



PROFESSIONAL

STAFF

HANDBOOK

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SECTION ONE

INTRODUCTION

1.1 INTRODUCTION

The Community College of Southern Nevada (CCSN) has published this handbook for informational purposes only. The information contained herein reflects some of the policies and procedures of the college. More information regarding employment and benefits may be found in the CCSN Administrative Manual. Detailed information regarding UCCSN policies and procedures may be found in the Board of Regents Handbook.

The college is a fully accredited member of the Northwest Association of Schools and Colleges. This status assures that the college's organization, structure, staffing and funding are equal to its objectives, that its governing board is functioning properly and that all academic and financial plans are well designed to provide its students at a high level of excellence.

1.2 NON-DISCRIMINATION POLICY

The Community College of Southern Nevada does not discriminate on the basis of, race, color, national origin, sex, disability, religion, marital status, sexual orientation, pregnancy, or age in any of its policies, procedures or practices, in compliance with title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title VII (pertaining to employment), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (pertaining to disability) and the Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission, access to and treatment and employment in the College's programs and activities, including vocational education. Inquiries regarding equal opportunity policies, the filing of grievances or grievance procedures covering discrimination complaints should be directed to the College Affirmative Action Officer at (702)651-4002. Federal or State agencies are also available to answer any complaints.

1.3 PROCESS FOR CHANGES TO PROFESSIONAL STAFF HANDBOOK

1. Changes to the Professional Staff Handbook may be proposed by:
 - a. The Faculty Senate
 - b. The Administrative Council
 - c. The College President

The Faculty Senate and the Administrative Council shall develop their internal process for proposing changes. Proposals shall be submitted to the College President or his/her designee. The President or designee shall refer all proposed changes to the Faculty Senate and the Administrative Council within 20 working days of his/her receipt of them.

2. Proposed changes shall be reviewed by the Faculty Senate and the Administrative Council within 60 calendar days of receipt. The Faculty Senate and the Administrative Council shall indicate their approval or rejection of the proposed changes, or suggest modification. The proposed changes shall be submitted to the College President or designee after the Faculty Senate and the Administrative Council have had an opportunity to respond.
3. The President or designee shall have the final authority for approval or rejection of the proposed changes. Approval of the proposed changes shall be consistent with the provisions of the UCCSN Code. Approved changes in the Professional Staff Handbook must be distributed by the President or designee to the Human Resources Office, who will be responsible for updating the Professional Staff Handbook Web Page and notifying the entire faculty within 20 working days. If the President or designee rejects a proposed change, he/she will so inform the Faculty Senate and the Administrative Council and explain the reasons for rejection within 20 working days of his/her receipt of the recommendations. Any changes which do not follow this process shall not be official and are nonbinding to members of the College community.

SECTION TWO

MISSION STATEMENT, GOVERNANCE AND ORGANIZATION

2.1 ADMINISTRATION

2.1 A MISSION STATEMENT AND GENERAL EDUCATION REVIEW

The mission statement for the College was developed with broad input from all constituencies. The statement reflects the commitment of the College community to provide opportunities for people to change their lives.

The mission of the Community College of Southern Nevada is to implement the UCCSN mission by identifying the needs of the citizens of Southern Nevada and providing educational and support services to meet those needs in the areas of general education, transfer preparation, vocational education, basic skills development, adult education, and community service. In meeting the needs of the community it serves, the College provides student centered services that recognize the uniqueness of the individual, demonstrate excellence, utilize up-to-date facilities, emphasize comprehensive uses of technology, and rely upon the collaborative efforts of the College, the students, and the community.

In a review of the general education commitment of the College, the faculty have identified the following core performance elements to serve as a guide to prepare students to enter the workforce and contribute constructively to society. These core elements will be emphasized in all classes, and students who complete a course of study at CCSN will have developed competency in these areas. These core performance elements have been added to all of CCSN's curriculum forms. All courses include one or more of the following core elements:

- Communication
- Critical Thinking
- Quantitative Reasoning
- Technological Competency
- Diversity Appreciation
- Life Enhancement

2.1 B CONSTITUTION HISTORY & GOVERNING BODY

Refer to Board of Regents Handbook, Chapter 1, Title 2, Section 1.2, Constitutional Authority and the Board of Regents through Chapter 1, Title 2, Section 1.7.

2.1C CCSN ADMINISTRATION/ORGANIZATIONAL CHART

Position descriptions are located in the Human Resources Office and may be reviewed upon request.

CCSN Organizational Chart to be placed in this section:

2.2 FACULTY

2.2 A FACULTY SENATE MANUAL

Refer to CCSN Faculty Senate Manual, 1996-1997 Edition

2.2 B FACULTY SENATE BY-LAWS

2.3 DEPARTMENT CHAIR SELECTION PROCESS

2.3 A QUALIFICATIONS OF OFFICE

The Department Chair must be a full-time academic faculty member in the subject department. Any individual serving or desiring to serve as a Department Chair shall resign from said position upon commencement of sabbatical leave. In cases of resignation removal of a Department Chair, see Paragraph III herein below. Faculty wishing nomination for the role of Department Chair must have a preponderance of their assignment in the subject department.

2.3 B QUALIFICATIONS FOR VOTING

The right to vote for a Department Chair shall be limited to full-time academic faculty members within the subject department (tenure track or continuing contract employees).

2.3 C LENGTH OF TERM

Department Chairs shall serve for a term of three (3) years. In situations in which a mid-term election is held due to either the resignation or removal of the Department Chair, or in which the Chair-Designate is appointed by the President, the newly elected or appointed Chair shall serve for the remainder of the three (3) year term. There shall be no limitation on the number of terms an individual may serve as Department Chair.

2.3 D CHAIR ELECTION PROCESS

1. During the second week in March during an election year, the process of selecting the Department Chair will begin. Faculty in the appropriate department will be given notice from the Faculty Senate Chair or designee at least 10 working days prior to the meeting to discuss the selection.
2. Faculty who have an interest in serving in the role of Department Chair will make their interest known in writing to the President or designee and the Faculty Senate Chair at least five (5) working days prior to the meeting. Special consideration for selection of Department Chair may occur in certain programs due to outside accreditation requirements. Faculty who are interested in serving as Department Chair must meet the qualifications stated herein if they wish to apply.

3. If there are no faculty members within the subject department interested in serving as Department Chair, the Faculty Senate Chair shall so advise the College's President. The President shall thereafter select a full-time academic faculty member from the college at large, to serve as Department Chair for said department during the current term thereof.
4. Upon the Faculty Senate Chair's receipt of the nominations for the position of Department Chair, said Chair shall inform the faculty in the subject department of the candidates wishing consideration as Department Chair in that department.
5. At a predetermined announced meeting, all faculty in the department will be invited to a meeting with the Faculty Senate Chair or designee for purposes of holding an election.
6. At the meeting set forth in paragraph five (5) above, an election will take place. It will be conducted by secret ballot. The candidate with the majority of votes of those voting in the election will be recommended to the President for appointment as Department Chair. If no candidate receives a majority of votes in the initial balloting, a run-off election by secret ballot will be held immediately thereafter between the two (2) candidates receiving the most votes. The candidate with the majority of votes will be recommended to the President for appointment. In the case of a tie vote between the run-off candidates, a second vote involving said candidates shall be held on the third working day thereafter. If the vote should again result in a tie between the candidates, the process shall be reopened for purposes of accepting new nominations. Those previously nominated may be denominated. Nominations shall close within five (5) working days of the reopening of the nomination process. The Faculty Senate Chair shall inform the faculty in the department of the candidates wishing consideration as Department Chair in the department. On the tenth day thereafter, the Faculty Senate Chair shall call a meeting of the department faculty for purposes of holding the election. At the meeting, an election shall be held. It will be conducted by secret ballot. The person with a majority of votes will be recommended to the President for appointment. In the case of a tie vote, the President shall select a member of the department to serve as Department Chair for the current term of office.
7. Within five (5) working days, the President will announce his/her decision.
8. If the President does not confirm the choice of the department as evidenced by the vote of the department, the President will give a rationale to the department's faculty and will order another election. Within five (5) working days of the receipt of the President's decision not to confirm the department vote, all nominations for the office of Department Chair must be received by the Faculty Senate Chair. The Faculty Senate Chair will inform the faculty in the department of the candidates wishing consideration as Department Chair in that department. Within 10 working days thereof, the Faculty Senate Chair shall invite all qualified members of the department to a meeting for purposes of conducting an election. At the meeting an election shall be held. It will be conducted by secret ballot. The person with the majority of votes of those voting in the election will be recommended to the President for appointment. In the case of a tie vote, the

President shall select one (1) of the nominated candidates to serve as Department Chair for the current term of office.

2.3.1 RECALL OF DEPARTMENT CHAIRS: PROCEDURES

2.3.1 A PROCEDURES TO BE FOLLOWED PRIOR TO INSTITUTING FORMAL RECALL PROCEDURES: INFORMAL RESOLUTION

If problems occur within a department, all reasonable efforts should be made to resolve them informally with the Department Chair. If faculty are unsuccessful in their efforts to resolve such problems, the following procedures must be followed prior to instituting formal recall procedures:

- A. Upon petition in writing from at least 1/3 of the faculty, the Faculty Senate Chair shall call a special meeting of the full-time faculty of that department for purposes of resolving any and all outstanding disputes, problems or issues. This special meeting shall occur pursuant to the Faculty Senate Chair's receipt of the signed written petition of at least 1/3 of the department faculty. The petition must be addressed to the Faculty Senate Chair with a copy thereof to be delivered by the Faculty Senate Chair to the Department Chair.
- B. The special meeting shall occur within 10 working days of the Faculty Senate Chair's receipt of the petition. At the special meeting, the Faculty Senate Chair shall preside. The faculty and the Department Chair shall reasonably attempt to resolve the issues. Upon conclusion of the meeting, the Faculty Senate Chair shall render a written report and forward a copy of the same to the Department Chair, the faculty members within the subject department, and to the appropriate Vice President. Any such special meeting shall occur no more than once each semester (Fall/Spring). There shall be no special meeting during the Summer Session.

2.3.1 B FORMAL RECALL PROCEDURES: INSTITUTING THE RECALL OF A DEPARTMENT CHAIR

The formal recall of a Department Chair may not commence any earlier than the beginning of the second regular (Fall/Spring) semester of the current term of office, or in the case of a mid-term appointment or election, no earlier than the beginning of the second regular (Fall/Spring) semester after said election or appointment. The procedures to be followed by members of a department seeking the recall of their Department Chair are as follows:

- A. A special meeting of the department faculty shall be called by the Faculty Senate Chair pursuant to said Chair's receipt of a formal Petition for Recall of Department Chair. At least 1/3 of the faculty of the subject department must put the concerns of the faculty and the reasons for calling the special meeting in writing. The Petition must contain pertinent information regarding the reasons for calling the meeting. The Petition must be

addressed to the Department Chair with a copy to the Faculty Senate Chair. The reasons for calling the special meeting include, but are not limited to, failure to communicate with faculty, failure to perform duties, sufficient injury to the department or institution.

- B. Within five (5) working days of receipt of the Petition, the Faculty Senate Chair shall convene a department meeting for purposes of resolving the issues so stated. At said special meeting, the faculty and Department Chair shall attempt, in good faith, to resolve the outstanding issues. If the Faculty Senate Chair determines that such resolution is unsuccessful, a vote of confidence/no confidence shall be held by secret ballot. If at least 2/3 of the department faculty express no-confidence in the Department Chair, the results thereof shall be forwarded to the President.
- C. In the case of a no-confidence vote, the President will rule on the vote and notify the department faculty, Faculty Senate Chair, and the Department Chair within five (5) working days. If, in the opinion of the President the problems are resolvable, the Department Chair will be given an opportunity to remedy the concerns of the faculty. If the concerns are grave and cannot be resolved, the President shall inform the department faculty, Faculty Senate Chair, and Department Chair and a new election shall be held in accordance with the procedures set forth herein for the election of Department Chairs.

2.4 ADJUNCT FACULTY

Information regarding Adjunct Faculty may be found in the CCSN Human Resources Department as well as in the Refer to the CCSN web page, Support Services, Faculty/Staff Resources: Adjunct Staff Handbook.

2.5 COLLECTIVE BARGAINING

Refer to Board of Regents Handbook, Title 4, Chapter 4.

SECTION THREE

FACULTY, ACADEMIC PRACTICES AND POLICIES

3.1 TENURE PROCESS - TENURE AS ACADEMIC FACULTY

1. The Peer Committee will be constituted of three (3) tenured academic faculty members.

The department chair will select a faculty member, the candidate for tenure will select a faculty member, the department chair and faculty member will mutually agree on a committee member. The third member shall be from the candidate's discipline, if possible. If a faculty member from the candidate's discipline is not available, the third member shall be from a cognate discipline.

The department chair will notify in writing the appropriate Vice President about the official composition of the committee. The Department chair will notify the proposed committee members of their committee membership.

2. The members of the Peer Committee will choose a chairperson.
3. The candidate for tenure will complete a Tenure Application form to be submitted to the Peer Committee.
4. The Associate-Vice President of Human Resources will notify members of the department of a faculty member currently serving as an administrator, who will be considered for tenure when he or she is placed on tenure track by the President.
5. An evaluation (including recommendations) of the tenure candidate will be made in writing by the Peer Committee and will then be forwarded to the department chair.
6. The evaluation of the Peer Committee will include:
 - a. Student evaluations from the previous three (3) years, recipient of service evaluations or other evaluations by the candidate's service population. (The committee will be given access to all service population evaluations of the tenure candidate);
 - b. Peer investigation (input from the tenure candidate's peers) will be solicited;
 - c. Classroom visitation or workplace visitation by the Peer Committee (Peer Committee members will visit the tenure candidate's classes or workplace at a mutually agreeable time);

- d. Review of syllabi, course outlines, and other course material developed by the candidate for tenure if she or he teaches; or materials developed in support of library development if she or he is a librarian; or the counseling/advising of students if she or he is a counselor;
 - e. Review of documentation of the service provided by the candidate for tenure.
 - f. In the case of an eligible administrative faculty (as defined by sections 4.2.1 and 4.4.6 of the UCCSN Code) applying for tenure as academic faculty, the credentials of the candidate must meet the normal criteria applied by the receiving department when recruiting for a professional position.
 - g. Administrative faculty who are already on tenure track for tenure as academic faculty during the spring semester, 1995, may apply for tenure using the tenure application rules that applied at the time they were placed on tenure track.
7. The Peer Committee will forward the completed evaluation with all documentation attached in the form of the Tenure Committee Report to the department chair. The signatures of all committee members as well as that of the candidate for tenure are to appear on the evaluation.
8. Tenure evaluations will be based upon the UCCSN Code, Title 2, Chapter 4, Section 4.4.2 Standards for Recommending Appointment with Tenure.
- Refer to Board of Regents Handbook, Title 2, Chapter 4, Section 4.4.2.
9. The department chair will review the Tenure Committee Report and will transfer all necessary information to the UCCSN Recommendation for Tenure or Promotion form. The department chair will evaluate the staff member and will consider:
- a. Student evaluations; recipient of service evaluation; or other evaluation by the candidate's service population;
 - b. Evaluation by Peer Committee;
 - c. Evaluation of teaching or performance of professional activities by means of classroom visitation;
 - d. Review of the Application for Tenure as academic faculty submitted by the candidate;
 - e. Review of syllabi, course outlines and other course materials developed by the candidate;

- f. Service contributions to the college through System or college committee work, student advising, special projects and any other special support activities; and
 - g. Service contributions to the community and/or state or nationwide activities.
10. The department chair will forward the completed Recommendation for Tenure or Promotion form to the appropriate Vice-President.
 11. The Vice-President will submit a recommendation in writing to the President on the Recommendation for Tenure or Promotion form.
 12. The official recommendation regarding tenure will be made to the Board of Regents by the President through the Chancellor's Office. The President will inform the faculty member in writing by January 30th of the academic year.
 13. The following schedule of deadlines for activities is established for a typical academic year:
 - a. End of second week in October Appointment of Peer Committee.
 - b. End of third week in October Candidate submits application to the Peer Committee.
 - c. End of the second week in November Submission of Peer Committee reports to the department chair.
 - d. December 1 Submission of recommendations from department chair to Vice-President.
 - e. End of first week in December Submission of recommendations from Vice-President to President.
 - f. End of second week in December Submission of recommendations from President to Board of Regents.
 - g. January 30 of the academic year President informs applicant in writing of the progress of the application.

(Amended by Faculty Senate on 3/21/97 and approved by Dr. Moore on 4/16/97)

3.2 FACULTY RIGHTS AND RESPONSIBILITIES

3.2 A ACADEMIC FREEDOM AND RESPONSIBILITIES

Refer to Board of Regents Handbook, Title 2, Chapter 2

3.2 B PROFESSIONAL ETHICS

1. Urge spouses, children, and other close family members to avoid registering for classes you teach. The presence of such individuals in the classroom may create a perception that the grading process may be unfair.
2. Urge those with whom you have a business or professional relationship which may make it difficult for you to grade them fairly to avoid registering for classes you teach.
3. In those rare instances in which the class that only you teach is an absolute requirement for certificate, degree, or personal enrichment of someone in the categories mentioned above, discuss this matter with your department chair or program coordinator with the goal of finding a way to avoid both unfairness and the appearance thereof. Share the results of such discussion with the person impacted.

(Approved by Faculty Senate 10/18/99)

3.2.1 FACULTY OFFICES POLICY

1. The Administration at CCSN will provide one (1) faculty office per instructor.
2. The Provost at each campus in consultation with Department Chairs* would identify and allot one (1) or more office complexes to each department close to the actual teaching areas.
3. Allotment of available offices in each office complex will be determined by seniority as below.
4. In an office complex which is shared by different departments, individual offices will be identified as being under the domain of a specific department and Department Chairs* will have complete control over how they are allotted.
5. If a permanent transfer of faculty from one campus to another is necessitated.
 - A. If no office space is available, the Department Chair* will consult with the Provost to acquire suitable office space.

- B. The faculty of the concerned department will have first preference for the vacated office. If no faculty within the department needs that office, the Chair* can allot it to faculty outside of the department at the request of the Provost.
 - C. If the faculty from one (1) department is moving from campus A to B and faculty from another department is moving from campus B to A, an exchange can be made by mutual consent of the existing Chairs*.
- 6. No administration official will move into the faculty office without the Chair's* consent.
 - 7. Each office should be adequately furnished with all necessary equipment.
 - 8. Prior to reassignment of an office, the current faculty member or his/her next of kin or person designated to be contacted in case of an emergency will be permitted initial access to the office to gather personal belongings.

3.2.1 AGENERAL GUIDELINES FOR DEPARTMENT POLICY

Seniority will begin on the faculty members sign their first full-time contract. In the event that a new faculty member has not yet moved to Las Vegas when the contract is available for signing, Human Resources will fax a copy of the contract to the faculty member and send the original via express mail with a tracking date. The faculty member may sign the fax copy and return it to Human Resources via fax and the date will be used for seniority purposes provided the original is signed and returned within two weeks of receipt. Seniority for existing faculty will be based on the date they signed their first full-time contract.

If offered an office, a faculty member may waive seniority for that office in favor of remaining in close proximity to her/her actual teaching areas. Once seniority is waived for a specific office, it cannot be changed. However, if a different office becomes available at a later date, seniority for available offices still applies.

There is no appeal process except for offices assigned in a manner not listed above.

*If there is no Department Chair then the responsibility will go to the coordinator, if there is no coordinator, then the responsibility will go to the senior member in the area.

3.2.2 FACULTY SALARIES

3.2.2 ADEVELOPMENT AND REVIEW OF SALARY SCHEDULES

Refer to Board of Regents Handbook, Title 2, Chapter 5, Section 5.5.1.

3.2.2 B SALARIES FOR FACULTY IN RANK 0 AND RANGE 0

Refer to Board of Regents Handbook, Title 2, Chapter 5, Section 5.5.3.

3.2.2 C SUMMER SESSION SALARY SCHEDULES

Refer to Board of Regents Handbook, Title 4, Chapter 3, Section 26.3.

3.2.2 D SALARY SCHEDULES

Refer to Board of Regents Handbook, Title 4, Chapter 3, Section 22.

Community Colleges - Executive Salaries
Community College - Faculty
Community College - Faculty (Merit Schedule)

3.2.2 E COMMUNITY COLLEGE SALARY PLAN (BASIC CONCEPTS)

Refer to Board of Regents Handbook, Title 4, Chapter 3, Section 24.

3.2.3 FACULTY WORKLOAD POLICY

3.2.3 A WORKLOAD FOR INSTRUCTIONAL FACULTY

The workload for instructional faculty shall be based on Instructional Units (IU). Each instructional faculty member shall be expected to be assigned fifteen (15) instructional units per semester. At the beginning of each semester each faculty member shall, in conjunction with the Department Chair, determine the number of instructional units to be assigned to each activity. The workload must also be approved by the Vice President for Academic Affairs. In case of the lack of an agreement, the faculty member may appeal to the Faculty Welfare Committee which will make a recommendation to the Vice President for Academic Affairs. Since it is recognized that faculty assigned to instruction spend considerable time off campus in preparation and evaluation of student work, there shall be some flexibility in "on-campus" time requirements.

3.2.3 B FULL-TIME INSTRUCTIONAL FACULTY

1. "A" Contract

- a. Fifteen (15) Instructional Units / Spring, Fall semester.
- b. Thirty-eight (38) Instructional Units / Year, including no more than eight (8) IU's during Summer*.
- c. Minimum five (5) hours per week scheduled office hours and/or scheduled contact hours.
- d. Minimum five (5) hours per week flexible institutional service, staff development, etc.

2. "B" Contract

- a. Fifteen (15) Instructional Units each Spring and Fall Semester.
- b. Thirty (30) Instructional Units per Year**.
- c. Minimum five (5) hours per week scheduled office hours and/or scheduled contact hours.
- A. Minimum five (5) hours per week flexible institutional service, staff development, etc.

NOTE: Faculty who cannot achieve a full workload during a contract year, must make up the deficiency during the next contract year.

3. Laboratory Assistants

- a. No institutional service required.
- b. Forty (40) hours per week with 35 hours student contact.

4. Optional Added Assignments (Teaching Overload, Special Assignments, Internal Grants)

- a. Requests for additional overloads must be submitted in writing and may be approved for the following reasons or if made at the request of the administration:
 - 1. Purchase of a new home
 - 2. Educational purposes
 - 3. Severe financial problems or extensive health care expenses

Overloads up to and including 19 IU's will be considered and approved by the Department Chair and/or Dean. Overloads in excess of 19 IU's must be approved by the Vice President of Academic Affairs.

It is preferred that such a request be made at the time of schedule submission. No requests will be accepted after the Friday immediately preceding the start of that semester.

Note: * "A" Contract: No summer overload

** "B" Contract: Maximum eight (8) Instructional Units each Summer
(see 7/8 rule below)

3.2.3 CPART-TIME (ADJUNCT) INSTRUCTIONAL FACULTY - 7/8 RULE

Maximum seven (7) IU's each Fall, Spring and Summer Semester.

(Eight (8) IU's may be allowed if there is only one (1) preparation)

3.2.3 D INSTRUCTIONAL UNIT OF EQUIVALENCIES

The following are guidelines for determining Instructional Unit equivalencies. It is recognized that all possible situations and activities may not be included. Faculty and administrators should negotiate activities not mentioned:

1. Teaching Activities:

Class size will be considered on a departmental basis consistent with the financial restraints imposed on the college by the legislature and with due concern for the quality of education. The process will include all full-time faculty of the department and the Department Chair, and will be approved by the appropriate Vice President.

2. Lecture/Recitation Hour

One (1) Instructional Unit shall be granted for each credit of lecture or recitation instruction.

Lecture or Recitation Hour (per credit) - 1.00

3. Laboratory/Clinic/Studio

Clinics, Labs, and Studios shall be rated by rigor and the assigned Instructional Units adjusted accordingly. Degree of rigor shall be determined by level of judgment, level of independence, level of participation, breadth of theory and skills, and amount of external work required of students. Labs, clinics or studios shall receive from .50-.75 IU's per hour of contact.

Laboratory, Clinic and Studio (per hour) - 0.50-0.75

High Rigor - 0.75 (3 IU's 4 hr contact)

Moderate Rigor - 0.67 (2 IU's 3 hr contact)

Low Rigor - 0.50 (1 IU 2 hr contact)

Adjunct Lab Instructors (per hour) - 0.045 per hour

4. Practicum, Independent Study and Co-op

Practicum, work experience, co-op, field experience, etc., shall be rated by the amount and time of student contact and supervision required.

Practicum, Independent Study and Co-op (per student per credit) - 0.04-0.12

High contact - .12 per student per credit - (8 students x 1 credit = 1 IU)

Medium contact - .08 per student per credit - (12 students x 1 credit = 1 IU)

Low contact - .04 per student per credit - (25 students x 1 credit = 1 IU)

5. Clinical Supervision

Faculty shall be granted Instructional Unit credit based on the number of site instructors (preceptors) supervised.

Clinical Supervision (per preceptor) - 0.40

6. Lab Supervision

Faculty shall be granted Instructional Unit credit for coordination or supervision of labs and clinics based on the total amount of management and planning required and the total number of additional lab instructors supervised.

Lab Supervision (per lecture/lab course)

Basic Course Management - 0.25-.50

Supervision (per instructor) - 0.20

7. Dental Supervision

Supervising dentist of record in Dental Hygiene Clinic shall be granted instructional credit only when no other duties are required.

Dental Supervision (per hour) - 0.07

3.2.4 OTHER INSTRUCTIONAL ACTIVITIES

3.2.4 A VIDEO INSTRUCTION PROGRAM (VIP)

The VIP Program courses will be paid the same rate as a regular course. Five (5) factors must be satisfied by the instructor of the VIP:

1. Require a student orientation.
2. Construct an appropriate syllabus.
3. Use normal grading/record keeping.
4. Establish periodic contact between instructor and student.
5. Maintain office hours dedicated to students who call in. The minimum student enrollment is 10.

3.2.4 B EXTENSION SITE MANAGERS, FACILITATORS & COORDINATORS

1. Metropolitan High School Coordinator - First Course: 1.00 IU*
Metropolitan High School - Additional Courses (per course): .050 IU
2. Taped Course Monitor (minimum ten students) - First Course: 1.00 IU
Taped Course Monitor - Additional Courses (per course): .025 IU
3. Compressed Video Facilitator (per hour): \$10.00 - \$20.00
4. Extension Site Managers (per hour): \$15.00
5. Audio/Visual Facilitators (per hour): \$8.00
6. Prison Coordinators: \$25.00 - \$50.00

* **NOTE:** Maximum 7.5 IU's per person, per semester.

3.2.4 C VIDEO/DISTANCE PRODUCTION - ONE SEMESTER ONLY

During the course production the workload is equal to the teaching IU for the same course. *Example:* Three (3) IU's for a three (3) credit course or four (4) IU's for a four (4) credit course. After the production semester, the workload for teaching the course will revert to a standard value.

3.2.4 D SUBSTITUTE TEACHERS **(PRIOR APPROVAL FROM APPROPRIATE VICE PRESIDENT** **REQUIRED)**

There shall be a minimum per hour rate of pay established for substitute instructors.

Substitute Faculty per hour - 0.06

3.2.4 E. GUEST LECTURERS

Guest Lecturers (mandated by course) shall be paid on a per hour basis depending on the degree of training and expertise required.

1. Guest Lecturers mandated by course (per hour): 0.04-0.13
2. Physician: 0.13
3. Registered Nurse : 0.07
4. Paramedic: 0.07
5. EMT II: 0.04
6. Other guest lecturer (prior approval required): 0.10

3.2.4 F CLINICAL TEACHING

There shall be a minimum per hour rate of pay established for instructors in a clinical setting. The setting must be health related and in a patient delivery setting and provide supervision of students.

1. Clinical Teaching (per hour): 0.05

3.2.5 ALTERNATE ASSIGNMENTS

3.2.5 A DEPARTMENT CHAIRS/PROGRAM DIRECTORS/COORDINATORS

The granting of Instructional Unit credit for Department Chairs shall be determined by the number of sections offered, complexity of schedule development, number of full-time and adjunct faculty, demand for student advising and amount of community service, etc., required by department.

1. Department Chair: 6.00
2. Program Directors: 6.00
3. Coordinators: 3.00

3.2.5 B FACULTY SENATE CHAIR

A minimum of six (6) Instructional Unit credits shall be granted to the Faculty Senate Chair each semester. A maximum of 15 Instructional Unit credits shall be granted in any (1) one year.

1. Faculty Senate Chair: 6.00 -9.00

A maximum of seven (7) Instructional Units may be granted by the Faculty Senate Chair each semester at his/her discretion. A maximum of 12 Instructional Units may be granted in any one academic year.

2. Faculty Senate Chair Discretionary: 0.00-7.00

3.2.5 C SPECIALIZED ACCREDITATION/LIMITED ENTRY PROGRAMS

Any faculty member who is responsible for preparing specialized accreditation materials may, during that year, be granted Instructional Unit credits for an alternative assignment.

1. Specialized Accreditation: 0.00 - 3.00

3.2.5 D CHAIR OF COUNCIL OF CHAIRS

An additional three (3) Instructional Units shall be granted to the Chair of the Council of Chairs each academic year. The three (3) Instructional Units may be granted in either the Fall or Spring semester, but not both.

1. Chair of Council of Chairs (per year): 3.00

3.2.5 E OTHER SPECIALIZED ASSIGNMENTS

Supervisors of community service facilities such as the theater, planetarium, dental hygiene lab, child development lab, art gallery, etc., as well as those with other specialized assignments may be granted Instructional Unit credit for these assignments. Specialized Assignments may include special projects which develop or improve courses or instructional programs.

1. Other Specialized Assignments: 0.00 - 6.00

3.2.6 WORKLOAD FOR NON-INSTRUCTIONAL FACULTY

*****Under Revision***.**

3.2.7 NON-INSTRUCTIONAL FACULTY

1. "A" and "B" Contract:
 - a. Assigned activities shall occur within a 35 hour work week.
 - b. Minimum five (5) hours per week flexible institutional service, staff development, etc.
2. Optional Added Assignments (Teaching Overload, Special Assignments, Internal Grants):
 - a. Maximum four (4) Instructional Units each Fall and Spring semester.
 - b. "B" Contract: Maximum eight (8) Instructional Units each Summer.
 - c. "A" Contract: No Summer overload.

3.3 ANTI-DRUG STATEMENT

Refer to Board of Regents Handbook, Title 4, Chapter 3

3.4 EMPLOYEE ASSISTANCE PROGRAM

A. There's Help When You Need It.

There may be times in your life when you feel out of control and overwhelmed. Maybe you have a personal or workplace problem that consumes your thoughts. Or maybe you need help finding resources to help you deal with everyday issues, like locating quality childcare.

Whatever the problem, you do not need to handle it alone. The State of Nevada provides Employee Assistance Program (EAP) services to you and your household members.

B. How can the EAP help?

Experienced clinical staff is available to help with most personal concerns:

1. Emotional distress
2. Co-worker conflicts
3. Divorce or separation
4. Custody issues
5. Financial or legal problems
6. Grief and loss
7. Alcohol and substance abuse
8. Child and adolescent issues
9. Aging family members
10. Domestic violence

C. What is an Employee Assistance Program (EAP)?

An EAP is a free, confidential counseling and referral service designed to help you and your household members resolve personal problems that may be interfering with your work or home life. You can access your EAP by calling (702) 486-2929. One call to your EAP connects you with a wide range of special services and resources close to your home.

D. How Can the EAP Help Me With Child and Aging Adult Issues?

The EAP can help you find qualified care givers and programs for your children and aging family members. For example, the EAP can help you find daycare, camps, and schools for your children, or home health care providers and housing options for your aging family members or patients of any age.

The EAP can also help you locate colleges or vocational schools, along with appropriate housing and support systems.

E. What if I Have Legal or Financial Concerns?

Through the EAP, you are entitled to a free, confidential one-half hour legal consultation through a nationwide network of attorneys. In most cases, further legal representation is available at reduced rates.

The EAP can also help you with issues concerning family budget planning or managing your debt. Your EAP counselor will refer you to a community-based, financial counseling agency, such as Consumer Credit Counseling. Counselors do not make investment recommendations.

F. How Do I Access my EAP Services?

One call is all it takes to access your EAP services. Just call the State of Nevada EAP office at (702) 486.2929 or State Mental Health at (702) 486.0820, 24 hours a day, 7 days a week. The phone counselor will listen carefully to your concern or issue and help you assess the situation, then suggest ways to help.

Your phone counselor may then refer you to a licensed/certified counselor who will help to resolve your issue. You may also be referred to community resources, such as a support group. If a health problem may be contributing to your situation, you could be referred to a medical professional.

G. Who is Eligible?

You and any member of your household may call the 800 number for EAP services. Dependents living away from home may also access the EAP.

H. Are These Services Confidential?

Yes, all services are strictly confidential. Your identity is protected at all stages of the program.

3.5 PROFESSIONAL GRANT-IN-AID

3.5 A Board of Regents Policy

Refer to Board of Regents Handbook, Title 4, Chapter 18, Page 2, Section 5

3.6 EMERITUS STATUS

3.6 A EMERITUS/EMERITI STATUS

Refer to Board of Regents Handbook, Title 4, Chapter 3, Section 29.

3.6 B GUIDELINES FOR AWARDING EMERITUS STATUS

The attendant rights and privileges ensure opportunities for senior colleagues to continue the pursuit of scholarly interests and other professional activities within the academic community which they previously served. The awarding of the title "Emeritus" includes the recognition of outstanding performance, continued professional growth, demonstrated ability to work in harmony with colleagues in the best interests of the college and the people it serves, and participation in worthy community, state or national activities. The qualifications for this title are measured in terms of the person's total contribution to the college based upon both achievement and service.

Recommendations for emeritus status are voted upon by the faculty of an individual department and forwarded to the appropriate Department Chair. The Department Chair, upon receiving the recommendation of the faculty of the department, then makes his/her recommendation and forwards it along with the faculty recommendation to the appropriate Vice President. If the appropriate Vice President agrees with the Department Chair, and the faculty that the nominated person should be considered for emeritus standing, the appropriate Vice President will send a memorandum to the President endorsing the request. If the appropriate Vice President disagrees with the recommendation, the department is notified.

The President considers the requests as presented by the appropriate Vice President. If the President agrees with the recommendation, it is forwarded to the Board of Regents for consideration and approval. If the President disagrees with the recommendation, notification is provided to the appropriate persons.

Nothing shall preclude the Faculty Senate from making recommendations to the President on any emeritus matter. The President shall have final authority to recommend emeritus status to the Board of Regents.

Final action on the recommendation is taken by the Board of Regents at one (1) of its regularly scheduled meetings. The appropriate Vice President's office then officially notifies the honored faculty and informs the person of the privileges available.

3.6 C PRIVILEGES FOR EMERITUS ACADEMIC FACULTY

1. Grants-in-aid for emeriti faculty, spouses and financially dependent children.
2. Faculty library privileges.
3. Lifetime faculty identification card.
4. The use of special laboratories on a space available basis for emeriti faculty who may be involved in on going research projects.
5. Requested inclusion on mailing lists for special performances, lectures and other college events.
6. Requested inclusion on invitation lists to departmental, division and college meetings.
7. Requested listing in the college telephone directory.
8. Automatic listing in the college catalog and other selected campus publications.
9. Eligibility for faculty discounts for computer purchase.
10. Eligibility to instruct a limited number of classes on an adjunct basis subject to such limitations as are placed upon adjunct instruction. The institution shall make the final determination regarding the need for the services of emeritus faculty during any given semester. Compensation for such instruction is to be based on the emeritus faculty's summer rate of pay at the time of retirement or at current adjunct rate whichever is higher. It is the individual emeritus's responsibility to be cognizant of the provisions of his/her retirement programs.
11. Office space on an available basis.
12. Upon request, business cards signifying emeritus status.
13. A plaque honoring the emeritus status will be commissioned and displayed on the appropriate campus, and another identical plaque will be provided for personal use.

3.7 NOTICE OF NON-REAPPOINTMENT

Refer to Board of Regents Handbook, Title 2, Chapter 5, Section 5.9

A. Denial of Appointment with Tenure, Salary Increases, Promotion or Reappointment

Refer to Board of Regents, Title 2, Chapter 5, Section 5.2.3.

B. Reconsideration of Non-Reappointment of Non-Tenured Faculty

Refer to Board of Regents Handbook, Title 2, Chapter 5, Section 5.2.4.

C. Annual Performance Evaluation of Tenured Faculty

Refer to Board of Regents Handbook, Title 2, Chapter 5, Section 5.12

D. Prohibited Activity - Faculty Only

Refer to Board of Regents Handbook, Title 2, Chapter 6, Section 6.2.1.

E. Prohibited Activity - System Community

Refer to Board of Regents Handbook, Title 2, Chapter 6, Section 6.2.2.

F. Mental or Physical Incapacity

Refer to Board of Regents Handbook, Title 2, Chapter 6, Section 6.2.3.

G. Sexual Harassment

Refer to Board of Regents Handbook, Title 2, Chapter 6, Section 6.2.4.

H. Disciplinary Sanctions

Refer to Board of Regents Handbook, Title 2, Chapter 6, Section 6.3

I. Termination Because of Financial Exigency Curricular Reasons

Refer to Board of Regents Handbook, Title 2, Chapter 5.

Section 5.4.5

Section 5.4.6

Section 5.4.7

3.8 INTELLECTUAL PROPERTY POLICY

Refer to Board of Regents Handbook, Title 4, Chapter 12

3.8 A CCSN COPYRIGHT POLICY

The purpose of the copyright policy is to develop fair and equitable standards regarding ownership of work produced by employees and/or contractors of the Community College of Southern Nevada and to encourage creative work by employees.

These efforts increase the prestige and visibility, as well as, better the educational environment for all segments of the College community. The originator should then be able to directly benefit from his/her efforts while the College reaps the indirect benefits.

1. The originator shall maintain all rights to his/her creative efforts when this work is done without expending any direct College resources.
2. When the College has contracted with an individual to create a certain body of work, the College, then should maintain the rights to, and benefits of, that work to the extent of the contract.
3. For certain projects, and/or creative works, the resources available to an individual may not be sufficient. In these cases, a proposal may be submitted to the President or his/her designee (such proposal to be similar to the Sabbatical Leave Form) requesting use of those College resources. Since both the originator and the College expend resources, both the College and the originator should share the direct benefits of such creative work.
The actual proportion of benefits to be derived by each shall be considered on a case-by-case basis, taking into account the resources expended by each.

In those cases where direct college expenses are incurred in the creation of such works, a contractual agreement between the originator and the President or his/her designee, will enumerate the rights of both the College and the originator prior to the beginning of such work.

3.9 TRANSFER POLICIES

Community College of Southern Nevada is committed to affirmative action and equal opportunity in employment and access to its programs and activities. The college, through responsible managers, shall recruit, hire, upgrade, train, and promote in all job titles.

The Associate Vice President of Human Resources is responsible for developing and implementing programs and monitoring the college's progress towards meeting its goal. He/she shall inform all members of the college's professional staff of those vacant or new positions which, consistent with the college's affirmative action plan, may be filled by the transfer of faculty from one position to another. No transfer, temporary or permanent, shall be made without such notification. While the college has the contractual right to involuntarily transfer administrative faculty, it prefers not to use this method of filling a vacant or new position.

3.9 A. DEPARTMENT/DISCIPLINE TRANSFER

Full-time faculty who wish to transfer from one department to another department shall make application to the Department Chair/Program Director or Coordinator of the receiving department and to the Associate Vice President of Human Resources who shall confer with the appropriate Vice

Presidents and Provosts to determine that a vacancy exists, the Associate Vice President of Human Resources shall notify all professional staff that they may apply within 14 calendar days of the date the notice is sent. The receiving Department Chair/Program Director or Coordinator shall be given access to the personnel file of the faculty member seeking transfer. The Department Chair/Program Director or Coordinator shall consult with the department colleagues and then make a written recommendation, which shall reflect the majority viewpoint of the colleagues, to the appropriate Vice President. The Department Chair/Program Director or Coordinator will share the written recommendation with the applicant, who shall have the opportunity to write a response to the recommendation and submit it to the appropriate Vice President .

The Provost shall be given access to the personnel file of the faculty member seeking transfer. He/she shall then make a written decision, which shall be sent to the applicant and department Chair/Program Director or Coordinator of the receiving department and the appropriate Vice President. Should the applicant not agree with the recommendations the applicant may appeal the decision by utilizing the grievance procedure set forth in the bylaws of the Community College of Southern Nevada.

The Department Chair/Program Director or Coordinator of the receiving department and the administrators mentioned above may make recommendations or decisions that support or deny the applicant's request or, they may make recommendations and decisions that provide for a trial period of no longer than one (1) academic year wherein the applicant teaches courses within the receiving department or performs service with the receiving department. At the conclusion of the trial period, the above mentioned process may again be initiated to fill the position. Should the transferring faculty member choose during the trial period not to continue in the new position, he/she may return to his/her previous position at the end of the trial period.

3.9 B CAMPUS TRANSFER

Opportunities for a faculty member to move from one (1) campus to another may come about as a result of a faculty member terminating employment at the institution, an expansion or a contraction of particular course offerings or services at a particular campus or a shifting of courses or services from one (1) campus to another. These vacancies or needs will be determined by the cooperative efforts of the Provost and Department Chair/Program Director or Coordinator. Notice of the vacancies will be published by the Associate Vice President of Human Resources utilizing the procedures set forth in Part A.

Interested faculty may apply for the vacancies. The applications will be screened by the Department Chair/Program Director or Coordinator. Criteria for the positions may include: experience related to the position, seniority, instruction, student needs or college needs. The Department Chair/Program Director or Coordinator will submit a written report to the appropriate Vice President regarding an evaluation of the applicant's capacity to contribute to the development of said campus. The applicant is also to receive a copy of this report.

Recommendations will be a cooperative effort of the Department Chair/Program Director or Coordinator and the Provost. The applicant(s) is/are to be notified in the bylaws of Community College of Southern Nevada.

Recommendations are to be submitted to the appropriate Vice President for approval.

3.9 C APPOINTMENT TRANSFER

In those situations where no faculty member of a particular department may respond to a position vacancy at a campus, the Provost with the campus vacancy may request of the appropriate Department Chair/Program Director or Coordinator to hold a meeting of the faculty and designate a faculty member to be transferred to serve in the campus vacancy.

The appropriate Department Chair/Program Director or Coordinator will forward written recommendations to the appropriate Vice President. A copy will also be sent to the applicant and the receiving Provost. The faculty member may appeal the decision by utilizing the grievance procedures set forth in the bylaws of the Community College of Southern Nevada.

Nothing in the foregoing shall impact a faculty member's right to work part of his/her load on a particular campus. These matters have been handled informally and may so continue.

The final decision will be made by the appropriate Vice Presidents.

3.9 D NEW HIRES

Finally, the Associate Vice President of Human Resources must inform in writing all new hires that until the beginning of their second semester they may be subject to transfer from one (1) campus to another.

3.10 SABBATICAL LEAVE

"Sabbatical leave requests shall be solicited each year from faculty by a duly appointed committee of the Faculty Senate. Said committee shall make recommendations to the President who in turn will make recommendations to the Board of Regents. Faculty will be granted sabbatical subject to the requirements of the Nevada Revised Statutes, the University and Community College System of Nevada Code, the policies of the Board of Regents, and the Community College of Southern Nevada bylaws." (College bylaws II.2.3.3)

Any faculty member who has served full time on either a 10-month or 12-month contract for six (6) or more salaried years, is eligible for sabbatical leave. Eligible applicants for sabbatical leave shall have two (2) alternatives: one (1) year's leave at two-thirds salary or one-half year's leave at full salary.

The number of leaves available is limited by law and availability of budgeted monies. Application should be submitted to the Office of Human Resources by October 1 of the year prior to the year for which sabbatical leave is requested. All sabbatical leave requests will be reviewed by the Faculty Senate Sabbatical Leave Committee, and the names of accepted, ranked candidates will be submitted to the President by October 15 of the year prior to the year for which leave is requested. Based upon the President's recommendation, sabbatical leaves are approved by the Board of Regents.

Complete procedures, policies and forms concerning sabbatical leave are available in the Office of Human Resources.

3.10 A. COMMITTEE ON SABBATICAL LEAVE

Chair: Appointed by Faculty senate Chair subject to Senate confirmation.

Goal: To read and rate the applications for Sabbatical Leave.

Guides for Action:

1. Chair calls the first meeting within one-two weeks of the deadline of Sabbatical Leave applications.
2. At first meeting, committee decides on
 - A. The guidelines to evaluate the requests (using the CCSN form);
 - B. Time line for finishing the rating process;
 - C. Organizational structure of passing files to committee members;
 - D. Date of final meeting to rank the candidates.
3. Each committee member individually reads and rates the candidates, using the CCSN form provided and the guidelines agreed upon during the first meeting.
4. At the final meeting, the chair and committee members ensure that all members agree on Part C (number of years applicant has served); Tally the overall scores of each candidate; rank order the candidates from highest point value to lowest; Decide on the sabbaticals to be awarded; Write brief descriptions of the sabbaticals recommended.
5. The Chair collects all the rating forms, which will be destroyed at a later date.
6. The Chair writes a memorandum to the President of CCSN announcing the ranked candidates for sabbatical leave. A copy of the memo is sent to the Faculty Senate Chair, to Human Resources, and to each committee member.

7. The entire Sabbatical leave screening process should be completed by the middle of November since the President of the college needs to present the candidates to the Board of Regents during the December meeting.

3.10 B SPECIFICATIONS FOR PREPARING SABBATICAL LEAVE REQUESTS

The Sabbatical Proposal should be assembled as followed. Two copies be submitted to Human Resources by October 1st of the year prior to the year for which sabbatical leave is requested. There is a possibility that the committee may request a personal interview with you to answer questions the committee may have on your proposal.

1. Cover Page
 - A. It must be typed on this form or in this format.
 - B. It must include your signature on all copies submitted.

2. The Proposal (see attached guidelines)
 - A. This should be type written, doubled spaced , one side of standard 8.5 x 11 inch white paper. The attached sheet provides further guidance for format and contents.
 - B. Narrative Description of the Project
 - C. Objectives
 - D. Time Schedule

3. Current Vitae
 - A. The vitae must include the information necessary for committee evaluation. A copy of the evaluation form used by the committee last year is attached for your information. Also refer to Criteria to be used in Evaluation. Be sure to include areas such as committee service not normally found in a vitae.

4. Department Chair's Letter
 - A. Include a letter from your Department Chair. It should be signed and dated by the Department Chair and should contain comments and recommendations concerning your proposal.
 - B. Department Chairs seeking sabbatical leave should have recommendation from Academic Vice President.

3.10 C CHECK LIST FOR SABBATICAL LEAVE

1. Is the project clearly stated and documented?
2. Is the project educationally significant?
2. Are objectives clearly stated and related to identified needs?
3. Are the procedures to conduct the project fully described?
4. Are resources available to help you complete the project?
5. How will the project benefit students?
6. Is the project consistent with the mission and goal of CCSN?
7. How will the project develop or update your own skills?

3.10 D CRITERIA TO BE USED IN AWARDING SABBATICAL LEAVE

1. Merit of the Proposal (60 points)
The major purpose of a sabbatical leave is to provide the faculty opportunity for continued professional growth; and new, or renewed, intellectual achievement through study, research, writing, creative work and travel so that teaching effectiveness may be enhanced, scholarly usefulness, and the institution's academic and service programs strengthened. Obviously, close consideration must be given to the nature of the applicant's assignment and to differences among the many disciplines represented in a community college.
2. Accomplishments of the applicant at CCSN since last sabbatical leave (30 points)
Evaluation of accomplishments while at CCSN since any previous sabbatical leave shall be based on the merit factors normally used as criteria for merit raises, such as:
 - a. Professional experience
 - b. Professional papers and talks
 - c. Leadership activities, including university system, college and senate committee assignments.
 - d. Publications
 - e. Research, scholarly, or creative effort completed and in progress
 - f. Membership in professional organizations, including offices held
 - g. Community activities and services which are professionally-related
 - h. Other accomplishments and recognition of significance
3. Number of years of salaried, full-time professional service at CCSN since last hire date or last sabbatical leave, whichever number is least. (10 points)
This is to be evaluated up to a maximum of 10 points.
4. Each applicant shall submit the proposal to his/her Department Chair for review prior to submitting it to the Human Resources Office. The Department Chair's recommendation letter must be included in the packet submitted to Human Resources or the packet will not be complete.

5. The Cover Page must include all information stipulated in the form or the packet will not be complete.
6. Although an advanced degree may be a residual of your sabbatical leave proposal, emphasis should be placed on how your proposal benefits yourself, the institution and the community.

3.10 E GUIDELINES FOR SABBATICAL LEAVE PROPOSALS

1. The Proposal

- A. **Narrative Description of the Project** The merits of the proposed project will be judged by the narrative description of the project. Therefore, it is important that this section contain all information necessary to permit an effective review. It should describe the project in sufficient detail to enable the reviewers to know what is planned at every stage and to make a tentative judgement as to the probable success of the proposed plan.

The narrative description should include a detailed explanation of what the project intends to do. There should be included a rationale for the project and a statement of the impact the project will have on the institution, the individual and the community. In addition, describe to what extent the proposal will utilize present knowledge, available resources and creative potential.

- B. **Objectives** The objectives of the project shall be stated in measurable terms. Each objective shall be reflected in the subsequent final report. As per UCCSN Board of Regent's requirements, a report must be submitted to the Chancellor's Office by October 1st of the academic year following the completion of a sabbatical.
- C. **Time Schedule** A timetable of major events for the completion of the project should be included. The Time schedule should reflect careful and realistic planning. Flow charts of diagrams may be of benefit in this section. Please include all preliminary tasks undertaken prior to this request.

Applicants Note: You must submit a Final Report of Sabbatical Leave Activities to the Board of Regents by October 1st following completion of your sabbatical leave. Please get a copy of this form from Human Resources. The Chancellor's Office is very strict about this format and will not accept reports more than one (1) page long. Please so not forget to submit this promptly after you return from a sabbatical.

3.10 F GUIDELINES FOR SABBATICAL LEAVE COMMITTEE

1. The Faculty Senate Sabbatical Leave Committee is to rank candidates.
2. The committee will then submit the ranked candidates to the President, along with the appropriate commentary.

3.11 MERIT PROCESS

3.11 A FACULTY AT THE TOP OF THE SALARY SCHEDULE

To be considered for a merit raise once the faculty member has reached the top of the salary schedule, the person requesting consideration shall prepare a brief (1 page) letter presenting a case for consideration. Teaching excellence (or counselor/library service), exemplary service in support of the mission and goals of CCSN scholarly contributions and community service will be considered. The candidate may attach any documentation: i.e., publications, campus contributions, student evaluations, etc., which the candidate feels will support his/her application for merit. The letter and attachments shall be submitted to the Vice President for Academic Affairs no later than April 20 of the year. The merit raise will be effective the following contract year.

The letters of application will be reviewed by a committee consisting of:

1. Co-Chairs: Academic Vice President and Faculty Senate Chair
2. Committee: Two (2) tenured faculty (only those who are not applying for merit) appointed by Senate Chair, One (1) administrator appointed by the Vice President for Academic Affairs. To ensure continuity, the members will be on staggered terms.
3. Ex-Officio: Associate Vice President for Human Resources

Merit will be awarded on a scaled basis where the overall percentage increase is 2.5%. The award recommendation will be forwarded to the college President for action.

3.11 B SALARY MERIT CONSIDERATION FOR COMMUNITY COLLEGE FACULTY AT THE TOP OF THE SALARY SCHEDULE

There are currently faculty in the community colleges who have reached the top of their appropriate salary range on the Community College Faculty Salary Plan (Handbook, Title 4, Chapter 3, Section 22). Most of them have reached this point due to longevity and professional development that have advanced them along their schedule. These faculty members are currently excluded from consideration for merit increases in salary.

1. Principle
All faculty should be eligible for consideration for legislatively approved increases in salary earned through meritorious performance. Consideration should be based upon performance evaluation.
2. Policy Criteria
The following criteria should be incorporated in campus policies by which faculty at the top of their salary range may be considered for merit awards.
 - A. Performance evaluation should demonstrate exceptional, not merely satisfactory, performance for the period in question; and
 - B. Identification of recipients should be highly selective, but it should not be based upon a quota (proportion of eligible recipients), nor should recipients be rotated among those eligible.
3. Process
 - A. The pool of funds from which these awards will be made is that generated by the eligible faculty at the top of the ranges; making these awards will not adversely affect the total of merit awards made to other faculty;
 - B. The criteria for selection and process for implementation will be developed on each campus by the President in consultation with the campus Faculty Senate;
 - C. The process will be directed and administrated by the campus President;
 - D. The President will be responsible for reporting annually to the Chancellor the merit increases in salary awarded to faculty at or above the salary plan ranges;

3.11 C CRITERIA FOR THE ANNUAL EVALUATION OF MERIT FOR FACULTY AT THE TOP OF THE SALARY SCHEDULE

Consideration for merit includes but is not limited to the following criteria.

1. **TEACHING EXCELLENCE**
Student evaluations, supervisor evaluations, teaching awards, course development.

2. **SUPPORT OF CCSN MISSION AND GOALS**
Committee work, student advising, program development, articulation with UNLV and the school district.

3. **SCHOLARLY CONTRIBUTIONS**
Publishing books, textbooks, chapter(s) in textbooks; editing books and journals; serving on editorial boards; making conference presentations and serving on panels; writing and/or directing plays; exhibiting art and photography, etc.

4. **COMMUNITY SERVICE**
Service in organizations, boards, and committees related to one's discipline and interfacing with the community; presentations on one's discipline to community groups; service as a legislator; advising theater groups; other activities that promote CCSN and communicate CCSN's activities to the community.

**COMMUNITY COLLEGE SOUTHERN NEVADA
ANNUAL MERIT EVALUATION FOR FACULTY
AT THE TOP OF THE SALARY SCHEDULE**

Name of Evaluatee: _____

Exceptional 3 Commendable 2

Satisfactory 1 Poor 0

Total: _____

Teaching Excellence:

Comments:

Exceptional 3 Commendable 2

Satisfactory 1 Poor 0

Total: _____

Support of CCSN Mission and Goals:

Comments:

Exceptional 3 Commendable 2

Satisfactory 1 Poor 0

Total: _____

Scholarly Contributions:

Comments:

Exceptional 3 Commendable 2

Satisfactory 1 Poor 0

Total: _____



Community Service:

Comments:

Signature of Evaluator: _____ Date: _____

Total: _____

3.12 POSITION DESCRIPTIONS

3.12 A COMMUNITY COLLEGE PROFESSOR/INSTRUCTOR

Summary Statement of Responsibilities:

Full-time teaching faculty are responsible for performing diverse professional activities including the delivery of quality instruction to students, advisement of students, development, implementation and evaluation of curricula and service at the college.

Organizational Relationship:

- a. Full-time teaching faculty report directly to, and are responsible to, the Chair of the Department to which they are assigned.
- b. This position does not require the supervision of staff.
- c. Full-time teaching faculty coordinate most closely with other faculty, the Department Chair, Provosts, Associate Vice President and the Vice President for Academic Affairs.

I. Duties:

The primary responsibilities of full-time teaching faculty are:

A. Teaching:

1. Meeting all classes at the time, place and length of time designated.
2. Teaching courses as assigned which correlate with the catalog descriptions and course outlines in a manner designed to assist the student to achieve the specific objectives of the course.
3. Providing each student at the beginning of each course with a course outline which may include the following information:
 - a. The goals, objectives and content for the course of study.
 - b. Required and supplementary textbooks to be used.
 - c. Attendance requirements.
 - d. Behavior and discipline requirements.
 - e. Planned schedule of examinations, field trips or other special activities.
 - f. Out-of-class assignment policy.
 - g. Method of evaluating student progress toward an achievement of course goals and objectives, including the method by which the final grade is derived.
 - h. Information about office hour availability and appointment procedures.
 - i. Other information which advises students of those requirements established by the instructor for meeting the course objectives.

B. Student Evaluation:

1. Periodically examining and informing each student of his/ her progress toward achieving the course's objectives.
2. Preparing and administering examinations which measure the students' attainment of the course's objectives.
3. Preparing and administering at the prescribed time, a final examination which appropriately measures the student's attainment of the course's objectives.
4. Assigning grades to students.

C. Student Advising:

1. Advise students enrolled in the instructor's classes on those matters which relate to: Supplemental reading or experience opportunities for further understanding of the subject area.
2. Career alternatives and opportunities related to the subject area.
3. The types of services and assistance that are available to students who are failing to make satisfactory progress toward meeting the course's objectives.
4. Additional courses which might be taken by the student in the subject area or in related subject areas.

D. Curricula Development and Evaluation:

1. Researching and recommending the revision, deletion or addition of programs and courses to reflect the changes occurring within the subject area.
2. Participating in evaluation of curricula and instruction.
3. Participating in the evaluation of instructional takeout materials.
4. Evaluating and recommending catalog revisions.
5. Participating in college accreditation processes.

2. Duties:

The secondary responsibilities for full-time teaching faculty are:

A. Professional Development:

1. Participating in scheduled, faculty development programs.
2. Participating in voluntary peer evaluations in accordance with college procedure.
3. Participating in grant writing activities appropriate to the department.

B. Other:

1. Providing accurate and timely information as requested by the college's administration.
2. Supervising students engaged in approved on campus meetings, activities or events, scheduled as a part of instructional activities.
3. Submitting requests for textbooks, equipment, supplies, personnel, facilities, library materials and other resources necessary for the conduct of courses and programs to the Department Chair.

3. Additional Responsibilities Include:

- a. Attending faculty, program and department meetings.
- b. Serving on program, department, senate and all college committees.
- c. Assisting the appropriate Department Chair in planning and conducting department affairs, selection and orientation of new faculty, securing substitutes, and providing community groups and individuals with information regarding programs and courses.
- d. Contributing to the development of a positive image of the college in the community.

3.12 B DEPARTMENT CHAIRS

Summary Statement of Responsibilities:

Department Chairs are responsible for day-to-day functions of the department from which they are elected. They work closely with students to ensure that the department is meeting students' needs. They are responsible for the supervision of assigned classified staff, full-and part-time faculty, student advising regarding courses and programs, requisition generation and budget recommendations.

Organizational Relationships:

Department Chairs as members of the academic faculty, work with students, faculty, coordinators, other Department Chairs, Provosts, Associate Vice Presidents, Vice Presidents, community leaders, and other administrative staff.

1. Duties:

A. Students:

1. Fulfill academic teaching responsibilities.
2. Assist students regarding department programs and make referrals.
3. Recommend action on student grievances and appeals.
4. Coordinate extracurricular activities related to the program area including, but not limited to, student clubs and special award programs.

5. Approve/deny substitution and waiver request forms for department degree programs.
6. Approve/deny non-traditional education credit forms in department degree programs.
7. Process grade changes subject to college regulations.
8. Review and take appropriate action on transcript evaluation requests.

B. Full-time Faculty:

1. Approve workload agreements.
2. Coordinate the daily operations of the department.
3. Perform annual evaluations and retain student evaluations.
4. Develop qualifications and requirements for hiring in consultation with department faculty.
5. Chair selection committee for authorized full-time faculty positions.
6. Make recommendations for hiring faculty to the appropriate college body.
7. Approve faculty leave and grant-in-aid requests.
8. Approve alternate assignment I-U's

C. Adjunct Faculty:

1. Screen and hire adjunct faculty.
2. Evaluate adjunct faculty and retain "Student Evaluation of Instruction" records.
3. Process faculty employment applications and related documents.
4. Generate letters of appointment for signature by designated administrator.
5. Provide orientation and the distribution of adjunct faculty handbooks.

D. Dissemination of Information to Faculty:

1. Communicate to faculty policies and procedures regarding course outlines, examinations, grading and other instructional matters.
2. Disseminate class rosters and grade reports.
3. Communicate throughout the semester relevant department and/or college information.
4. Order textbooks in consultation with appropriate faculty.
5. Maintain department records such as syllabi, course outlines, grades and department meeting minutes.
6. Establish and appoint members to departmental committees.

E. Curriculum:

1. Coordinate the planning, development and evaluation of the department curriculum with faculty.
2. Present recommended department curricular modifications to the Curriculum Committee.
3. Working with faculty and coordinators, recommend the department class schedule, faculty assignments, campus assignments and facility assignments.
4. Advise the Library concerning instructional department materials.

F. Budget Development:

1. Recommend annual department budget.
2. Approve department expenditures and work requests.
3. Manage department budget.
4. Exercise authority on departmental accounts.

G. Classified Staff:

1. Interview and hire classified staff.
2. Evaluate classified staff.
3. Establish work schedules.
4. Attend state personnel training sessions as required.

H. Professional and Accreditation:

1. Coordinate professional development activities for department faculty.
2. Prepare materials for appropriate professional and regional accreditation associations with faculty assistance.
3. Recommend appointments for Program Advisory Committee.
4. Participate in articulation activities with four-year institutions and with K-12 School Districts in the CCSN service area.
5. Conduct departmental program reviews on the schedule set by the college.
6. Serve on Council of Chairs.
7. Conduct department meetings at least twice per semester.
8. Provide the college administration with information as requested.
9. Recommend department needs to appropriate Vice-Presidents.
10. Work with college staff to meet requirements of federal, state, local, system and college guidelines and regulations. (Environmental and safety programs of CCSN)
11. Maintain relationships with communities and constituencies served by the college.

3.12 C COUNSELING DEPARTMENT CHAIR

Summary Statement of Responsibilities

The Counseling Department Chair is responsible for the daily functions of the Counseling Department. The Chair works closely with counselors, students, other student services areas, and the Academic Department Chairs to ensure that the department is meeting their respective needs. The Chair will communicate closely with students to provide support services to assist them in meeting their educational and career objectives. The Chair is responsible for the supervision of assigned classified staff as well as full-time and part-time professional faculty, requisition generation, and budget recommendations. The Chair will also coordinate transfer, assessment, diversity, student orientations, substance abuse, and career counseling activities and responsibilities. This department will provide courses in counseling and career exploration (CAPS) for students.

Organizational Relationships

The Chair will work with students, faculty, coordinators, other Department Chairs, Provosts, Vice-Presidents, and other administrative staff.

1. Duties:

The primary responsibilities of the counseling Department Chair are:

A. Students:

1. Develop a counseling schedule for counseling faculty to assist students and make appropriate student referrals as required.
2. Assist with registration process.
3. Review transcript evaluation process.
4. Assist with non-traditional education credit forms.
5. Assist with substitution and waiver forms.
6. Assist the campus Provost by making recommendations on student conduct grievances and appeals.
7. Meet with student to mediate problems.

B. Full-Time Counseling Faculty:

1. Coordinate the daily operations of the department.
2. Perform annual evaluations.
3. Develop qualifications and requirements for hiring, in consultation with department faculty.
4. Communicate the needs of the counseling staff to the appropriate administrator(s).

5. Chair the selection committee for authorized full-time faculty positions.
6. Make hiring recommendations to the appropriate Vice-President for authorized positions.

C. Part-time Faculty

1. Screen and recommend part-time faculty.
2. Evaluate part-time faculty and retain evaluation records.
3. Process faculty employment applications and related documents. Submit contract documents to appropriate account clerk.
4. Generate letters of appointment for signature by the designated campus administrator.
5. Dissemination of information to department faculty.
 - a. Distribute approved handbooks.
 - b. Communicate counseling policies and procedures to faculty.
 - c. Communicate relevant department and/or college information.
 - d. Maintain department records.
 - e. Recommend faculty members to college committees.
 - f. Coordinate the planning, development, and evaluation of programs and services with department faculty.
 - g. Recommend department schedules of assignments, appointments, and hours of operation in conjunction with faculty and coordinators.
 - h. Advise the Learning Resources Center with respect to the acquisition of student support materials in conjunction with faculty.

D. Budget Development and Signature Authority:

1. Develop proposed budget for each fiscal year with department faculty.
2. Recommend department budget to Vice President of Student Services.
3. Manage department budget.
4. Exercise signature authority on departmental accounts, purchase orders, printing orders, and other documents as needed up to approved amounts.
5. Make recommendations for Letters of Appointment, leave documents, grants-in-aid, and travel.

E. Classified Staff:

1. Attend state personnel training as required.
2. Interview and recommend classified staff.
3. Evaluate classified staff assigned to department.
4. Recommend working schedules to the appropriate administrator.

2. Duties:

The secondary duties of the Counseling Department Chair are to:

A. Professional and Accreditation:

1. Coordinate professional development activities for department faculty and participate in planning projects.
2. Prepare materials for appropriate professional and regional accreditation associations.
3. Recommend appointments for college committees as requested.
4. Conduct departmental program reviews on the schedule set by the college.

B. Other:

1. Conduct department meetings at least twice a semester.
2. Provide college administration with accurate and timely information as requested.
3. Recommend department needs for faculty and staff to Provosts and appropriate Vice President.
4. Work with college staff to meet requirements of federal, state, local, and college guidelines and regulations.
5. Maintain relationships with communities and constituencies served by the college.
6. Perform other duties as assigned.

3.12 D LIBRARY DEPARTMENT CHAIR

Summary Statement of Responsibilities:

The Library Department Chair is responsible for the day-to-day functions of the department. The Chair works closely with students, faculty and staff to ensure that the department is meeting their goals in providing services and program support. The Chair oversees all library services to including planning, evaluating, and coordinating activities with other CCSN departments. The Chair is responsible for the supervision of assigned classified staff, full- and part-time faculty, requisition generation, and budget recommendations.

Organizational Relationship:

The Chair works with students, faculty, coordinators, other Department Chairs, Provosts and Vice-Presidents, and other administrative staff.

1. Duties:

The primary responsibilities of the counseling Department Chair are:

A. Students

1. Meet with library patrons to mediate problems.
2. Work with students to initiate new services, library hours of operation and new systems.
3. Refer student problems and concerns to the appropriate campus administration.
4. Provide resources and assistance to students in support of offerings.

B. Full-time and Adjunct Faculty

1. Coordinates the operations of the department including reference, access, bibliographic instruction, technical and public relations activities to provide maximum student service on a daily basis.
2. Works with library faculty to develop long- and short-range plans, program evaluations, and all related budgets.
3. Directs collection development and related budget responsibilities, as well as faculty liaison activities.
4. Works with library faculty to maintain cooperative relationships with UCCSN and other library networks.
5. Develop qualifications for new library faculty.
6. Chairs staff selection committees and makes hiring recommendations to the Vice President for Academic Affairs for hiring authorized full-time positions.
7. Screen and recommend adjunct faculty.
8. Perform annual evaluations of full-time and adjunct faculty; retain records.
9. Process adjunct faculty employment applications and related documents. Submit contract information to appropriate account clerk.
10. Generate Letters of Appointment for signature by the designated campus administrator.

C. Dissemination of Information to Faculty

1. Distribute Faculty Handbooks to appropriate professional staff.
2. Communicate to faculty CCSN policies and procedures.
3. Communicate throughout the semester relevant department and/or college information.
4. Order textbooks for library skills classes through the campus bookstore.

D. Budget Development and Signature Authority:

1. Develop recommended budget for each fiscal year.
2. Recommend department budget to Vice President for Academic Affairs.
3. Manage department budget.
4. Exercise signature authority on departmental accounts up to approved amounts, book orders, purchase orders and printing orders.
5. Recommending authority on Letters of Appointment, leave documents, grants-in-aid and travel.

E. Classified Staff:

1. Attend State personnel training sessions as required.
2. Interview and hire classified staff.
3. Evaluate classified staff assigned to department.
4. Recommend as the immediate supervisor, working schedules to appropriate campus administrators.
5. Assign the supervisory responsibility for classified staff to appropriate librarians.

2. Secondary Duties:

The Secondary Duties of the Library Chair Are:

A. Professional and Accreditation:

1. Coordinate professional development activities for department faculty, participate in planning projects.
2. With faculty input, prepare materials for appropriate professional and regional accreditation associations.
3. Recommend appointments for college committees as requested.
4. Conduct departmental program reviews on the schedule set by the college.

B. Other:

1. Attend Council of Chairs meetings when necessary.
2. Conduct department meetings at least twice a semester.
3. Provide college administration with accurate and timely information as requested.
4. Recommend department needs for faculty and staff to Vice President for Academic Affairs.
5. Work with college staff to meet requirements of federal, state, local, and college guidelines and regulations.
6. Maintain relationships with communities and constituencies served by the college.

3.13 PROFESSIONAL ADVANCEMENT PROGRAM

Refer to the Board of Regents Handbook, Title 4, Chapter 3, Section 25.

3.14 GRIEVANCE PROCEDURES

SCOPE OF GRIEVANCE PROCEDURES

Refer to the Board of Regents Handbook, Title 2, Chapter 5, Section 5.7.2.

GRIEVANCE PROCEDURES

Refer to the Board of Regents Handbook, Title 2, Chapter 5, Section 5.7.3.

CONFLICT RESOLUTIONS

Refer to the Community College of Southern Nevada (CCSN) By-laws, Chapter 3, Section 3.2, Item Number 6.

GRIEVANCE PROCEDURES RELATING TO EQUAL OPPORTUNITY

Refer to the Board of Regents Handbook, Title 4, Chapter 8, Section 9.

SECTION FOUR **EVALUATIONS**

4.1 REFERENCES

4.1 A UCCSN CODE

Section 5.11.1 Periodic Evaluations Faculty shall be evaluated at least once annually by Department Chairs, supervisors, or heads of administrative units.

Section 5.11.2. Procedures for evaluation shall be established in institutional bylaws.

Section 5.12.2 Evaluation Procedure.

- (a) If the annual performance evaluations provided for in Section 5.11 of the University and Community College System of Nevada Code result in a tenured faculty member receiving an overall unsatisfactory rating for two consecutive years, a hearing shall be held for the purpose of determining if the tenured faculty member should be retained in employment.
- (b) Failure of a tenured faculty member to maintain at least a satisfactory rating in two consecutive, annual performance evaluations as provided in this section shall be cause for termination of employment. Hearings to consider terminations initiated by this section shall be held by a special hearing officer and special hearing committee under Section 6.12. of the University and Community College System of Nevada Code shall be followed to the extent applicable. Notwithstanding the provisions of Subsections 6.12.4, 6.13.1 and 6.14.2 of the University and Community College System of Nevada Code, the only option for recommendations or decisions upon the completion of the hearing or appeal process is the continuation or termination of employment of the tenured faculty member. If, after the hearing or appeal process is completed, the decision is made to continue the tenured faculty member's employment, the annual performance evaluations which initiated the hearing shall be revised to eliminate the unsatisfactory ratings. The burden of demonstrating that termination of employment should occur lies with the administrative authorities of the System Institution.

4.1 B CCSN BY-LAWS

Performance Expectations. It shall be the responsibility of the faculty to determine performance expectations in harmony with college goals. The faculty shall be substantially involved in the development and implementation of evaluation methods. The Procedures for the annual evaluation of Faculty are contained in the Professional Staff Handbook.

3.2.2.4 Evaluation of the faculty at the Community College of Southern Nevada shall be designed to ensure effective performance of professional responsibilities. The primary emphasis of faculty evaluation shall be for developmental and constructive purposes.

4.2 EVALUATION STANDARDS

The effectiveness and quality of an institution's total educational program depend upon the presence of competent faculty. Further, it is the obligation, in consultation with the faculty, to evaluate the performance of its faculty members, and to provide for their development on a continuing basis. (Northwest Accrediting Commission, 1999)

It is the responsibility of every institution within UCCSN to put into place practices and policies that support and reward teaching excellence. It is also the responsibilities of every institution to put into place a meaningful evaluation system that guarantees teaching excellence in all classes. Every student in a UCCSN course shall have an opportunity to provide systematic feedback on the effectiveness of teaching and the course. (Teaching Excellence Initiative, Board of Regents, University and Community College System of Nevada)

In conducting and using faculty evaluations, the Community College of Southern Nevada embraces the following standards:

Evaluations of educators should promote sound education principles, fulfillment of institutional mission, and effective performance of job responsibilities, so that the education needs of the student, community and society are met. The administration and faculty will use multiple indices in the continuing evaluation of faculty performance. Each of these data sources is to be related to the faculty member in carrying out of the mission of the institution. The multiple indices include: self, student, peer and administrative assessment. No one index, including student evaluations, may be the sole basis for initiation of any disciplinary action or termination proceeding. Evaluations shall be constructive so that they help the institution to develop human resources and encourage and assist those evaluated to provide excellent service. Measurement procedures should be chosen or developed to assure reliability so that the information obtained will provide consistent indications of the performance of the evaluatees.

The evaluation process shall provide safeguards against bias so that the evaluatee's performance or qualifications are assessed fairly. Where deficiencies in a faculty member's performance are identified, the faculty member is responsible for remedying the deficiencies, and the institution will assist through development opportunities.

Evaluations of faculty will be conducted legally, ethically, and with due regard for the welfare of evaluatees and clients of evaluation. Guidelines for personnel evaluation should be recorded in statements of policy so that evaluations are consistent, equitable, and in accordance with pertinent laws and ethical codes. All evaluation indices will be held in confidence and only made available to the faculty member, the evaluating peer, and appropriate administrators.

The evaluation should address evaluatees in a professional, considerate and courteous manner, so that their self-esteem, motivation, professional reputations, performance, and attitudes toward faculty evaluation are enhanced.

4.3 EVALUATION CALENDAR

Human Resources notifies Dean and Department Chairs of the evaluation status of all faculty and due date for evaluation.	April 15
Full evaluations and short evaluations due to Office of Human Resources for tenured faculty.	May 1
Department Chairs notify tenured faculty that a full evaluation is due the upcoming academic year.	May 1
Evaluation forms distributed by the Office of Human Resources to Departments.	September 10
Full evaluations of 2 nd year and non-tenured faculty with more than three (3) years service due to the Office of Human Resources.	November 15
Full evaluations of non-tenured faculty due to the Office of Human Resources.	February 1
Full evaluations of 1 st and 3 rd year faculty due to the Office of Human Resources.	February 1
Full evaluations of non-tenured faculty with more than three (3) years of service due to the Office of Human Resources.	February 1
Full evaluations of first semester faculty hired in January	April 15
Non-Rehire Notification Dates:	
New Faculty	March 1
Returning Non-Tenured	December 15 (2 nd year) 365 Days after 2 nd year
Tenured	365 Days

* if date falls on a weekend, please reflect date prior to weekend

4.4 EVALUATION PROCESS: OFFICE OF HUMAN RESOURCES

1. By April 15, the Office of Human Resources will provide the Deans and the Department Chairs with a list of all full-time faculty, their evaluation status, and the evaluation due dates.
2. Evaluation packets will be prepared by the Office of Human Resources during the summer:
 - a. Evaluation Form 3 - Peer Evaluation of Professional Performance (Peer evaluator will receive one copy of each faculty member receiving full evaluation).
 - b. Evaluation Form 4 - Peer Evaluation of Professional Performance Short Form (Peer evaluator will receive one copy for each faculty member to be evaluated during the two (2) interim years between full evaluations).
 - c. Evaluation Form 7 - Supervisor's Evaluation Form of Professional Performance for Lab Technicians.
 - d. Individual evaluation packets to be prepared for all personnel in each Department.
 1. Packets to Be Prepared:
 1. Teaching
 2. Non-teaching
 2. Packets for Full Evaluations to Include:
 - a. Memo from Human Resources with due dates.
 - b. Evaluation calendar
 - c. Evaluation Form 1 (Self Evaluation of Professional Performance) and Form 2 (Management Objectives or Professional Growth Plan)
 - d. Appropriate sheets titled "Suggestions for Supervisor/Peer Evaluation of Professional Performance"
 - e. Peer Evaluator packets.
 - a. Peer Evaluator Memo from Human Resources.
 - b. Suggestions for Supervisor/Peer Evaluation of Professional Performance.
 - e. The Office of Human Resources will distribute all evaluation packets to the Department in September.

- III. Procedures for Individual Evaluation Packets - Peer Evaluator, Supervisors, Deans, Vice-Presidents, President, and the Office of Human Resources.
- A. Names, Labeling, Due Dates, and Distribution:
1. Each Department will put the faculty name and evaluation due date on the individual packets.
 2. Each Department may add an instruction memo and suggested criteria for evaluation.
 3. Each Department will distribute the evaluation packets to its personnel.
- B. Completed evaluation forms by the Peer Evaluator/Supervisor will be forwarded to the appropriate Administrator by November 15, for the Fall semester and by March 1, for the Spring semester.
- C. The Administrator will forward the completed evaluation forms to the Office of Human Resources for the President.
- D. The President will forward the completed evaluation forms to the Office of Human Resources.
- E. Evaluations for non-tenured, 2nd year faculty are to be completed by November 15, 1st and 3rd year are to be completed by February 1, of each year, and all other evaluations are to be completed by May 1, of each year.
- F. The Office of Human Resources will sign for completed evaluation forms, acknowledging that the forms have been received.
- G. The Office of Human Resources will file and maintain the completed forms and prepare any reports as needed.

4.5 EVALUATION PROCEDURES

4.5 A EVALUATION PROCESS

Faculty will be evaluated each year, consistent with the applicable section of the UCCSN Code. An academic faculty member who disagrees with his/her evaluation may appeal to the appropriate Vice President. The Vice President will review all relevant materials, including but not limited to, classroom visitation report(s), syllabi, and student evaluations in making an evaluation. If the Peer/Supervisor's evaluation and the appropriate Administrator's evaluation are in conflict, both will be sent to the President, who will make a final decision.

4.5 B ROADRUNNER, PDE, AND APPRENTICESHIP PROGRAMS EVALUATION PROCEDURE

I. Student Evaluations

- A. The Administrative Office of the Roadrunner, PDE, and the Apprenticeship Programs will distribute the appropriate student evaluation forms to the Site Manager, along with a letter of instructions.
- B. Site Managers will distribute the forms. One student will be appointed to collect forms, put them in an envelope, seal the envelope, and mail it directly to the appropriate department.
- C. The envelope will have the name of the instructor and course number on the outside. They will also be pre-addressed to the department with appropriate postage. Department Chairs will be responsible for reviewing the forms and distributing them to the instructors at the appropriate time.

II Classroom Visitations

- A. Audio bridge, Internet, and/or video courses may be monitored after scheduling a time with the appropriate instructor. Department Chairs need to contact Telemedia Services to audio bridge classes for the connection at the agreed upon time.
- B. Traditional classes at prisons or at rural sites close to Las Vegas may be observed directly by the department chair or by a chair designee.
- C. Traditional classes in more remote sites may also be observed by the Department Chair or by a chair designee, if so desired. The following points, however, need to be noted:
 - 1. Site Managers can report on the mechanics of the class (i.e. punctuality of the instructor, instructor holding class for the entire class time etc).
 - 2. Student evaluations will be kept in the Department Office.
 - 3. Chair designee can request copies of the syllabus and exams.

4.5 C HIGH SCHOOL COLLEGE NOW PROGRAM EVALUATION PROCEDURES

I. Student Evaluations

- A. The College NOW Office will distribute the appropriate student evaluation forms to each high school, along with a letter of instructions.
- B. High school liaisons will distribute the forms and appoint one student from each class to collect the forms, put them in a envelope, seal the envelope, and return the envelope to the high school liaison.
- C. The high school liaison will collect all evaluation envelopes and mail them to the College NOW Office.

II Classroom visitations

- A. Since principals must know who is on campus at any given time, all classroom visitations must be arranged through the high school liaison office at each high school. The Department Chairs are provided with a list of high school liaisons and their telephone numbers. Direct contact cannot be made with the teachers.
- B. The extent to which a Chair and/or Department wishes to monitor classes in person is the responsibility of the respective Chair.

4.5 D DISTANCE EDUCATION PROCEDURES

The Director of Distance Education will notify distance education students of the availability of the evaluation questionnaire and will provide instructions for completing the evaluation. Results of the evaluations will be forwarded to the peer evaluator and appropriate administrator. All other procedures of faculty evaluation are identical to the procedures applied to on-campus faculty.

4.5 E NON-TENURED TEACHING FACULTY EVALUATION PROCEDURES

- 1. A full evaluation (student evaluation, classroom observation, self evaluation, professional growth plan, and peer evaluation) will be conducted each year. All evaluation forms must be received by the Office of Human Resources by February 1, of each year. In the tenure application year, the tenure packet will serve as the full evaluation.

2. The first level of full evaluations will be performed by the faculty member's peer, as defined in the following chart: Department Chair, Director, Coordinator or in the case where there is no Department Chair or Coordinator, the faculty members in that area will elect a faculty member to serve as their peer evaluator.

Vice President	Vice President	Vice President	Vice President (Appropriate Administrator)
Dean (Appropriate Administrator)	Dean (Appropriate Administrator)	Dean (Appropriate Administrator)	
Chair or designee in interdisciplinary departments (Peer Evaluator)	Director/Coordinator (Peer Evaluator)	Peer in discipline or related cognate (Peer Evaluator)	Chair (Peer Evaluator)
Faculty	Faculty	Faculty	Faculty

3. The peer evaluator will conduct classroom observations (may use Form 5 for the classroom observation) for all non-tenured faculty every academic year. The evaluator will check with the instructor as to the best day and time to attend the class. Appropriate administrators will do classroom observations on all Department Chairs in their area.
4. Student evaluations will be administered in all sections every semester. The peer evaluator may ask a representative to conduct the student evaluations (Dean, faculty member, classified or student). The instructor will not remain in the room while student evaluations are being administered.
5. Original copies of the student evaluations will be reviewed by the peer evaluator and the appropriate administrator. These original copies will be made available to the instructor once grades are posted for the semester. The instructor will check out the originals after completing a form specifying the number of evaluations to be reviewed. The original copies will be retained by the College for four (4) years. At the end of this period, the student evaluations will be returned to the faculty member.
6. The peer evaluator will submit a written report including information from the classroom observation, the student evaluations and the self evaluation to the appropriate administrator with a copy sent to the faculty member. The appropriate administrator will submit a written report about Department Chairs. The written report is not attached to the supervisor's final evaluation.

7. The appropriate administrator will review the student, self, and peer evaluations and complete the administrative evaluation.
8. Should a faculty member request a subsequent meeting with his/her supervisor, the faculty member shall have the right to another faculty member present at the meeting.

4.5 F TENURED TEACHING FACULTY EVALUATION PROCEDURES

1. A full evaluation (student evaluation, classroom observation, self evaluation, professional growth plan, and peer evaluation) will be conducted once every three years. The short form evaluation form (Form 4) will be used for the two interim years between full evaluations. The criteria for evaluation will be taken from the suggestions in the Professional Staff Handbook. The evaluation period includes the Fall and Spring semesters of each academic year. All evaluation forms must be received by the Office of Human Resources by May 1, of each year. The Deans/Department Chairs/Coordinator/Directors will determine the evaluation due dates. The Dean/Department Chairs will notify the faculty regarding the full evaluation by May 1 of each year.
2. The first level of full evaluations will be performed by the faculty member's peer, as defined in the following chart: Department Chair, Director, Coordinator or in the case where there is no Department Chair or Coordinator, the faculty members in that area will elect a faculty member to serve as their peer evaluator.

Vice President	Vice President	Vice President	Vice President (Appropriate Administrator)
Dean (Appropriate Administrator)	Dean (Appropriate Administrator)	Dean (Appropriate Administrator)	
Chair or designee in interdisciplinary departments (Peer Evaluator)	Director/Coordinator (Peer Evaluator)	Peer in discipline or related cognate (Peer Evaluator)	Chair (Peer Evaluator)
Faculty	Faculty	Faculty	Faculty

3. The peer evaluator will conduct classroom observations (may use Form 5) for all tenured faculty. The evaluator will check with the instructor as to the best day and time to attend the class. The appropriate administrator will do classroom observations on all Department Chairs in his or her area. A classroom observation will be completed for tenured faculty once every three years (the year of the full evaluation).

4. Student evaluations will be administered in all sections every semester. The peer evaluator may ask a representative to conduct the student evaluations (Dean, faculty member, classified or student). The instructor will not remain in the room while student evaluations are being administered.
5. Original copies of the student evaluations will be reviewed by the peer evaluator and the appropriate administrator. These original copies will be made available to the instructor once grades are posted for the semester. The instructor will check out the originals after completing a form specifying the number of evaluations to be reviewed. The original copies will be retained by the College for at least one (1) year. At the end of this period, the student evaluations will be returned to the faculty member.
6. The peer evaluator will submit a written report including information from the classroom observation, the student evaluations and the self evaluation to the appropriate administrator with a copy sent to the faculty member. The appropriate administrator will submit a written report about Department Chairs. The written report is not attached to the supervisor's final evaluation.
7. Should a faculty member request a subsequent meeting with his/her supervisor, the faculty member shall have the right to another faculty member present at the meeting.
8. Any faculty member, Department Chair, Director, Coordinator or Vice President may request any or all components of the evaluation (student evaluations, classroom observations, self evaluation, professional growth plan, and supervisor evaluations) to be conducted each year.

4.5 G NON-TENURED NON-TEACHING FACULTY EVALUATION PROCEDURES

- a. A full evaluation (self evaluation, professional growth plan, and supervisor evaluation) will be conducted every year. The criteria for evaluation will be taken from the suggestions in the Suggestions for Supervisor Evaluation of Professional Performance Administrators, Coordinators, Department Chair or Non-Teaching Professional Staff section. All evaluation forms must be received by the Office of Human Resources by February 1 of each year.

- b. The immediate supervisor will submit a written report to the next level of supervision, with a copy sent to the faculty member.

Vice President	Vice President	Vice President	Vice President (Appropriate Administrator)
Dean (Appropriate Administrator)	Dean (Appropriate Administrator)	Dean (Appropriate Administrator)	
Chair or designee in interdisciplinary departments (Evaluator)	Director/Coordinator (Evaluator)	Full-time faculty member in discipline or related cognate (Evaluator)	Chair (Evaluator)
Faculty	Faculty	Faculty	Faculty

- c. The faculty member being evaluated or the supervisor may invite the next level of supervision to be present during the supervisor’s conference with the faculty member for the evaluation meeting. The faculty member requesting to have the next level of supervision present at the evaluation session will so notify the immediate supervisor in writing.
- d. Should a faculty member request a subsequent meeting with his/her supervisor, the faculty member shall have the right to have another faculty member and/or the supervisor present at that meeting.

4.5 H TENURED/NON-TEACHING FACULTY EVALUATION PROCEDURES

- a. A full evaluation (self evaluation, professional growth plan, and supervisor evaluation) will be conducted once every three (3) years. The short evaluation form will be used for the two (2) interim years between the full evaluations. The criteria for evaluation will be taken from the Suggestions for Supervisor Evaluation of Professional Performance Administrators, Coordinators, Department Chair or Non-Teaching Professional Staff section. The evaluation period includes Fall and Spring semesters of an academic year. All evaluation forms must be received by the Office of Human Resources by May 1 of each year. The Department Chairs will notify the faculty regarding the full evaluation by May 1 of the preceding year.

- b. The immediate supervisor will submit a written report to the next level of supervision, with a copy sent to the faculty member.

Vice President	Vice President	Vice President	Vice President (Appropriate Administrator)
Dean (Appropriate Administrator)	Dean (Appropriate Administrator)	Dean (Appropriate Administrator)	
Chair or designee in interdisciplinary departments (Evaluator)	Director/Coordinator (Evaluator)	Full-time faculty member in discipline or related cognate (Evaluator)	Chair (Evaluator)
Faculty	Faculty	Faculty	Faculty

- c. The faculty member being evaluated, or the supervisor may invite the next level of supervision to be present during the supervisor’s conference with the faculty member for the evaluation meeting. The faculty member requesting to have the next level of supervision present at the evaluation session will so notify the immediate supervisor in writing.
- d. Should a faculty member request a subsequent meeting with his/her supervisor, the faculty member shall have the right to have another faculty member and/or the supervisor present at that meeting.

4.5 I ADJUNCT/TEMPORARY TEACHING FACULTY EVALUATION PROCEDURES

- a. A full evaluation (student evaluations and classroom observation) will be conducted the first semester of employment in a given academic year. Full evaluations will be conducted a minimum of once out of every six (6) semesters of employment after the first semester.

- b. The first level of full evaluations will be performed by a faculty member as defined in the following chart: Department Chair, Director, Coordinator or another full-time faculty member within the same discipline may be selected by the evaluator.

Vice President	Vice President	Vice President	Vice President (Appropriate Administrator)
Dean (Appropriate Administrator)	Dean (Appropriate Administrator)	Dean (Appropriate Administrator)	
Chair or designee in interdisciplinary departments (Evaluator)	Director/Coordinator (Evaluator)	Full-time faculty member in discipline or related cognate (Evaluator)	Chair (Evaluator)
Adjunct/Temporary Faculty	Adjunct/Temporary Faculty	Adjunct/Temporary Faculty	Adjunct/Temporary Faculty

- c. Student evaluations will be administered in all sections every semester. The evaluator may ask a representative to conduct the student evaluations (Dean, faculty member, classified or student). The instructor will not remain in the room while student evaluations are being administered.
- d. Original copies of the student evaluations will be reviewed by the evaluator and the appropriate administrator. These original copies will be made available to the instructor once grades are posted for the semester. The instructor will check out the originals after completing a form specifying the number of evaluations to be reviewed. The original copies will be retained by the College for at least one (1) year. At the end of this period, the student evaluations will be returned to the faculty member.
- e. The evaluator will submit a written report (Form 5) including information from the classroom observation and the student evaluations to the appropriate administrator with a copy sent to the faculty member. This evaluation will be retained for a minimum of one (1) year.
- f. Should a potential problem be identified, the evaluator and the appropriate administrator will note the concern and recommend remedial action.

4.6 EVALUATION FORMS

4.6 A FORM 1 SELF EVALUATION OF PROFESSIONAL PERFORMANCE

Self Evaluation of PROFESSIONAL PERFORMANCE

Name: _____ Position Title: _____

Evaluation Period: _____

A. PROFESSIONAL RESPONSIBILITIES ACCOMPLISHED

B. MANAGEMENT OBJECTIVES or PROFESSIONAL GROWTH PLAN

Accomplished (Attach a copy of previous year's plan)

C. SERVICE ON COLLEGE OR SYSTEM COMMITTEES

Committees or other college or system activities participated in during evaluation period (List)

D. MEMBERSHIP IN PROFESSIONAL OR SERVICE ORGANIZATIONS (List)

E. ADDITIONAL TRAINING or DEVELOPMENT ACTIVITIES

Seminars, workshops, conventions, conferences, classes, etc. (List)

F. COMMUNITY SERVICE (Optional)

Seminars conducted, speaking engagements, business/industry activities, membership/offices in community organizations (List)

4.6 C Form 3 Peer Evaluation of PROFESSIONAL PERFORMANCE

PEER/SUPERVISOR EVALUATION OF PROFESSIONAL PERFORMANCE

This evaluation is based on the following areas:

- a. Professional performance
- b. Management Objectives or Professional Growth Plan
- c. Other contributions to the College

OVERALL EVALUATION:

TENURED

_____ Satisfactory or Above
_____ Unsatisfactory

NON-TENURED

_____ Excellent
_____ Commendable
_____ Satisfactory
_____ Unsatisfactory

Signature: Peer/Supervisor

Date

_____ Agree

_____ Disagree

_____ Request Review (If requesting review, please state the reasons on an attached sheet. A supervisory review will be held at the next administrative level(s).)

Signature: Person Evaluated

Date

Signature
President/Vice President/
Dean

Date

4.6. D Form 4 SHORT FORM FOR TENURED FACULTY

**Peer/Supervisor Evaluation of PROFESSIONAL PERFORMANCE
SHORT FORM for Tenured Faculty**

Name: _____ Position Title: _____

Department: _____ Division: _____

Academic Year: _____

	Satisfactory	Unsatisfactory
1. Major Responsibility		
2. Secondary Responsibility		
3. Service to the College		
Overall Rating:		

COMMENTS: (Comments are mandatory only if the Overall Rating is Unsatisfactory)

Signature: Peer Evaluator

Date

_____ Agree

_____ Disagree

_____ Request Review (If requesting review, please state the reasons on an attached sheet. A supervisory review will be held at the next administrative level(s).)

Signature: Person Evaluated

Date

Signature
President/Vice President/
Dean

Date

4.6 E Form 5 ADJUNCT/TEMPORARY TEACHING FACULTY
Supervisor Evaluation of ADJUNCT/TEMPORARY TEACHING FACULTY PROFESSIONAL PERFORMANCE

Name: _____ Division: _____

Evaluation Period: _____ Date Observed: _____ Time: _____

Course Observed: _____ No. of Students: _____

4. TEACHING

A. Course Preparation

- | | | | | | | |
|--|---|---|---|---|-----|-----|
| 1. Prepares syllabus with information indicated by Faculty Handbook* | 4 | 3 | 2 | 1 | N/A | N/O |
| 2. Keeps course material current | 4 | 3 | 2 | 1 | N/A | N/O |
| 3. Correlates course with Catalog description | 4 | 3 | 2 | 1 | N/A | N/O |

B. Course Presentation

- | | | | | | | |
|--|---|---|---|---|-----|-----|
| 1. Meets class at the designated time, place, and length of time | 4 | 3 | 2 | 1 | N/A | N/O |
| 2. Is well prepared for class | 4 | 3 | 2 | 1 | N/A | N/O |
| 3. Demonstrates comprehensive knowledge of subject | 4 | 3 | 2 | 1 | N/A | N/O |
| 4. Projects enthusiasm for subject | 4 | 3 | 2 | 1 | N/A | N/O |
| 5. Communicates ideas to students clearly | 4 | 3 | 2 | 1 | N/A | N/O |
| 6. Demonstrates good English usage | 4 | 3 | 2 | 1 | N/A | N/O |
| 7. Exhibits oral presentation skills | 4 | 3 | 2 | 1 | N/A | N/O |
| 8. Uses class time effectively | 4 | 3 | 2 | 1 | N/A | N/O |
| 9. Emphasizes thinking skills | 4 | 3 | 2 | 1 | N/A | N/O |
| 10. Uses a variety of teaching techniques | 4 | 3 | 2 | 1 | N/A | N/O |
| 11. Encourages student participation and interaction | 4 | 3 | 2 | 1 | N/A | N/O |
| 12. Treats students with respect | 4 | 3 | 2 | 1 | N/A | N/O |
| 13. Acknowledges and responds to students' questions | 4 | 3 | 2 | 1 | N/A | N/O |

*(4) Excellent (3) Commendable (2) Satisfactory (1) Unsatisfactory
 (N/A) Not Applicable (N/O) Not Observed

4.6. F Form 6 PEER EVALUATION OF PROFESSIONAL PERFORMANCE OF TEACHING ASSISTANTS

**Supervisor Evaluation of PROFESSIONAL PERFORMANCE
TEACHING ASSISTANTS**

OVERALL EVALUATION:

- Excellent
- Commendable
- Satisfactory
- Unsatisfactory

Signature:Supervisor

Date

Agree Disagree Request Review

(If requesting review, please state the reasons on an attached sheet. A supervisory review will be held at the next administrative level(s).)

Signature: Person Evaluated Date

Signature
President/Vice President/
Dean _____
Date

**4.6. G Form 7 SUPERVISOR EVALUATION OF PROFESSIONAL PERFORMANCE OF
LAB TECHNICIAN**

**Supervisor Evaluation of PROFESSIONAL PERFORMANCE
LAB TECHNICIAN**

OVERALL EVALUATION:

- Excellent
- Commendable
- Satisfactory
- Unsatisfactory

Signature:Peer/Supervisor Date _____

Agree Disagree Request Review

(If requesting review, please state the reasons on an attached sheet. A supervisory review will be held at the next administrative level(s).)

Signature: Person Evaluated Date _____

Signature
President/Vice President/
Dean Date _____

**4.6. H Form 8 PEER EVALUATION OF PROFESSIONAL PERFORMANCE:
ADMINISTRATOR**

**Peer/Supervisor Evaluation of PROFESSIONAL PERFORMANCE
ADMINISTRATOR**

This evaluation is based on the following areas:

- a. Professional performance
- b. Management Objectives or Professional Growth Plan
- c. Other contributions to the College

OVERALL EVALUATION:

_____ Satisfactory or Above

_____ Unsatisfactory

Signature: _____
Peer/Supervisor

Date

_____ Agree _____ Disagree

_____ Request Review (If requesting review, please state the reasons on an attached sheet. A supervisory review will be held at the next administrative level(s).)

Signature: Person Evaluated Date

Signature
President/Vice President/
Dean

Date

4.7 SUGGESTIONS FOR PEER EVALUATION OF PROFESSIONAL PERFORMANCE

4.7 A TEACHING FACULTY - PROFESSIONAL STAFF

Suggestions for
Supervisor Evaluation of PROFESSIONAL PERFORMANCE
Teaching Faculty - Professional Staff

The Supervisor evaluation may include any or all of the suggested following areas for Teaching Faculty:

TEACHING RESPONSIBILITIES:

WORK LOAD - Credit hours assigned to teaching Spring and Fall Semesters

COURSE PREPARATION

Course syllabus contains information indicated by Faculty Handbook Selects texts which are useful to the course
Keeps course materials, reference books, and text materials current and up to date
Courses taught correlate with Catalog descriptions

COURSE PRESENTATION

Well prepared for classes
Demonstrates comprehensive knowledge of subject
Encourages student participation and interaction Motivates students to do their best
Treats students with respect
Acknowledges and responds to students' questions
Communicates ideas to students in ways that they can understand
Increases students' interest in the subject
Encourages students to think for themselves
Open to students' ideas, suggestions, and criticisms
Uses a variety of teaching techniques to achieve the desired objectives
Meet class at the time, place, and for length of time designated

EVALUATION OF STUDENTS

Uses evaluation procedures which are fair
Examinations are relevant to content of the course
Makes helpful comments on papers, exams, or projects
Tells students how they are to be evaluated

Page 2 Suggestions - Teaching Faculty - Professional Staff

STUDENT ADVISING AS CLASSROOM INSTRUCTOR

Advises students enrolled in classes
Patiently assists students with problems
Is readily available for consultation
Genuinely concerned with student's progress and is actively helpful
Program/College Advising
Keeps scheduled office hours
Available for program/registration advising upon request

PROFESSIONAL CHARACTERISTICS

COOPERATION - Ability to work harmoniously with others and present viewpoints and recommendations affecting others without creating disunity or rancor

ACCEPTANCE OF RESPONSIBILITY/AUTHORITY - Willingness to accept credit or criticism for desirable or undesirable outcomes, decisions or actions

AUTHORITY - Ability to work within acceptable bounds yet refer appropriate matters to supervisor

KNOWLEDGE - Keeps abreast of major issues and innovations affecting his/her area of responsibility

CREATIVITY - Demonstrates ability to be creative, develop new plans and ideas which will meet current situations

PUNCTUALITY - Completes assignments and performs duties within acceptable time limits

CONSISTENCY - maintains quality of work under pressure

INITIATIVE - Ability to begin and accomplish tasks without prodding or supervision

DEPENDABILITY - Can be relied upon to complete assigned tasks in a timely and competent manner

OPENNESS AND INVOLVEMENT - Consider other viewpoints and accepts ideas contrary to own recommendations - listens

THOROUGHNESS - Investigates carefully various aspects of a problem before making recommendations

SELF-CONTROL - Retains composure and objectivity in times of stress

Page 3 Suggestions - Teaching Faculty - Professional Staff

PROFESSIONAL GROWTH PLAN

EVALUATE completion of professional growth plan for the past evaluation period

RELATIONSHIP TO DIVISION/COLLEGE/UNIVERSITY and COMMUNITY COLLEGE SYSTEM OF NEVADA

SERVICE on College or System committees

ATTENDANCE at Division and All-College meetings

PROFESSIONAL DEVELOPMENT

MEMBERSHIP in professional or service organizations

Additional TRAINING or DEVELOPMENT activities

Conferences, conventions, seminars, workshops, classes, etc.

COMMUNITY SERVICE

Seminars conducted, speaking engagements, business/industry activities, membership/offices in community organizations

OTHER SERVICE AREAS

Any professional activities which may not have been addressed in any of the areas above

4.7 B COUNSELOR - PROFESSIONAL STAFF

Suggestions for Supervisor Evaluation of PROFESSIONAL PERFORMANCE Counselor - Professional Staff

The Supervisor evaluation may include any or all of the suggested following areas for counselors:

COUNSELING RESPONSIBILITIES

ADVISING

Meets all students for advising appointments at the time and place specified

Conducts scheduled student orientation sessions to provide information regarding College programs and services

Provides students on an on-going basis and during registration periods with current and accurate information concerning programs, courses, requirements, and college policies

ASSESSMENT

Recommends to Administration appropriate student assessment instruments

Encourages students to take appropriate assessments

Administers a variety of student assessment instruments

Interprets the results of student assessment instruments

Uses results of student assessment instruments in the advising process

PLACEMENT

Interprets the results of assessment instruments to students

Explores with students career options suggested by assessment instruments and/or personal interests

Recommends to students appropriate programs and courses based on assessment instruments and/or personal interests

Indicates to students course sequences and prerequisites

COUNSELING

Provides short term supportive assistance to students

Refers students to community and/or private agencies for long-term mental health treatment

PROFESSIONAL CHARACTERISTICS

COOPERATION - Ability to work harmoniously with others and present viewpoints and recommendations affecting others without creating disunity or rancor

ACCEPTANCE OF RESPONSIBILITY/AUTHORITY - Willingness to accept credit or criticism for desirable or undesirable outcomes, decisions or actions

Page 2 Suggestions - Counselor - Professional Staff

AUTHORITY - Ability to work within acceptable bounds yet refer appropriate matters to supervisor

KNOWLEDGE - Keeps abreast of major issues and innovations affecting his/her area of responsibility

CREATIVITY - Demonstrates ability to be creative, develop new plans and ideas which will meet current situations

PUNCTUALITY - Completes assignments and performs duties within acceptable time limits

CONSISTENCY - maintains quality of work under pressure

INITIATIVE - Ability to begin and accomplish tasks without prodding or supervision

DEPENDABILITY - Can be relied upon to complete assigned tasks in a timely and competent manner

OPENNESS AND INVOLVEMENT - Consider other viewpoints and accepts ideas contrary to own recommendations - listens

THOROUGHNESS - Investigates carefully various aspects of a problem before making recommendations

SELF-CONTROL - Retains composure and objectivity in times of stress

PROFESSIONAL GROWTH PLAN

EVALUATE completion of professional growth plan for the past evaluation period

RELATIONSHIP TO DIVISION/COLLEGE/UNIVERSITY and COMMUNITY COLLEGE SYSTEM OF NEVADA

SERVICE on College or System committees

ATTENDANCE at Division and All-College meetings

PROFESSIONAL DEVELOPMENT

MEMBERSHIP in professional or service organizations

Additional TRAINING or DEVELOPMENT activities

Conferences, conventions, seminars, workshops, classes, etc.

Page 3 Suggestions - Counselor - Professional Staff

COMMUNITY SERVICE

Seminars conducted, speaking engagements, business/industry activities, membership/offices in community organizations

OTHER SERVICE AREAS

Any professional activities which may not have been addressed in any of the areas above

4.7 C ADMINISTRATORS, COORDINATORS, DEPARTMENT CHAIRS OR NON-TEACHING PROFESSIONAL STAFF

Suggestions for
Supervisor Evaluation of PROFESSIONAL PERFORMANCE
Administrators, Coordinators, Department Chairs or Non-Teaching Professional Staff

The Supervisor evaluation may include any or all of the suggested following areas for Administrators, Coordinators, or Non-Teaching Professional Staff:

PROFESSIONAL CHARACTERISTICS

COOPERATION - Ability to work harmoniously with others and present viewpoints and recommendations affecting others without creating disunity or rancor

ACCEPTANCE OF RESPONSIBILITY/AUTHORITY - Willingness to accept credit or criticism for desirable or undesirable outcomes, decisions or actions

AUTHORITY - Ability to work within acceptable bounds yet refer appropriate matters to supervisor

KNOWLEDGE - Keeps abreast of major issues and innovations affecting his/her area of responsibility

CREATIVITY - Demonstrates ability to be creative, develop new plans and ideas which will meet current situations

PUNCTUALITY - Completes assignments and performs duties within acceptable time limits

CONSISTENCY - maintains quality of work under pressure

INITIATIVE - Ability to begin and accomplish tasks without prodding or supervision

DEPENDABILITY - Can be relied upon to complete assigned tasks in a timely and competent manner

OPENNESS AND INVOLVEMENT - Consider other viewpoints and accepts ideas contrary to own recommendations - listens

THOROUGHNESS - Investigates carefully various aspects of a problem before making recommendations

SELF-CONTROL - Retains composure and objectivity in times of stress

Page 2 Suggestions - Administrators, Coordinators, Department Chairs or Non-Teaching Professional Staff

PROFESSIONAL CAPABILITIES

DELEGATION OF AUTHORITY - Ability to assign tasks to others without undue interference with their implementation

WORKING KNOWLEDGE OF INSTITUTIONAL POLICIES AND PROCEDURES - Understanding of the total operation of the college and the interrelationships of its various components

KNOWLEDGE OF COMMUNITY COLLEGE PHILOSOPHY- Understanding of the general goals of CCSN

SUPERVISION OF OTHER EMPLOYEES - Ability to set work schedules, define tasks, evaluate performance, and improve skills and effectiveness of personnel responsible to him/her

COMMUNICATIONS - Ability to clearly and effectively inform others of needs, problems, activities, recommendations etc.

ANTICIPATION OF PROBLEMS - Ability to foresee possible problems, as well as reacting to unforeseen events

ANALYSIS OF PROBLEMS - Ability to define the elements, ramifications, and approach necessary to solve the problems

PROFESSIONAL COMPETENCE TO PERFORM ASSIGNED TASKS

Possess knowledge and experience to accomplish tasks expected of position

LEADERSHIP CAPABILITY

Motivates subordinates, promotes staff interaction, creates a favorable working atmosphere

MANAGEMENT OBJECTIVES OR PROFESSIONAL GROWTH PLAN:

EVALUATE completion of management objectives or professional growth plan for the past evaluation period

RELATIONSHIP TO DIVISION/COLLEGE/UNIVERSITY and COMMUNITY COLLEGE SYSTEM OF NEVADA

SERVICE on College or System committees

ATTENDANCE at Division and All-College meetings

Page 3 Suggestions - Administrators, Coordinators, Department Chairs or Non-Teaching Professional Staff

PROFESSIONAL DEVELOPMENT

MEMBERSHIP in professional or service organizations
Additional TRAINING or DEVELOPMENT activities
Conferences, conventions, seminars, workshops, classes, etc.

COMMUNITY SERVICE

Seminars conducted, speaking engagements, business/industry activities, membership/offices in community organizations

OTHER SERVICE AREAS

Any professional activities which may not have been addressed in any of the areas above

4.7 D LAB TECHNICIAN - PROFESSIONAL STAFF

Suggestions for
Supervisor Evaluation of PROFESSIONAL PERFORMANCE
Lab Technician - Professional Staff

The Supervisor evaluation may include any or all of the suggested following areas for Teaching Assistants

PROFESSIONAL CHARACTERISTICS

COOPERATION - Ability to work harmoniously with others and present viewpoints and recommendations affecting others without creating disunity or rancor

ACCEPTANCE OF RESPONSIBILITY/AUTHORITY - Willingness to accept credit or criticism for desirable or undesirable outcomes, decisions or actions

AUTHORITY - Ability to work within acceptable bounds yet refer appropriate matters to supervisor

KNOWLEDGE - Keeps abreast of major issues and innovations affecting his/her area of responsibility

CREATIVITY - Demonstrates ability to be creative, develop new plans and ideas which will meet current situations

PUNCTUALITY - Completes assignments and performs duties within acceptable time limits

CONSISTENCY - maintains quality of work under pressure

INITIATIVE - Ability to begin and accomplish tasks without prodding or supervision

DEPENDABILITY - Can be relied upon to complete assigned tasks in a timely and competent manner

OPENNESS AND INVOLVEMENT - Consider other viewpoints and accepts ideas contrary to own recommendations - listens

THOROUGHNESS - Investigates carefully various aspects of a problem before making recommendations

SELF-CONTROL - Retains composure and objectivity in times of stress

Page 2 Lab Technician - Professional Staff

PROFESSIONAL CAPABILITIES

WORKING KNOWLEDGE OF INSTITUTIONAL POLICIES AND PROCEDURES -

Understanding of the total operation of the college and the interrelationships of its various components

KNOWLEDGE OF COMMUNITY COLLEGE PHILOSOPHY- Understanding of the general goals of CCSN

COMMUNICATION - Ability to clearly and effectively inform others of needs, problems, activities, recommendations, etc.

ANTICIPATION OF PROBLEMS - Ability to foresee possible problems, as well as reacting to unforeseen events

ANALYSIS OF PROBLEMS - Ability to define the elements, ramifications, and approach necessary to solve the problem

PROFESSIONAL COMPETENCE TO PERFORM ASSIGNED TASKS

Possesses knowledge and experience to accomplish tasks expected of position

4.7 E DEPARTMENT CHAIR

Suggestions for
Supervisor Evaluation of PROFESSIONAL PERFORMANCE
Department Chair

The Department Chair evaluation will be included as part of the evaluation for Teaching Faculty. The Supervisor evaluation may include any or all of the suggested following areas for Department Chairs:

DEPARTMENT CHAIR CHARACTERISTICS

COOPERATION - Ability to work harmoniously with others and present viewpoints and recommendations affecting others without creating disunity or rancor

ACCEPTANCE OF RESPONSIBILITY/AUTHORITY - Willingness to accept credit or criticism for desirable or undesirable outcomes, decisions or actions

AUTHORITY - Ability to work within acceptable bounds yet refer appropriate matters to supervisor

KNOWLEDGE - Keeps abreast of major issues and innovations affecting his/her area of responsibility

CREATIVITY - Demonstrates ability to be creative, develop new plans and ideas which will meet current situations

PUNCTUALITY - Completes assignments and performs duties within acceptable time limits

CONSISTENCY - maintains quality of work under pressure

INITIATIVE - Ability to begin and accomplish tasks without prodding or supervision

DEPENDABILITY - Can be relied upon to complete assigned tasks in a timely and competent manner

OPENNESS AND INVOLVEMENT - Consider other viewpoints and accepts ideas contrary to own recommendations - listens

THOROUGHNESS - Investigates carefully various aspects of a problem before making recommendations

SELF-CONTROL - Retains composure and objectivity in times of stress

Page 2 Department Chair - Professional Staff

DEPARTMENT CHAIR CAPABILITIES

WORKING KNOWLEDGE OF INSTITUTIONAL POLICIES AND PROCEDURES -

Understanding of the total operation of the college and the interrelationships of its various components

KNOWLEDGE OF COMMUNITY COLLEGE PHILOSOPHY- Understanding of the general goals of CCSN

COMMUNICATION - Ability to clearly and effectively inform others of needs, problems, activities, recommendations, etc.

ANTICIPATION OF PROBLEMS - Ability to foresee possible problems, as well as reacting to unforeseen events

ANALYSIS OF PROBLEMS - Ability to define the elements, ramifications, and approach necessary to solve the problem

PROFESSIONAL COMPETENCE TO PERFORM ASSIGNED TASKS

Possesses knowledge and experience to accomplish tasks expected of position

LEADERSHIP CAPABILITY

Promotes program continuity and creates a favorable working atmosphere

DEPARTMENT CHAIR RESPONSIBILITIES

RELATIONS WITH ADJUNCT AND FULL-TIME FACULTY

Appropriately and consistently locates, interviews, and hires adjunct faculty

Visits classes taught by adjunct faculty and completes adjunct faculty evaluations according to established procedures

Distributes student evaluation in all classes taught by adjunct faculty according to established procedures

Completes once a year a written report of classroom observation for each full-time faculty Posts notices of canceled classes and finds substitute faculty as needed according to established procedures

Assists Associate Dean with assignment of faculty workloads

Disseminates information to department as needed

Page 3 Department Chair - Professional Staff

COURSE SCHEDULE AND TEXTBOOK SELECTION

Prepares course schedules and room matrices as required each semester

Prepares cost analysis of proposed course schedule

Coordinates textbook selection and book orders for department

Approves the effective processing of Prs, IDRS, Requests for check, and Printing Requisitions for acquisition of supplies, equipment, and services

Monitors operating budget expenditures

CURRICULUM

Coordinates planning, developing, evaluating of department curriculum as needed

Coordinates preparation of program reviews according to established procedures

CLASSIFIED STAFF

Provides written input for evaluation of classified staff and student workers with whom he/she works on a regular basis

STUDENTS

Approves incomplete grade and grade change forms

Handles student grievances according to procedure

RECORDS

Maintains department records according to established procedures

4.7 F CLINICAL TEACHING BY NON-TENURED FACULTY

Suggestions for Clinical Teaching by Non-Tenured Faculty

1. Demonstrate ability to orally communicate information on a given topic in a coherent and logical manner.
2. Establish rapport with students.
3. Demonstrate instructional and social skills which assist students in developing a positive self-concept.
4. Demonstrate teaching skills which assist students in developing their own values, attitudes and beliefs.
5. Select, develop and sequence related learning activities appropriate for a given set of instructional objectives and student learning needs.
6. The theory and clinical experience should correlate at each level of progression.
7. Initiate and submit to the College anecdotal records and evaluation tools utilized when guidance and counseling are identified.

4.8 ACCOMPANYING MEMORANDA

4.8 A TO ALL PROFESSIONAL PERSONNEL - FULL EVALUATION

MEMORANDUM

To: All Professional Personnel to be Evaluated

From: Senior Vice President for Academic Affairs

Subject: Full Evaluation

The SELF EVALUATION consists of two pages:

Page 1 is a summary of all the different professional items you have accomplished

Page 2 is the Management Objectives or Professional Growth Plan as proposed by you. You will be evaluated on your next full evaluation.

The SELF EVALUATION will be submitted to your peer evaluator by _____.

The PEER EVALUATION consists of **one page** to be typed or written legibly:

The Peer Evaluator will fill out in narrative form the evaluation based on the Self Evaluation, the Professional Growth Plan or Management Objectives for this year, and any of the suggested items from the attached lists of professional characteristics, etc.

Attached is a list of suggestions the supervisor may use in the narrative evaluation.

After the peer evaluator meets with the person who is being evaluated and all forms have been signed, the forms (three pages: self evaluation and peer evaluation) are submitted to the appropriate administrator by

_____.

The completed evaluation (three pages) must be submitted to Human Resources by _____.

4.8 B TO INSTRUCTORS AND STUDENT EVALUATION MONITORS - STUDENT EVALUATIONS

MEMORANDUM

To: Instructors and Student Evaluation Monitors

From: Organization (Department, Program, etc.)

Subject: Student Evaluation Instructions

Enclosed are the Student Evaluation Forms. Students should complete the evaluations by
_____.

Instructor Responsibilities:

A. Write the following information on the board:
Instructor's name
Course
Section
Semester

B. Explain the marking procedures and read the following paragraph:

Please fill in the appropriate answer boxes.

I will not see the results of this survey until after I have submitted your grades.

Having you complete this evaluation is the College's way of saying that we value your judgment and opinions in the name of teaching excellence.

Thank you for your time.

C. Provide additional questions, if any.

D. Appoint a student monitor.

E. Leave the room.

Monitor Responsibilities:

A. Read the following paragraph to the class:

Please make every attempt to be objective, and be as specific as you can in writing your comments. For instance, personal like or dislike of the subject or for the instructor should not enter into your assessment, as either will render the evaluation erroneous.

B. Hand out questionnaires.

C. Collect the questionnaires and place them into their envelope.

D. Tightly seal the envelope and sign your name over the seal.

E. Take the envelope to location specified on the envelope.

STUDENT EVALUATION OF INSTRUCTION

Please make every attempt to be objective, and be as specific as you can in writing your comments. For instance, personal like or dislike of the subject or for the instructor should not enter your assessment, as both will render the evaluation erroneous.

Having you do this evaluation is our way of saying that we value your judgment and opinions in the name of teaching excellence. Thank you for your time.

Instructor Name: _____

Course: _____

Section: _____

Semester: _____

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The class meets for the designated length of time.	[]	[]	[]	[]	[]
2. The instructor is prepared for class.	[]	[]	[]	[]	[]
3. The instructor helps students understand challenging concepts.	[]	[]	[]	[]	[]
4. The instructor encourages student questions and feedback.	[]	[]	[]	[]	[]
5. The instructor manages class situations effectively.	[]	[]	[]	[]	[]
6. The instructor is respectful and courteous to students.	[]	[]	[]	[]	[]
Answer additional questions below					
7.	[]	[]	[]	[]	[]
8.	[]	[]	[]	[]	[]
9.	[]	[]	[]	[]	[]
10.	[]	[]	[]	[]	[]
11.	[]	[]	[]	[]	[]

STUDENT EVALUATION OF INSTRUCTION

INSTRUCTIONAL ASSESSMENT SURVEY
STUDENT COMMENTS

Why are you taking this course?

What grade do you expect to receive?

In your opinion, what are the major strengths of this instructor?

How could this instructor improve?

In your opinion, what are the major strengths of this course?

How could this course be improved?

4.8 C TO DEANS AND DEPARTMENT CHAIRS - STUDENT EVALUATIONS

MEMORANDUM

To: Deans and Department Chairs

From: Senior Vice President for Academic Affairs

Subject: Student Evaluation

In order for the College to distribute, collect and process more than 60,000 student evaluation forms this semester, all Deans and Department Chairs must adhere to the following procedures and time lines.

- a. Download from the web and reproduce the required number of student evaluation forms.
- b. Acquire, label, fill, and distribute the evaluation packet envelopes to all faculty, full-time and adjunct. The front of the evaluation packet envelopes must contain the following:
 - Instructor's last name, first name, and middle initial
 - Section call number
 - Course prefix, course number, and section number
 - Directions to students for completing the evaluation forms
 - The name and address of the person to whom packets will be returned.
- c. Student evaluations are due on the Friday two weeks before the last day of instruction (except for short term classes). If this deadline is felt to be inappropriate to members of the faculty, they shall consult with their department chair and/or dean to arrange for an earlier distribution. The chair and/or dean will assume the responsibility of ensuring the surveys are turned in no later than the last day of instruction for that semester.
- d. Deans and Department Chairs are responsible for having Management Assistants ensure that all sections have been evaluated, removing unused forms from the packets, bundling the packets by instructor and discipline.
- e. For second year faculty, their evaluations must be completed by November 13.
- f. The Office of Human Resources will provide a list of all faculty and the due dates for their evaluations to the Deans and Department Chairs.

SECTION FIVE

FACULTY/STUDENT RELATIONS

5.1 STUDENT ENROLLMENT

5.1 A ADMIT TO CLASS

Each student's name shall appear on a class roster. If a student's name does not appear on the class roster, the student should be advised to go to the Admissions & Records Office for correction prior to attending the next class. If the student cannot provide proof of enrollment, the instructor shall inform the student that he/she is not properly enrolled for the course. The Department Chair shall be notified if the student continues to attend the class.

5.1 B CLASS ROSTER

The class roster is the basic student record document used in the Student Information System (SIS). The class roster is used for student progress reports, grade forms and providing actual enrollment for each class to faculty. Faculty may expect an official class roster at the beginning of each regular semester, and during the first week of each special session and summer term, as well as periodically throughout the term. The Department Chairs are responsible for distributing the class rosters. A final class roster will be distributed at the end of the drop period for each term.

5.2 CLASS CANCELLATION POLICY

Classes which do not attract sufficient enrollment will be canceled by the Department Chairs with the concurrence of the Associate Vice President for Curriculum and Scheduling during the first week of instruction. Every effort will be made to assist students whose classes have been canceled to find another class which meets their needs.

5.3 COURSE SYLLABUS

During the first week of each academic semester, faculty members must submit a syllabus for each class to the appropriate Department Chair and distribute the syllabus to each student in the class. The course syllabus shall include the following information:

- A. Course title
- B. Semester
- C. Instructor
- D. Course Description
- E. Objectives
- F. Key dates
- G. Examinations

- H. Grading procedures
- I. Textbook required
- J. Attendance policy
- K. A statement concerning safety policy for the class

5.3 A TEXTBOOKS

The bookstore located on campus is the official vendor for all college textbooks. Textbooks are adopted in consultation with department faculty for two-year periods whenever possible.

The adoption of a textbook by a department does not imply that each full-time faculty member must use that textbook. The adopted textbook is a “suggested” not “required” textbook that can be used by all full-time instructors. Any full-time instructor may elect to use an alternative textbook and/or self-created materials in the classes he or she teaches.

5.4 ATTENDANCE POLICY

College enrollment assumes the maturity, seriousness of purpose and self-discipline required for meeting the responsibilities associated with the courses for which a student registers. Students are expected to attend each meeting of every course for which they have registered.

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. Under no circumstances will absence for any reason excuse the student from completing all work assigned in a given course.

After an absence, it is the student's responsibility to check with the instructor about completion of missed assignments. Each faculty member should establish attendance regulations consistent with the goals of the course.

5.5 MOVING OR CANCELING A CLASS MEETING

Classes should be held at the time and in the classroom designated. Each instructor is required, as a professional obligation, to meet all of his/her classes unless extenuating circumstances such as illness prevent attendance.

Should the instructor be forced to cancel a scheduled class meeting, he/she must notify the Department Chair. Full-time faculty members shall also file a sick leave or other leave request as soon as possible.

Department Chairs shall also be notified if alternate arrangements are made to cover a class meeting.

5.6 ACADEMIC DISHONESTY

Acts of academic dishonesty, including such activities as plagiarism or cheating, are regarded by the College as very serious offenses. In the event that cheating, plagiarism, or other forms of academic dishonesty on the part of students are discovered, each incident should be handled on an individual basis as deemed appropriate.

Care should be taken that students' rights are not violated and that punitive measures are instituted only in cases where documentation of the offense exists. A description of all such incidents shall be forwarded to the Vice President for Academic Affairs where a file of such occurrences is maintained. The Vice President for Academic Affairs may institute action against a student according to the UCCSN Code, Title 2, Chapter 6 (Rules and Disciplinary Procedures for Members of the University Community).

5.7 SMOKING, FOOD IN CLASSROOMS, ALCOHOL USE

Faculty shall advise students that food and drinks are not allowed in the classrooms, libraries or laboratories. No alcoholic beverages are permitted on campus or at any College-sponsored function without prior Presidential approval. Illegal drugs are not permitted on campus or at any college sponsored function. The interior of all buildings on the Cheyenne, Henderson, and Charleston campuses, and CCSN-leased facilities have been designated as smoke-free environments. Smoking is permitted in outside areas only, with a penalty of up to \$250.00 for each violation (NRS 202.2491). Enforcement of these regulations is the responsibility of all faculty and staff.

5.8 FINAL EXAM

Several days at the end of each semester are scheduled for final examinations and instructors are expected to give their final examinations during this specified period. Faculty not choosing to give final exams during this period will hold classes during finals week. Final examinations scheduled for days other than those designated for that purpose must have prior approval of the Department Chair. Copies of the final examinations for each course shall be filed with the Department Chair.

5.9 STUDENT ADMISSION, REGISTRATION, GRADES, AND EXAMINATIONS

Refer to Board of Regents Handbook, Title 4, Chapter 16

I., II., III. (Pp1-6)

IV. UCCSN Grading Policy

V. Community College Certification and Degree Requirements

5.10 STUDENT COMPLAINTS

Students who have a serious, significant complaint concerning a course or instructor are invited and encouraged to discuss the problem with the instructor. If, after an instructor/student discussion, the student still feels dissatisfaction, he/she has the right to move the complaint through the following ordered system of steps: Department Chair, Vice President for Academic Affairs, President of the College. If a student has a question concerning the validity of his/her complaint, he/she may wish to seek consultation from the Student Government. Students who wish to appeal a semester grade shall follow the grade appeal process.

5.11 GRADING SYMBOLS AND DEFINITIONS

At the end of each semester, reporting of individual student grades is made available through the Telephone Registration system. All financial obligations to the College must be met before a student is eligible for a grade report or transcript. The following grades are given at the Community College of Southern Nevada:

1. The grades of A and A- are given for superior performance in the completion of course objectives and are worth 4.0 and 3.7 grade points, respectively.
2. The grades of B+, B and B- are given for above average performance in the completion of course objectives and are worth 3.3, 3.0, and 2.7 grade points respectively.
3. The grades of C+, C, and C- are given for average performance in the completion of course objectives and are worth 2.3, 2.0, and 1.7 grade points respectively.
4. The grades of D+, D, and D- are given for average performance in the completion of course objectives and are worth 1.3, 1.0, and 0.7 grade points respectively. Grades of D+, D, and D- in the student's occupational area (Associate of Applied Sciences Degree Programs) will not count towards graduation requirements.
5. The grade of F is given for failure in the performance of course objectives and is worth zero (0) grade points.
6. The grade of "I" (Incomplete) may be given when the student has successfully completed all course work up to the withdrawal date of that semester/session but is unable, due to legitimate reasons, to complete all the requirements of the course. An incomplete grade allows the student to complete only those requirements that remain outstanding. In order to attend the class again, the student must officially re-register for that class. The instructor maintains a record of the necessary requirements for the removal of the incomplete grade. It is the responsibility of the student to make the necessary arrangements with the instructor to finish the course and to remove the "I" grade. The student has one year to complete the objectives and remove the "I" grade from his or her record. If these objectives are not

completed during the period, the “I” grade will convert to a grade of “F”, which indicates failure to complete the course objectives. The “I” is worth zero(0) grade points.

7. The grade of “W” indicates withdrawal from class. An “Official Withdrawal” entails student initiation of a “drop” form at the Office of Admissions and Records prior to the last date to officially withdraw (as published) which is after 75% of the semester/session has been completed. An administrative withdrawal by the college may be administered any time during the semester. The “W” is worth zero (0) grade points.
8. The grade of “Pass” or “P” grade is granted on the basis of satisfactory completion of specific courses designated as Pass/Fail only. The “P” is worth zero (0) grade points.
9. The grade of “Satisfactory” or “S” grade, indicates that the student earned a “C” or above in the completion of the course objectives. The “S” is worth zero grade points.
10. The grade of “Unsatisfactory” or “U” grade indicates that the student earned a “D+” or below in the completion of the course objectives. The “U” is worth zero (0) grade points.
11. The grade of “Not Reported” or “NR” is assigned by the Associate Vice President for Admissions and Records pending submission of a final grade by the instructor of the course.
12. The grade of “AU” is given for students who audit a course. The “AU” is worth zero (0) grade points.
13. The use of “plus” (+) and “minus” (-) in a grade is at the discretion of the instructor.
14. The course syllabus shall contain a clear explanation of the grading scale to be used by the faculty member. Students may not appeal the format an instructor chooses.

5.12 GRADE APPEAL

Any grade being appealed must follow this procedure. Only final semester grades may be appealed. A student may appeal a grade that she/he perceives to have been awarded unfairly. (Examples of what cannot be appealed include the teaching style of the instructor or the difficulty of the course, tests, etc.) No semester grade may be appealed later than 20 working days after the beginning of the next regular semester (fall/spring) following the one (1) in which the appealed grade was assigned. The student will submit the grade appeal form to the Department Chair | Coordinator | Program Director’s office. The Department Chair | Coordinator | Program Director will determine if the time limit may be waived. The appeals committees only make recommendations to the instructors/professors to retain or change a grade; the instructor/professor of record decides whether to follow the recommendation.

5.12 A GENERAL APPEAL PROCESS

1. The student will confer with the instructor/professor to try to satisfactorily resolve the issue.
2. If not resolved, then the student will confer with the Department Chair | Coordinator | Program Director. When the student appeals a grade given by a Department Chair | Coordinator | Program Director, the student will meet with a faculty member selected by his/her colleagues to function in the role of Department Chair | Coordinator | Program Director. The term designated replacement shall be understood to replace of the original terms.
3. If the results of the conference with the instructor/professor and the Department Chair | Coordinator | Program Director are considered unsatisfactory, the student may obtain a copy of the Grade Appeal Process and Appeal Forms from the Department Chair | Coordinator | Program Director's office.
4. The student will deliver to the Department Chair | Coordinator | Program Director's secretary the following material:
 - a. A copy of the course syllabus for the semester in question (the department secretary can assist in this, if necessary).
 - b. Copies of all papers, exams, and other work submitted by the student in the course concerned.
 - c. A complete written account which examines the specific circumstances of the appeal with all relevant documentation.
 - d. Any other material the student deems relevant to the issue.
 - e. A signed appeal form.
5. Upon receipt of all of the above material, the Department Chair | Coordinator | Program Director will send a copy of the signed appeal form to the office of Academic Affairs and the Faculty Senate Chair. The Department Chair | Coordinator | Program Director and the Faculty Senate Chair will appoint and notify in writing an appeal committee composed of five academic faculty members. The Department Chair | Coordinator | Program Director, in consultation with the student, will select one member of the committee, the faculty member whose grade is being appealed will select one member, and the Vice President for Academic Affairs (in consultation with the Department Chair) will select one member, who will be from outside the discipline, and the Faculty Senate Chair will select two (2) members from the academic faculty at large. Neither the faculty member whose grade is under appeal nor the Department Chair | Coordinator | Program Director may serve on the committee. The composition of the committee will be two (2) members from the discipline

of the faculty member whose grade is being appealed, or a related discipline if necessary; the remaining three members from the academic faculty at large; and no member will be from the administrative faculty. The Department Chair | Coordinator | Program Director will give all appeal committee members and the student a printed copy of the appeal process. This process of selecting a committee will be completed within 10 working days of receipt of all materials in the Department Chair | Coordinator | Program Director's office.

6. The faculty member whose course grade is being appealed will be notified in writing by the Department Chair | Coordinator | Program Director within 10 working days. This written notice will include the contact person on the committee to whom written materials should be submitted and the scheduled time/date of the committee meeting.
7. Each member of the appeal committee will individually examine the material submitted. Any member of the appeal committee may request in writing (return receipt requested) that the student and/or faculty member appear in person before the committee as a whole to address the issue. If either the student or the faculty member does not respond within five (5) working days after having been invited to appear, the committee will complete its deliberations.
8. The faculty member will be given a maximum of five (5) days to examine the material submitted by the student and may submit his/her response to the material in writing to the committee. The faculty member and/or the student may also meet with the appeal committee. If one party requests an appearance, the other party will be notified.
9. The appeal committee will meet to discuss the pros and cons of the appeal. However, each member of the appeal committee will submit his/her recommendation directly to the Department Chair | Coordinator | Program Director within 20 working days of receiving the assignment. If the committee recommendation is not unanimous, then the majority prevails.
10. The Department Chair | Coordinator | Program Director will inform the faculty member whose grade is being appealed and the student who made the appeal in writing (return receipt requested) of the decision of the appeal committee within 30 working days of receiving the signed appeal form from the student. Each of the appeal committee members will receive a copy of this letter. All documentation will be retained in the Department Chair | Coordinator | Program Director's office for one (1) year from the date the appeal was received by the Department Chair | Coordinator | Program Director unless a further appeal takes place.

11. Within 10 working days the party whose view did not prevail may appeal directly to the Vice President for Academic Affairs or the appropriate Dean. The Vice President for Academic Affairs or the appropriate Dean will review the materials submitted to protect the rights of all concerned. The Vice President for Academic Affairs or appropriate Dean shall, within thirty (30) working days, affirm the grade or recommend to the faculty member that a grade be changed. In the case of the latter, if the faculty member is no longer available, or the faculty member refuses to change the grade, the Vice President for Academic Affairs or the appropriate Dean may recommend to the President of the college that a grade be changed. If the President changes the grade, he/she must so inform the student, the faculty member (if available), the Department Chair | Coordinator | Program Director and the Faculty Senate Chair in writing within two (2) working days.

5.12 B CCSN GRADE APPEAL FORMS & DOCUMENT CHECK LIST

Date: _____

I hereby appeal the grade received by me in:

Course _____ Section: _____

Instructor: _____ Semester/Year: _____

I believe that instead of the grade I received (grade) _____ I should have received (grade) _____
(Attach explanation on separate sheets).

I have enclosed with this form all materials pertinent to this appeal. _____ (initials)

I have conferred with the course instructor to try to resolve this issue. _____ (initials)

Course Instructor _____ (initials)

I have conferred with the Department Chair | Coordinator | Program Director to try to resolve this issue. _____ (initials)

Department Chair | Coordinator | Program Director _____ (initials)

Printed Name

Signature

Social Security Number

Street Address

City, State, Zip Code

Phone Numbers: Home: _____ Work: _____

Date received by Department Chair | Coordinator | Program Director _____

Department Chair | Coordinator | Program Director _____

Printed Name

Signature

DOCUMENT CHECK LIST

1. Copy of course syllabus for the semester in question. _____
2. Copies of the following submitted by student in the course concerned:
 - All Papers _____
 - All Exams _____
 - Other Work _____
3. Complete written account which examines the specific circumstances of the appeal. _____
4. Any other material the student deems relevant to the issue. _____
5. A signed appeal form. _____

5.13 DISTANCE EDUCATION POLICY ON THE INTEGRITY OF THE EXAMINATION PROCESS

Particularly as Distance Education is a new method of delivering educational services, we recognize the need to take reasonable steps to ensure both the integrity of the process and the appearance of same. In developing methods to accomplish our objectives, we keep in mind that our fundamental goal is education, not security. Nearly perfect security against cheating and misrepresentations in the traditional methods of delivering education services could only be achieved at considerable cost and with disruption of the trusting relationships which should characterize relations between teachers and students - and even then, it would not be one hundred percent security. This is also the case in regard to Distance Education.

As Distance Education instructors use a variety of teaching/learning strategies, methods of achieving our integrity goal are diverse. For instance, instructors, or a designee will require at least one face-to-face meeting with all students. If necessary, this requirement may be met with the use of interactive conferencing. The instructor or designee will require at one meeting that each student produce a picture identification (i.e., Nevada driver's license). Virtually all instructors will communicate extensively with the students. They will notice any discrepancy between the quality of work set forth in electronic messages and in other communications, and that appearing in written exams. Some instructors will use the same exam techniques in Distance Education courses as they do in traditional courses. They will employ the same techniques to guard against academic dishonesty. So, Distance Education instructors use not only traditional means, but also, non-traditional means to ensure integrity consistent with the unique aspects of this new system of delivering educational services.

When exams are given to students at off-campus sites, the site manager or a designee approved by the appropriate administrator will proctor, the exam, implementing any special instructions provided by the instructor. If the site manager is a student in the course, the proctor will be appointed directly by the appropriate administrator.

The Coordinator of the Assessment Center will ensure that any student taking a placement test produce a picture identification for him/her, a designee or site manager empowered to conduct such tests.

SECTION SIX **RECRUITMENT PROCEDURES FOR FULL TIME PROFESSIONAL** **POSITIONS**

6.1 **NEPOTISM AT THE UCCSN**

Nepotism and the University and Community College System of Nevada
Nevada Revised Statute (NRS) 281.210 provides as follows:

"Except as provided in this section, it is unlawful for any individual acting as a school trustee, state, township, municipal or county official, or as an employing authority of the University of Nevada, any school district or of the state, any town, city or county, or for any state or local board, agency or commission, elected or appointed, to employ in any capacity on behalf of the State of Nevada, or any county, township, municipality or school district thereof, or the University of Nevada, any relative of such individual or of any member of such board, agency or commission, within the third degree of consanguinity or affinity."

The University and Community College System of Nevada General Counsel has offered Opinion Number 83-2 with respect to nepotism:

"It is the intention of the UCCSN Board of Regents to follow NRS 281.210. However, that statute is very limited in its scope. So long as the employing authorities in the University and Community College System of (the Regents, the Chancellor, and the Presidents) do not hire their own relatives within the prohibited degrees, and so long as lower level administrators do not possess the effective power to hire their own relatives, relatives of UCCSN employees may be hired within the University and Community College System of Nevada."

General Counsel further advises:

"To avoid any possibility of a violation of the statute, it would be my recommendation that any relative of a job applicant at the University and Community College System of Nevada be removed from the recommendation process with respect to any job openings for which the applicant has applied."

6.2 **RECRUITMENT PROCEDURES**

*****Under Revision*****

6.3 **RECRUITMENT FORMS**

*****Under Revision*****

6.4 INNOVATIVE FACULTY POSITIONS (Special Action Hires)

6.4 A THE PURPOSE

To utilize existing, open faculty positions to recruit and hire persons selected by the academic departments and disciplines on the basis of special expertise and experience for special temporary appointments. These positions are designated for the express purpose of energizing, enhancing or building the educational programs of this college.

6.4 B. CRITERIA / DURATION / AVAILABILITY

What are the criteria for such positions?

All proposals MUST establish a special and specific expertise that the proposed faculty member would bring to the college. All proposals must be justified on the basis of building or enhancing instructional programs. Departments must ensure that Innovative Faculty Positions do not jeopardize the articulation or accreditation of college programs.

What is the duration of such contracts?

They may be requested for one-semester or one-year appointments. Temporary contracts would follow the format of an emergency hire. The intent of these positions is to submit a request only when a specific potential hire has been identified to enhance or build a program.

How many positions will be available?

The original pool will consist of 10 positions for the 1997-1998 academic year. The number of positions will be re-established each year, but can never exceed 10 positions or one-half of the unfilled, full-time faculty line positions (whichever is smaller) in any year. Departments may submit more than one proposal; however, no more than one position will be filled per discipline per year.

6.4 C The Application Process

All proposals must be submitted by and supported by an academic department. This would currently include all instructional departments plus libraries and counseling. No other unit or individual within the institution could generate a request for an Innovative/Special Action Hire. Should ideas arise in other areas of the institution or community, they should be brought to the attention of one of the academic departments, but in effect, the department must submit the application. The proposal must go to a department vote before submission. The application process will have three steps, as follow:

1. Department Request:

A request for an Innovative Faculty Position will require submitting a proposal which would include:

- a. The general nature and purpose of the position requested.
- b. A justification or rationale for why the position is needed.
- c. A proposed starting date and indication of one-semester or one-year hire.
- d. A folder on the candidate establishing credentials, and background in his/her area of expertise. Contents may include vitae, resume, portfolio, publications, transcripts, tapes, etc.
- e. A proposed workload detailing how the position will be used:
 1. Teaching
 2. Curriculum or Program Development Creative Activities
 3. Community Projects, Etc.
- f. A statement about how the effectiveness of this position will be evaluated.
- g. A vote tally from the department including the following information:
 1. The date and place the vote was taken.
 2. Number of votes for, votes against, and votes abstaining

The application packet will be submitted to Human Resources. The Department Chair will subsequently be responsible for working with Human Resources and the Senior Vice President to establish the Review Committee.

2. Committee Review:

A Review Committee will be convened to review each proposal. The committee will consist of:

- a. A discipline expert (recommended by the department)
- b. A department member (selected by the department)
- c. A Faculty Senate representative (selected by the Faculty Senate)

The committee will review the applicant's credentials and the department's request. It will then make a recommendation to "Hire" or "Not Hire". The committee will compile a list of strengths and weaknesses to accompany its recommendation. The proposal will then be forwarded to the Senior Vice President if the proposal has either the support of the Review Committee, the support of the majority of the department or both. A proposal not receiving either majority department support or support of the Review Committee will not be sent forward.

3. Administrative Act:

The Senior Vice President will review all proposals submitted as of an October 15 and a March 15 deadline. The Senior Vice President may authorize hiring of any positions recommended to him/her subject to these guidelines and contingent on Presidential approval and will notify Human Resources and the Department Chair of the decision within 10 working days of the October 15 or March 15 deadline.

Can a decision be appealed?

An appeal can occur if slots are available and the recommended position has been approved by a department and the review committee but turned down by the Senior Vice President. This should go to the Senate which would have to establish procedures for handling it.

Do we need deadlines?

We could simply make this a rotating process in which the pool stays open as long as positions are available. Initially, the Senate approved action on deadline dates only. We'll try that for a year.

To whom does a Special Action Hire report?

Any Innovative or Special Action Hire must serve as a member of an academic department during the time of his/her specified contract. The faculty member would be accountable to the respective Department Chair and would carry the rights and responsibilities of any other department member.

What is the Salary for a Special Action Hire?

This is clearly a rank zero, temporary hire and the salary will be negotiated. However, a cap needs to be placed and the Senate recommends the top of the Salary Schedule initially as a cap.

Will the candidate be brought here?

The option exists, pending funding, for department members and other interested parties to interview or meet the candidate through a campus visit, video conferencing, etc..

SECTION SEVEN

STAFF DEVELOPMENT

7.1 GENERAL GUIDELINES

"The Faculty shall be involved in planning, implementing, and evaluating all faculty development programs. Staff development programs shall be based on the needs of participants. Such programs may include, but not be limited to seminars, workshops, in-service programs, tuition reimbursement, travel opportunities, and teacher exchange programs." (CCSN Bylaws, Chapter 2, Section 2.4.1)

7.2 DEFINITION OF STAFF DEVELOPMENT

Staff development is a term referring to a myriad of formal or informal efforts and activities that colleges undertake to enhance individual or institutional capacities to teach and serve students. Staff development programs are an economically viable way to improve institutional outcomes and maintain institutional integrity.

7.3 THE PURPOSES OF THE CCSN STAFF DEVELOPMENT PROGRAM

The purpose of staff development are to improve job performances, enhance the quality of the work environment and foster personal growth and development.

Through involvement in staff development activities, faculty and staff acquire knowledge about educational issues, develop and utilize new or improved skills or work methods, clarify work-related attitudes or values, derive greater satisfaction from working with students and develop more stimulation and supportive relationships with colleagues.

7.4 TYPES OF FACULTY AND STAFF TRAINING PROGRAMS

1. Workshops to encourage professional growth and to develop new teaching or working methods.
2. Lecture programs
3. Faculty and staff exchange programs
4. Faculty and staff mentoring programs
5. Informal and fun offerings/outings
6. Other

8.4 FACULTY-INITIATED TRAVEL: APPLICATION PROCESS

At least seven (7) working days prior to a meeting at which the applicant wishes to be considered, the applicant must submit the following to the Chair of the Travel Committee:

1. "Out-of-State Travel Request" form in which lines 1-16 have been completed and lines 18-20 have been signed.
2. Conference materials. (Enclosed program or information brochure, if possible, indicating dates, location, description and cost of conference).
3. Memo of support from appropriate Department Chair.

8.5 FACULTY-INITIATED TRAVEL: APPLICATION REVIEW PROCESS

1. The Travel Committee will evaluate applications according to the following criteria:
 - a. Full-time professional status of applicant.
 - b. Relationship of conference to applicant's area of direct responsibility.
 - c. Frequency of applicant's past travel.
 - d. Benefit to college of applicants's travel.
 - e. Honor applicant's travel will bring to college (e.g., applicant makes presentation, receives an award, or holds office in organization).
2. If the Travel Committee approves the application, the Chair forwards that approval, along with the original application, to the President. The final approval for all travel requests resides with the President of the College. The President then notifies the applicant of the final decision. (A copy of the Committee's letter of approval is also sent to the applicant).
3. If the Committee does not approve the application, both the applicant and the President are notified, in writing, as soon as possible after the Committee meeting.
4. Travel claims must be filed with the President's office within 10 days of return from travel and must include receipts for hotel, airfare and ground transportation. Travel claims are signed by the President and forwarded to Business Services for review and reimbursement.
5. A written summary of the benefits derived from the travel must be filed with the Travel Committee Chair within 10 working days of return. Failure to submit this written report on time will eliminate the faculty member from receiving travel funds for the following academic year, September 1 through August 31.

6. Faculty who travel before securing approval for travel funding must travel at their own expense with no guarantee of reimbursement. To apply for reimbursement, those faculty members must complete travel funding application process and obtain approval by the Travel Committee

8.6 IN-STATE TRAVEL

8.6 A TRAVEL COMMITTEE

The Faculty Senate Travel Committee provides funds only for out-of-state travel. In-state travel must be paid from personal or other college funding sources.

8.6 B TRAVEL REQUEST

An "In-State Travel Request" form must be filed with the President's office through appropriate administrative channels 10 days prior to a trip.

8.7 GENERAL PROCEDURES

8.7 A AIRLINE TICKETS

Airline tickets funded through the Travel Committee and paid for with either an American Express corporate credit card or with the applicant's personal funds, to be reimbursed by the college.

8.7 B AMERICAN EXPRESS CORPORATE CARD

An American Express corporate card can be issued to any CCSN permanent or tenure track employee with full benefits who anticipate taking one (1) or more trips annually on college business. For more information on the American Express corporate card, please call Business Services, 651-4320.

8.7 C USE OF PRIVATE AUTOMOBILE

If an employee uses a private car for the college's convenience for approved in-state travel or for approved out-of-state travel, that employee will be reimbursed at the current State of Nevada designated rate.