Employee Self Service before, you will, at this point, be asked to change your PIN number, enter a pass code, and a valid email address. (If you have used it before, and know PIN/pass code proceed to #3)
3. Place your cursor on the Main Menu drop-down box and select Direct Deposit.
4. Before entering your information, please take time to read all instructions, particularly the example of what numbers to use from your checking account.

Employees paid **monthly** must enroll or make changes to their direct deposit information by the **14th** of the month to be effective for that month's payday. Employees paid **semi-monthly** — Enrollment in or changes to direct deposit requires **two pay cycles** to take effect. Enrollment/changes must be made a least **4 business days** before the first payday to take effect for the second payday. If you change your account number or routing transit code, be sure to make the applicable changes to your record in a timely manner. To stop your direct deposit, change disbursement choice below to "Check" and delete all the information in the direct deposit fields. This change must be made **4 business days** before your next payday. When you have finished, please remember to go to Navigation box and click on Log out. If you have any questions, please contact your Human Resource Department at 651-5800.

Campus Security

As with any urban setting, everyone is encouraged to remain alert for potential problems and dangerous situations. Security is everyone's responsibility. Your assistance is needed. The college has attempted to provide campus safety in and around the buildings by installing closed circuit television cameras and exterior lighting. In all classrooms there are rainbow packets labeled Emergency Action Plan with a list of phone numbers to contact for different emergencies. Additionally, Public Safety personnel make regular patrols throughout the buildings and the college perimeter. Security is available seven days a week, 24 hours a day, 365 days a year, including holidays. In an emergency involving Life-threatening situations or serious accidents, call 9-911. After calling 9-911 call Public Safety at 651-7911. For non-emergency situations call:

Cheyenne Campus Security	651-4055
Henderson Campus Security	651-3113
West Charleston Campus Security	651-5613

Center for Academic & Professional Excellence (CAPE)

CAPE provides professional development opportunities for faculty and staff at CSN. We provide workshops, resources, and individual assistance in innovative teaching, teaching with technology, leadership, and service across campuses. CSN faculty and staff receive monthly CAPE announcements via email. For more information, please call 651-7521 or email at CAPE@csn.edu. CSN is committed to promoting personal and professional growth for all members of the academic community, including part-time instructors. We look forward to serving your professional development needs.

Counseling

CSN's Counseling Department provides personal assistance to students in selecting both courses and a program of study that will meet their individual goals and needs. Counselors guide students in formulating their vocational and educational plans, clarifying basic interests, values and abilities, and identifying and solving problems that may interfere with their progress. Each counselor assumes specific responsibilities. All counselors are responsible for career counseling, clarification of majors for the undecided or the undeclared students, transfer counseling and orientations. For academic counseling call:

Cheyenne Campus	651-4049
Henderson Campus	651-3165
West Charleston Campus	651-5670

Counseling and Psychological Services (CAPS)

Confidential services are also available to assist faculty and staff by offering consultation regarding CSN-related issues and/or classroom situations. For more information or assistance, contact CAPS via email at caps@csn.edu or call us at:

Cheyenne Campus	Room 1088	651-4099
Henderson Campus	Building C, Room 100A	651-3099
West Charleston Campus	Building D, Room 108	651-5518

CSN Foundation

Would you like to support CSN through a financial gift? Help provide a scholarship for needy students? Promote the arts, sciences, technology or some other aspect of education at CSN? Then please contact the College of Southern Nevada Foundation. Mail code: W32E; Telephone: 651-7301 or 651-5831; Fax 651-7611. Please make checks payable to the CSN Foundation.

CSN Wireless Network Access

CSN Wireless is available to all students, staff and faculty. Users will be prompted to log in using their current Active Directory username and password. This is the username and password you already use to log into your CSN computer. You will not need to install any additional software to access this network,

but you will only have access to browse the Internet as before. This method of connection works with all operating systems.

Link for more information on CSN Wireless Network Access: www.csn.edu/pages/1983.asp.

Copy Machine Access

Please contact your department administrative assistant for information regarding the use of copy machines.

Copyright

Ownership of Copyright

CSN recognizes that ownership of an original creative work generally resides with the instructor as the author/inventor. However, when an instructor prepares materials for a distance education course—using College resources—joint rights to use the material may also go to CSN. Further, if the College pays an instructor a fee to develop a course or another creative work, the College may own the course or creative work. Further information regarding ownership of creative works of faculty is found in the Nevada System of Higher Education Board Handbook, Title 4, Chapter 12.

Use of Copyrighted Works

There are legal rules that govern use of the creative works of others, and violation of these rules could result in a lawsuit against you for damages and penalties. In general, the safest approach is for an instructor to obtain the permission of the author to use his/her creative work or for each student to purchase a copy of the creative work. However, the law recognizes that this is not always possible or realistic. To meet the needs of educational institutions, the law recognizes that a “fair use” may be made of the creative work of others for educational purposes. Although it is not possible to precisely define a “fair use,” the factors balanced by the courts in determining this issue include: 1) the purpose of the use, i.e. is it for a commercial or non-profit purpose; 2) the nature of the work (e.g. the more creative or original, such as fiction works, the more then work will be safeguarded from unauthorized use); 3) the amount of the work used (using the whole work or the heart of its substantive content will be viewed less favorably); and 4) the effect of the use upon the potential market.

As a part of “fair use,” the law explicitly recognizes that certain uses in the classroom are appropriate without permission. Thus, an instructor may make one copy per student of a work that is limited in scope (e.g. a chapter of a book, an article, a short story, an illustration or a poem) if that use is spontaneous, germane to the classroom discussion, and notice is given of the copyright. An instructor may also make audiovisual presentations in class of validly acquired full-length creative works that are germane to the course material. Please keep in mind, however, that in distance education, the classroom exception is more limited in scope. For example, the use of full-length audio materials is generally prohibited. If you have questions about appropriated use, please contact your Department Chair.

Directories

The CSN Website provides faculty and staff contacts including phone numbers, mail sort codes, and emails. The Faculty and Staff Phone List is available online at <http://www.csn.edu/directory/index.asp>

Disruptive Student Policy

The complete disruptive student policy (Policies Number: ACF-1A) is available on the CSN Website at <http://www.csn.edu/pages/1722.asp>. The procedures section of the document reads: “Faculty are strongly encouraged to clearly state their expectations regarding the department of students on the course syllabus. Faculty are also encouraged to require students to either sign a tear off section of the syllabus or send an email confirmation indicating that they understand and will conform their conduct to the expectations stated on the syllabus. As a general principle, instructors should document any and all incidents of student conduct that are troubling or indicate the possibility of serious behavioral problems in the future. Keep a record of the dates together with a brief description of all such incidents. It is also recommended that all incidents of problematic behavior be reported to security and to the instructor’s department chair so that there is an independent record of such incidents.”

E-Alert

CSN offers an “early intervention” retention service for part-time and full-time faculty. If a student is struggling with attendance, performance, or another issue, please refer to the following webpage and follow the instructions provided: <http://www.csn.edu/pages/1867.asp>.

Email Accounts

If you do not have a Network account (either for your office or the classroom) or an email account you need to contact the Help Desk at 651-HELP (4357).

Connecting to the Email via Internet (Outlook Web Access)

1. Open your favorite web browser and type in <https://webmail.csn.edu>
2. A login screen will appear.
3. Enter your CSN Network user name and password. If you are unable to access Outlook Web Access using your current user ID and password, contact the Help Desk, 651-HELP (4357) and ask for a password reset.
4. After you log in, the Outlook 2007 Web Access page will open.

Link to email accounts: <https://webmail.csn.edu>.

Emergency Procedures

CSN is committed to ensuring to safety and security of faculty, staff, and students. If the Police Department, Fire Department or Ambulance is required, dial 9-911 from any campus extension and notify the dispatcher of your emergency. Any member of the campus community who observes a criminal action or an emergency situation is responsible for immediately reporting the situation to the Security Department or Chief Campus Administrator.

Emergency number:	651-7911
Non-emergency numbers:	
Cheyenne Campus	651-4055
Henderson Campus	651-3113
West Charleston Campus	651-5613

For non-emergency reports, Security is available seven days a week, 24 hours a day, 365 days a year, including holidays. For a full review of emergency procedures, policies and practices, please refer to the General Catalog or visit <http://www.csn.edu/PDFFiles/PoliceServices/Safetly&SecuritySection.pdf>.

Employment Documents

If you are a new part-time instructor member of the College, you will need to complete you application and hiring documents, a list of which can be found at:
http://www.csn.edu/PDFFiles/HR/new_hire_packet_2.pdf.

Please check with your department administrative assistant for any further paperwork requirements.

Environmental Health & Safety

The Department of Environmental Health and Safety is totally committed to the personal safety, health and well-being of all members of the College community. It is the intention of EH&S that all employees, students, and visitors work and learn in an environment devoid, to the fullest extent feasible, of safety and health hazards. It is the goal of EH&S to provide timely and relevant information and responsible management, including safety and environment health training, to enable individuals to perform their work safely. To report health and safety issues or concerns, contact the Director of Environmental Health and Safety at 651-7445.

Evaluation Procedure

The Vice President of Academic Affairs will designate two weeks during the semester to administer student evaluations for regular semester courses. The department administrative assistant is generally responsible for notifying instructors of the scheduled evaluation time. If there is a conflict with the time scheduled, notify the department administrative assistant or department chair. Instructors must excuse themselves from the classroom during the student evaluation; please designate one student volunteer to distribute, collect, and deliver the evaluations. Instructions are usually listed on the distribution packet; please ask your department administrative assistant or department chair for clarification if necessary. Internet courses will be evaluated online; traditional, hybrid or Web-enhanced courses may be evaluated online if requested by the instructor.

After final grades have been recorded at the end of the semester, you should receive the evaluation results. If sufficient time has passed without receiving the results, contact your department administrative assistant or department chair for more information.

Depending on the department you are employed by, your class may also be visited from time to time by the department chair or full-time faculty member. Such visits are designed to provide you feedback regarding your teaching and course content. You may be notified if a classroom visit is planned.

Faculty Absence

Classes should be held at the time and in the classroom designated. You must inform your department chair or designee if you are planning to meet your class in a non-designated location. A department chair or designee must approve any moving of a class, even to another classroom. Each instructor is required, as a professional obligation, to meet all his or her classes unless extraordinary extenuating circumstances, such as illness, prevent attendance.

Should the instructor be forced to cancel a scheduled class meeting, she or he must notify the department chair or designee. The instructor is required to contact the department chair or designee if alternate arrangements are made to cover a class meeting. In the rare case that your department chair or department administrative assistant cannot be reached, contact the campus switchboard operator to have a cancellation sign posted on the classroom door.

If you know of an absence in advance, let the students know as early as possible. Make a note of the names of any students who are absent when you make the announcement and notify them of the cancellation. Most students are serious minded, and they want their money's worth from the class. Immediate complaints are received when an instructor is late, dismisses class early, or does not make arrangements for a substitute. Please make every effort to give students full value for their money.

Faculty Identification Cards

Picture ID cards are available to faculty. Please check with your department chair or department administrative assistant to obtain a faculty ID card. In order to obtain an ID card, newly-hired faculty and staff must present a copy of their contract or a letter from the Human Resources Department stating that they are employed at the college. The Office of Student Government distributes ID cards at each of the main campuses. For information and locations, visit <http://www.csn.edu/accsn>.

Family Educational Rights & Privacy (FERPA)

Each semester, CSN informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, in the Class Schedule and Catalog. This act was designated to protect the privacy of educational records and to provide guidelines for correction of inaccurate or misleading data through informal and formal hearing. (This does not, however, include challenging the fairness of a grade.) The law also provides the student with the right to inspect and review all information in his or her educational records.

Under the provisions of FERPA, institutions may disclose, without consent, directory information to individuals upon request. At CSN, directory information is defined as name, address, dates of attendance, full-time/part-time status, degree awarded, major filed, and date of graduation. Students have the right to request non-disclosure of directory information. If you they do not restrict release of this information, it is probable that the information will be released or disclosed. CSN uses directory information for non-commercial education purposes, such as to mail notices to students about changes in policies, services, or opportunities. The FERPA website address is <http://www2.ed.gov/policy/gen/guide/fpco/ferpa/index.html>.

The following are some guidelines to assure you comply with FERPA:

- **DO NOT** display student scores or grades publicly in association with names, Social Security Numbers, or other personal identifiers. If scores or grades are posted, use some code known only to you and the individual student. Even a partial Social Security Number should not be used. **In no case should the listed be posted in alphabetic sequence by student name.**
- **DO NOT** put papers, graded exams books, or lab reports containing student names and grades in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.
- **DO NOT** share student educational record information, including grades or grade point average with other faculty or staff members of the University unless their official responsibilities identify their “legitimate educational interest” in that information for that student.
- **DO NOT** request information from the educational record custodian without a legitimate educational interest and the appropriate authority to do so.
- **DO NOT** share information from student educational records, including grades or grade point averages, with parents or others outside the institution, including in the letters of recommendation, without written permission from the student.
- **DO** refer requests for information from the education record of a student to the proper education record custodian.
- **DO** keep only those individual student records necessary for the fulfillment of your teaching and advising responsibilities. Private notes of a faculty member concerning a student and intended for the faculty member’s own use are not part of the student’s educational records.
- **DO** keep any personal professional records relating to individual students separate from their educational records. Private records of instructional, supervisory, and administrative personnel and ancillary educational personnel are to be kept in the sole possession of the maker and are not to be accessible or revealed to any other person, except a substitute.
- **DO** change factual information regarding grades and performance in an educational record when the student is able to provide valid documentation that information is inaccurate or misleading. The substantive judgment of a faculty member about a student’s work, expressed in grades and/or evaluations, is not within the purview of students’ right to challenge their educational records.

Recommendation: When in doubt, err on the side of caution and do not release student educational information.

Final Exams

Well ahead of the final exam period, inform your class of the day and time of the final exam or project. The exam is to occur during the finals period, not the week before. Faculty not choosing to give final exams during this period will hold classes during finals' week. Copies of the final examinations for each course shall be filed with the department chair. If there is a schedule conflict for the final, contact your department chair or designee.

Faculty are expected to maintain an accurate record of how students' grades are determined. That record, either in a record book or on a computer disk, or other acceptable mode, should be turned in to the department chair or department administrative assistant at the end of the semester. These records are then available for possible student appeals.

Once your grades are inputted onto on to Web Grading system and electronically submitted, a printed copy of the grades must be given to the department chair or department administrative assistant.

Link to Web Grading System: <https://bsdpro21.csn.edu/webgrading/asps/Login.asp>

Should a student have questions about a grade or an instructor's professional behavior, published procedures must be followed. Please refer to CSN Policies and Procedures at <http://www.csn.edu/pages/1722.asp> for details on the grade appeal process.

Grading Procedures

At the end of each semester or session, reporting of individual student grades is made available through the registration system. Students may use web registration to obtain grades by going to the main menu and selecting "View Semester Grades" and following the prompts. Students may also pick up a printed copy of the semester grades at the Office of the Registrar with a photo ID one week after the semester ends, and instructors are encouraged to use SASEs for grades—if a student would like. Please explain the grading system the first day of class as well as including the grading system in your course syllabus. There should never be a mixture of letter grades and pass/withdraw grades within one classes.

The grading system may not be changed after the start date of the class.

Plus (+), Minus (-), and F grades are part of the grading scale for each campus. It is up to the individual faculty member to exercise this option

The most difficult challenge in grading is consistency. If previous experience has indicated problem areas in your individual grading practices, this is the time to modify your practices. Since the + and – option are currently part of the system, if you use +s and –s on assignments and tests, they should also be used in the final evaluation process for the final grades.

Prior to the completion of your syllabus for this semester, please review the grading statements carefully. Should you have additional questions regarding the grading policy, contact your department chair or department administrative assistant.

Grade values are as follows:

A	Superior	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below Average	1.0
D-		0.7
F	Failure	0.0
P	Pass —Student has passed course satisfactorily but grade points do not accumulate on transcript	
I	Incomplete – See below	
S/U	Satisfactory/Unsatisfactory <u>S</u> = Student has earned C- or above <u>U</u> = Student D+ or below in the completion of the course objectives	
AU	Audit	
W	Withdrawal	
NR	Not Reported —Pending faculty submission of final grade	

P (Pass): The grade of P, Pass, is granted on the basis of satisfactory completion of a specific course designated as Pass/Fail only. The P grade is worth zero (0) grade points.

I (Incomplete): You may give an “I” if the student has successfully completed all course work up to withdrawal date of the semester/session, but is unable to complete the course for good cause. The student must arrange for the incomplete with the instructor and acknowledge the statement of work that must be completed to receive a final grade. The students have one year to complete the work for a final grade. An incomplete not make up within this time period will have a grade assigned by the instructor which could be an “F” or “W”. The I grade is worth zero (0) grade points.

SU (Satisfactory/Unsatisfactory): The grade of S, Satisfactory, indicates that a student earned a C- or above in the completion of the course objectives. The grade of U, Unsatisfactory, indicates that a student earned a D+ or below in the completion of the course objectives.

AU (Audit): Please review the class roster and see if there is an AU in the column for grades. An AU indicated that the student is taking the class as an audit, which means that they will not receive a grade, however they must, at the discretion of the instructor, meet all regular class requirements. CSN policy is that students can change from credit to audit during the first six weeks and from audit to credit during the official registration period. Please as any student signed up for audit if that is what they want. If not, they must go to the Office of the Registrar and get their class standing changed by the dates published in class schedule. The AU grade is worth zero (0) grade points.

F (Failing) grade: Another option to describe student performance. Generally, a student may be assigned a W through the end of the 13th week of class. After the 13th week, official withdrawals will not generally be permitted; and the student should receive their earned grade. The F grade is worth zero (0) grade points.

All grades are posted via web grading <https://bsdpro21.csn.edu/webgrading/asps/Login.asp>. Any questions contact the Office of the Registrar at 651-4393 or the Office of Technology Services at 651-4871. Once they have registered, they can log in. When instructors log in, they will see a list of their rosters. They can select a class then assign grades. One of the biggest benefits of web grading is that it will allow instructors the ability to download class rosters to Excel Spreadsheet at the beginning of the semester. For more information on downloading your class roster, please contact the Office of eLearning at 651-5619 or elarning@csn.edu.

Help Desk

The Help Desk should be contacted for all computer, phone, printer and software issues. The Help Desk can be contacted locally at 651-HELP (4357) or toll-free at (800) 630-7563. The Help Desk is open 24 hours a day/7days a week.

Intercampus Communication System (I.C.S.)

The flat screen televisions mounted in faculty offices and student areas on CSN's three main campuses are there to provide an electronic message board for events and announcements pertinent to the CSN community. Commonly referred to as digital signage, the official name for CSN's network of flat screens is the Intercampus Communication System or I.C.S. for short. To submit content for display on the I.C.S., please go to <http://www.csn.edu/ics>. There you will find guidelines for content submission and more information.

If you notice a malfunctioning screen or typographical error, please notify multimedia services manager Eric Garner by e-mail (eric.garner@csn.edu) or phone (651-7379) immediately. We look forward to working with you to better promote CSN events and publicize CSN announcements.

International Center

The International Center provides assistance to enhance internationalization of student life and campus culture. The International Center provides comprehensive services to international (F-1 visa holding) students and the college community including recruitment and marketing, admissions, orientation, advising, registration, Foundation classes, and reporting and compliance of regulatory issues to the federal government. The Center provides a supportive and trusting environment that facilitates educational, cultural, and residential adjustment for international students so that they can achieve their academic goals. The Center assists international students and the college community with immigration issues, and serves as a resource to the College for regulatory and cultural issues regarding students, employees, and student and faculty exchanges. The CSN International Center is located on the West Charleston campus. For more information call 651-5820 or email iss@csn.edu.

Link to more information on the International Center: <http://www.csn.edu/international/index.asp>

Jumpstart Dual Credit Program

The Jumpstart Dual Credit Program provides high school junior and seniors an opportunity to take college-level classes for credit, on their high school site, from their high school “college certified” instructor for a reduced fee of \$25 per course, plus the applicable tech fees and surcharge fee per credit. Registration fee is waived. Students are allowed to take up to 2 courses per semester.

Certified Jumpstart instructors are paid a stipend by CSN and CCSD and are eligible to earn State Professional Development (PDE) credits. State PDE credits allow dual credit instructors the opportunity to grow professionally and earn renewal credit for teacher license. A maximum of six (6) of the required sixteen (16) credits for CCSD instructor salary increment may be earned. Upon being qualified to teach dual credits with CSN, instructors are officially considered “Part-Time” college instructors and are eligible to teach respective classes at the college.

For further information on the Jumpstart Dual Credit Program please contact Assistant Director Nora Rodriguez at 651-5927 or by login into <http://www.csn.edu/partnerships>.

Libraries

All part-time instructors are granted library privileges for the contract period during which they are employed by CSN. CSN has libraries on the Cheyenne, Henderson and Charleston campuses. In addition to the collections of books, periodicals, media, and research materials on each campus, College Library Services provides extensive online access to the world of information (full-text journal, magazine and newspaper articles, books, media databases, indexes, and online catalogs across all disciplines) via their website from any location on or off campus. The website also provides a variety of information literacy tutorials and research guides for classroom or e-learning use and various resources for developing effective research assignments. Reference services are available on each campus or by phone. CSN participates in interlibrary loan and document delivery programs to support the borrowing of materials from other libraries. Please visit their website at <http://www.csn.edu/library> for complete information on the libraries and their resources, hours of service, locations, phone numbers, and policies.

Mailboxes

At the main campuses, part-time faculty mailboxes are generally coordinated through the switchboards. Students can turn in papers and mail can be dropped off for part-time instructors at any of the main campus switchboards, but students do not have access to instructors’ mailboxes.

The mailboxes are located:

Cheyenne Campus	Switchboard lobby of the main building
Henderson Campus	Switchboard Building C, Room C-100
West Charleston Campus	Switchboard Building D, Room D-107

Please check your mailbox regularly for important correspondence including class and grade rosters. If you have any questions about the mail, contact your department administrative assistant.

Office Hours

You are not required to hold office hours. However, it is strongly recommended that you do try to meet with your students outside class. Office space on each campus is limited. Please check with your department administrative assistant for location and availability.

Office of eLearning (Online Campus)

The College of Southern Nevada is a leader in eLearning offering fully accredited degrees to students. eLearning is an innovative development in higher education that uses technology to facilitate learning without the limitations of time or place. CSN offers courses online so that students around the world can complete a certificate or associate's degree without stepping a foot in a classroom. eLearning students use state-of-the-art technology to connect to faculty members, course mates, and advisors. CSN's online courses link students with their faculty member and course mates online through the World Wide Web (Angel). Online courses are asynchronous, which means that students can sign on and participate at times convenient to them. The CSN Online Campus has a centralized web presence with exemplary online student services, a comprehensive student orientation to online learning and Angel, and faculty resources. For more information, please contact the Office of eLearning at 651-5619 or elearning@csn.edu.

Link to more information on Office of eLearning (Online Campus): <http://www.csn.edu/pages/2212.asp>

Parking

No parking spaces are reserved for faculty or staff. CSN Campus Police is responsible for enforcement of all vehicle parking and traffic regulations. Temporary Parking Permits for individuals who are disabled and do not have a state-issued permit for disabled persons are available through campus security.

Campus security phone numbers:

Cheyenne campus	651-4055
Henderson campus	651-3113
West Charleston campus	651-5613

As is true at most colleges, parking can be an issue at CSN, especially during peak times. Part-time instructors are strongly encouraged to arrive early for classes—especially the first class meeting—so that you will have extra time should parking be a problem.

Link to more information on Parking:

<http://www.csn.edu/adminstration/operations/services/police/index.asp>

Performing Arts Center

The Nicholas J. Horn Theatre, and the BackStage Theatre, as part of the CSN Performing Arts Center, presents a variety of theater production, lectures, music events and activities on the Cheyenne campus throughout the year. Students, employees and the community are all invited to come and enjoy these special events. For information on upcoming events or to make reservations, call 651-LIVE (5483) or stop by the Box Office, located in room 1404 on the Cheyenne campus.

Link to Performing Arts Center: <http://www.csn.edu/about/campuslife/performingarts/index.asp>

Phi Theta Kappa

Phi Theta Kappa, the International Society of the Two-Year College, encourages qualified students to join the prestigious organization. If one of your students wishes to obtain a Phi Theta Kappa seal on his or her diploma, a stamp on his or her transcript and notation in the commencement book, he or she must complete the chapter Phi Theta Kappa Graduation Form. This form may be obtained from the Phi Theta Kappa Office, room B-104 on the West Charleston campus or from the chapter website <http://www.csn.edu/ptk/>. The deadline for receipt of the form is the same as that for graduation. Use the information on the form to purchase the items you want (stole, tassel, double honors cord, and medallion).

Planetarium and Observatory

CSN's Planetarium, the only public planetarium in Southern Nevada, presents performances to the community that feature re-creations of the night sky on its 30-foot diameter domed screen that depict the relative motions of the sun, moon, planets and stars. The Planetarium is located in room 1033 at the south entrance of the Cheyenne campus. Free telescope viewing sessions are held in the nearby Student Observatory on clear nights. Special telescopes viewing sessions are also scheduled whenever notable astronomical events occur. For information, call the Astronomy Hotline at 654-4SKY (4759).

The Planetarium, in cooperation with the National Aeronautics and Space Administration (NASA), also operates the Regional Educator Resources Center. The Center, located in room 2025-B on the Cheyenne campus, provides science and mathematics material to teachers and educators for classroom use. The Planetarium is a partner in Project Astro, Marsville, and Star Station One.

Link to Planetarium and Observatory: <http://www.csn.edu/about/campuslife/planetarium/index.asp>

Reduced Rate Tuition

Part-time instructors are encouraged to enroll in classes with the Grant-in-Aid Tuition Waiver that can be requested from Human Resources. The number of tuition credit hours for the tuition waiver is generally based upon the number of hours taught during the preceding semester, not to exceed six credit hours. Fall and spring semester loads are used to determine tuition waiver eligibility. Waivers are on for "tuition only." They must be used in the present semester or in the semester immediately following the semester in which they were earned; they cannot be stockpiled. They may be used at any CSN site by part-time instructors, not by their family members. For additional information about Grant-in-Aid Tuition Waivers, contact Human Resources at 651-7457.

Link to more information on Grant-in-Aid Tuition: <http://www.csn.edu/pages/2416.asp>

Retention Office/Student Success Services

The mission of the Retention Office is the help students successfully complete their term coursework, persist in their degree/certificate programs, and graduate in a timely manner.

During confidential appointments, trained specialists/advocates help students in need of academic support, as well as those who simply want to enhance their college success skills, to:

- Asses personal strengths and limitations
- Develop college success strategies
- Implement personal action plans
- Learn to navigate the educational system
- Access tutorial and other academic assistance programs
- Benefit from campus and community resources
- Connect to campus life

The Retention Office also coordinates the Faculty E-Alert (the Electronic Early Warning System). The E-Alert is CSN's academic system providing faculty with a confidential means of submitting to Retention Services the name of a student who is having problems in a class, in order for him/her to be offered timely assistance. Faculty can log on the CSN's Web Grading at: <https://bsdpro21.csn.edu/webgrading/asps/Login.asp> to place the referral.

Dedicated and trained Retention Specialists are available to assist students at each of the three main campuses.

Students can call the Retention Services to set-up an appointment at:

Cheyenne campus	1111 Student Services Area	651-2626
Henderson campus	Building B, Room 130	651-3103
West Charleston campus	Building B, Room 119	651-7367

Sexual Harassment Policy

CSN will not tolerate sexual harassment of students, faculty, or staff. Victims of sexual harassment can feel hurt, frustrated, and helpless. As a member institution of NSHE, CSN adheres to the policies and disciplinary sanctions set forth by the Board of Regents. The President has designated the Affirmative Action Officer and the Human Resources Officer as the officials responsible for receiving and investigating complaints of sexual harassment. Any administrator, employee, or supervisor who is aware of an alleged incident of sexual harassment will take immediate action to bring the matter to the attention of the Affirmative Action Officer or Human Resources Officer.

By definition, sexual harassment includes unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or education.
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions of affecting that individual's employment or education.
- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, education, or of creating and intimidating, hostile or offensive employment or educational environment.

For additional definitions and information e-mail the Affirmative Action Officer or Human Resources Officer at HRcustomerservice@csn.edu.

Link to more information on the Sexual Harassment Policy: <http://www.csn.edu/pages/748.asp>

Smart Classrooms

Many of the classrooms at CSN are considered to be Smart Classrooms. Smart Classrooms vary by the type of equipment that is located in them. Visit <http://www.csn.edu/pages/1696.asp> to view Smart Classroom guides for each room, photos of the standard equipment and tutorials on how to use the equipment.

If you find that you are in a room where you require additional media equipment or there are issues with the computer, etc., please contact the Help Desk at 651-HELP (4357).

SMARTHINKING Free 24/7 Online Tutoring Services for Students

CSN is continuing our partnership with SMARTHINKING to offer free academic support to all CSN students. SMARTHINKING has the online tutoring, online writing services, and homework help services that help students succeed. Tutors are available up to 24 hours a day, 7 days a week in a variety of subjects. SMARTHINKING provides online tutoring in Mathematics (Basic Skills – Calculus II), Writing, Chemistry, Physics, Biology, Introduction to Human Anatomy and Physiology, Accounting, Economics, Introductory Finance, Spanish and Statics. Online Math tutors are available 24 hours a day, 7 days a week during the school year. Over 80% of SMARTHINKING online tutors have a Masters or PhD in their respective discipline, and they average eight years teaching experience. SMARTHINKING's Online Writing Lab helps students at secondary, post-secondary, and graduate levels become stronger writers. Students receive a detailed, personalized critique of any written assignment, such as an essay, report, personal statement, cover letter, resume, or creative story. See <http://www.csn.edu/pages/1259.asp> for more information.

Smoking Policy

The interior of all buildings on the Cheyenne, Henderson, and West Charleston campuses and CSN-leased facilities has been designated as smoke-free environments. Smoking is permitted in designated outside areas only, with a penalty of up to \$250 for each violation (NRS 202.2491). Please abide by and enforce these regulations.

Student Attendance

Students are expected to attend all classes and to be on time. A student may be administratively dropped from a course for excessive absences upon recommendation of the course instructor and written approval of the department chair. Attendance must be addressed in your syllabus, and should be clearly stated and enforced in a equitable way. For more information go to: <http://www.csn.edu/pages/1722.asp>.

The Board of Regents has authorized absences due to religious holidays or observances. Please make arrangements with students for make-up work if they miss class for religious activities. Other make-up work is at the instructor's discretion.

Unusual attendance patterns or unfavorable conduct may indicate a student needs special assistance to succeed academically. Consult your department chair or department administrative assistant for guidance.

Student Conduct, Rights and Responsibilities

Student Rights and Responsibilities, and the Student Conduct Policy, which lists definitions and procedures, are available online in the current General Catalog at: <http://www.csn.edu/pages/660.asp>.

Students with Disabilities

The College of Southern Nevada makes every effort to make its campuses fully accessible to students with disabilities. The College's Disability Resource Center offers special accommodations to help students with documented disabilities with their academic and vocational pursuits. In addition, the DRC offers three full-time Disability Specialists to answer any questions or help solve any problems that may arise due to a documented disability. The office also offers adaptive equipment to those who qualify to ensure equal access to all CSN-sponsored activities.

We have a Disability Specialist at each of the following campuses:

Cheyenne campus	Phone # 651-4045	Fax # 651-4179
Henderson campus	Phone # 651-3795	Fax# 651-3004
West Charleston campus	Phone# 651-5644	Fax# 651-5760
Deaf & Hard of Hearing	Phone #651-4448	

Thomas Brown, Chief Campus Administrator and Senior Advisor to the President, serves as the Americans with Disabilities Act Coordinator and is responsible for monitoring the College's compliance with the ADA of 1990. For assistance with ADA, please contact the Disability Resource Center or Human Resources office at 651-7456.

Supplies/Materials

Contact your department administrative assistant for necessary teaching supplies, such as record books, tablets, highlighters, pens, pencils, dry erase makers, etc. Faculty may not sell supplies or materials to students in their courses.

Syllabi

You are asked to provide a course syllabus to your students at the first class meeting. Please ask your department administrative assistant to provide you with course syllabus from a prior class if available. By the first week of course, please give a digital copy of syllabus to your department administrative assistant.

The CSN syllabus policy can be found at the following website

<http://www.csn.edu/PDFFiles/General%20Counsel/COURSE%20SYLLABUS%20Policy.pdf>

You may also post your syllabus online for students to view before the semester begins. Go to the following page and log in with your same user id and password as your CSN email account. <https://apps.csn.edu/dashboard/login.aspx>

For assistance with uploading your syllabus, contact the eLearning Office at 651-5619 or elarning@csn.edu.

Tele-media Services

If you require audio-visual equipment or assistance with computerized classrooms, please call the Help Desk 651-HELP (4357) at least 24 hours in advance to request the equipment or assistant for your class.

Test Proctoring

The Testing Centers proctor tests for courses taught at CSN FREE of charge. If you need to have a test proctored or if a student needs to make-up test outside of the regularly scheduled class time, you can make arrangement by calling one of the three main campuses.

Cheyenne campus	651-4050
Henderson campus	651-3128
West Charleston campus	651-5733

The Testing Center's staff will administer the test with your instructions and you can retrieve the test once it is completed.

Textbooks

Check with your department administrative assistant as to how books are selected and ordered for your class. Textbooks may be purchased from the bookstore link located on CSN website <http://www.csn.edu/academics/bookstore.asp> or from the Bookstores located on the three main campuses.

Cheyenne campus	Main building, Room 1082	651-4645
Henderson campus	Building A	651-3055
West Charleston campus	Building B	651-5606

TRIO-Student Support Services

TRIO Student Support Services —A comprehensive and highly individualized one-stop educational program offering many free services under a single department, including: in-depth planning, supplemental tutoring, assistance in filling financial aid applications, additional grant money, career exploration and planning, and study skills instructions. Services of this federally funded program are designed to help first-generation college, financial aid recipients, and/or disabled students complete a two-year degree at CSN and/or transfer to a four-year school. For more information visit TRIO's website <http://www.csn.edu/administration/students/services/TRIO/index.asp>. TRIO is located on the Cheyenne campus, Room 1120 phone number 651-4441.

Unregistered Students or Children in Class

It is against College policy for children or other unregistered persons to attend classroom sessions. The reason for this policy includes liability, fairness and classroom disruption concerns. The only exceptions to this policy are departmental/college evaluation of the class or other similar administrative issues, authorized disability services and special invitation of the instructor for the purpose of assistance in classroom presentations. The CSN Unregistered person in class policy can be found at the following website <http://www.csn.edu/PDFFiles/Senate/FS%20Policy%20Unregistered%20Persons%20April08.pdf>.

Whistleblowing (Disclosure of Improper Governmental Action)

NRS 281-661 requires the Director of the Department of Personnel to provide each State officer and employee, on an annual basis, a summary of the statutes pertaining to disclosure of improper governmental action (NRS 281-611 through 281-671).

These statutes prohibit any State officer or employee from using his or her official authority or influence to prevent disclosure of improper governmental action by another State officer or employee. "Improper governmental action" is defined in NRS 281.611 as: "...any action taken by State officer or employee or local governmental officer or employee in the performance of his official duties, whether or not the action is within the scope of his employment which is:

- a) In violation of any state law or regulation;
- b) If the officer or employee is a local governmental officer or employee, in violation of an ordinance of the local government;
- c) An abuse of authority;
- d) Of substantial and specific danger to the public health or safety; or
- e) A gross waste of public money."

Per NRS 281.631(2), "use of official authority or influence" includes taking, directing other to take, recommending, or processing or approving any personnel action such as appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation or other disciplinary action."

NRS 281.641 affords a State officer or employee who discloses information concerning improper governmental action a hearing before a State Personnel Hearing Officer if any reprisal or retaliatory action is taken against him within two years following disclosure. **The appeal must be submitted in writing on the NPD-53, Request for Hearing, under the provisions of NRS 281-641, which is available from the Department of Personnel of an agency's personnel representative. This properly completed form must be filed with the Hearing Officer within 10 working days (NAC 281-305) after the alleged reprisal of retaliatory action takes place.**

Per NRS 281.651(2), the provisions of NRS 281.611 to 281.671, inclusive, do not prohibit a State officer or employee from initiating proper disciplinary procedures against another State officer or employee who discloses untruthful information concerning improper governmental action. Finally, these statutes specifically encourage any State officer or employer to disclose improper governmental action to the extent not expressly prohibited by law. Further, it is the intent of the Legislature to protect the rights of a State officer or employee who make such a disclosure. A copy of these statutes may be obtained by contacting your department director, division administrator, the Department of Personnel, or accessed via the Nevada State Legislature's website at <http://www.leg.state.nv.us> under Law Library.

NRS 281.641 Reprisal of retaliatory action against state officer or employee who discloses improper governmental action: Written appeal; hearing; order; negative ruling may not be based on identity of persons to whom disclosure was made; rules of procedure.

1. If any reprisal or retaliatory action is taken against a state officer or employee who discloses information concerning improper governmental action within 2 years after the information is disclosed, the state officer or employee may file a written appeal with a hearing officer of the Department of Personnel for a determination of whether the action taken was a reprisal or retaliatory action. The written appeal must be accompanied by a statement that sets forth with particularity:

- (a) The facts and circumstances under which the disclosure of improper governmental action was made; and
- (b) The reprisal or retaliatory action that is alleged to have been taken against the state officer or employee.

The hearing must be conducted in accordance with the procedures set forth in NRS 284-390 to 284.405, inclusive, and the procedures adopted by the Personnel Commission pursuant to subsection 4.

2. If the hearing officer determines that the action taken was a reprisal or retaliatory action, he may issue an order directing the proper person to desist and refrain from engaging in such action. The hearing officer shall file a copy of his decision with the Governor and any other elected state officer who is responsible for the actions of that person.
3. The hearing officer may not rule against the state officer or employee based on the person or persons to whom the improper governmental action was disclosed.
4. The Personnel Commission may adopt rules of procedure for conducting a hearing pursuant to this section that are not inconsistent with the procedures set forth in NRS 284.390 to 284.405, inclusive.

NAC 281.305 Written appeal by officer or employee who claims retaliatory action was taken against him. (NRS 281.641)

1. A state officer or employee who claims a reprisal or retaliatory action was taken against him for disclosing information concerning improper governmental action may file a written appeal pursuant to NRS 281.641 with a hearing officer of the Department of Personnel. The appeal must be:
 - (a) Filed within 10 workdays after the date of the alleged reprisal or retaliatory action took place.
 - (b) Submitted on a form provided by the Department of Personnel.
2. The hearing officer may reject a form that is incomplete or otherwise deficient as insufficient to commence the appeal.

Link to more information on the Whistleblowing (Disclosure of Improper Governmental Action)
http://hr.unlv.edu/Policy/DISCLOSURE_OF_IMPROPER_GVERNMENTAL_ACTION.html

Workers' Compensation

All employees, including part-time and persons volunteering for the College of Southern Nevada are covered under the NSHE Workers' Compensation program. If you are injured on the job, or acquire an occupational illness, please notify your supervisor as soon as possible, no matter how minor the incident appears. The employee MUST complete a Notice of Injury or Occupational Disease Incident Report (Form C1) whenever an injury is sustained at work. Information regarding Workers' Compensation policies, procedures, providers, and forms are available online at: <http://www.csn.edu/hr/> Select the *Workers' Compensation* link, or you can go to <http://hr.unlv.edu/WorkersComp/>.

Questions regarding Workers' Compensation can also be directed to:

Michele Washington
Worker's Compensation Coordinator
Direct line 895-5404
Main Office 895-4226
Email michele.washington@unlv.edu

Frequently Asked Questions

“Am I eligible for direct deposit?”

If you are interested in direct deposit for your paychecks, please refer to the section entitled “Benefits” in this manual. <http://www.csn.edu/PDFFiles/HR/directdeposit.pdf>

“Are there prepared materials for my class?”

Class materials, including texts, syllabi exams, and the like are generally provided to you but are at the discretion of individual departments. Please contact the department administrative assistant for specific information on this.

“Do I get to choose the textbook?”

No, textbooks are generally assigned by department.

“Do I have an office on campus?”

No, office space to meet with students is provided on the Cheyenne and West Charleston Campuses. Please check with your department administrative assistant for location and availability.

“Does my department have specific guidelines for part-time instructors?”

Guidelines for part-time instructors are at the discretion of individual departments. Please contact your department’s administrative assistant for specific information. To access the latest policies and procedures for CSN, please access the following: <http://www.csn.edu/pages/1722.asp>.

“How do I receive mail on campus?”

At the main campuses, part-time faculty mailboxes are generally coordinated through the switchboards. Students can turn in papers and mail can be dropped off for part-time instructors at any of the main campus switchboards, but students do not have access to instructors’ mailboxes.

The mailboxes are located:

Cheyenne Campus	Switchboard lobby of the main building
Henderson Campus	Switchboard Building C, Room C-100
West Charleston Campus	Switchboard Building D, Room D-107

“How will I be evaluated as an instructor?”

A course evaluation will be administered during the semester by a representative from your department. Depending on the department you are employed by, your class may also be visited from time to time by the department chair or a full-time faculty member. Such visits are designed to provide you feedback regarding your teaching and course content. You may be notified if a classroom visit is planned.

“How will instructors be evaluated by the students?”

Student evaluation forms will be provided to you by your department administrative assistant, during the semester. Instructions on how these evaluations should be administered are included in evaluation packet. If you have any questions about this process, please contact your department administrative assistant about completing the evaluations.

“What benefits do I receive as a part-time instructor?”

- ***ID card privileges:*** Faculty picture ID cards can be requested from Student Government. See benefits listed below for discounted rates on special events and bookstore purchases.

- *Bookstore Discounts:* Campus Bookstores will regularly offer school faculty and staff a 10% discount on all purchases over \$1.00, excluding textbooks, sale merchandise and academically discounted software. Part-time instructor's ID card must be shown to receive discount.
- *Fitness Center:* Part-time instructors with ID are entitled to use the Fitness Center at the Cheyenne Campus.
- *Library privileges:* Part-time instructors are entitled to borrow materials for class or personal use. Full library privileges are accorded part-time instructors at all main campus sites.
- *Reduced-rate classes:* For Grant-in-Aid information, please call the Human Resources Department at 651-7457.
- *Special Event discount rates:* CSN employees are entitled to the discounted rate privileges also given to students for special event pricing on college-sponsored concerts, plays, etc. Part-time instructor's ID card must be shown to receive discount.

“What is my role as a part-time instructor?”

Your task is to facilitate student learning in a specific content area. If the class you have been asked to teach is a three credit hour semester course, it means that students spend three contact hours per week with you and in the class generally in a traditional classroom setting for fifteen weeks of instruction and one week for final exams.

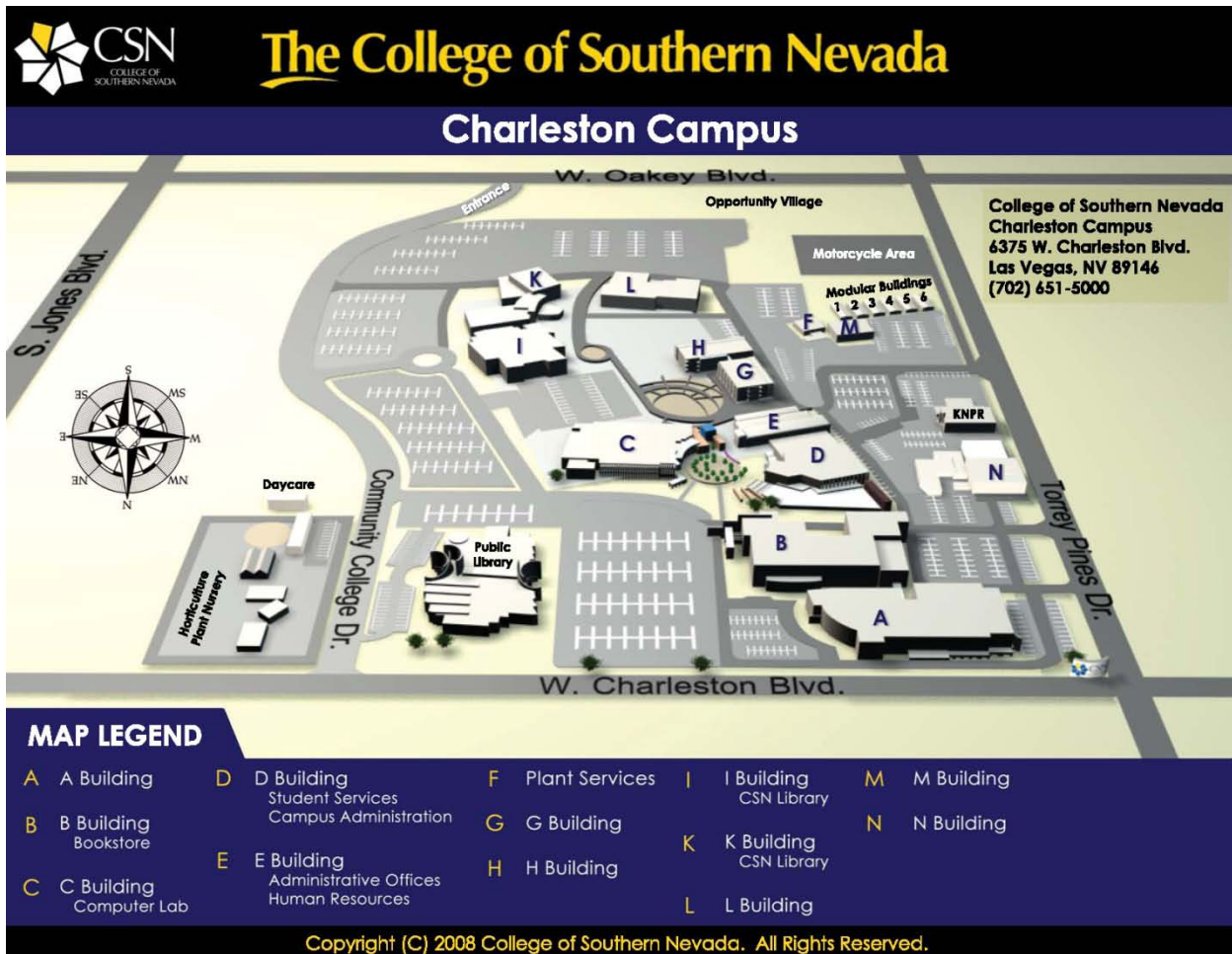
“When will I get paid?”

Part-time instructors generally receive three or four paychecks on the last working day of the month during the fall and spring semester. The initial check for the spring semester is generally received on the last working day in February; the initial check for fall is generally received on the last working day of October. If you are teaching a short-term course, your pay date will vary. Please check with your department administrative assistant for details.


“Will I be hired again for next semester?”

Part-time employment is on a one-time semester basis only and teaching one particular semester does not guarantee employment for any future semesters.

West Charleston Campus Map



Cheyenne Campus Map




CSN
COLLEGE OF
SOUTHERN NEVADA

The College of Southern Nevada

Cheyenne Campus

**College of Southern Nevada
Cheyenne Campus**
3200 E. Cheyenne Avenue
North Las Vegas, NV 89030
(702) 651-4000



MAP LEGEND

<p>A Building Art Gallery Nicholas J. Horn Theatre</p> <p>B Building Ground Level: Automotive</p> <p>C Building Automotive</p> <p>D Building Automotive</p>	<p>E Building Cafeteria & Student Lounge</p> <p>F Building Little Theater</p> <p>G Building Bookstore</p> <p>H Building Ground Level: Student Services Second Level: Library</p>	<p>I Building Childcare</p> <p>J Building Observatory</p> <p>K Building Child Development Complex</p> <p>L Building Planetarium</p>	<p>M Building Gym</p> <p>N Building Writing Center</p> <p>O Building Ground Level: Russell's Restaurant Second Level: Campus Administration</p> <p>P Building Ground Level: Culinary & Gaming Area Second Level: Computer Lab</p>	<p>Q Building Morse Arberry, Jr. Telecommunications Building</p> <p>R Building Modular Buildings</p> <p>S Building Operations & Maintenance</p> <p>T Building Business Services</p> <p>U Building Transportation Technology Building</p>
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Henderson Campus Map

