

CCSN Update	Professional Staff Handbook	Number: 1
Title: CCSN Bylaws		Policy Effective Date: <u>July 5, 2006</u>
<p>Approved:</p> <p><u>Richard Carpenter</u> <u>July 5, 2006</u> CCSN President Date</p> <hr/> <p>Faculty Senate Recommendation Faculty Senate Recommendation Unnecessary</p> <p><u>Recommended</u> Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)</p> <p><u>Darren Divine</u> <u>June 30, 2006</u> Faculty Senate Chair Date</p>		

Title 5 - NSHE Governing Documents

Chapter 1

COMMUNITY COLLEGE OF SOUTHERN NEVADA BYLAWS

CHAPTER ONE

Organization of Community College of Southern Nevada

Section 1.1 Authority and Definitions

1.1.1 Delegated Authority

The Board of Regents delegates to the Faculty of Community College of Southern Nevada the authority and responsibility to develop the College bylaws in accordance with the University and Community College System of Nevada (NSHE) Code and in matters where the NSHE Code is silent and with approval of the President. (NSHE Code 1.3.4). Any such revisions shall require the approval of the College President.(B/R 12/93)

1.1.2 Definitions

The term "Faculty" shall be defined consistently with that term as used in the NSHE Code. (B/R 12/93)

Section 1.2 Institutional Bylaws

1.2.1 Statement of Purpose

The Faculty of Community College of Southern Nevada may recommend policy for the College on matters involving the primary missions as specified in the NSHE Code 1.4.6. (B/R 12/93)

1.2.2 Organization of Bylaws

These Bylaws shall set forth organizational, educational, and faculty welfare policies and procedures.

1.2.3 Amendment of the Bylaws

1. An amendment to these Bylaws may be proposed by (1) any member of the Faculty, (2) the Faculty Senate, (3) the President's Cabinet, (4) the College

President, (5) the Chancellor or (6) any member of the Board of Regents. The President shall refer all amendment proposals to the Faculty Senate and the President's Cabinet within 20 working days of submission for review.

2. Proposed Amendments shall be reviewed and recommendations prepared by the Faculty Senate and the President's Cabinet within 30 calendar days. The President shall submit amendments, with Faculty Senate and President's Cabinet recommendations, to the Faculty for review within 20 working days of receiving these recommendations.

3. The proposed amendments shall be submitted to the College President after Faculty has had an opportunity to respond. Approval of the proposed amendments shall be consistent with the provisions of the NSHE Code . Approved changes in the Bylaws must be distributed by the President to the entire Faculty. If an amendment is rejected by either the College President or the Board of Regents, the Faculty shall be notified and informed of the rejections. The Faculty affirms the right to appeal directly to the Board of Regents through the Faculty Senate Chair following rejection or failure to respond by the President. (B/R 12/93)

Section 1.3 Administrative Structure of Community College of Southern Nevada (B/R 12/93)

1.3.1 Administrative Organization

The administrative organization of the College shall be determined by the College President, with approval of the Board of Regents to the extent necessary under NSHE Code, Section 1.4.9. An organizational chart of the administrative structure shall be available in all appropriate College documents, which shall include the Professional Staff Handbook. Proposed changes in the organizational structure shall be reviewed by the Faculty Senate and the President's Cabinet. (B/R 12/93)

1.3.2 Chief Administrative Officer

The President of the college is the chief administrative officer, and shall report to the Chancellor and the Board of Regents. (B/R 8/98)

1.3.3 Vacancy in the Office of the President

Whenever a vacancy occurs or is about to occur in the position of College President, the Board of Regents shall appoint and select Search and Advisory committees as described in the NSHE Code 1.5.4. The Institutional Advisory Committee shall represent faculty, administrators, classified employees and students, as may be provided by the NSHE Code. (B/R 12/93)

Section 1.4 Faculty Senate

1.4.1 Authority

Each academic division shall be allotted three senators. Academic divisions with at least fifty full-time faculty shall be allotted an additional senator. For each additional twenty-five faculty, an additional senator shall be elected by the academic division. Academic faculty who are not assigned to a division shall be allotted one senator unless their number exceeds twenty, in which case they will elect two senators. (B/R 6/99)

1.4.2 Faculty Senate Organization

The Faculty Senate shall be organized according to Bylaws developed by the Faculty. These Bylaws shall be approved by majority vote of the voting academic and administrative faculty and are subject to final approval by the College President. Current Bylaws shall be published in all appropriate College documents.

1.4.3 Role of the Faculty Senate

The Senate shall make recommendations on behalf of the College faculty to the President and the Board of Regents on matters of Faculty rights and welfare and the College's primary mission, and serves as the primary policy recommending board for the College.

1.4.4 Senate Actions

1. Any actions or recommendations by the Senate requiring action or approval by the President or the Board of Regents shall be transmitted, in writing, to the President by the Senate Chairperson.

2. The College President shall respond in writing to Senate actions or recommendations within 20 working days. Transmittals requiring the approval of the Board of Regents will be processed according to the NSHE Code 1.4.8. (B/R 12/93)

Section 1.5 Presidential Advisory Boards

As determined by the President, other governing councils may be established and utilized as Advisory Bodies to the President. These include, but are not limited to:

1.5.1 President's Cabinet

The President's Cabinet represents, but is not limited to, the Vice Presidents of the College, representatives of the Classified Council, representatives of the Administrative Faculty Council, and the Faculty Senate Chair and Chair-Elect.

1.5.2 Classified Council

The Classified Council represents those positions authorized by the State of Nevada under contract as Classified employees.

1.5.3 Administrative Faculty Council

The Administrative Faculty Council represents staff with a full-time administrative appointment at the level of director and below.

1.5.4 Council of Chairs

The Council of Chairs represents all Academic Department Chairs in the College, and one representative for faculty in each division who are not represented by an elected Department Chair.

1.5.5 Academic Council

The Council of Deans represents all Academic Deans in the College.

CHAPTER TWO

Section 2.1 Procedures Relating to Educational Policy

2.1.1 Purpose

The purpose of this chapter is to describe institutional policies and procedures relating to professional personnel recruitment, curriculum and other educational matters.

Section 2.2 Curriculum and Instruction

2.2.1 Teaching Schedule

Each member of the faculty is responsible for recommending his or her teaching schedule to the appropriate administrator before the beginning of a new semester.

2.2.2 Instructional Workload

Faculty will be assigned specific courses or assignments by the appropriate administrator according to the workload policy developed by the Faculty Senate, approved by the College President, and published in the Professional Staff Handbook.

2.2.3 Course Development

The Faculty Senate shall recommend procedures for curricular development and review of courses and programs. The Faculty shall also develop evaluation procedures consistent with curricular goals and the College's primary mission. Changes to the curriculum shall be reviewed by the Curriculum Committee and the Academic Standards Committee and approved by the appropriate administrators.

2.2.4 Curricular Concerns

Faculty concerns involving educational and curricular matters will be processed through appropriate college governance channels.

Section 2.3 Recruitment for Professional Positions

2.3.1 Institutional Committee

Whenever a vacancy occurs for a professional position, an institutional recruitment and screening committee shall be appointed by the President according to procedures identified in the Professional Staff Handbook, which procedures by reference thereto, are made a part of these Bylaws. This committee shall operate in accordance with relevant Federal guidelines, institutional personnel policies, and the College Affirmative Action Plan. Institutional personnel policies and the College Affirmative Action Plan shall be developed and periodically reviewed by appropriate administrators in cooperation with Faculty.

Section 2.4 Professional Personnel Development

2.4.1 Programs

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

2.4.2 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.

Section 2.5 Other Educational Policies and Procedures

2.5.1 Operational Needs

In keeping with the priorities of excellence in instructional support services, the faculty should regularly make recommendations on operational needs to the appropriate administrator.

2.5.2 Budget Planning

The Faculty Senate Chairperson shall advise the President in the preparation of the biennial college budget. A copy of the completed College budget proposal shall be forwarded to the Faculty Senate.

2.5.3 Conditions of Employment

All specifications for employment, including but not limited to, hiring, tenure process, non-reappointment, and curricular or financial exigency are governed by the NSHE Code. (B/R 8/98)

2.5.4 College Committees

1. All members of the Faculty are expected to be available to serve on college-wide, Faculty Senate standing, departmental and ad hoc committees as part of their professional responsibility.
2. The College President shall consult the Faculty Senate when making appointments to committees that deal with Faculty concerns. Representatives of College-wide committees shall submit progress reports when requested to both the Faculty Senate Chairperson and the College President.

CHAPTER THREE

Section 3.1 Policy and Procedures Relating to Faculty Welfare

3.1.1 Purpose

The purpose of this chapter is to describe policies and procedures, or their sources, relating to Faculty welfare and rights not generally covered by the NSHE Code. (B/R 12/93)

Section 3.2 Employee Conditions

3.2.1 General Procedures

The Faculty, in compliance with policies established by the Board of Regents or set forth in the NSHE Code , shall develop policies and procedures relating to tenure and grievances. Such policies shall be submitted to the College President for approval. (B/R 12/93)

3.2.2 Specific Procedures

1. The College President shall seek recommendations concerning appointment with tenure for Faculty members under the procedures specified in the NSHE Code, with the following additional procedures. (B/R 12/93)

2. The College President shall receive a recommendation regarding the granting of tenure from a peer review committee, the department chair, the appropriate dean, and the appropriate vice president. The peer review committee shall be constituted of three 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 the 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. If the candidate for tenure is not a member of a department, the person elected to represent her/him in the council of Chairs shall perform the role of a department chair. If such person is a candidate for tenure, the president or her/his designee and the Senate chair shall meet to develop appropriate procedures. (B/R 6/99)

3. In order to protect tenured Faculty from termination based on arbitrary, capricious or unreasonable policies or procedures, the provisions of the NSHE Code 5.12.2 shall be scrupulously adhered to by all concerned in those instances where NSHE Code 5.12.2 is applicable. (B/R 12/93)

4. The primary emphasis of faculty evaluation shall be for developmental and constructive purposes.

5. Whenever disciplinary procedures are invoked against Faculty, the provisions of the NSHE Code , Chapter Six shall apply. If a Special Hearing Committee is formed, the general chair of the committee shall be determined prior to the start of the proceedings. The general chair shall have access to the College President with regard to the committee recommendations. (B/R 12/93)

6. Conflict Resolution

a. Intent

Faculty are encouraged to resolve conflicts informally. (B/R 5/90)

b. Grievance Procedures

(1) Faculty of the College who feel aggrieved because of an action or an omission of an action resulting in an adverse impact on employment conditions, except those conditions specifically excluded by the NSHE Code , institutional Bylaws, shall follow these grievance procedures. Professional staff who feel aggrieved on the basis of discrimination or denial of promotion, pay, or merit, should consult with the Human Resources Director regarding procedures to follow. (B/R 12/93)

(2) Within 10 working days of the alleged event-giving rise to the grievance, the aggrieved faculty member shall request in writing an informal mediation conference with the administrator responsible for the alleged grievance. (B/R 5/90)

(3) If the grievance is not resolved as a result of the first conference, the aggrieved faculty member shall request in writing within ten working days following the first conference, a second level mediation conference with the involved parties and the administrator's supervisor. (B/R 5/90)

(4) If the grievance is not resolved as a result of the second conference, the aggrieved faculty member must submit a Grievance Statement to the supervisor of the administrator responsible for the alleged grievance within ten working days following the second level conference, with a copy to the administrator responsible for the alleged grievance. The supervisor of the administrator responsible for the alleged grievance must respond in writing with a decision on the grievance within ten working days after receipt of the Grievance Statement. (B/R 5/90)

(5) If the faculty member remains dissatisfied with the outcome of the grievance after step 4 and the next level of supervision is not the President, within ten

working days after the decision referred to in step 4 is made, the Grievance Statement shall be submitted to the next higher level of administration for review and the decision which shall be made within ten working days after submission of the Grievance Statement. This step may be repeated for successive levels of administration until the faculty member is satisfied or the next level of administration is the President. (B/R 5/90)

(6) If the faculty member remains dissatisfied with the outcome of the grievance after the prior step, the aggrieved employee shall submit the Grievance Statement to, and request in writing a conference with, the President of the College within ten working days of the conclusion of the previous step. (B/R 5/90)

(7) The President of the College shall make a decision within twenty working days of receipt of the Grievance Statement. The president may appoint an administrator not involved in the dispute to act as a fact finder. The President is the final authority on all grievances. The President will forward his/her decision in writing to the aggrieved faculty member and to the administrator responsible for the alleged grievance. (B/R 5/90)

c. Processing Grievances

(1) It is the responsibility of the Associate Vice President for Human Resources to maintain a supply of Grievance Statement Forms. (B/R 12/93)

(2) If at any stage of the grievance procedure, the grievant does not take the next step within the time allotted, the grievance shall be resolved in accordance with the decision of the administrator at the last step. (B/R 5/90)

(3) If an administrator does not respond within the specified time limit, the faculty member can declare that resolution was not achieved at that step and proceed with the next step in the procedure. (B/R 5/90)

(4) Grievances shall be processed as rapidly as possible. The number of days indicated at each level shall be considered a maximum and both the faculty member and administrators shall make every effort to expedite the process in a shorter period of time. The parties may mutually agree in writing to extend any of the time periods. (B/R 5/90)

(5) Grievance Statements and responses shall be copied to all parties previously involved in the process. (B/R 5/90)

(6) The aggrieved faculty member has the right to bring to any conference a colleague and/or to have the conference proceedings recorded. He/she may bring counsel to the conference with the President, who may determine the extent of participation permitted by counsel. (B/R 5/90)

(7) Faculty members and administrators have rights set forth in the United States Constitution, Federal laws, and the Nevada Revised Statutes. Nothing in the above procedures shall be interpreted to expand, reduce or otherwise modify such rights. (B/R 5/90)

3.2.3 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 Senate Chair, who in turns take the recommendation to the College 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 NSHE Code , the policies of the Board of Regents, and the Community College of Southern Nevada Bylaws. (B/R 12/93)

3.2.4 Salary Policies

College-wide policies for Faculty salary placement and advancement shall be developed, and periodically reviewed by the Faculty Senate and Administrative Council, in compliance with NSHE policy, and submitted to the College President for adoption. The Professional Standards committee, appointed by the Faculty Senate, reviews all applications and makes recommendations for professional advancement on the salary schedule to the Faculty Senate Chair who in turn takes the recommendation to the Vice President Academics for approval. The adopted salary policies shall be published in all relevant College documents. (B/R 12/93)

Section 3.3 Part-Time Faculty

3.3.1 Role

Part-Time Faculty members possess unique education and/or business and industrial experiences that are an asset to the instructional programs of the College.

3.3.2 Employment Procedures

Employment policies and procedures for part-time faculty shall be developed by the Deans in cooperation with the Affirmative Action Officer, appropriate administrators and Faculty. Such policies and procedures shall be reviewed by the Faculty Senate and appropriate recommendations made to the College President. (B/R 12/93)

3.3.3 Academic Information

The College President shall insure the publication of an part-time Faculty Handbook describing regulations and procedures relevant to part-time instruction. (B/R 12/93)
(B/R 12/93)