WESTERN NEVADA COLLEGE

PART-TIME FACULTY INFORMATION GUIDE

Revised 01/12
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Western Nevada College (WNC) is a comprehensive community college, which serves more that 6,000 students each semester within an 18,000-square-mile service area. One of four community colleges authorized by the Nevada Legislature and governed by the Nevada System of Higher Education of Nevada Board of Regents, it is accredited by the Northwest Association of Schools and Colleges and Universities.

Western Nevada College opened its doors in leased facilities, serving Carson City, Reno, and most of western Nevada on September 19, 1971. In 1974, the Bristlecone Building opened on the Carson City Campus. In 1976, WNC split with the north campus in Reno. The Fallon Campus opened Sage Hall in 1981.

In 1987, the local builders and manufacturers donated time and materials to construct the machine tool technology building. The machine tool technology program was considered a state-of-the-art program.

The Pinion Hall classroom building opened on the Fallon Campus in 1988. The Aspen Building on the Carson City Campus opened in 1991 and brought the much needed science and art laboratories to campus and expanded the areas for counseling and admissions. The (Marvin) Sedway Cafe was also created.

In 1992, Stillwater Hall opened at the Fallon Campus and housed a new science and art labs, student services areas, and the first on-campus library and media services area. The Library and media services additions opened at the Carson City Campus followed by the Child Development Center in 1993.

In 1997 with Bently Hall opening on the Douglas Campus in Minden, Nevada, and the John Sheldon Trade and Industrial Complex opening on the Carson City Campus.

In 1999, the Donald W. Reynolds Center for Technology opened at the Carson City Campus. The WNC High Tech Center also opened at Carson High School and providing technology programs in a joint use college-high school facility.

The Jack C. Davis Observatory opened in 2003 and the Joe Dini, Jr. Library and Student Center opened at the Carson City Campus in 2004.

Rural instructional centers operate throughout the seven-county service area to meet the increasing demand for access to education in the rural communities of Dayton, Fernley, Hawthorne, Lake Tahoe, Lovelock, Smith Valley, and Yerington. Distance education offerings including Internet courses and interactive video reach students in even the remotest locations.
## WNC MISSION STATEMENT

Western Nevada College inspires success in our community through opportunities that cultivate creativity, intellectual growth and technological excellence, in an environment that nurtures individual potential and respects differences.

## WNC STRATEGIC GOALS 2006-2012

1. Improve student success in program completion and graduation rates.
2. Ensure institutional excellence in teaching, programs and services.
3. Embrace our college's many communities and respond to their diverse needs.

## STATEMENT ON ACADEMIC FREEDOM

The faculty of Western Nevada College is committed to the preservation of freedom of speech through the defense of academic freedom. To this end we:

i) hold that the oversight and approval of course content is solely the purview of the academic faculty;

ii) reaffirm the principles in Title 2, Chapter 2, Section 2.1 of the NSHE Code, which states in part:

Academic freedom is essential to these purposes and is applicable to both teaching and research. Freedom in teaching is fundamental for the protection of the rights of the teacher in teaching and of the student learning. Freedom in research is fundamental to the advancement of truth and knowledge. A member of the faculty has freedom and an obligation, in the classroom or in research, to discuss and pursue the faculty member’s subject with candor and integrity, even when the subject requires consideration of topics which may be politically, socially or scientifically controversial. (B/R 4/02)
ACADEMIC DIVISIONS MISSION STATEMENTS

COMMUNICATIONS and FINE ARTS

To join with the other academic divisions, enrich all areas of learning, and nurture the whole person, the Mission of the Communications and Fine Arts Division is to provide opportunities for students to:

- Improve the effectiveness of oral, written and artistic communication;
- Enhance creativity and personal expression;
- Develop habits of critical thinking, inquiry, self-discovery, and self-assessment;
- Examine the social and cultural milieu and one’s place in the public life;
- Appreciate the arts and understand the value of diversity.

Discipline prefixes under Communications & Fine Arts:

<table>
<thead>
<tr>
<th>AM</th>
<th>American Sign Language</th>
<th>ITAL</th>
<th>Italian</th>
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</thead>
<tbody>
<tr>
<td>ARA</td>
<td>Arabic</td>
<td>JOUR</td>
<td>Journalism</td>
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<tr>
<td>ART</td>
<td>Art</td>
<td>MUS</td>
<td>Music</td>
</tr>
<tr>
<td>CHI</td>
<td>Chinese</td>
<td>MUSA</td>
<td>Music-Applied</td>
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<tr>
<td>COM</td>
<td>Communications</td>
<td>MUSE</td>
<td>Music-Ensemble</td>
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<tr>
<td>CR</td>
<td>Crafts</td>
<td>READ</td>
<td>Reading</td>
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<tr>
<td>DAN</td>
<td>Dance</td>
<td>RUS</td>
<td>Russian</td>
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<tr>
<td>ENG</td>
<td>English</td>
<td>SPAN</td>
<td>Spanish</td>
</tr>
<tr>
<td>FREN</td>
<td>French</td>
<td>THTR</td>
<td>Theater</td>
</tr>
<tr>
<td>GRC</td>
<td>Graphic Communications</td>
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</table>
The mission of the division of Nursing and Allied Health is to ensure excellence in teaching, programs and services to empower students to recognize and achieve their full potential as health care providers, and to enjoy a successful experience in higher education while contributing in a positive and meaningful way to our community.

Discipline prefixes under Nursing & Allied Health:

- EMS  Emergency Medical Services
- LTE  Laboratory Technician
- NURS Nursing
- SRGT Surgical Technology
The mission of the Science, Mathematics, and Engineering Division is:

- To prepare students to succeed in college-level science, math and engineering courses.
- To prepare students to transfer to 4-year colleges.
- To provide students with the knowledge they need in their careers.
- To provide students with opportunities for personal enrichment.

Discipline prefixes under Science, Mathematics & Engineering

- ANSC  Animal Science
- AST    Astronomy
- BIOL   Biology
- CHEM   Chemistry
- CPE    Computer Engineering
- CS     Computer Science
- EE     Electrical Engineering
- ENGR   Engineering
- ENV    Environment
- GEOG   Geography
- GEOL   Geology
- GIS    Geographic Info Systems
- MATH   Mathematics
- ME     Mechanical Engineering
- METE   Metallurgical Technology
- NRES   Natural Resources
- NUTR   Nutrition
- OH     Occupational Horticulture
- PHYS   Physics
- RWF    Range, Wildlife, and Forestry
- STAT   Statistics
Our purpose is to offer a wide variety of courses and programs from the social and behavioral sciences, public service, and educational fields that will enhance the student's ability to be successful in his or her career, future learning, and personal life. The various programs and courses share same objectives such as inculcating attitudes and skills that are pertinent to being lifelong learners, improving critical thinking skills, and enhancing communication skills. Respecting the diversity of students we serve and the disciplines within our division, our courses and programs stress different objectives:

- The social sciences emphasize the importance of understanding world issues and developing the attitudes and skills necessary to being socially responsible members of our society;
- The behavioral sciences stress the importance of students understanding a variety of perspectives pertaining to the behavior of individuals and social groups;
- The educational programs seek to prepare students to enter into the teaching profession;
- The public service programs provide students with the skills and attitudes necessary to compete successfully in occupations in law and justice; and
- Students exposed to humanities courses will benefit by developing a better understanding and appreciation of the diversity and richness of cultural and historical context.

Discipline prefixes under Social Sciences, Education, Humanities, and Public Service:

<table>
<thead>
<tr>
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<th>Discipline</th>
<th>Code</th>
<th>Discipline</th>
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<td>ACC</td>
<td>Accounting</td>
<td>HEC</td>
<td>Home Economics</td>
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<tr>
<td>ANTH</td>
<td>Anthropology</td>
<td>HDFS</td>
<td>Human Development &amp; Family Studies</td>
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<tr>
<td>BUS</td>
<td>Business</td>
<td>HUM</td>
<td>Humanities</td>
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<td>CH</td>
<td>Core Humanities</td>
<td>LAW</td>
<td>Law</td>
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<tr>
<td>CPD</td>
<td>Counseling &amp; Personal Development</td>
<td>MGT</td>
<td>Management</td>
</tr>
<tr>
<td>CRJ</td>
<td>Criminal Justice</td>
<td>MKT</td>
<td>Marketing</td>
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<tr>
<td>ECE</td>
<td>Early Childhood Development</td>
<td>PHIL</td>
<td>Philosophy</td>
</tr>
<tr>
<td>ECON</td>
<td>Economics</td>
<td>PSC</td>
<td>Political Science</td>
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<td>EDU</td>
<td>Education</td>
<td>PSY</td>
<td>Psychology</td>
</tr>
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<td>EPD</td>
<td>Education &amp; Prof Development</td>
<td>PEX</td>
<td>Recreation &amp; Physical Education</td>
</tr>
<tr>
<td>EPY</td>
<td>Educational Psychology</td>
<td>RE</td>
<td>Real Estate</td>
</tr>
<tr>
<td>FIN</td>
<td>Finance</td>
<td>SW</td>
<td>Social Work</td>
</tr>
<tr>
<td>HE</td>
<td>Health Education</td>
<td>SOC</td>
<td>Sociology</td>
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<tr>
<td>HIST</td>
<td>History</td>
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The Technology Division mission is to meet the needs of students, as well as the needs of employers in our service area.

Our goals for Technology students are:
- be equipped with skills for obtaining employment
- be ethically aware of established codes of conduct in their chosen professions
- be responsible for lifelong learning
- be aware of safety procedures and policies

Our commitment to attaining these goals is to teach students:
- oral and written communication skills
- problem solving skills
- calculating skills
- hands on skills
- human relations skills
- application skills
- work ethic skills

Discipline prefixes under Technology:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Code</th>
<th>Title</th>
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<td>AC</td>
<td>Spec Topics in HVAC</td>
<td>CTE</td>
<td>Craft Training - Electrical</td>
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<td>AIT</td>
<td>Applied Industrial Technology</td>
<td>CTM</td>
<td>Craft Training - Masonry</td>
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<tr>
<td>AUTB</td>
<td>Auto Body</td>
<td>CTP</td>
<td>Craft Training - Plumbing</td>
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<tr>
<td>AUTO</td>
<td>Automotive</td>
<td>DFT</td>
<td>Drafting</td>
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<tr>
<td>BI</td>
<td>Building Codes</td>
<td>DM</td>
<td>Diesel Mechanics</td>
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<tr>
<td>CA</td>
<td>Computer Applications</td>
<td>ET</td>
<td>Electronics</td>
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<tr>
<td>CADD</td>
<td>Computer Aided Drafting</td>
<td>IS</td>
<td>Information Systems</td>
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<td>CEE</td>
<td>Civil Engineering</td>
<td>MTT</td>
<td>Machine Tool Technology</td>
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<tr>
<td>CEM</td>
<td>Construction Management</td>
<td>OSH</td>
<td>Occupational Safety &amp; Health</td>
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<td>Power Engine Technology</td>
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<td>Construction</td>
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<td>SUR</td>
<td>Survey</td>
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<td>CS CO</td>
<td>CSCO Technology</td>
<td>WELD</td>
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<tr>
<td>CT</td>
<td>Craft Training</td>
<td>WOOD</td>
<td>Woodworking</td>
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<tr>
<td>CTC</td>
<td>Craft Training - Carpentry</td>
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<tr>
<td>COMMUNICATIONS &amp; FINE ARTS</td>
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<td>SCIENCE, MATHEMATICS &amp; ENGINEERING</td>
<td>SOCIAL SCIENCE, EDUCATION, HUMANITIES, BUSINESS &amp; PUBLIC SERVICE</td>
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<tr>
<td><strong>DIVISION CHAIR</strong></td>
<td><strong>DIRECTOR/DIVISION CHAIR</strong></td>
<td><strong>DIVISION CHAIR</strong></td>
<td><strong>DIVISION CHAIR</strong></td>
</tr>
<tr>
<td>Maxine Cirac</td>
<td>Dr. Judith Cordia</td>
<td>Dr. Brigitte Dillet</td>
<td>Robert Morin</td>
</tr>
<tr>
<td>Bristlecone 350L</td>
<td>Cedar 107</td>
<td>Bristlecone 350G</td>
<td>Bristlecone 350A</td>
</tr>
<tr>
<td>(775) 445-4281</td>
<td>(775) 445-3295</td>
<td>(775) 445-4442</td>
<td>Carson (775) 445-4401</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:cordiaj@wnc.edu">cordiaj@wnc.edu</a></td>
<td><a href="mailto:bdillet@wnc.edu">bdillet@wnc.edu</a></td>
<td><a href="mailto:rpmorin@wnc.edu">rpmorin@wnc.edu</a></td>
</tr>
<tr>
<td><strong>FAX</strong></td>
<td></td>
<td><strong>FAX</strong></td>
<td><strong>FAX</strong></td>
</tr>
<tr>
<td>(775) 445-3141</td>
<td></td>
<td>(775) 423-0786</td>
<td>(775) 445-3141</td>
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<tr>
<td><strong>ADMINISTRATIVE ASSISTANT</strong></td>
<td><strong>ADMINISTRATIVE ASSISTANT</strong></td>
<td><strong>LEAD FACULTY</strong></td>
<td><strong>ADMINISTRATIVE ASSISTANT</strong></td>
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<tr>
<td>Chelsie Hamtak</td>
<td>Maureen Lockey</td>
<td>Richard Arrigotti</td>
<td>Monica Fairbanks</td>
</tr>
<tr>
<td>Bristlecone Building 350D</td>
<td>Cedar 104</td>
<td>Aspen 227</td>
<td>FALLON - Piñon Hall 200</td>
</tr>
<tr>
<td>(775) 445-3290</td>
<td>(775) 445-3294</td>
<td>(775) 445-4298</td>
<td>(775) 423-7988</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:lockeym@wnc.edu">lockeym@wnc.edu</a></td>
<td><a href="mailto:arrigott@wnc.edu">arrigott@wnc.edu</a></td>
<td><a href="mailto:fairbam@wnc.edu">fairbam@wnc.edu</a></td>
</tr>
<tr>
<td><strong>Fallon Division Liaison</strong></td>
<td><strong>Clerical Support – Douglas Campus</strong></td>
<td></td>
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</tr>
<tr>
<td>Monica Fairbanks</td>
<td>Sergio Arteaga</td>
<td><strong>FAX</strong></td>
<td><strong>FAX</strong></td>
</tr>
<tr>
<td>Piñon Hall 200</td>
<td>Bently Hall</td>
<td>(775) 423-0786</td>
<td>(775) 782-2413</td>
</tr>
<tr>
<td>(775) 423-7988</td>
<td>(775) 782-2413</td>
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<td></td>
<td><a href="mailto:fairbam@wnc.edu">fairbam@wnc.edu</a></td>
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<td></td>
<td>Fax (775) 423-0786</td>
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Spring 2012 Dates

NOVEMBER
28   Spring registration begins for credit classes via myWNC for returning and continuing students, enrollment appointments may be viewed in myWNC student center

DECEMBER
1    Last day to complete all financial aid application, checklist items, and to meet Satisfactory Academic Progress Standards, in order to receive aid in time for Fall fees to be paid by class cancellation deadlines
5    Spring registration begins via myWNC for new students and for non-credit community education classes
26   Christmas holiday- college closed
27   Limited college services offered until January 3

JANUARY
6    Payment of 80% due for all classes or first deferred payment due for 3-pay deferred payment plan, students who have not made this payment may be removed from class rosters.
16   Martin Luther King holiday – college closed
20   Full payment (100%) due for all classes or first deferred payment due for 2-pay deferred payment plan; students who have not made this payment may be removed from class rosters
     Short-term classes added after January 20 must be paid for in full at the time of registration
23   Classes begin
27   Last day to add a full-term class through myWNC; Last day to drop full-term classes for 100% refund
30   Even exchange of credits for full-term classes begins with special enrollment request form to Admissions and Records

FEBRUARY
3    Full payment due for all classes unless first deferred payment was previously made, students who have not made this payment may be removed from class rosters; even exchange of credits ends.
4    Payment in full must be made before students may add or be reinstated into full-term classes with a special enrollment request form to Admissions and Records; $25 late payment fee applies.
6    Second deferred payment due for 3-pay deferred payment plan; a late payment fee of 10% or $10, whichever is greater, for any owed balance not paid by this date
20   Second and final deferred payment due for 2-pay deferred payment plan; a late payment fee of 10% or $10, whichever is greater, for any owed balance not paid by this date
     President’s Day Holiday – college closed

MARCH
1    Last day to apply for spring graduation
6    Third and final deferred payment due for 3-pay deferred payment plan, a late payment fee of 10% or $10, whichever is greater, for any owed balance not paid by this date.
17   Last day to change credit to audit or audit to credit for full-term classes through myWNC
19   Spring break begins – no classes
26   Spring break ends – classes resume

MAY
11   Last day to drop full-term fall classes with a "W;"
14   Final exams begin
19   Spring semester ends
28   Memorial Day holiday – college closed

JUNE
1    Spring semester grades available through myWNC
Summer 2012 Dates

APRIL
9  Registration begins for credit classes via myWNC for returning and continuing students
11  Registration begins via myWNC for new students and for non-credit community education Classes

MAY
25  Payment of 80% due for all classes due; students who have not made this payment may be removed from class rosters.
28  Memorial Day Holiday – college closed

JUNE
8  Full payment (100%) due for all classes due; students who have not made this payment may be removed from class rosters
   Short-term classes added after June 8 must be paid for in full at the time of registration
11  Classes begin
15  Last day to add a full-term class through myWNC; Last day to drop full-term classes for 100% refund;
   Last day to apply for summer graduation
18  Even exchange of credits for full-term classes begins with special enrollment request form to Admissions and Records
22  Full payment due for all classes due, students who have not made this payment may be removed from class rosters; even exchange of credits ends.
25  Payment in full must be made before students may add or be reinstated into full-term classes with a special enrollment request form to Admissions and Records; $25 late payment fee applies.

JULY
4  Independence Day – college closed
7  Last day to change credit to audit or audit to credit for full-term classes through myWNC
27  Last day to drop full-term fall classes with a "W"
30  Final examinations begin

AUGUST
4  Semester ends
17  Summer grades available through myWNC
ATTENDANCE

Students are expected to attend all classes for which they have registered. The instructor may drop any student when the student has had an excessive number of absences as identified in the course syllabus. (In general, if a student misses a number of hours greater than the number of credits to be earned in the course, this may be considered excessive.)

STUDENTS TAKING COURSES TAUGHT BY IMMEDIATE FAMILY MEMBERS

Policy No.: 3-2-5
Department: Instruction
Contact: Dean of Instruction

Policy: To avoid the impression of conflict of interests, faculty should avoid teaching a member of his/her immediate family.

Section 1: Definition
A. Immediate family is defined as husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, aunt, or uncle.

Section 2: Approvals
A. Any student attempting to take a class taught by an immediate member should be advised to take a section taught by a non-related faculty member, if such a section exists.

B. Any student attempting to take a class that is taught by an immediate family member must have prior approval of the Vice President of Academic and Student Affairs through the appropriate Dean.

C. If a student is approved to take a class taught by a member of his/her immediate family then the grade for that course must be determined independently. This independent method of grade determination must have the prior approval of the Vice President of Academic and Student Affairs through the appropriate Dean.

PART TIME FACULTY EVALUATION GUIDELINES

Policy No.: 4-4-4
Department: Instruction
Contact: Dean of Instruction

Policy: Consistent with the WNC Part-time Faculty Information Guide, all part-time faculty members will be evaluated in the areas of course organization, classroom management, communication skills, facilitating learning and technical skills.
Role of Administrator
Evaluations will be conducted by the division chair or designee, and should include classroom observation, written evaluation based upon previously determined criteria, discussion with the faculty member and response and signature of the faculty member verifying knowledge of the evaluation’s contents. The signature does not confer a faculty member’s agreement with its contents.

Role of Students
Students in each class taught by part-time faculty members will have the opportunity to complete evaluations forms.

Timeline
The division chair will assign a mentor to each new part-time faculty member and an evaluation will be conducted during the first semester. Whether it is administrative evaluation or peer observation, both the evaluator/observer and the faculty member will set the date(s) of the observation and any follow-up meetings. The division chair or designee reserves the right to conduct more than one administrative evaluation per academic year.

The division chair will maintain a schedule of evaluation in which approximately 20% of each division’s part-time faculty will be evaluated each academic year and ensuring that each continuing part-time faculty member will be evaluated once every 5 years.

Criteria
Each division should determine specific criteria to be met by part-time faculty. Establishment of these criteria should include input from full and par-time faculty and the division chairs. These criteria will be provided by the division chair to each new part-time faculty hired.
PART-TIME FACULTY EVALUATION FORM

NAME
______________________________________________

ACADEMIC YEAR
______________________________________________

DIVISION
______________________________________________

DATE
______________________________________________

1. Student evaluations collected as available (list titles/semesters).

2. Division Chair/Designee’s evaluation, including nature of evidence evaluated.

3. Comments:

__________________________________________________________________________

Faculty Member Signature (evaluatee)

__________________________________________________________________________

Division Chair/Designee Signature (evaluator)
Western Nevada College  
Peer Evaluation Form

Evaluatee’s Name

Class Evaluated (name, date and time)

<table>
<thead>
<tr>
<th>TEACHING</th>
<th>Excellent</th>
<th>Commendable</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus:</td>
<td></td>
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<tr>
<td>Course objectives clearly identified</td>
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<td>Grading system clearly stated</td>
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<tr>
<td>Course requirements clearly described</td>
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<tr>
<td>Classroom:</td>
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<tr>
<td>Class topics agree with course objectives</td>
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<tr>
<td>Class well planned and organized</td>
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<tr>
<td>Subject matter communicated effectively</td>
<td></td>
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<tr>
<td>Questions answered appropriately</td>
<td></td>
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<tr>
<td>Effective teaching style</td>
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<tr>
<td>Board, overhead, or teaching aids utilized effectively</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Class time utilized appropriately</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class interest maintained</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*Overall rating in Teaching*

*Attach required written narrative. Include a summary, improvements needed, and any recommendations.*
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA):

The act was designed to protect the privacy of education records and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. No one shall have access to nor will the college disclose any information from students' educational records without the written consent of students except to individuals or agencies specified in the Privacy Act. Any requests to an instructor for any information from a student's education record, including requests from parents or spouse, should not be honored. All requests for student record information should be referred to the Office of Admissions and Records. The only exception to this is when a student's health or safety must be protected.

The public posting of grades either by the student's name, institution student identification number, or social security number without the student's written permission is a violation of FERPA. Another method used to notify students of their final or other grades by faculty can be accomplished by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic.

GRADE APPEAL

Policy No.: 3-5-1 (formerly 1-1)
Department: Student Services
Contact: Dean of Student Services

Policy: A student has the right to activate the grade appeal process for students when they believe that the grade they have received for a course is incorrect.

Section 1. Activation:
A. Prior to activation of the formal grade appeal process it is recommended that the student discuss his/her complaint with the instructor who issued the grade.

B. If the student cannot reach the instructor or if the grade is not resolved by the instructor then the student must file a written intent to appeal the grade with the instructor's division office within 2 weeks of the grade's posting.

Section 2. Written Notice
A. Once the written notice is filed, the student has until 5 p.m. on February 1st or 5 p.m. on September 1st (whichever occurs immediately after the grading period in which the grade was issued) to contact the Division Chair who will set up a meeting between the student, instructor and division chair (or student and instructor if they had not met before).

Section 3. Unresolved Grade Appeal
A. If the grade appeal is still unresolved, the student must submit details in writing to the Vice President of Academic and Student Affairs within 10 days of the meeting with the division chair and instructor.

B. The vice president in return will notify the instructor, student and division chair by certified mail of the formal grade appeal.

Section 4. Hearing Committee

A. Within 15 days of the receipt of the written certified letter, a hearing committee made up of the Division Chair, two faculty members of the same division chosen by the Division Chair, and two students chosen by the USA President will meet to hear the grade appeal.

B. The instructor and the student who is appealing his/her grade will be invited to be present when this committee meets.

Section 5. Final Action on Grade Appeal

A. The written recommendation of this hearing committee will be forwarded to the Vice President for Academic and Student Affairs who will act on the grade appeal within 15 days of being notified.

PART TIME ACADEMIC FACULTY WORKLOAD

Policy No.: 4-4-2
Department: Academic and Student Affairs
Contact: Vice-President and Academic Faculty Senate Chair

The purpose of an academic workload policy is to provide the following:

A guide that places students’ educational and developmental needs as our highest priority while insuring the best use of institutional resources.

- A measure of institutional efficiency to external audiences
- Equitable treatment of all academic faculty
- Impetus for institutional development
- A measure of financial accountability
- An equitable measure of workload

Section I – Responsibilities of Part-Time Instructional Faculty

As stated in Board of Regents Handbook, Title 4, Chapter 3, Section 3, number 3, instructional faculty members are expected to teach; develop curriculum; conduct other instructional activities, including advising, grading, and preparing for classes; maintain currency in their academic discipline;…

A part-time academic faculty member

1. Reports to appropriate division chair or director.
2. Works cooperatively within the learning community.
3. Provides instruction:
   a. Teaches students in assigned classes in accordance with official course outlines.
   b. Responds to the needs of students as learners and consumers by providing high quality educational programs and services.
   c. Prepares individual course syllabi before instruction begins and distributing them to students and to division chairs on or before the first day of class.
   d. May be asked to select textbooks for classes
   e. Identifies supplies, equipment, and other learning resources needed to support instruction and makes recommendations to division chair or director.
   f. Maintains accurate class records of student grades and rosters.
4. Availability to students:
   a. Provides students with a way to contact them for help through email, telephone, or by holding scheduled office hours.
   b. Should an emergency or illness require class cancellation, then the faculty member and the division chair shall work collaboratively to arrange for class make-up, faculty substitute, or alternate student assignments.
5. Professional development:
   a. Engages in professional development activities, maintains currency in assigned teaching fields, and keeps informed on new approaches to instruction.
   b. Maintains occupational/technical/professional credentials, if applicable, with the support of college resources.
6. Promotes college educational programs and services to our communities.
7. The rights, duties, obligations and privileges of Part-time faculty members contained in the Part-time Faculty Manual are incorporated herein by this reference.

Section II. Part-Time Instructional Faculty Workload

A. Contracts/Schedules

1. Part time academic faculty are hired through Letters of Appointment (LOA) on a per semester basis.

B. Instructional Loads for Part-time Faculty

1. Part time academic faculty are restricted by the Board of Regents to less than 10 credits of instruction or 19.5 contact hours per semester.
2. Faculty teaching more than 9.9 credit hours or 19.5 contact hours per semester but less than full time will be assigned a workload proportional to a full-time contract.
3. Part-time faculty teaching one-credit science labs, or other one-credit courses where the contact hours equal that of a 3-credit lecture class are compensated by the formulas given in Section 2.C.3, not credits. This should not impact the maximum of 9.9 credit hour/19.5 contact hour load as stated above.
4. There shall be a reduced class size of 8 students for nursing clinical hours.
5. Lecture hours are 50 minutes in duration. Practicum, lab, and clinical hours are 60 minutes in duration.
6. Faculty may be asked to teach both days, evenings and weekends as well as in different campus/rural center locations.
7. Class scheduling is driven by the needs of full-time, degree-seeking students. If a division offers a degree, the division undertakes an obligation to assure that students can complete the degree in a timely manner by attending college full time. Division chairs will consult with lead faculty, full-time faculty members in the discipline, the dean of instruction, the academic vice president, the director of institutional research, and the director of admissions and records to develop schedules of class offerings that meet student needs. Division chairs, in collaboration with faculty members, will then develop appropriate courses and loads so that teaching faculty meet student needs.
8. Any arrangement accepted by the instructor, recommended by the director or the division chair, and approved by the academic vice-president in consultation with the dean shall be a part of this workload policy if the agreement is written and enacted prior to the service being rendered.
9. Part time faculty may be released from their appointment at the discretion of the Division Chair and/or the Dean of Instruction for any of the following reasons:
   a. The teaching load of a full time faculty member not teaching the minimum expected load as stated in Section II.B.1 of the Academic Faculty Workload Policy needs to be adjusted by the addition of this class
   b. Enrollment in the class is not high enough.
   c. Other reasons as determined by the division chair and/or the Dean of Instruction to be in the interest of the college.

C. Reimbursement formulas:

1. Instructional contact-hour definitions:
   a. (LE) Lecture: A lecture requires regular preparation of instructional material and student assignments and includes regular written work assignments graded by the classroom faculty member.
   b. (LA) Laboratory: A laboratory requires regular preparation of laboratory assignments and equipment or materials, continual faculty oversight and interaction with students, and regular written work assignments graded by the laboratory faculty member.
   c. (S) Studio: A studio requires regular preparation of studio assignments and continual oversight and interaction with the students by the faculty member.
   d. (P) Occupational practice: An occupational practicum requires regular preparation of practice assignments and continual faculty oversight and interaction with students.
   e. (C) Clinical: A clinical experience requires regular preparation and grading of clinical assignments, including written work, and continual oversight and interaction with the students.
f. Note: The Division Chair Council and the Dean of Instruction are charged with recommending to the Vice President of Academic and Student Affairs the instructional units for any new class. This determination will be based on information provided in the course description and syllabus at the time of course approval.

2. Part time faculty pay rate will equal the full time faculty overload rate.

3. LOA Reimbursement Formulas for Part-time Faculty:
The calculation below is based on a 15-week semester.
   a. Part-time Faculty Reimbursement for lecture classes:
      Number of credits X per credit rate
   b. Part-time Faculty Reimbursement for courses that are lecture + lab (3+3 as defined in the catalog):
      (Lecture contact hours X per credit rate) + (Number of contact hours for lab X 15/18 per credit rate)
      Note that 15/18 is 83.3%.
   c. Part-time Faculty Reimbursement for lab, studio, and practicum classes with no formal lecture as defined in the catalog:
      (Contact hours) X (15/18 per credit rate)
   d. Part-time Faculty Reimbursement for physical activity classes:
      (Contact hours) X (15/18 per credit rate)
   e. Part-time faculty in professional programs such as nursing may be reimbursed on a per hour basis by agreement with the Division Chair, the Dean of Instruction and the Vice President of Academic Affairs.
   f. Part-time faculty are reimbursed for serving on Academic Faculty Senate at the rate of $70 per meeting based on attendance.

Section III- Stipends

Any instructional stipend normally paid to full time faculty will also be paid to part-time faculty with the same assignment. This includes distance education, extraordinarily high enrollment, as well as others that may be defined.
CANCELLED CLASSES

If an instructor must cancel a class due to illness or emergency, the following procedures must be followed. College personnel will list cancelled classes on the website and telephone hotline. Please note that faculty may be contacted by division personnel to verify a class cancellation.

All Campuses:
- Faculty must contact their respective Division Offices and speak to someone in person (do not just leave a message). If they are not able to speak to someone in person, faculty should then call 775-445-4428 and speak to someone in the Vice-President of Academic and Student Affairs office.
- The cancelled class will be listed on the website and signs will be posted (either by the Division or VP personnel).
- Faculty must then email their class through the myWNC roster system. It is the faculty member’s responsibility to email/contact their students.

COPYING PROCEDURES

Adjunct faculty members will have access to low-capacity copiers located on the Carson, Douglas and Fallon campuses.

Large copy jobs (50 images or more: manuals, booklets, bonding, etc) should be submitted to:

   Carson City – Cedar Building - Hours for drop-off and pick-up of copy and print jobs will be weekdays, 9-11 a.m. and 1-5 p.m. Deliveries are no longer be possible as a result of the consolidation of services. An e-mail notification will be sent when a job is completed.

   Copy requests should be e-mailed to copycenter@wnc.edu
   In most cases, routine requests will be filled within 24 hours.

   Print jobs should be requested online at www.wnc.edu/forms/ims/

   Fallon – Virgil Getto Hall, Front Office – 8 a.m. to 5 p.m. Submit copy jobs with completed copy request form. Completed copy requests will be returned to the faculty mail box.

SMALL COPIER LOCATIONS:

   Carson Campus
   Cedar Bldg. Room 300A
   Cedar Bldg. Room 223A
   Bristlecone Bldg. Room 350
   Reynolds Bldg. Room 104A

   Douglas Campus
   Administration Bldg. Mailroom

   Fallon Campus
Piñon Hall Reception Office  
Virgil Getto Hall Main Administration Office  
Sage Hall, Copy Room

Please plan ahead. Although the smaller copy machines are there for your use, they are designed for small copy jobs only. They will not handle large copy jobs well and, if overworked/abused, these machines are apt to break down.

EMAIL

Faculty and Staff @wnc.edu e-mail accounts are through Lotus Notes and can be accessed online at Lotus Webmail. For account activation, questions, or any issues please contact Computing Services.

Faculty and staff are also given @wnc.nevada.edu e-mail accounts through SCS for managing web space.

Setup Lotus Notes Web Access

Follow these steps on each computer you will use to login to Domino Web Access (DWA). This is a onetime setup and will not need to be repeated unless you login using a different computer.

Make sure your computer meets the following system requirements:

<table>
<thead>
<tr>
<th>Minimum requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 2000 or XP Professional</td>
</tr>
<tr>
<td>Pentium III 400 MHz with 128 MB of memory</td>
</tr>
<tr>
<td>Pentium IV 1 GHZ with 512 MB of memory (Recommended)</td>
</tr>
<tr>
<td>Supported Browsers:</td>
</tr>
<tr>
<td>Internet Explorer 6.0</td>
</tr>
<tr>
<td>Mac - Firefox 2.0+</td>
</tr>
<tr>
<td>Important: Domino Web Access will not work if JavaScript is disabled or if session cookies are disabled.</td>
</tr>
</tbody>
</table>

1. Open Internet Explorer and go to http://webmail.wnc.edu. Your browser will be redirected to one of the DWA Notes servers. Adding DWA to your Favorites properly will be covered later.

2. IE’s built-in pop-up blocker must be configured to allow pop-ups from all DWA servers. Click Tools, Pop-up Blocker, Pop-up Blocker Settings

3. Type in each server name in the Address field then click Add. Click Close when finished.

notesmail01.wnc.edu  
notesmail02.wnc.edu

4. Enter your user name (First <space> Last) and your password and press Enter or click Log In. Wait a few moments for your browser to redirect.

5. The first time you login to Domino Web Access you will see the following message. Click OK.
6. Click the yellow warning bar to show the context menu.

7. Click Install ActiveX Control...

8. Click Install.

**Lotus Notes Web Access and Password**

*When you first attempt to log into WebMail you will be prompted for a username and password.*

*See the **Setup Lotus Notes Web Access** document for your initial login instructions.*

1. To locate Lotus Notes through the web go to [http://webmail.wnc.edu](http://webmail.wnc.edu)
2. Enter your Username (**SusieQ@wnc.edu**)
3. Enter your Password
4. Click Preferences
5. Click "Security" and "Change"
6. Enter your Old Password

7. Enter your New Password in the next two fields.

Password Guidelines:
- Passwords should never mirror your login name,
- Passwords should avoid words that are found in the dictionary
- Passwords should never be pure numeric strings.
- Passwords should be at least six characters long. Eight characters are ideal.

8. Click OK

WEB SPACE

Your @wnc.nevada.edu e-mail account allows you to become a publisher! Complimentary Web space for personal Web pages is provided when you activate your WNC e-mail account. For more information, see WNC's guide to personal web pages. WNC does not provide technical support for student web pages, but WNC does offer a number of computer classes related to web publishing.

Any faculty or staff member with a college related personal web site should contact the college webmaster for inclusion in the WNC faculty and staff directory.

FORWARDING WNC EMAIL TO ANOTHER EMAIL ACCOUNT

Once your WNC Lotus Notes Email Account has been activated, login and open your Mail Tab. On the left-hand side of your screen, under the folder options, select “Tools” and then “Rules.”
The window view will change to give you the options listed below: “New” and “Tools.” Select “New” and then “Mail Rule.”

Give your Rule a name. Make sure that the enabled box is checked. Under specify conditions, using the pull down options, select “To.” The box below should state “contains” and then type the first part of your WNC email address in the next box down (you can type your entire email address, your name, etc. — whatever qualifying text will select all incoming email messages). Click on the “Add>>” button to include these conditions.

Next, under Specify actions, using the pull-down option, choose “send copy to” and then type the email address you want the mail forwarded to in the next box. The bottom box will give you the option to send the full message or just the message header to the email address. Click on the “Add>>” button to include this action.

Click OK.
**GRADE INFORMATION**

**Grade policy** - The following are in compliance with Board of Regents policy for issuing grades.

Verify and issue grades according to grading system at top of the roster which will be one of the two following systems:

\[
\begin{array}{c}
P3 = P, F, W, I
\end{array}
\]

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>“I” grade</td>
<td>Students submit the “Request for an Incomplete (I) Grade” form to instructor. Instructor and student complete the form, and instructor attaches the form to final grade roster. Rosters with an “I” grade and no form will be returned to Division Chair unprocessed. Students must have completed at least 75% of the course work during the semester and have extenuating circumstances to be eligible for an Incomplete (“I”) grade. Students have one semester (not including summer) to complete assignments with the instructor that issues the “I” grade. Students are not required to register, or pay for the class again, but are responsible for contacting the instructor and completing assignments. Instructor submits a grade change form when assignments are completed, no later than the deadline to submit final semester grade rosters. Incomplete (I) grades will automatically roll over to a “W” if grade change is not received by deadline.</td>
</tr>
<tr>
<td>“W” grade</td>
<td>Instructor must list a date of withdrawal next to all instructor issued “W” grades on final roster. If a student never attended the date should be the Friday before the semester began. If the student stopped attending the date after the last day they attended should be used. If a student is failing the date is the Friday before finals week began. Students can withdraw until finals week begins. They can ask the instructor to issue a “W” during finals week. The instructor has the right to issue the actual grade or honor the request to issue a “W.”</td>
</tr>
<tr>
<td>“F” grade</td>
<td>Academic freedom allows instructors to issue either a “W” or “F” for failing or “no show” students as outlined in syllabus.</td>
</tr>
<tr>
<td>“X” grade</td>
<td>The X grade is only to be used if a class ends after the published semester end date. Instructors must submit the final roster distributed the last week of the published semester and record “X” grades. This is to signify class is still in session, otherwise, the “NR” grade is recorded, which indicates instructor did not turn in roster by deadline. The “X” grade is not to be used in place of the “I” grade if a student or instructor is unable to complete the class by the published semester end date.</td>
</tr>
<tr>
<td>“NR” grade</td>
<td>Admissions Technicians issue “NR” for a grade when a roster is not on file in Admissions by the deadline.</td>
</tr>
</tbody>
</table>

**Late grades** – Please submit grades on time. Late grade submissions can adversely affect student’s financial aid, transferring to other college, etc. Late grades must be submitted on a “Late Grade Submission” form available on the Admissions and Records intranet site. The form cannot be used if grades (including NR) have been recorded in the system. If grades are recorded see grade change for instructions.

**Grade changes** - Grade change forms are required when roster deadlines are not met, or to change a students grade. Grade change forms are available on the Admissions and Records intranet site. The following guidelines are to assure processing is not delayed.

If grade change is more than one semester old (exclude summer), a detailed explanation must be provided.

Grade changes must be completed with all information requested.

Grade changes require the Division Chairs signature.

Grade changes for Dvision Chairs require the Dean of Instruction’s signature (Division cannot sign as instructor and Division Chair for their grade changes).

Grade change forms are the responsibility of the Instructor to complete, not Division Assistants.

Grade change forms cannot be faxed. Original signed form is required for processing.

To protect student privacy grade changes should not be mailed or sent interdepartmental. If circumstances require mailing the form should be put in an envelope, sealed with tape and signature across seal.

Students, including student workers, are not to pick-up or deliver grade change forms for instructors.
REQUEST FOR INCOMPLETE “I” GRADE

The student is to initiate a request for an “I” (incomplete) grade, including the completion and submission of this form to their instructor. The instructor may give an "I" grade when a student has completed 75 percent of the course work with a grade of at least a “C,” but where there is some verifiable compelling reason for the lack of completion. The “I” (incomplete) must be made up during the following semester. Failure to do so will result in the “I” grade being changed to a “W” or other grade if instructor issues a grade change. A student wishing to complete the work for a course in which he/she received an incomplete must make arrangements with the instructor who issued the incomplete grade.

Instructions: The student completes this form and submits to instructor for approval. If approved, the instructor must indicate an I grade on the class roster AND must submit this form filled out completely to Admissions and Records by the deadline to submit grades. If the form is not completely filled out and signed by the student and instructor, or if the form is not submitted by the deadline, or if the student does not meet the required criteria for an incomplete, the student will be issued a W grade.

Once the coursework is complete, the instructor is responsible to submit a grade change to his/her Division Chair, who will sign and forward the form to Admissions and Records for processing. The grade change form must be submitted no later than the last day of the following semester.

Student Last Name   First       Student ID or SS Number
Semester: _____________ Class: __________  Class Title: ____________________________________Section:__________
Instructor:___________________________________________
Extenuating circumstances:
_____________________________________________________
_____________________________________________________
_____________________________________________________

Signatures verify student and instructor understand the responsibility, policy, and procedure involved with the issuance of the “I” grade.

Student Signature          Date 3/25/08

**** Instructor must complete this portion ****

Has the student completed at least 75% of the course work with a grade of at least a “C”? Yes _____ No _____

List coursework that needs to be completed by the student:
_____________________________________________________
_____________________________________________________
_____________________________________________________

Instructor Signature Date 3/25/08
MAILBOXES

Please check with your Division Assistant for the location of your campus mailbox. Adjunct faculty teaching for two or more divisions should check with any one of the Assistants in the Divisions for which you are teaching to work out a convenient location for your mailbox. It is imperative that you check your mailbox weekly as this is sometimes the only way for important information to be disseminated.

PLEASE UPDATE YOUR PERSONAL AND CONTACT INFORMATION!

If you’ve recently moved or changed your phone number or email address, please notify your Division Assistant who will then notify Human Resources (contracts/LOA) and Admissions & Records (instructor files).

PAYROLL

Part-time faculty are paid once each month, on the last day of the calendar month, beginning with the first full month after the teaching period begins and finishing on the last month of the teaching period. It is imperative that academic contracts are signed prior to teaching a course. Once all contracts and applicable personnel forms are completed, signed, and processed through the college signature chain, the documents will be turned in to the Human Resources Office, and the payroll process will begin.

Employees have the option of receiving payroll through Direct Deposit to their financial institution (form is included here) or of receiving their paycheck through the US Mail directly to their home address.

For contract or payroll questions, please contact your Division Office or the Human Resources Office at 775-445-4237.

PLEASE UPDATE YOUR PERSONAL AND CONTACT INFORMATION!

If you’ve recently moved or changed your phone number or email address, please notify your Division Assistant who will then notify Human Resources (contracts/LOA) and Admissions & Records (instructor files).
Direct Deposit

Please attach a voided check or verification of account and routing number of your financial institution. A deposit slip is insufficient documentation.

This authorization form can be returned through campus mail to the Payroll Department (M/S 122) or submitted in person at the Payroll Office, room 102, Ross Hall, University of Nevada, Reno Campus. It is recommended that you contact your bank to verify that the direct deposit is in your account each payday.

Direct Deposit Request

Name (Please Print) _____________________________  I.D.# __________________

Campus __________ Dept. ___________ Checking____  Savings____

Name of Financial Institution_________________________________________

Transit # __ __ __ __ __ __ __ __ __ __ __ __ Acct. # __ __ __ __ __ __ __ __

I hereby authorize my employer to initiate credit entries and if necessary debit entries and adjustments for any credit entries in error to the account indicated by me and the depository to credit and/or debit the same to such account.

Date___________ Signature__________________________________________

--------------------------------------------- CUt here ________________________________

Direct Deposit Stop

Name (Please Print) _____________________________ Dept. ________________________

I.D. # __________________________ Eff. Date ______________________ Checking____  Savings____

Financial Institution ___________________________ Acct # __ __ __ __ __ __ __ __ __ __

I hereby authorize my employer to STOP entries into the account indicated above.

Date___________ Signature__________________________________________
To access online rosters you will need:

- Computer access
- Internet access
- Your WNC SWAMI email address and password

Activate your WNC SWAMI email account: If you have not activated your WNC email account, in your internet browser type: https://secure.wnc.nevada.edu/swami/ and follow the prompts to activate your account. Note: Online rosters refresh hourly; when you activate your email account, you will need to wait until the upcoming hour has passed to login to online rosters.

TO ACCESS ROSTERS:

1) Login to WNC secure intranet site now known as WestNET at https://intranet.wnc.edu/. You can also access WestNET from the home page www.wnc.edu by clicking the “Faculty & Staff” link on the right side of the picture, and then click on the intranet link below the yellow header “WNC Intranet.”

2) Type in WNC email address and email password. Remember to use your WNC email password (not your Lotus Notes password). Note: Online rosters refresh hourly; if you reset your password, you will need to wait until the upcoming hour has passed to login to online rosters.

3) Access Admissions and Records webpage: Scroll to the bottom of the WestNET page and you will see a heading titled “Departments.” Click on “Admissions and Records” link. Under “Useful Links”, click “Online Rosters.”

4) Enter your user name and password. Enter your WNC email address and password.

FOR ROSTER ASSISTANCE: If you have problems after following the instructions, call or email Eric Thornton at (775) 445-3273 – erict@wnc.edu.

IF YOU FORGOT YOUR PASSWORD: Call Computer Support at (775) 445-4290.
STUDENT EVALUATION PROCESS

Students in full-term classes will be emailed at their myWNC account two weeks prior to the end of the semester with a link for completing the Student Evaluation for their individual classes. Those evaluations will be accepted until one week following the end of the term. Short-term classes will be emailed during the class period – appropriate for the length of the class.

ACCESSING INDIVIDUAL RESULTS

Instructors should contact their Division Offices the following term to access their individual evaluation summaries. The process for accessing for the forms on your own has not been finalized, but Division Offices will have a copy of all faculty summaries.
### How well did the instructor for this course do on the following?

<table>
<thead>
<tr>
<th>Question</th>
<th>Excellent</th>
<th>Commendable</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identified the course objectives in the syllabus.</td>
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<tr>
<td>2. Provided clear information about the grading system.</td>
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<td>3. Described course requirements.</td>
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<td>4. Related class topics to course objectives.</td>
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<tr>
<td>5. Organized material effectively.</td>
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<td>7. Demonstrated knowledge of subject matter.</td>
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<td>8. Encouraged students to ask questions.</td>
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<tr>
<td>9. Responded to questions.</td>
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<tr>
<td>10. Graded assignments.</td>
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<tr>
<td>11. Returned assignments.</td>
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<tr>
<td>12. Met your educational needs.</td>
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<td>13. Treated you with respect.</td>
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<td>14. Was accessible for help.</td>
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<td>15. Optional question.</td>
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<td>16. Overall, I rate the effectiveness of this course:</td>
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<tr>
<td>17. Overall, I rate the effectiveness of this instructor’s teaching:</td>
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### My primary reason for taking this course is (select **ONLY one**):

1. Degree Requirement
2. Career Change
3. Job Requirement
4. University Transfer
5. Other

### Print comments, as the instructor will receive a copy after grades are received.
SUPPLIES – ORDERING PROCESS

All Purchase Requests must be pre-approved by the appropriate Division Chair before a DPO will be issued. There are no exceptions!

A Departmental Purchase Order (DPO) is used for purchases under $2,000.00. DPOs should only be used when a college credit card cannot be used by your Division Assistant.

Procedure

- Obtain a purchase order request form from your Division Chair’s office. All requests must be made on this form. (See attached.)

- Fill out all the vendor and merchandise information required.

- If there are any special instructions that should be noted please include them on the request form.

- Obtain approval from the Division Chair/Administrative Assistant.

- Turn in the request form to the Division Administrative Assistant. Please plan ahead as there may be up to a five-day turnaround.

- Your items will be ordered for you and notification of the order will be emailed to you or placed in your faculty mailbox.

- If you are buying locally and intend to pick up the items yourself, the DPO will be emailed to you or placed in your faculty mailbox.

- All items purchased out of a student lab fee account must be utilized by the students in that current semester.

Please note: Departmental purchase orders (DPO) cannot be back-dated or issued to a vendor after the fact. If the above listed procedures are not followed or if an employee contracts the college for goods or services without prior approval, the employee may be held responsible for payment in full to the vendor.

Unless otherwise indicated, all department purchase orders are for a one-time use only. Subsequent purchases must be made with additional purchase orders. For frequent supplies needed from the same vendor throughout the semester, a Blanket Purchase Order or open purchase order may be utilized. Please talk with your Division Assistant about this.
Vendor/Payee: 
Address: 
Phone Number: 
Fax Number: 
Vendor Code: 

Requested by: 
Department: 
Ship to Address: 
Phone Number: 
Fax Number: 

Notice to Vendors: For purchases less than $2,000.00 Only. Partial shipments may delay payment. Mail Original and Duplicate Invoice to: Western Nevada College, Controller’s Office, 2201 West College Parkway, Carson City, NV 89703-7399; (775) 445-4221. If invoice given at point of sale, do not mail invoice. The Nevada System of Higher Education is Tax Exempt. FEIN # 886000024.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Unit of Issue</th>
<th>Stock Number</th>
<th>Detailed Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>7.</td>
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TOTAL

Special Instructions to Purchasing Department:

Special Instructions to Vendor:

Authorized Approval (print name): 

Account #: 

Submit original via E-mail to WNC Business Office for processing. 

Encumbered by: 

Date: 

Signature: 

Encumbered by: 

Date: 

Signature: 

Encumbered by: 

Date: 

Signature: 

Encumbered by: 

Date: 

Signature: 

Encumbered by: 

Date: 

Signature:
Course Syllabi

For accreditation purposes, all faculty are required to prepare and submit a course syllabus for each of their classes. Syllabi must be submitted to the faculty member’s Academic Division Office by the first week of classes. Copies of syllabi are kept in the Division Offices as well as archived in the campus Libraries.

Syllabus Guide

*(Required Information. Format is optional.)*

**Course Prefix, Number and Title**

Revision Date  
Instructor Name

<table>
<thead>
<tr>
<th>Number of Credits:</th>
</tr>
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<tbody>
<tr>
<td>Transferability of Course within Nevada:</td>
</tr>
<tr>
<td>Linkage of course to educational program mission and at least one educational program outcome: (See the college catalog or assessment web site for educational program mission and outcomes.)</td>
</tr>
</tbody>
</table>

I. Instructor Contact Information *(Full-time faculty: office location, phone, email, and fax. Part-time faculty: division phone and other contact information as appropriate)*

II. Course Description from the college catalog

III. Course Objectives or Outcomes

IV. Grading Policy and Procedures

V. Required Materials, including supplies, texts, and other required or recommended purchases necessary for the course. If the course has any mandatory requirements, such as completion of various forms, this should also be explained to students.

Note: If the course is part of program that has a student handbook with detailed information about any of the required items and the handbook is provided to all students, the course syllabus may simply refer the student to the handout for particulars. If the course is a web-based course with specific web pages on required items, the course syllabus can refer the student to the specific web pages for required information.

*(Recommended Information.)*

- Days, times, and location of course
- Office hours (for full-time faculty or if held by part-time faculty)
- Methods of instruction, including the types of assignments and descriptions about the assignments and class activities.
- Grading policy and procedures information should include how each assignment will be evaluated and how the final grade is computed.
- Information about any specific policies of the course for awarding W grades, late work, re-write opportunities, make-up work and attendance.
- Academic integrity issues.
- Safety issues.
- Accommodations Statement: Students desiring special accommodations due to a documented disability should contact Disability Support Services or counseling services for details.
- Early Alert Warning System: Faculty can use the Early Alert Warning system to let the Counseling office know if any students in their classes are in academic jeopardy and a counselor will follow-up with the student and then provide feedback to the instructor.

**Possible Disability Statement for Faculty Syllabi:**

If you have a disability for which you will need to request accommodations, please contact the Disability Support Services office (Bristlecone building, Room 103) at 445-3266 or 445-3275 as soon as possible to arrange for appropriate accommodations.

- See also procedures under “Resources” on page 51.

**Possible Early Alert Warning Systems Statement to Include in Syllabus:**

“Please note that in an effort to help students successfully complete their courses, the Counseling office on campus will ask faculty for names of students they feel may be in need of additional assistance. A counselor may contact you to offer some ideas

- See also procedures under “Resources.”

**HOW TO UPLOAD SYLLABI TO THE WEBSITE**

Step 1: Log-in to WestNET from the main WNC web site (You will need your NetID and password).

Step 2: Locate the "WestNET Areas" section in the middle of the WestNET home page, and click the link labeled "Your Account." (The same link is also found at the top right corner of the page)

Step 3: On your account page, look to the upper right corner of the page to an area labeled "Manage." Under this Menu is a link labeled "Class Syllabus." Click this link.

Step 4: On the Class Syllabus page will be a form used to upload new syllabi as well as a list of any syllabi that have been previously uploaded.

Step 5: To upload a new class syllabus, enter the information requested in the form. The syllabus file should be either a word document or a pdf file, preferably pdf.

Step 6: To delete a previously uploaded syllabus, find it in the list and press the delete button.

Step 7: The syllabus will appear in the online faculty/staff directory under your name, as soon as it is cached, which normally occurs hourly.
PROCEDURES FOR ORDERING BOOKS

If you are teaching a course for an upcoming term, you will need to turn in the following book information to your Division Chair Office. The forms will be put in your boxes or emailed/mailed to you. Please fill them out accordingly and return to your division by the specified date. If you do not require text, please indicate on the form “NO TEXT REQUIRED.” If you have any questions please call your Division Administrative Assistant.

The form requires the following information:

1. **Required Text**: Any book you **require** every student to purchase.
2. **Recommended Books**: Any books that are **optional** for your students.
3. **Supplies & Materials**: Any non-book supplies you require your students to purchase.
4. **Estimated Enrollment**: This is **very** important so the bookstore knows how many books to order for your class. Do not automatically list the class cap for each class.
5. **International Standard Book Number (ISBN)**: This number will help the bookstore identify the correct book you are requesting.

If you need a desk copy or a current edition of the textbook, please let your Division Administrative Assistant know. Please keep in mind that some publishers will only send one copy to each instructor, so only request a copy if you actually need one. Automatically requesting copies each semester increases the overall cost of books to the students.

**Deadlines:**

- Fall book orders – April 15<sup>th</sup>
- Spring book orders – October 15<sup>th</sup>
- Summer book orders – March 15<sup>th</sup>
<table>
<thead>
<tr>
<th>Term</th>
<th>Est. Enroll</th>
<th>Professor</th>
<th>E-mail</th>
<th>Course Prefix</th>
<th>Course #</th>
<th>Section(s)</th>
<th>Continuation</th>
<th>Class (Y/N)</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>TITLE</th>
<th>PUBLISHER</th>
<th>EDITION</th>
<th>ISBN</th>
<th>REQ or REC</th>
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</table>

Instructor manual / supplies needed? ________________________________

Are there any special supplies or software titles your students will need or anything else we need to know about this course? ________________________________
RESOURCES
The mission of the Western Nevada College Academic Skills Centers are to provide full academic support and community to students in the form of free tutoring and computer use with the intention of helping students become active and independent learners.

**Services offered at each location:**

- **FREE** tutoring: sample subjects include Math, English, Spanish, American Sign Language, Biology, and Physics.
- Computer use: Students can use the computers to write English and other course papers.
- Workshops: The centers offer occasional workshops on study skills topics such as time management and finals week preparation.

**Drop-in Tutoring**

Drop-in tutoring is allowed on an as-available basis. To receive free drop-in tutoring, you must be a WNC student enrolled in the class for which you request a tutor.

**Tutoring Appointments**

Appointment-only tutoring is available at both the Carson and Fallon Academic Skills Centers. To make an appointment and for more details, please contact the Carson or Fallon Academic Skills Center.

**Carson Campus ASC: 775-445-4260**

**Fallon Campus ASC: 775-423-7565 ext.2278**
COMPUTER AND SOFTWARE ACADEMIC DISCOUNTS

Part-time academic faculty may be eligible for significant discounts on computers and computer equipment and software. Individual companies may require verification of employment and/or staff identification. See the Student Center Reception desk in Carson City to obtain a staff identification card. Entities providing discounts include the WNC Follett Bookstore, the University of Nevada/Reno (UNR), and websites such as www.academicsuperstore.com, etc.

WNC does not provide or purchase computer equipment or computer software for part-time faculty use to prepare courses at home. Part-time faculty are eligible to use the designated offices in Carson City and Fallon.

PROVIDING DISABILITY SUPPORT SERVICES FOR STUDENTS

1. Cooperate with DSS coordinator to provide authorized accommodations and/or support services for documented disabled students in a fair and timely manner.

2. Review the list of authorized accommodations provided by DSS for each eligible student.

3. Review, complete, and sign the “Request for Test Accommodation” form to the DSS office one week prior to the first exam.

4. Consult with the DSS coordinator if there are any questions regarding how to implement the authorized accommodations.

5. Permit tape recordings of course content by a student with a disability when it has been determined that this is the most effective way to provide equal access to course material. (Faculty may require the student to sign an agreement form protecting copyright and/or privacy.)

6. Provide a classroom atmosphere that is nondiscriminatory for students with disabilities.

7. Faculty are encouraged to announce or to place a notice in the course syllabus advising students with disabilities who need support services to register with DSS as soon as possible. Sample announcement: “Any student who feels he or she may need an accommodation should contact the DSS office at 445-3266 or 445-3275 or, if needed, make an appointment to see the DSS coordinator during office hours.”

8. If faculty have questions about a disability or an accommodation, they may call DSS at 445-3266 or 445-3275 or talk to the student about it in a private setting to protect confidentiality.
EARLY ALERT WARNING SYSTEM

Faculty can use the Early Alert Warning system to let the Counseling office know if any students in their classes are in academic jeopardy and a counselor will follow-up with the student and then provide feedback to the instructor.

On the faculty class roster, there is an icon next to each student’s name that can be used to alert the counseling office. Click on that icon and complete the form that follows. When you click “Send Alert,” a counselor will be emailed the form. After contacting the student, a counselor will send you an email with an update on how the student is doing.

This system is not intended to be used for personal counseling issues. If these arise, please encourage the student to contact a counselor, or if necessary, walk the student down to the Counseling office.
Sharing this type of academic information with the Counseling office does not conflict with FERPA.

**Tips**

1. This system is most effective if you initially use it within the first 4 weeks of class.

2. You can use the form throughout the semester. The further into the semester, the less likely the student will be able to complete the course; however, after speaking with a counselor, students are often more likely to re-enroll the following semester if they can’t complete the current semester class.

3. It is important not to make students feel like they are being reported on or targeted in any way. This intervention is simply provided to assist the student in resolving problems. If you explain the system in the beginning of the class and include a note in your syllabus, it will go a long way in helping students to understand the system.

EMERGENCY TELEPHONE NUMBERS:

“PLEASE NOTE: When using campus telephones, you must dial “9” before dialing an outside number.

**Emergency (calls for ambulance, medics, etc.,)**
**All campus locations – dial 911 (after dialing 9 first to get an outside line)**
WNC Security Personnel

Carson

The Public Safety Department office is located in Bristlecone 132 on the Carson City Campus.

Emergency Calls (Life Threatening):
from on campus - 9-911
from off campus - 911

All Other Calls:
from on campus - ext. 3308 or 775-230-1952
from off campus - 775-445-3308 or 775-230-1952

Hours of Operation:

Monday - Thursday  9 am to 1 am
Friday 9 am to 11 pm
Saturday 7 am to 11 pm
Sunday 7 am to 7 pm

High Tech Center-------230-1954

Douglas------- 230-1956
5:00-10:30pm Monday-Friday
• Security personnel can be located either in the main building or on the campus grounds.

Fallon ------- (775) 427-6212
5:00-10:00pm Monday-Thursday
8:00am –5:00pm Saturday
• The security office is located in Virgil Getto Hall.

Local Law Enforcement

Carson City Sheriff’s Department 887-2008
Douglas County Sheriff’s Department 782-9935
Fallon Police Department 423-2111

Accidents/Emergencies:

If you or any student suffers any accident or injury while on any public or private facility operated by the college, the accident must be reported immediately to the nearest administrator or security officer. A student must fill out an accident/injury report with the Security Officer as soon as possible after the injury. Faculty and staff are required to fill
out a SIIS form within **FIVE working days of the injury**. SIIS forms may be obtained in the following offices:

Carson Health & Safety Office -- Bristlecone Building  
Douglas Administrative Office – Bently Hall  
Fallon Administrative Services – Virgil Getto Hall

**Theft/Vandalism:**

Immediately report the theft of equipment or any instance of vandalism to the security officer on duty (see phone numbers above).

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**GRANTS-IN-AID, TEMPORARY PART-TIME FACULTY**

1. Temporary part-time faculty (as defined in Title 4, Chapter 3) are eligible to receive a grant-in-aid for community college, state college, or university credit classes up to the number of credit hours the part-time faculty member has taught the previous or current semester. The eligibility based on credit hours shall not be cumulative from semester to semester. (B/R 10/03)

Those temporary part-time faculty who do not teach must confer with their supervisor to determine appropriate course equivalency for their services. In no case will a supervisor authorize more than a total of 6 credit hours of course equivalency per semester for such service.

2. Temporary part-time faculty employed through the Division of Continuing Education are not eligible for the grant-in-aid.

3. Eligible temporary part-time faculty shall be permitted to register for credit or audit in any credit course with the limitations as noted below.
   a. The grant-in-aid is applicable only to courses taken during the Fall and Spring regular semesters and must be taken at the college or university where employed.
   b. The grant-in-aid is not applicable to credit courses offered by the Division of Continuing Education.
   c. Lab fees and other special fees are not included in this grant-in-aid.
   d. Non-resident temporary part-time faculty members shall not be assessed non-resident tuition for Fall or Spring semester registration under this grant-in-aid.
   e. Temporary part-time faculty members shall not be entitled to certain privileges usually associated with student registration (e.g., discounted tickets, intercollegiate athletic tickets, student health insurance). (B/R 3/02)

**Interested faculty must complete a Grant-in-Aid for Part-time Faculty request and submit it to their division chair or department head.**
# GRANT-IN-AID FEE WAIVER FOR PART-TIME INSTRUCTORS
WESTERN NEVADA COLLEGE

<table>
<thead>
<tr>
<th>SOC SEC #</th>
<th>NAME: LAST</th>
<th>FIRST</th>
<th>MID INIT.</th>
<th>TERM</th>
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<tr>
<th>GRANT-IN-AID</th>
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<th>PROFESSIONAL</th>
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| CREDITS: | |

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<th>(Enter the # of credits authorized.)</th>
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<tr>
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<th>CREDITS</th>
<th>DEPT.</th>
<th>COURSE#</th>
<th>CREDITS</th>
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<tr>
<th>TOTAL GRANT-IN-AID</th>
<th>CAP. IMP. FEE WAIVER</th>
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| GEN. IMPR. FUND | |
|-----------------||

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<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
<th>DATE</th>
<th>APPROVED</th>
<th>DATE</th>
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</table>
Library & Media Services is responsible for library services, audiovisual support, interactive video (IAV), and distance education for WNC. It operates full service libraries on both the Carson and Fallon campuses and provides library and media support to the Douglas campus and all learning centers in the WNC service area. It also provides an extensive online collection available through this web site. Using library supplied passwords, off campus students can access thousands of articles using the research tools.

Western Nevada College is a comprehensive college which serves more than 6,000 students each semester within an 18,000-square-mile service area. One of four community colleges within the Nevada System of Higher Education, it is accredited by the Northwest Association of Schools and of Colleges and Universities.

The Library Mission

The mission of Library & Media Services is to support the educational programs of the college throughout the service area; to foster the ability of students, faculty and staff to find, evaluate and use appropriate quality information sources; and to provide a physical environment conducive to learning.

Course Reserves (Assigned Readings, Extra Textbooks, Etc.)

The Reserve Collection consists of course materials placed in the library by faculty for a particular class. Reserve materials may include: journal articles, sample research papers, answer keys, textbooks, videos, or CDs. These items are placed on limited loan periods ranging from a "2-hr in-library use only" to a 7-day check out, depending on the instructor's request. No holds or renewals may be placed on reserve items.

All the items placed on reserve in the library are listed under the instructor's name as well as the class name in reserve section of the library catalog.

Electronic Reserves

Any faculty member may ask the library staff to locate electronic copies of articles or scan reading materials which students can access from WNC Online (Moodle). (The better the original, the better the electronic version). If you have materials you'd like to post online, the library requires at least 7 working days advance notice. To post reading materials online, faculty should fill out and e-reserve request form (found online) and send it to ereserve@wnc.edu.

How Do E-Reserves Work?

The implementation of MyWNC in Fall 2011 required that the library develop a new electronic reserve system. The library will be posting e-reserve materials using the new
WNC Online system, Moodle. Interested faculty should contact Larry Calkins at 775-445-3224 for more information.

Copyright:

All materials must have copyright permission or fall within the fair use guidelines. The library staff will assist you in determining fair use and if there are any costs associated with using selected materials for reserves (the concerns are the same for e-reserves and traditional reserves). To get you started, here's a handy copyright guide to fair use: http://www.copyright.iupui.edu/checklist.htm

The Benefits Of E-Reserves:

Having documents online allows students to view or print information 24/7 without having to visit our physical locations. This is a huge benefit for our interactive video classes, rural center students, or students with full-time jobs who don't have time to visit the library. There are also no overdue fines on these materials.

For More Information on Reserves:
Larry Calkins - e-reserves, all campuses 445-3224
Erich Holcombe - print reserves, Carson City Campus Library 445-3228
Ron Belbin - print reserves, Beck Library, Fallon Campus 423-5330 x2244

Media Services

Media Services supports the WNC curriculum by purchasing and servicing classroom media equipment, video recording classes and events, streaming media, and mixing sound, along with interactive video conferencing support. They also provide copying services for items that accompany WNC classroom-related materials and textbooks.

Equipment Requests

Media equipment may be loaned to college personnel for instructional purposes including: computers, computer projection units, video and digital cameras, video/DVD players and recorders, CD/audiocassette players and recorders, slide projectors, and other types of equipment. A 24-hour notice is required to ensure that the equipment is available and can be delivered to your teaching location on the requested date. Request equipment through the online Equipment Request Form.

Recording & Duplicating Services

Duplicating services are provided to college personnel with a minimum 48 hour notice. This includes recording students or faculty members in a classroom or guest speakers and performers at college events.
In some classes, compact discs supplement a textbook. Media Services will duplicate these CDs (if given sufficient lead time). Class related copying is free. Students only need to provide a blank replacement for each item copied. Copyright permission must be obtained in writing prior to copying.

**Services Directory**

All the telephone numbers below use the 775 area code. If you are calling the Beck Library (Fallon Campus) from off campus, dial 423-5330. If you are calling from on campus, dial the extension listed to reach the individual directly.

CC = Carson City Campus, F = Fallon Campus

<table>
<thead>
<tr>
<th>Need help with:</th>
<th>Larry Calkins</th>
<th>Ron Belbin</th>
<th>CC 445-3224</th>
<th>F x2244</th>
<th><a href="mailto:calkins@wnc.edu">calkins@wnc.edu</a></th>
<th><a href="mailto:belbin@wnc.edu">belbin@wnc.edu</a></th>
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<td>F x2241</td>
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<td>F x2244</td>
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<td>CC x3224</td>
<td>F x2244</td>
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<td>Interactive Video Scheduling</td>
<td>Donna Redfern</td>
<td>all 445-4245</td>
<td></td>
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<td><a href="mailto:dredfern@wnc.edu">dredfern@wnc.edu</a></td>
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<td>Interactive Video Technical Support</td>
<td>Ralph Schilling</td>
<td>CC 445-4242</td>
<td>F x2249</td>
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<td><a href="mailto:ralphs@wnc.edu">ralphs@wnc.edu</a></td>
<td><a href="mailto:wlewis@wnc.edu">wlewis@wnc.edu</a></td>
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<td>Journal Subscriptions</td>
<td>Danna Sturm</td>
<td>CC 445-3223</td>
<td>F x2244</td>
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<td><a href="mailto:dsturm@wnc.edu">dsturm@wnc.edu</a></td>
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The following table lists the contact information for various services:

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<th>Service</th>
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<th>Email Address 2</th>
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<td>Newspaper Subscriptions</td>
<td>Danna Sturm, Ron Belbin</td>
<td>CC 445-3223 F x2244</td>
<td><a href="mailto:dsturm@wnc.edu">dsturm@wnc.edu</a></td>
<td><a href="mailto:belbin@wnc.edu">belbin@wnc.edu</a></td>
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<td>Production Services</td>
<td>Howard Collett, Walt Lewis</td>
<td>CC 445-4244 F x2249</td>
<td><a href="mailto:collett@wnc.edu">collett@wnc.edu</a></td>
<td><a href="mailto:wlewis@wnc.edu">wlewis@wnc.edu</a></td>
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<td>Reference Desk</td>
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<td>CC 445-3227 F x2241</td>
<td><a href="mailto:refdesk@wnc.edu">refdesk@wnc.edu</a></td>
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<td>Research Help</td>
<td>Reference Desk Library Services</td>
<td>CC 445-3227 F x2241</td>
<td><a href="mailto:refdesk@wnc.edu">refdesk@wnc.edu</a></td>
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<td>Reserve Materials</td>
<td>Erich Holcombe</td>
<td>CC 445-3229 F x2244</td>
<td><a href="mailto:wnclrc@wnc.edu">wnclrc@wnc.edu</a></td>
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<td>Streaming Video</td>
<td>Troy Tingle</td>
<td>All 445-4242</td>
<td><a href="mailto:tingle@wnc.edu">tingle@wnc.edu</a></td>
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<td>Videotaping/Production Services</td>
<td>Howard Collett, Walt Lewis</td>
<td>CC 445-4244 F x2249</td>
<td><a href="mailto:collett@wnc.edu">collett@wnc.edu</a></td>
<td><a href="mailto:wlewis@wnc.edu">wlewis@wnc.edu</a></td>
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<td>Web Class Login Support (WNC Online)</td>
<td>Reference Desk</td>
<td>CC 445-3227</td>
<td><a href="mailto:refdesk@wnc.edu">refdesk@wnc.edu</a></td>
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**PART-TIME FACULTY OFFICES**

**Carson Campus**
There are rooms available in the Aspen and Bristlecone Buildings. Availability is on a first-come/first-served basis and faculty can reserve specific, regular time-slots. For reservations and availability, contact Chelsie Hamtak at meredi21@wnc.edu or 775-445-3290.

**Fallon Campus**
The part-time faculty office is located in Piñon Hall, room 9. Availability is on a first-come/first-served basis and faculty can reserve specific, regular time-slots. For reservations and availability, contact Monica Fairbanks at fairbam@wnc.edu or 775-423-7988.

**Douglas Campus**
Availability is on a first-come/first-served basis and faculty can reserve specific, regular time-slots. For reservations and availability, contact Sergio Arteaga at arteaga5@wnc.edu or 775-445-3021.