2021
PART-TIME
FACULTY
HANDBOOK

INTRODUCTION

Welcome to the CSN Part Time Faculty Guidebook. This handbook is designed to provide information regarding the College of Southern Nevada.

As the largest postsecondary institution in Nevada, CSN is a large and complex organization that can at first seem daunting to navigate. Knowing the tools and information provided in this guidebook can improve your experience at CSN and help you accomplish your personal and professional goals.

It is our hope that you use this guide as a reference when questions arise about CSN services, operations, policies, procedures and practices. It will help you learn about the College's organization and orient you on where to go for more information. We also hope that this guidebook will serve to educate our many part time faculty members about college policies that are critical for everyone to understand.

Please note that for each section, whenever possible, the website to visit and the office to contact for the most current and up-to-date information is provided if you have further questions. Use the "Control + F" function on your keyboard to search key terms. While it has been our intention to provide the most complete information possible, there may be circumstances left unaddressed by this manual. In addition, circumstances will undoubtedly require that policies, practices, guidelines and other items described in this handbook change from time to time. Accordingly, CSN intends to modify, supplement, rescind, or revise any provision of this handbook as necessary or appropriate. Please check back periodically to review this document to stay informed. If an area of interest is not addressed in this handbook, you may search the CSN website by typing your inquiry into the "search CSN" box, located in the upper right-hand corner on the CSN homepage, at http://www.csn.edu/.

CSN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION NON-DISCRIMINATION STATEMENT

The College of Southern Nevada is committed to providing a place of work and learning free of discrimination on the basis of race, color, national origin, disability (whether actual or perceived by others), religion, age, sex/gender (including pregnancy related conditions), sexual orientation, gender identity or expression, genetic information, veteran status (military status or military obligations) in the programs or activities which it operates. Where discrimination is found to have occurred, CSN will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible. The following individual has been designated to handle inquiries regarding non-discrimination policies at CSN and is responsible for coordinating compliance efforts concerning Executive Order 11246, Title VI and Title VII of the Civil Rights Act of 1964, Title IX Educational Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1990: Dr. Armen Asherian, Director of Employee Relations and Title IX Coordinator, Office of Institutional Equity & Title IX, Charleston Campus, 6375 West Charleston Blvd.; Bldg. E, Office E-424, Las Vegas, NV 89146, Phone: (702) 651-7481, or Email: armen.asherian@csn.edu. The Office of Institutional Equity, Phone: (702) 651-5587, Fax (702) 651-5608, Email: TitleIXcoordinator@csn.edu, or website at https://www.csn.edu/institutional-equity.

For further information on notice of non-discrimination, you may contact the U.S. Department of Education, Office for Civil Rights at 1-800-421-3481 or visit the Office of Civil Rights online for the address and phone number of the office that serves your area.

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MISSION STATEMENT

The College of Southern Nevada empowers our students and communities to achieve, succeed, and prosper.

VISION STATEMENT

The College of Southern Nevada is recognized as a leader among community colleges in fostering student success, shared governance, and performance excellence.

VALUES STATEMENT

Values (I-LEAD):

- **Integrity:** We place fairness, honesty, transparency, and trust at the center of all decisions, policies, and operations

- **Lifelong Learning:** We foster curious minds, continuous learning, and broad-based education to enhance creative thinking, problem-solving, innovation, and principled leadership.

- **Excellence:** We achieve and surpass our goals through continuous performance improvement and commitment to – and quality in – teaching, learning, scholarship, service, and administration.

- **Academic Freedom:** We embrace freedom of thought and speech in support of teaching, learning, communication, shared governance, and responsible civic engagement.

- **Diversity:** We value the integration of different backgrounds and perspectives among students, faculty, staff, and community members as a way to collaborate and promote creativity, innovation, and growth.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

FACULTY-RELATED

When are the pay dates? Pay dates are determined by contract signature dates, which will vary semester to semester. Your Department Administrative Assistant will have those dates.

What is required in every CSN syllabus? Please see your department for specific requirements, a sample syllabus and the CSN policy.

Where do I get a textbook? See your department for your assigned textbook.

How do I access a test bank? Please ask your department if one is available.

How can I access my class roster? Class rosters are accessed in MyCSN.

Is there a standard grading scale? Yes: A, B, C, D, F, I, W. [See Professional Conduct, grading procedures]

How and when do I record final grades? How: Through My CSN. When: Finals week, with grades due the Wednesday after finals. Please see the academic calendar for any exceptions.

How can I get documents printed? Faculty are encouraged to use CSN Print Services, with copy cards available for emergencies. [Check with your department.]

When do I give my final? During finals week [See Academic Calendar for current year at http://www.csn.edu/pages/660.asp]

Where can I hold a makeup test? CSN has testing centers at each campus for makeup tests [See Faculty Resources, testing center.]

Do I get a CSN email address? All faculty are provided with a CSN email account. See your department administrative assistant for help in getting signed up.

Where is my faculty snail mailbox? At each campus where you teach. Double check with your department if you teach at multiple campuses. Campus mail/mailboxes are located on each campus near the switchboard.

What do I do if I need to miss a class? Immediately contact your department and the campus administrator at the campus at which the class is located.

What trainings are required for faculty members? Family Educational Rights and Privacy Act (FERPA), Sexual Harassment and Discrimination Prevention, Diversity 101, Guiding Principles, New Employee Onboarding (Orientation), FEMA Active Shooter, FEMA Incident Command, and HazCom.

How do I get a locked classroom door open or have someone walk me to my car? Your department should order you an electronic key card for classroom doors. To summon CSN's campus security, dial 702-651-5613 (this number routes through UNLV Security), and they will ask your name, which campus you are on, etc., and then send someone over to assist you.

CLASSROOM/STUDENT RELATED

May I move my classroom location? No. classes MUST be held in the assigned class location. If there is an issue let your department know immediately.

For what duration do I hold each class? Classes are to be held for the assigned time and for the entire term of the semester. Neither may be shortened without department approval.

Who handles computer classroom issues? CSN's Help Desk. 702-651-HELP (4357) or by email at www.help.desk@csn.edu

Is there a contact for non-computer classroom issues? Contact your department right away with other issues.

Can non-registered students be present in a classroom? No. [See Unregistered Students and Children in Class.]

Where can I advise students? Part-time faculty are not required to do student advising but may consult with students at their discretion.

May I have guest speakers? Yes, if the department is informed. [See Professional Conduct section on guest lecturers.]

How do I handle a disruptive student? CSN has a formal disruptive student policy. [See Campus and Classroom Security Disruptive Students.] If it is an emergency situation, use the classroom emergency phone. Also, please notify your department immediately.

When do I give student evaluations? Student evaluations are all done online through Canvas.

PROFESSIONAL CONDUCT

PROFESSIONAL STANDARDS

Faculty are expected to conduct themselves in an ethical and professional manner both in public and in the academic community. Two sources that provide guidance for professional standards are the Council of the American Association of College Professors (AAUP) and professional associations.

CSN faculty members are encouraged to follow the ethical guidelines adopted by the Council of the American Association of College Professors. The guidelines recommend that faculty respect the dignity and rights of students, and fellow faculty to express differing opinions, and that they defend intellectual honesty and freedom in inquiry. Academic freedom means that faculty may objectively and without

interference carry out their work. Faculty members are expected to create an atmosphere conducive to learning and to behave fairly and honestly in all aspects of the student-teacher relationship.

In addition, faculty members are expected to respect the dignity and opinions of administrative staff and support staff. Most faculty belong to professional societies or associations in their respective fields. These institutions have established guidelines for professional conduct of their members.

ETHICAL STANDARDS

The purposes of education are intellectual development, acquisition of tools required for scholarly and creative work, personal growth, and preparation for lifelong learning. Quality education at CSN demands that faculty, staff, and students behave in accordance with the highest ethical standards. These standards have been articulated by the faculty, the administration, and the NSHE Board of Regents.

Faculty should be particularly aware of the following unethical situations:

• Dishonesty in research or creative activity, including such acts as falsification, misuse, misrepresentation, tampering, or plagiarism;

• Inappropriate teaching behavior including such acts as not meeting classes, delays in grading, improper level of instruction, or the sole use of subjective evaluation criteria;

• Interference with the rights of others through such acts as physical intimidation, sexual harassment, discrimination, vandalism, or trespassing; and

• Unauthorized use of another's property including such acts as stealing, fraud, computer piracy, forgery, or false accusations.

In addition, as state employees, faculty and staff members are bound by state ethics requirements.

ACADEMIC INTEGRITY

CSN's Academic Integrity policy requires instructors to report instances of plagiarism/cheating to Student Affairs. You can read the policy at https://at.csn.edu/documents/student-academic-integrity-policy.

ACADEMIC ETHICS

The College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree and/or the submission as one's own work material that is not one's own. This may involve include one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions and /or falsifying academic records.

Collusion is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to providing a paper or project to another student, providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

Plagiarism is literary thievery. It is taking the words or ideas of another and misrepresenting them as your own. It is the student's responsibility to understand the meaning of plagiarism. Academic integrity is expected. Any form of cheating or plagiarism will cause you to fail the assignment and possibly the class. Cheating and plagiarism will be reported to the Department Chair and the Vice President for Academic Affairs for disciplinary action.

All of the following are considered plagiarism:
- Turning in someone else's work as your own;
- Copying words or ideas from someone else without giving credit;
- Failing to put a quotation in quotation marks;
- Giving incorrect information about the source of a quotation;
- Changing words but copying the sentence structure of a source without giving credit; and
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules).

PROCEDURES FOR HANDLING STUDENT ACADEMIC DISHONESTY

These procedures are designed to encourage a fair and appropriate response to allegations of student academic dishonesty. They may be modified in individual cases, so long as the student agrees to the proposed modifications, is provided an opportunity to respond to allegations of academic dishonesty within a reasonable time after the allegations have been made, and the modifications do not violate fair process.

A. Anyone with a good-faith basis for believing a student has violated this policy must report the alleged violation to the responsible instructor, Department Chair / Director, Dean or appropriate designee within the academic unit. The person who pursues the allegation may be the responsible instructor or a designee appointed by the supervisor of the academic unit in which the course is located. It is expected that appropriate review and consultation with a supervisor and/or Department Chair/Director is a part of this process.

   I. The person making the allegation must complete an Academic Integrity Report form. In any of the above circumstances, a copy of the Academic Integrity Report form (see Appendix A) shall be completed, with a copy being provided to the student. Authority and jurisdiction for actual determination of academic dishonesty and appropriate academic sanctions are with the primary instructor of the class and/or assignment in accordance with the academic unit Department Chairs/Directors/supervisors' approval. If the responsible instructor/designee facilitating the initial meeting is not the primary instructor, appropriate communication regarding such sanctions is necessary before signing the CSN Academic Integrity Report form.

B. A faculty member or primary course instructor who suspects that a student has committed an act of academic dishonesty shall notify the student and offer the student an opportunity for an initial meeting to discuss the allegation and to present any relevant information. When possible, this initial meeting shall occur within ten working days of discovery of the alleged violation.

C. Proceedings in case discussions are informal and non-adversarial. The responsible instructor/designee will advise a student of a scheduled meeting by verbal agreement, written

or electronic notice. The responsible instructor/designee should request a witness to be present for this meeting. In compelling circumstances, this initial meeting may also be referred to the appropriate Student Conduct Code Officer or designee. This option shall occur only after consultation with SCCO. If the student is out of state and is unable to travel, some other form of a meeting will be established and followed. [See "Student Conduct" drop down in blue box at bottom of landing page for current Student Conduct Officers Information https://www.csn.edu/student-affairs.]

D. The purpose of this initial meeting will be to review and discuss the allegations before a decision is reached. The responsible instructor/designee may use documentary evidence, provided the student is allowed to respond to it at the meeting. A student may bring relevant witnesses and/or an advisor. Neither the responsible instructor/designee nor the student may have legal counsel as their advisor at an initial meeting. An advisor is not permitted to participate directly or speak for the student, but may only be present during initial meetings or any subsequent college hearings.

E. At this initial meeting, the following results may occur:
    I. The allegations are dismissed.
    II. The student accepts responsibility for the violation and accepts the academic sanction(s).
    III. The student does not admit responsibility for the alleged violation and requests a hearing.
    IV. The student accepts responsibility for the violation but does not accept the academic sanction(s) and requests a hearing.

F. Upon completion of this initial meeting, if the responsible instructor/designee believes academic dishonesty has occurred at any level, he or she shall notify the appropriate Student Conduct Code Officer (SCCO) for resolution of an Academic Dishonesty violation. Notification to the SCCO shall include a copy of the signed CSN Academic Dishonesty Report form and copies of any relevant documentation used in determining the violation.

The SCCO will notify the charged student per notification procedures specified in the CSN Student Conduct Code, which can be found at: Rules of Conduct and Procedures for Students of the Nevada System of Higher Education.

The student will be informed of his or her applicable rights and the process(es) for accepting the academic and judicial sanctions and/or appealing the academic decision and sanctions.

If the student does not attend the initial meeting, the instructor shall forward the charge to the Student Conduct Code Officer (SCCO).

COPYRIGHT

OWNERSHIP OF COPYRIGHT

CSN recognizes that ownership of an original creative work generally resides with the instructor as the author/inventor. However, when an instructor prepares materials for a distance education course using College resources, joint rights to use the material may also go to CSN. Further, if the College pays an instructor a fee to develop a course or another creative work, the College may own the course or

creative work. Further information regarding ownership of creative works of faculty is found in the [Nevada System of Higher Education Board Handbook, Title 4, Chapter 12.](#)

USE OF COPYRIGHTED WORKS

There are legal rules that govern use of the creative works of others, and violation of these rules could result in a lawsuit against you for damages and penalties. In general, the safest approach is for an instructor to obtain the permission of the author to use his/her creative work or for each student to purchase a copy of the creative work. However, the law recognizes that this is not always possible or realistic. To meet the needs of educational institutions, the law recognizes that "fair use" may be made of the creative work of others for educational purposes. Although it is not possible to precisely define a "fair use," the factors balanced by the courts in determining this issue include: 1) the purpose of the use, (i.e. is it for a commercial or non-profit purpose); 2) the nature of the work (e.g. the more creative or original, such as fiction works, the more then work will be safeguarded from unauthorized use); 3) the amount of the work used (using the whole work or the heart of its substantive content will be viewed less favorably); and 4) the effect of the use upon the potential market. As a part of "fair use," the law explicitly recognizes that certain uses in the classroom are appropriate without permission. Thus, an instructor may make one copy per student of a work that is limited in scope (e.g. a chapter of a book, an article, a short story, an illustration or a poem) if that use is spontaneous, germane to the classroom discussion, and notice is given of the copyright. An instructor may also make audiovisual presentations in class of validly acquired full-length creative works that are germane to the course material. Please keep in mind, however, that in distance education, the classroom exception is more limited in scope. For example, the use of full-length audio or video materials is generally prohibited. If you have questions about appropriate use, please contact your Department Chair.

ATTENDANCE

FACULTY ABSENCE

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

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

If you know of an absence in advance, let the students know as early as possible. Make a note of the names of any students who are absent when you make the announcement and notify them of the

cancellation. Immediate complaints are often received when an instructor is late, dismisses class early, or does not make arrangements for a substitute. Please make every effort to hold class as scheduled.

STUDENT ATTENDANCE

Students are expected to attend all classes and to be on time. Attendance must be addressed in your syllabus and should be clearly stated and enforced in an equitable way. For more information go to: Course Syllabus Policy

The Board of Regents has authorized absences due to religious holidays or observances. Please make arrangements with students for make-up work if they miss class for religious activities. Other make-up work is at the instructor's discretion. Unusual attendance patterns or unfavorable conduct may indicate a student needs special assistance to succeed academically. Consult your Department Chair or department administrative assistant for guidance.

UNREGISTERED STUDENTS OR CHILDREN IN CLASS

It is against College policy for children or other unregistered persons to attend classroom sessions. The reason for this policy includes liability, fairness, and classroom disruption concerns. The only exceptions to this policy are departmental/college evaluation of the class or other similar administrative issues, authorized disability services, and special invitation of the instructor for the purpose of assistance in classroom presentations. The CSN Unregistered person in class policy can be found here: Unregistered Persons in Class policy

CSN POLICY ON CHILDREN ON CAMPUS

At CSN we do our best to accommodate our students and visitors so that they feel comfortable and safe on campus. When children are on campus it is extremely important to us that they are taken care of and protected to the best of our ability. However, there are guidelines for children on campus. The following are CSN's guidelines for Children on Campus and we ask for your cooperation.
1. Children are not allowed on campus without an adult who is responsible for the child.
2. Children are not allowed in classes or labs. Students who bring children to classes or labs will not be allowed to be in the classroom or lab.
3. Children found on campus unsupervised will be taken to the Security Office. An effort will be made to locate the responsible adult.

Minor Children on Campus Policy If you have any questions or concerns about this policy, please contact the Vice President of Academic Affairs.

ADDING STUDENTS

Late registration for 16-week courses only, during first week only. Effective at the start of the spring 2016 semester, CSN modified the late registration policy to allow students to register for 16-week

courses until 11:59 p.m. within seven calendar days of the start of the instruction. There is no late registration available for short-term courses; for all courses less than 16-weeks, registration must be completed by 11:59p.m. on the day before the session begins. However, there are few exceptions listed below. Please see the Late Registration Policy for more information.

Why?
Many colleges and universities are eliminating late registration because research has shown that students who register late are more likely to fail courses or drop out of college. This modification, allowing a one-week window to drop, add, or change courses during the first week of regular session courses will allow CSN to collect and review data to help strike a balance between students' ability to access courses and successfully complete their courses.

How it works:
CSN students will be able to register for courses until 11:59 p.m. within seven calendar days of the start of instruction for regular semester (16-week) courses. For short-term courses (less than 16-weeks) registration must be completed by 11:59 p.m. on the day before the session begins.
** Some courses may be offered in a late-starting, short-term format.**

Exceptions to registration deadline:
a. Exceptions include:
- Restricted courses requiring permission of instructor
- Courses requiring auditions or try-outs
- Courses for Special Populations or Cohorts, including but not limited to Jumpstart and courses designated in a Memorandum of Understanding
- Students dropped due to human or system errors made by the institution including a delay in financial aid awards caused by the institution
- Courses that were cancelled within 6 days of the start of the session

b. Exceptions require permission of appropriate instructor(s) and the Department Chair. The communications can be done via email or official form. The student must be enrolled in the class by the end of the first week of the session.

Here is the Course Registration & Course Withdrawal Policy. The policy was adopted by Faculty Senate.

GRADING PROCEDURES

At the end of each semester or session, reporting of individual student grades is made available through MyCSN. Students may also pick up a printed copy of the semester grades at the Office of the Registrar with a photo ID one week after the semester ends. Please explain the grading system the first day of class as well as including the grading system in your course syllabus. There should never be a mixture of letter grades and pass/withdraw grades within one class.

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

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

The most difficult challenge in grading is consistency. If previous experience has indicated problem areas in your individual grading practices, this is the time to modify your practices. Since the + and – option

are currently part of the system, if you use +s and –s on assignments and tests, they should also be used in the final evaluation process for the final grades.

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

Grade values are as follows:

A	Superior	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1
D+		1.3
D	Below Average	1.0
D-		0.7
F	Failure	0.0
P	Pass —Student has passed course satisfactorily, but grade points do not accumulate on transcript	
I	Incomplete – See below	
S/U	Satisfactory/Unsatisfactory	
	S= Student has earned C-or above	
	U=Student D+ or below in the completion of the course objectives	
AU	Audit	
W	Withdrawal	
NR	Not Reported —Pending faculty submission of final grade	

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

I (Incomplete): You may give an "I" if the student has successfully completed all course work up to withdrawal date of the semester/session but is unable to complete the course for good cause. The student must arrange for the incomplete with the instructor and acknowledge the statement of work that must be completed to receive a final grade. The students have one year to complete the work for a

final grade. An incomplete not made up within this time period will have a grade assigned by the instructor which could be an "F" or "W". The "I" grade is worth zero (0) grade points.

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

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

W (Withdraw): *** Please note* that there are no instructor-initiated student withdrawals (W's) from courses.** Instructors do not have the option of withdrawing students from their courses. The student must receive a grade of "A" through "D-", "F", "Pass", "I" or "AU" if the student is still on the class roster after the 60% point in the session.

Students must officially withdraw from their course(s) should they no longer wish to participate. Students may withdraw from a course with a grade of W during the first 60% of a session.

Before withdrawing from a course, students are strongly encouraged to discuss their decisions with an academic counselor, academic adviser, or success coach AND Student Financial Services since these decisions may affect a student's financial aid and Satisfactory Academic Progress.

GRADE POSTING IN CLASS

Absolutely **NO** grades may be publicly posted as mandated by FERPA. Please do NOT advise your students to call the department administrative assistants for their grades. Grades will be posted in MyCSN.

COURSE WITHDRAWAL

Students must officially withdraw from the course(s) that they no longer wish to participate in by the published deadline. Instructors cannot withdraw students.
- Students may withdraw from a course with a grade of W during the first 60% of a session.
- Before withdrawing from a course, students are strongly encouraged to discuss their decisions with an academic counselor, academic adviser or success coach AND Student Financial Services since these decisions may affect a student's financial aid and Satisfactory Academic Progress.
- The student must receive a grade of "A" through "D-", "F", "Pass", "I" or "AU" if the student is still on the class roster after the 60% point in the session.

Please see Course Withdrawal Policy for more information.

EVALUATION PROCEDURE

FACULTY OBSERVATIONS

All adjunct faculty will have in-classroom observations conducted by a faculty member in their department. The frequency may differ for new and previous courses taught. Please check with your coordinator for specifics. The Department Chair or designee reserves the right to drop in for the in-class observation. An evaluation report will be written and placed in the instructor file.

STUDENT COURSE EVALUATIONS

With the electronic process, when will results be available?
Results for all evaluations will be available after the deadline for grade submission each term. Instructors will click on the Course and Instructor Evaluation link in their course to view the evaluations.

Here are some ideas that instructors should consider when working on improving response rates:
- Include the evaluation period (75% of the course completed through the last day of class) in course syllabi.
- Ask students to access the "Course and Instructor Evaluations" link on the left menu bar in their Canvas module. [See Student Evaluation Kit FAQs.]
- Emphasize the significance of course evaluations and let students know that their responses matter.
- Monitor and communicate course response rates to students during class.
- Schedule time in a computer lab during class when students can use laptops or tablets to complete these electronic evaluations. Important note: Just as with paper evaluations, if class/lab time is set aside to complete evaluations, instructors must leave the classroom while students complete evaluations.
- During the evaluation period, give an assignment or exam through Canvas so that students are reminded to complete evaluations through Canvas pop-ups.
- Have class complete electronic evaluations at the beginning (as opposed to the end) of class. Instructors can show the overall response rate for an entire class by pulling up Canvas using a ceiling mounted project and podium computer in the SmartClassrooms. Response rates are displayed in real time, so as students complete evaluations, the rates go up. Please note: In keeping with the College's long-standing practice with course evaluations, instructors must leave the classroom while evaluations are being completed.

What are the EvaluationKit system requirements?
Evaluation Kit – to view your student course evaluations once a course is completed - works with Internet Explorer, Firefox, Chrome, and Safari. If you do not currently have one of these browsers, you can download Firefox for free.

Can faculty ask additional questions on the evaluations?
No.

Will I be able to monitor response rates while the course evaluation is open for students?
Yes. Instructors may monitor their response rates for each class by clicking on the link for Course and Instructor Evaluation inside your Canvas course shell.

How do I save a copy of my course evaluation results?
When they become available, results may be downloaded as a PDF or Excel file.

Can I see my results from past semesters?
Yes, they are available for one year after the end of a course.

Who will have access to the results of my course evaluations?
The results are available to you, your Department Chair, and the School Dean.

What if I am an instructor and I am taking courses?
You will be able to complete the evaluation for the course you are taking as a student just like any other student enrolled in the course. You will go to the course you are enrolled in as a student and click on the link in the left menu bar in Canvas for Course and Instructor Evaluation.

What are the advantages for faculty?
Online course evaluations provide faculty members with better-quality feedback in aggregated and easily understood formats. Faculty receive feedback soon after they have turned in their grades for the course, and as students often provide lengthier, more thoughtful responses in online course ratings, faculty members may gain a more comprehensive and nuanced understanding of the strengths and weaknesses of a particular course.

Are there other advantages?
Instituting online evaluations is part of the shift to more sustainable and more user-friendly paperless processes and will save approximately 100,000 sheets of paper every year.

How was the online course evaluation form developed?
The online evaluation form uses the same questions that were used for on-campus paper evaluation.

Can the form be tailored by faculty members to suit their courses?
No, it cannot be changed by individual faculty members.

Are my course ratings made public?
Results are only viewable by the instructor, the Department Chair and the School Dean.

Can a student who has withdrawn from a course fill out a ratings survey?
Students who withdraw from a course during the semester are deleted from the roster in Canvas. As a result, they do not have access to complete the evaluation for a course they dropped.

FACULTY IDENTIFICATION CARDS

Picture ID cards are available to faculty. Please check with your Department Chair or department administrative assistant to obtain a faculty ID card. In order to obtain an ID card, newly-hired faculty and staff must present a copy of their contract or a letter from the Human Resources Department stating that they are employed at the College. The Associated Students of the College of Southern Nevada (ASCSN), in coordination with the Department of Student Life and Leadership Development (SLLD), issue ID cards at each of the main campus SLLD office locations. For information and locations, visit http://www.csn.edu/ascsn.

SMOKING POLICY

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

GUEST LECTURERS

Faculty must obtain prior approval from the Department Chair to have guest lecturers in their classes. For more information, please see your Department Chair or see the Faculty Handbook.

FIELD TRIPS

Field trips or class activities conducted outside the regularly scheduled class or lab should be approved in advance by the Department Chair. See Field Trip Liability Waiver forms online for CSN sponsored field trips and instructor's privately sponsored field trips.

REQUIRED TRAINING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES

CSN is committed to promoting personal and professional growth for all members of the academic community, including part-time employees. Our in-house department, the Center for Academic and Professional Excellence (CAPE) provides workshops, resources, and individual assistance in innovative teaching, teaching with technology, leadership, and service across campuses. CSN faculty and staff receive monthly CAPE announcements via email. For more information, please call 702-651-7521 or email the CAPE office at CAPE@csn.edu. Many professional development platforms are also available by logging into your GoCSN and clicking the "CAPE My Learning" tile. CAPE looks forward to serving your professional development needs.

SEXUAL HARASSMENT AND DISCRIMINATION TRAINING

Sexual Harassment and Discrimination Training is required of all college employees on an ongoing basis of every two years. The original training should be taken in a face-to-face workshop as soon as possible after hire. This workshop is provided by CAPE. To view session times and register, login in to GoCSN https://www.csn.edu/gocsnlogin and click on the red "CAPE My Learning" tile. Select the "Learning Library" tab at the top, and this course is listed under "All Others" tab. If you are unable to attend one of these sessions in a timely manner you can contact Human Resources at hrcustomerservice@csn.edu for a law room voucher to access this training online.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

FERPA training is required to be able to receive a login to MyCSN. Once a new employee completes the new hire processes through Workday, they are sent a validation email in order to activate their "Active

Directory" login. After activation of your Active Directory, go to the GoCSN page, click on the Canvas tile, login to Canvas and then select the FERPA Online Training.
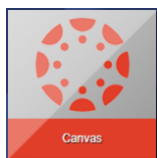
After completion of the FERPA training with a score of 100%, click on the OnBase tile on the GoCSN page, and login to that application with your Active Directory to find the Security Access form (further directions for accessing and uploading this completed Security Access form will be sent by our security access team during your onboarding process). After completion and approval of these steps, you will be issued a login and password in two separate emails from the business operations coordinator.

ACTIVE SHOOTER TRAINING

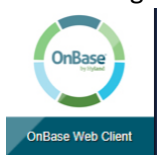All CSN employees are required to take the IS-907 Active Shooter course, which is available at http://www.training.fema.gov/EMIWeb/IS/IS907.asp. Upload your certificate to your CAPE MyLearning profile (click into the red CAPE My Learning tile found in GoCSN), or email it to cape@csn.edu.

FACULTY RESOURCES

ENTERING GRADES USING MYCSN

Instructors will enter all course grades using MyCSN from within their Faculty Self Service. Please see Instructions for Entering Grades Using MyCSN as posted by the Registrar's Office or ask your Department Chair for guidance.

PRINTING SERVICES, COPY SERVICES, AND COPY CARDS

PRINTING SERVICES

CSN Printing Services operates a printing office on the North Las Vegas campus to support the teaching and learning mission by providing high quality and cost-effective design and printing services. CSN Printing Services offers the following services: business cards, stationery, stock forms, basic copying, full-service copy center, offering color and black and white prints, wide-format posters, lamination, and bindery services, printing, Xerox Quick Print, Xerox Color Quick Print, and Off Press. Design services offers campus clients estimates, assistance, and services in designing cost-effective print-ready

publications that comply with postal regulations and CSN standards and graphics. Information about printing prices and services can be found at CSN's Printing Services website.

COPY MACHINE ACCESS/XEROX DUPLICATING

CSN has convenience copiers for your use. Each part time faculty member is eligible for a copy card. Contact your department administrative assistant for a copy card if you do not already have one. Copying over 100 copies is more cost effective if sent to the Print Shop. Please contact your department administrative assistant for more information regarding guidelines on the use of copy machines.

MATERIALS AND SUPPLIES

TEXTBOOKS

Check with your department administrative assistant as to how textbooks are selected and ordered for your course(s). The bookstore, located on each main campus, is the official vendor for all College textbooks. Students may also purchase textbooks from the online bookstore or from the bookstores located on the three main campuses. Consult the current semester class schedule for hours of operation. Faculty members are reminded that the resale of review copies of textbooks is prohibited. CSN has a Textbook Policy, which covers how textbooks are selected.

BOOKSTORE

CSN has three campus bookstores that provide students with textbooks and offers other CSN gear and school supplies for sale. The bookstores are managed by an external vendor. For more information, go to http://www.csn.edu/academics/bookstore.asp.

North Las Vegas Campus- Main building- Room 1082- 702-651-4645
Henderson Campus- Building C- 702-651-3055
West Charleston Campus- Building B- 702-651-5606

SUPPLIES

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

CSN LIBRARIES

All part-time instructors are granted library privileges for the contract period during which they are employed by CSN. CSN has libraries on the North Las Vegas, Henderson, and West Charleston campuses. In addition to the collections of books, periodicals, media, and research materials on each campus, CSN Libraries provides extensive online access to the world of information (full-text journal, magazine and newspaper articles, books, media databases, indexes, and online catalogs across all disciplines) via their

website from any location on or off campus. The website also provides a variety of information, literacy tutorials, and research guides for classroom or e-learning use and various resources for developing effective research assignments. Reference services are available on each campus and virtually. CSN participates in interlibrary loan and document delivery programs to support the borrowing of materials from other libraries. For complete information on the libraries and their resources, hours of service, locations, phone numbers, and policies, or to search available library resources, go to http://www.csn.edu/library/.

DISABILITY RESOURCE CENTER

If a student indicates that he or she has a disability, that student **must** provide documentation from the Disability Resource Center (DRC) before the instructor provides any accommodation. If the DRC paperwork is not provided to the instructor, the instructor must not provide accommodations. Faculty members are encouraged to contact DRC staff members if they have questions.

For matters involving an employee's request for accommodations based upon a disability or long-term medical condition contact Ms. Kathy Eghoian at 702-651-7457 in Human Resources. For allegations of discrimination based upon a disability, failure to receive a granted accommodation or a student's rights under Title IX Pregnancy, please contact the Office of Institutional Equity at TitleIXCoordinator@csn.edu or call 702-651-5587.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Confidential services are available to assist faculty and staff by offering consultation regarding CSN-related issues and/or classroom situations. For more information or assistance, contact Counseling and Psychological Services (CAPS)

North Las Vegas Campus- Room 1088- 702-651-4099
Henderson Campus- Building C, Room 100A- 702-651-3099
West Charleston Campus- Building D, Room 108- 702-651-5518

TECHNOLOGY AND COMPUTING RESOURCES

The Office of Technology Services (OTS) supports and enhances teaching and administration through the effective management and use of information technology resources. OTS also helps faculty, students, and staff use innovative technologies that result in genuine benefits to CSN, including network security, faculty websites, classroom technology, audio-visual equipment, wired and wireless network services, database and server support, CSN faculty and student email accounts and general computing support for the college.

IT HELP DESK

The IT Help Desk supports technology needs for CSN employees and students. Services include desktop computing support, password and login support, software assistance, network assistance, software

training, wireless network assistance, installing antivirus software, and general computing help. The Help Desk is the point of contact for all computer, phone, printer and software issues. The Help Desk can be contacted locally at 702-651-HELP (4357) or toll-free at 800-630-7563 or by email at mailto:help.desk@csn.edu. The Help Desk is open 24 hours a day/7days a week.

COMPUTER LABS

CSN computer labs or Interactive Learning Centers are supported by the Office of Technology Services. For a list of computer lab locations and hours, go to the Computer Labs website.

CSN WIRELESS NETWORK ACCESS

CSN's on-campus Wireless service is available to all students, staff and faculty. Users will be prompted to login using their current Active Directory username and password. There is no need to install any additional software to access this network. CSN wireless works with all operating systems.

SMART CLASSROOMS

Many of the classrooms at CSN are considered to be Smart Classrooms. Smart Classrooms vary by the type of equipment that is located in them. View Smart Classroom guides for each room, photos of the standard equipment, and tutorials on how to use the equipment. Faculty who require additional media equipment or assistance with a classroom computer, should contact the Help Desk at 702-651-HELP (4357) or toll-free at 800-630-7563.

CAMPUS MAIL

CSN offers outgoing and interoffice mail services. Interoffice mail is available to help faculty and staff send documents to colleagues at any CSN office. See CSN Delivery Services Guide for more information.

MAILBOXES

Please check your mailbox regularly for important correspondence and student communications. See your department administrative assistant to find out where your part-time faculty mailbox is located.

TESTING CENTER

The CSN Testing Center is located on each of the three main campuses. Services include computerized math and English placement tests, CSN course test proctoring, and external test proctoring. See Instructor Testing Tools for more information.

Test Proctoring. The Testing Centers proctor tests for courses taught at CSN. Faculty can arrange to have a test proctored or for a student to make up a test outside of the regularly scheduled class time. Arrangements for test proctoring can be made by calling one of the three main campuses and

completing [this form](#). The Testing Center's staff will administer the test in accordance with your instructions, and you can retrieve the test once it is completed.

North Las Vegas Campus - 702-651-4050
Henderson Campus - 702-651-3128
West Charleston Campus - 702-651-5733

EARLY ALERT

Faculty members often observe students who are struggling academically. The [E-Alert System](#) provides faculty with a confidential means to submit to the Advising and Coaching Services Office the name of a student having problems in a class, so that he / she can be offered timely assistance. Advising and Coaching Services staff will then make contact with the student and provide an appropriate course of action to help the student succeed. By working together, we can best support our students and help them persist and thrive. All faculty members are encouraged to use this service, as students who accept these services have shown a higher success rate than those students who do not accept services.

ELEARNING (ONLINE LEARNING MANAGEMENT SYSTEM)

The College of Southern Nevada is a leader in online education (eLearning), offering fully accredited online degrees to students. eLearning offers innovative technology to facilitate learning without the limitations of time or place. CSN offers courses online so that students around the world can complete a certificate or associate degree without stepping foot in a classroom. eLearning students use state-of-the-art technology to connect with faculty members, classmates, and advisors. CSN's online courses link students with their faculty member and course mates online through the current online learning management system. Online courses are offered both in both asynchronous and synchronous formats.

The CSN Online Campus has a centralized web presence with exemplary online student services, a comprehensive student orientation to online learning and the online course management system, and faculty resources. The Office of eLearning is responsible for providing support for distance education, Canvas training, and support to faculty and distance students active in the Online Campus.

For more information, please contact the Office of eLearning at 702-651-5619 or elearning@csn.edu or visit https://www.csn.edu/online-campus.

CAMPUS CHILD CARE

CSN provides two childcare centers located on the North Las Vegas and West Charleston campuses. Campus Child Care is dedicated to serving the needs of CSN student and employees' families through high quality programming, thus empowering the success of student parents in their pursuit of higher education. The centers serve as a model in leadership and excellence for the early childhood profession by providing a nurturing, secure, stable, and responsive environment that supports the growth and development of each individual child. For more information, contact Campus Child Care Services or visit the [Day Care page on the CSN website](#).

West Charleston Campus- 702-651-7390
North Las Vegas Campus- 702-651-4944

SCANTRON SCORING

There are Scantron machines located throughout the three main CSN campuses and at the satellite centers. Contact the campus administrator or your department administrative assistant for the location of the Scantron machine and to order Scantron forms. Some Scantron forms are also available to purchase at the three campus Bookstores.

STUDENT RESOURCES

Please note that in an effort to prevent duplication, resources mentioned elsewhere are not repeated here. Please see Faulty Resources for information on eLearning and CSN Libraries.

CENTERS FOR ACADEMIC SUCCESS

CSN Centers for Academic Success provides quality DROP-IN academic assistance to all students enrolled in for-credit courses at CSN. Tutors are available for most general education courses and some historically challenging courses. Academic learning support includes assistance with learning strategies, Canvas, Smarthinking online tutoring, Microsoft Office, reading, writing, oral presentations, math, and science. CAS tutors also provide support to study groups. See the Centers for Academic Success page for locations, hours, and contact information.

Help not available? If a student needs help and says a subject is not offered, contact a campus coordinator right away. The staff in the Centers can usually find someone who can help.

Complaints? If a student is displeased with the service offered, please ask the student to contact a campus coordinator right away. The staff in the Centers will look into the matter immediately.

Be Involved! Help the Centers maintain the quality service provided in the following ways.

- Join an Advisory Committee
- Speak at staff orientations and meetings about your disciplines requirements
- Assist with or create training modules to help staff become more knowledgeable in discipline content
- Provide discipline specific resources like essay and assignment models, course outcomes, and standards
- Require or recommend at least one visit to all students to help eliminate the stigma of utilizing services
- Schedule a tour of one or more of the centers, class visit, and/or workshop for students

CSN partners with SMARTTHINKING to offer free academic support to all CSN students. SMARTTHINKING has the online tutoring, online writing services, and homework help services that help students succeed. SMARTTHINKING provides 24/7 online tutoring in Mathematics (Basic Skills – Calculus II), Writing, Chemistry, Physics, Biology, Introduction to Human Anatomy and Physiology, Accounting, Economics, Introductory Finance, Spanish and Statics. Online Math tutors are available 24 hours a day, 7 days a week during the school year. CIT Lab Monitors are available during the same hours as posted for the CIT Networking Labs. Over 80% of SMARTTHINKING online tutors have a Masters or PhD in their respective discipline, and they average eight years teaching experience. SMARTTHINKING's Online Writing Lab helps students at secondary, post-secondary, and graduate levels become stronger writers. Students receive a detailed, personalized critique of any written assignment, such as an essay, report, personal statement, cover letter, resume, or creative story. See https://at.csn.edu/documents/software-lab-and-smarthinking-system for more information.

STUDENTLINGO TUTORIALS AND SUCCESS WORKSHOPS

StudentLingo is a suite of online, on-demand, interactive video workshops focused on helping students achieve their academic, personal and career goals. These workshops are available online 24 hours a day. StudentLingo success workshops can be accessed through logging in to GoCSN, clicking on the My Coyote Success tile and clicking on the Student Success Workshops to view the workshop options. See StudentLingo FAQ here

COMPUTER INFORMATION TECHNOLOGY & INFORMATION SYSTEMS LEARNING LABS

The Computer Information Technology (CIT) & Information Systems Learning Labs work on a first-come, first-serve basis. Students can use these centers as a place to study and ask questions, no appointment is necessary. Lab monitors are there to help.

North Las Vegas Campus Networking Lab – Building A, Room 2725
North Las Vegas Campus Networking Lab - Building A, Room 2767
West Charleston Campus Networking Lab - Building C, Room 116
For locations and hours updated by semester, please visit https://at.csn.edu/cit-information.

- Assistance with software and equipment
- Take final exams

TRIO-STUDENT SUPPORT SERVICES

TRIO Student Support Services is a comprehensive and highly individualized one-stop educational program offering many free services under a single department, including: in-depth planning, supplemental tutoring, assistance in filling financial aid applications, additional grant money, career exploration and planning, and study skills instructions. Services of this federally funded program are

designed to help first-generation college, financial aid recipients, and/or disabled students complete a two-year degree at CSN and/or transfer to a four-year school. For more information visit TRIO's website. TRIO is located on the North Las Vegas Campus- Room 1120 phone number 702-651-4441.

ADVISING AND ACADEMIC COACHING SERVICES DEPARTMENTS

Advising- CSN is committed to providing quality academic programs and support services that promote student achievement, degree completion, and lifelong learning. CSN's academic advising program is an essential component of the student learning experience. CSN employs an accomplished team of academic advising professionals whose mission is to engage each student in an ongoing developmental process in which advisors share information and teach planning and decision-making skills to help the student learn to manage their educational career. Advisors also help students formulate personal goals, explore interests, consider educational options, and focus on courses and campus activities that will enhance their learning experience.

While the student is ultimately responsible for ensuring personal progress towards the chosen major/degree, CSN provides a variety of academic advisement venues to assist the student in interpreting degree requirements. Students can choose to meet with Advisors on each of our three campuses in person or remotely by phone or web video chat.

For more information about the Office of Academic Advising or to schedule an appointment, visit the Advising page. Students may also email advising@csn.edu. Students are encouraged to run their Academic Advisement Report to check progress toward a degree by using the MyCSN guide available at https://www.csn.edu/mycsn-student-guides.

Health Sciences Advising- Health Program students are advised through the Health Sciences Advising Department. Students may visit their website at https://at.csn.edu/meet-our-advising-staff.

Counseling- For Counseling and Retention services, for Academic Challenges (self-referrals), Academic Warning / Probation / Suspension Appeals, BAS-Project Management majors, College and Community Resources, Colleges Success Strategies, Financial Air Warning, MyCoyotePLAN Early Alerts (instructor referrals), and Returning Students, appointments can be scheduled through MyCoyotePlan. Please see the Counseling and Retention Services page for more information, hours and a listing of Counselors by School.

ENGLISH AS A SECOND LANGUAGE

The CSN Department of International Language offers classes in English as a Second Language (ESL), which prepares students to use English effectively in all situations, academic, professional or otherwise. In addition to a full schedule of credit classes, convenient schedules, and an advising program, the ESL program offers students an opportunity to experience the language, culture and people of the United States. Following testing, students are interviewed and placed accordingly. Please see ESL Program page on the CSN website.

SERVICES TO PROMOTE STUDENT LIFE AND WELLNESS

RECREATION CENTER

The CSN Sports Center on the North Las Vegas campus includes a variety of recreation and wellness opportunities including:

- Cardio equipment
- CSN Coyote Fit Classes
- Multi-purpose activity courts

The steps to obtain a Sports Center Membership can be found here. Membership must be renewed each semester. Scheduled academic and fitness classes have priority. Information on Facility Usage, and Open Recreation can be found on the CSN Campus Recreation Facility website.

STUDENT CLUBS

CSN offers a number of student clubs representing a variety of interests. The Clubs and Organizations webpage provides information on existing clubs as well as information on how to start or renew a club.

STUDENT LIFE

The Student Life and Leadership Development Office provides avenues for student growth and enrichment outside of the classroom. The office coordinates student organizations, special events, campus publications, recognition, cultural heritage programs and volunteer and leadership opportunities. CSN has more than 30 registered student organizations. Faculty members interested in serving as a faculty advisor to a student club or organization should contact the office of Student Life and Leadership Development.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Pursuing a college education can be exciting and challenging. It can also be highly stressful because social and personal concerns can interfere with academic work and emotional wellbeing. Student Counseling & Psychological Services (CAPS) is committed to helping students benefit fully from their college experience at CSN. Faculty and staff members assist students to increase their self-understanding and develop the skills necessary to overcome personal concerns and achieve their academic goals. Primary services include courses on time management, career goals, individual assessment, educational workshops and presentations and referrals to community services.

North Las Vegas Campus- Room 1088 702-651-4099
Henderson Campus- Building C, Room 100A 702-651-3099
West Charleston Campus- Building D, Room 108 702-651-5518

STUDENT ACTIVITIES FOR THE ASSOCIATED STUDENTS OF THE COLLEGE OF SOUTHERN NEVADA

The Associated Students of the College of Southern Nevada (ASCSN) is the student government of CSN and consists of student representatives and executive body, elected by their peers to promote student interests at CSN and within the community and state.

Mission Statement: The objective of the Associated Students of the College of Southern Nevada (ASCSN) shall be to cultivate the academic and social success of students, advocate on behalf of the student body to campus administration, involve students in upholding the mission and values of the College of Southern Nevada (CSN), and to develop a flourishing community within a vibrant and inclusive campus life.

SERVICES TO PROMOTE STUDENT ACADEMIC AND CAREER PLANNING

CAREER AND TRANSFER SERVICES

Students interested in exploring career issues and options will find many helpful resources in the Career and Transfer Centers located at each campus. Career instruments are available to help students assess their interests, values, experiences and abilities. Job placement services include research information on occupations and the job market, resume writing and interviewing skills and local job listings. For more information, see the Career and Transfer Services Center webpage at https://www.csn.edu/CATS.

JUMPSTART CONCURRENT ENROLLMENT PROGRAM

The Jumpstart Concurrent Enrollment Program is a high school partnership between CSN and contracted high schools, which gives high school students an opportunity to take 100-college-level classes for college credit. These Jumpstart courses are taught at the high school by college certified high school instructors at a reduced fee for the Jumpstart students. Jumpstart students are eligible for ALL college services, including in-depth academic planning, counseling, student advising, tutoring, writing resource center services, career exploration and planning and study skills instruction. If you would like further information the Jumpstart program or Jumpstart Instructor information, please contact the Jumpstart Concurrent Enrollment office at 651-3523.

UNLV / NSC TRANSFER

Counselors and Advisors can help in choosing a degree sheet to follow, help map out classes students should take each semester, and help clarify questions about transferring. See the Transferring to UNLV, UNR and NSC webpage at https://www.csn.edu/advising/transfer.

ADDITIONAL SERVICES TO PROVIDE STUDENT SUPPORT

INTERNATIONAL CENTER

The International Center provides assistance to enhance internationalization of student life and campus culture. The International Center provides comprehensive services to international (F-1 visa holding) students and the college community including recruitment and marketing, admissions, orientation, advising, and registration. The Center provides a supportive and trusting environment that facilitates educational, cultural, and residential adjustment for international students so that they can achieve their academic goals. The Center assists international students and the college community with immigration issues and serves as a resource to the College for regulatory and cultural issues regarding students, employees, and student and faculty exchanges. The CSN International Center is located on the West Charleston campus. For more information call 702-651-5820, email iss@csn.edu, or visit https://www.csn.edu/ic-students.

VETERANS EDUCATION CENTER

The CSN Veterans Education Center is located on the West Charleston campus and provides a location for CSN students who are veterans to have their benefits certified and obtain information on counseling/advising and other CSN services. The Veterans Education Center also provides a central location for veteran students to relax, use computers, and attend seminars and other events specifically tailored to them. To contact the Vet Center, call 702-651-5060.

TESTING CENTER

The Testing Centers proctor tests for courses taught at CSN free of charge. Locations are as follows:

North Las Vegas Campus- 702-651-4050
Henderson Campus- 702-651-3128
West Charleston Campus- 702-651-5733

DISABILITY RESOURCE CENTER

The College of Southern Nevada makes every effort to make its campuses fully accessible to students with disabilities. The College's Disability Resource Center (DRC) offers special accommodations to help students with documented disabilities with their academic and vocational pursuits. In addition, the DRC offers three full-time Disability Specialists to answer any questions or help solve any problems that may arise due to a documented disability. The office also offers adaptive equipment to those who qualify to ensure equal access to all CSN-sponsored activities. All academic accommodations are provided on an individual basis following a review of the student's documentation of disability. Accommodations may include, but are not limited to the following:

- Note Takers to assist in providing class notes
- Sign Language Interpreters
- Alternative text
- Readers
- Mobility assistance

- Scribes
- Lab and research assistants
- Access to adaptive computer lab
- Testing accommodations

Disability Specialists are available at each of the following campuses:

North Las Vegas Campus- 702-651-4045 Fax/702-651-4179

Henderson Campus- 702-651-3795/Fax 702-651-3004

West Charleston Campus- 702-651-5644/Fax 702-651-5760

Deaf & Hard of Hearing Phone 702-651-4448

For matters involving a student's request for accommodations based upon a disability or long-term medical condition contact the DRC.

REGISTRATION

Online registration is simple and easy to use and the most efficient way to register. For special circumstances walk in and phone registration is also available. The most up to date information for online registration as well as walk-in registration and phone registration can be found at https://www.csn.edu/registration-information.

MYCSN

MyCSN is the student information system that allows students to register for classes and access student services and student account information online. The MyCSN Help Desk and the site https://www.csn.edu/mycsnhelp are helpful resources to show students how to access and make the most of MyCSN.

SERVICES TO PROVIDE TECHNOLOGY SUPPORT

INTERACTIVE LEARNING CENTERS

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

https://at.csn.edu/computerlabs

North Las Vegas Campus- Room 2652 702-651-4592

Henderson Campus- Building C, Main Lobby 702-651-3002

West Charleston Campus- Building C, 1st Floor 702-651-5931

West Charleston Campus- Building K, 3rd Floor 702-651-7590

HELP DESK

The Help Desk should be contacted for all computer, phone, printer and software issues. The Help Desk can be contacted locally at 702-651-HELP (4357) or toll-free at (800)-630-7563 or by email at www.help.desk@csn.edu The Help Desk is open 24 hours a day/7days a week.

OFFICE OF ELEARNING (ONLINE CAMPUS)

The College of Southern Nevada is a leader in eLearning offering fully accredited degrees to students. eLearning uses innovative technology to facilitate learning without the limitations of time or place. CSN offers courses online so that students around the world can complete a certificate or associate's degree without stepping a foot in a classroom. eLearning students use state-of-the-art technology to connect to faculty members, course mates, and advisors. CSN's online courses link students with their faculty member and course mates online through the World Wide Web (Canvas). Online courses are asynchronous, which means that students can sign on and participate at times convenient to them. The CSN Online Campus has a centralized web presence with exemplary online student services, a comprehensive student orientation to online learning and Canvas, and faculty resources. For more information, please contact the Office of eLearning at 702-651-5619 or elearning@csn.edu. Link to more information on Office of eLearning (Online Campus): https://www.csn.edu/online-campus
Services to Provide Student Financial Support

FINANCIAL AID

The Office of Student Financial Services provides grants, loans, and work-study assistance to those students who may otherwise be unable to attend college. The amount and type of aid a student may receive depends on the availability of funds and the student's established financial need. For more information, please contact Student Financial Services and visit their landing page on the CSN website here.

RE-ENTRY SERVICES

The Career and Technical Education Assistance Program provides assistance to students facing significant barriers to education and/or employment. The mission of the Re-Entry Program is to provide opportunities for eligible participants to improve their academic, employment, and personal skills to become self-sufficient CSN graduates. The primary emphasis of the Re-Entry Program is the recruitment and completion of students in non-traditional education and training programs and Career and Technical Education programs offered at CSN.

CAMPUS AND CLASSROOM SECURITY

ROLES OF CAMPUS POLICE AND SECURITY

CSN Safety and Security: CSN is served by a full-time police department consisting of sworn peace officers and a contracted security service. The CSN Police Department has POST-certified officers on each CSN campus. Supplementing the police are security officers, who patrol the college 24/7.

CONTACT NUMBERS FOR POLICE SERVICES

• In the case of an emergency, call 911 or on a campus phone 9-911.

• To reach the CSN Security on any campus phone, dial 7-911.

To Reach Campus Security: Dial 7-911 or (702) 651-5613 and you will be routed through the main Security coordinator, who will contact the appropriate campus security.

In the event of an emergency, staff, faculty, and students have a quick and efficient means for communicating with the CSN Police Department. By dialing "7911" on any campus land line telephone, you will be put in contact with the CSN Police Department. *It should be noted that anyone dialing "911" from a cell phone on campus will be connected directly with the Las Vegas Metropolitan Police Department. The "911" number should only be used in the case of an immediate emergency or crime in progress.* All other calls for non-emergency police assistance should be made by calling the Campus Security number.

CRIME PREVENTION PROGRAMS

CSN's Police Department believes it is more beneficial to prevent crime than to react after the occurrence. A primary method for accomplishing this goal is the department's comprehensive crime prevention strategy. This strategy is based on a multi-layered approach that includes proactive area patrol of the campus and crime prevention education and training. Modeled after the "community policing" concept, this strategy allows police officers to listen closely to the students, staff, and faculty of CSN to better address the college's crime prevention needs. To accomplish this goal, the department participates in all student, parent, faculty, and staff orientations to ensure that people are educated regarding the importance of looking out for each other as well as current security procedures and practices.

CSN POLICE PREPAREDNESS

Since the tragic events of September 11, 2001, and Virginia Tech on April 6, 2007, CSN police officers have increased their armament, regularly undergoing scheduled active shooter and disaster training and managing a program for notifying the campus whenever an immediate emergency or crime impacts the campus community through an emergency notification system (E.N.S.). This system will provide updated information in the event of an emergency on campus. Members of the campus community must enroll in order to receive these warnings via text messaging on their cell phones and/or e-mail on their computers. All interested individuals will have to provide e-mail addresses to demonstrate they are members of the campus community. To enroll go to https://www.csn.edu/csn-mobile-apps.

PARKING (POLICE JURISDICTION)

No parking spaces are reserved for faculty or staff. CSN Campus Police is responsible for enforcement of all vehicle parking and traffic regulations. Campus security phone numbers:

> North Las Vegas Campus- 702-651-4055
> Henderson Campus- 702-651-3113
> West Charleston Campus- 702-651-5613

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

CLASSROOM FACILITIES AND SAFETY

CLASSROOM CAPACITY

Each classroom has a capacity that allows for a certain number of seats or tables and chairs and is governed by fire code requirements. The tables and chairs supplied in each classroom were selected because they allow faculty to arrange the room to meet the needs of their students. Oftentimes they can be arranged in different configurations to support different teaching styles and/or projects. If there is a problem with a classroom assignment, please check with your department administrative assistant. NOTE: Please do not move furniture between classrooms due to compliance with fire code.

CLASSROOM ACCIDENT / INJURY

If an incident requiring medical attention occurs on campus, please call "9-911" from a campus phone (or "911" from a cell phone) immediately and then the CSN Police Department at 702-651-7911 or 7911 from a campus phone.

DISRUPTIVE STUDENT

CLASSROOM ISSUES

The Office of Student Affairs can assist in addressing general student misconduct and violations of the CSN Student Conduct Code and Disruptive and Abusive Student Behavior Policy. These resources address important topics, including but not limited to:

- • Disruptive / threatening behavior
- • Alcohol / controlled substance issues
- • Destruction / misuse of property

For additional information: https://www.csn.edu/student-affairs

ACTIVE SHOOTER

Although on campus shooting incidents are rare, it is critical that faculty, staff and students are prepared to ensure their own protection until help can arrive by completing the mandatory FEMA online session at http://www.training.fema.gov/EMIWeb/IS/IS907.asp.

If you have entered an area or building and see someone shooting, or if you hear the sounds of gunfire, the following actions are recommended:

- Go to the nearest room or office and hide. Stay calm!
- Close and lock the door, and barricade it if possible. Take cover behind concrete walls, thick desks, filing cabinets.
- Cover the door and/or windows, if possible.
- **Keep as quiet as possible and act as if no one is in the room**. Turn off iPods and radios, and keep computers on with monitors faced away from door. **Silence cell phones**.
- **Do not answer the door**.
- **Using a campus phone, call 9-911. If possible, call College Police at 702- 651-7911.** Provide the dispatcher with as much of the following information as you have available:
    - Your name
    - Location of the incident—be as specific as possible
    - Describe what is happening
    - Number of shooters, if known
    - Identification of shooter, if known
    - Number of persons who may be involved
    - Injured victims, if known
    - Your location—and stay on the telephone with the dispatcher, if at all possible
    - Place signs in exterior windows to identify your location, if possible
- Wait for police officers and/or other emergency rescue personnel to assist you out of the building.

If Exit is Possible

> If an active shooter is present, and you are certain you are not within range or in danger, exit the building if possible. The following actions are recommended:

- Exit the building immediately. Move away from the area and seek shelter in a nearby building. Avoid parking lots and open areas.
- Tell anyone you encounter to exit the building immediately. Caution those outside the building not to enter.
- **From a campus phone, dial 9-911. If possible, call College Police at 702-651-7911.**

If the shooting has occurred or is occurring outdoors, the following actions are recommended:

- Move inside a building, if possible, and follow the recommendations above.
- If you cannot go inside, try to hide behind something solid.

- Run away from the sounds of shooting if you can do so without increasing your risk.
- **From a campus phone, call 9-911. If possible, call College Police at 702-651-7911.**

If escape is not possible, the following actions are suggested:
- <u>Play dead if you cannot get away - assume a prone position and lay as still as possible.</u>
- If you are caught by the intruder, obey all commands and <u>avoid</u> eye contact.

EMERGENCY MANAGEMENT

EMERGENCY NOTIFICATION SYSTEM

For classroom and campus safety CSN faculty, staff and students are encouraged to sign up with the college's emergency notification system (E.N.S.) to receive a text, e-mail and voice message in the event of an emergency on campus, such as a man-made or natural disaster. Sign up and learn more about E.N.S. at https://apps.csn.edu/Login/?ReturnUrl=%2fENS%2fdefault.aspx using your current Active Directory login.

EMERGENCY TELEPHONES ON CAMPUS

Direct connect phones are in elevators and on all three CSN campuses. These are direct-connect, ADA-approved telephone devices for use in case of emergency. Upon activation, officers are dispatched immediately while dispatchers speak with the caller and attempt to learn why the call box was activated.

ENVIRONMENTAL HEALTH & SAFETY

CSN is committed to the personal safety, health and well-being of all members of the college community. It is the intention of the Environmental Health & Safety Department that all employees, students, and visitors work and learn in an environment free from safety and health hazards. It is the goal of this department to provide timely and relevant information about the environmental health and safety on all campuses and for all members of the college community.

PART-TIME INSTRUCTOR HUMAN RESOURCES INFORMATION/BENEFITS

PAY SCHEDULE / RATE OF PAY

Part-time instructors receive a paycheck each month after the initial processing of their paperwork. Paydays for faculty (including part-time instructors) are the first working day of the month. Please check with the Human Resources Office for confirmation of when you will receive your first check.

The current rate of pay for part-time instruction is paid per credit hour. If you are teaching a short-term course, your pay date will vary. Please check with your department administrative assistant for details.

PAYMENT FOR NEW HIRES AND EMPLOYEES NOT ENROLLED IN DIRECT DEPOSIT WHO ARE RE-EMPLOYED AFTER HAVING A BREAK IN PAYMENTS

The first payment will be made to the employee via a paper check. All payments after that first payment will then be made on a VISA Payroll Debit Card if the employee does not enroll in the direct deposit program. The initial VISA Payroll Debit Cards are mailed out directly from Bank of America to the employee's mailing address on file with CSN. The envelopes that the VISA Payroll Debit Cards are mailed out in are very plain with no company name or logo. The return address on the white envelope is: P.O. Box 8488, Gray TN 37615-8488. Employees receiving a VISA Payroll Debit Card will need to call the telephone number reflected on the card to activate the card and set up a pin number for it.

PAYROLL DIRECT DEPOSIT PROCEDURE

All part-time employees are eligible to enroll in the direct deposit program. Setting up, changing, or canceling direct deposit of your paycheck must be done on the CSN Workday System: https://www.myworkday.com/wday/authgwy/nshe/login.htmld?returnTo=%2fnshe%2fd%2fhome.htmld.

Employees paid monthly must enroll or make changes to their direct deposit information by the 20th of the month to be effective for that month's payday. If you change your account number or routing transit code, be sure to make the applicable changes to your record in a timely manner.

If you have any questions, please call 702-651-5800 or email HRcustomerservice@csn.edu.

CONDITIONS OF EMPLOYMENT AS LISTED ON EVERY EMPLOYMENT CONTRACT

Notwithstanding any provision of the Nevada System of Higher Education Code, including but not limited to Section 5.9, this contract is a temporary contract only and will not be continued beyond the ending date. The employee is not entitled to additional employment contracts in the future. This appointment may be terminated at will, without notice; employee has no appeal rights. The Nevada System of Higher Education reserves the right to correct clerical errors that may occur in this document and deduct any overpayments from future paychecks.

PART-TIME FEE WAIVER (GRANT-IN-AID)

Part-time Instructors for credit-generating courses are eligible for Grant-in-Aid towards classes at all NSHE institutions. Part-time instructors are eligible for Grant-in-Aid during the regular fall and spring semesters. The total amount of credits eligible for Grant-in-aid is equivalent to the number of credits (not to exceed 6) taught in the current semester or the previous semester but will not accumulate from semester to semester. Grant in-aid is offered only toward for-credit classes.

For temporary part-time faculty who do not teach, the course equivalency for their services shall be determined by multiplying six credit hours by the faculty member's FTE. The credit hours will be rounded up to determine the maximum number of credit hours covered by a grant-in-aid.

For the Grant-in-Aid application, please visit this link: https://at.csn.edu/sites/default/files/documents/professionalfacultygia_0.pdf. Additional information found under the drop down in the blue bars under Employee Benefits titled "Education Benefits (Grant-In-Aid, Fee Waiver, etc): https://www.csn.edu/benefits-retirement.

457 PLAN AND 403 (B) PLANS

The Nevada system of Higher Education (NSHE) offers employees the opportunity to set aside a portion of their earnings on a tax-deferred basis into a variety of investment vehicles provided through approved vendors. For more information on the plan including the minimum employee contribution amounts please see the Benefits & Retirement webpage.

FICA ALTERNATIVE PLAN

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

RECOGNIZED HOLIDAYS

CSN recognizes the following 11 holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, Presidents' Day, Memorial Day, Independence Day (July 4th), Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, Family Day (day after Thanksgiving) and Christmas Day.

FACULTY/EMPLOYEE DISCOUNTS AND PERKS

CSN offers a variety of special discounts and perks to full-time and part-time faculty and staff. To see a list of the discounts/perks currently offered, visit: https://www.csn.edu/employee-perks-discounts

WORKERS' COMPENSATION

All employees, including part-time and persons volunteering for the College of Southern Nevada are covered under the NSHE Workers' Compensation program. If you are injured on the job, or acquire an occupational illness, please notify your supervisor as soon as possible, no matter how minor the incident appears. The employee MUST complete a Notice of Injury or Occupational Disease Incident Report (Form C1) whenever an injury is sustained at work.

Information regarding Workers' Compensation policies, procedures, providers, and forms are available online at: https://www.unlv.edu/hr/benefits/workers-compensation. Additional questions regarding Workers' Compensation can also be directed to:

Michele Washington, Worker's Compensation Coordinator
Direct line 702-895-5404
E-mail: michele.washington@unlv.edu

DEPARTMENT SPECIFIC PROCESSES AND PROCEDURES