### STANDARD FOUR - FACULTY TABLE 1  INSTITUTIONAL FACULTY PROFILE

#### FULL-TIME FACULTY

<table>
<thead>
<tr>
<th>Rank or Class</th>
<th>Number</th>
<th>Number of Terminal Degrees</th>
<th>Salary, 9 months</th>
<th>Years of Experience at Institution</th>
<th>Total Years of Teaching Experience</th>
<th>Previous Fall Term Credit Hour Load</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Full-time &amp; Part-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professors</td>
<td>47</td>
<td>3</td>
<td>$55,796 $76,915  $105,490</td>
<td>5 17 33</td>
<td>0 8 30</td>
<td>9 15 25</td>
</tr>
<tr>
<td>Instructors</td>
<td>19 227</td>
<td>2</td>
<td>$42,957 $60,433  $78,838</td>
<td>1 4 13</td>
<td>2 12 32</td>
<td>6 15 23</td>
</tr>
</tbody>
</table>

SOURCE: IPEDS Fall 2008 data extract and NSHE Faculty Workload Report Fall 2008 data extract
## Appendix 4.1

### STANDARD FOUR - REQUIRED SUPPORTING DOCUMENTATION, REQUIRED DOCUMENTATION #1

**ADMINISTRATIVE FACULTY DEGREES OR LEVELS OF EDUCATION AND YEARS OF SERVICE**

<table>
<thead>
<tr>
<th>Rank or Class</th>
<th>Number</th>
<th>Number of Terminal Degrees</th>
<th>Salary, 9 months</th>
<th>Years of Experience at Institution</th>
<th>Total Years of Teaching Experience</th>
<th>Previous Fall Term Credit Hour Load</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-time</td>
<td>Part-time</td>
<td>Dr.</td>
<td>M</td>
<td>B</td>
<td>Prof</td>
</tr>
<tr>
<td>Administrative Faculty</td>
<td>42</td>
<td>4</td>
<td>1</td>
<td>22</td>
<td>8</td>
<td>11</td>
</tr>
</tbody>
</table>

**SOURCE:** IPEDS Jan 2009 data extract
<table>
<thead>
<tr>
<th>INSTITUTION GRANTING TERMINAL DEGREE</th>
<th>NUMBER OF DEGREES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DOCTOR</td>
</tr>
<tr>
<td>AMERICAN INTERCONTINENTAL UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>ARIZONA STATE UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>BRIGHAM YOUNG UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>CALIFORNIA STATE UNIVERSITY, CHICO</td>
<td></td>
</tr>
<tr>
<td>CALIFORNIA STATE UNIVERSITY, DOMINGUEY HILLS</td>
<td></td>
</tr>
<tr>
<td>CALIFORNIA STATE UNIVERSITY, FRESNO</td>
<td></td>
</tr>
<tr>
<td>CALIFORNIA STATE UNIVERSITY, FULLERTON</td>
<td></td>
</tr>
<tr>
<td>CALIFORNIA STATE UNIVERSITY, LONG BEACH</td>
<td></td>
</tr>
<tr>
<td>CALIFORNIA STATE UNIVERSITY, NORTH RIDGE</td>
<td></td>
</tr>
<tr>
<td>CALIFORNIA STATE UNIVERSITY, SAN FRANCISCO</td>
<td></td>
</tr>
<tr>
<td>CAPELLA UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>EASTERN WASHINGTON STATE UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>GOLDEN GATE UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>GONZAGA UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>IDAHO STATE UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>ILLINOIS INSTITUTE OF TECHNOLOGY</td>
<td></td>
</tr>
<tr>
<td>MIAMI UNIVERSITY OF OHIO</td>
<td></td>
</tr>
<tr>
<td>MISSISSIPPI STATE UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>NEW MEXICO STATE UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>PACIFIC SCHOOL OF RELIGION</td>
<td></td>
</tr>
<tr>
<td>PRESCOTT COLLEGE</td>
<td></td>
</tr>
<tr>
<td>SOUTHERN ILLINOIS UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>TULANE UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF ARIZONA</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF CALIFORNIA, DAVIS</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF CALIFORNIA, LOS ANGELES</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF CALIFORNIA, SANTA CRUZ</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF CLERMONT/FRANCE</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF COLORADO AT BOULDER</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF DETROIT</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF HAWAII</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF NEBRASKA AT KEARNEY</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF NEVADA, LAS VEGAS</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF NEVADA, RENO</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF NORTH DAKOTA</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF OREGON</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF PHOENIX</td>
<td></td>
</tr>
<tr>
<td>UTAH STATE UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>WASHINGTON STATE UNIVERSITY</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 4.3

Print Forms (data)

Institution: Western Nevada College (182564)

**Part G - Fall Staff - Full-time instruction/research/public service staff - Totals**

Total number of full-time staff whose primary responsibility is instruction, research, and/or public service by gender and race/ethnicity

<table>
<thead>
<tr>
<th></th>
<th>Total men</th>
<th>Total women</th>
<th>Total (men+women)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonresident alien</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Black, non-Hispanic</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>White, non-Hispanic</td>
<td>33</td>
<td>31</td>
<td>64</td>
</tr>
<tr>
<td>Race and ethnicity unknown</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total (must equal Part H (next part))</strong></td>
<td><strong>35</strong></td>
<td><strong>31</strong></td>
<td><strong>66</strong></td>
</tr>
</tbody>
</table>
Appendix 4.3

Print Forms (data)

Institution: Western Nevada College (182564)

Part I - Fall Staff - Full-time staff (excluding instruction/research/public service staff)
- Totals

Total number of full-time staff by primary function/occupational activity, gender, and race/ethnicity

<table>
<thead>
<tr>
<th>Gender and race/ethnicity</th>
<th>Executive/ administrative/ managerial</th>
<th>Other professionals (support/service)</th>
<th>Technical and paraprofessionals</th>
<th>Clerical and secretarial</th>
<th>Skilled crafts</th>
<th>Service/ Maintenance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Men</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonresident alien</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Black, non-Hispanic</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Hispanic</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>White, non-Hispanic</td>
<td>12</td>
<td>9</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>14</td>
<td>45</td>
</tr>
<tr>
<td>Race and ethnicity unknown</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total men</strong></td>
<td>12</td>
<td>12</td>
<td>8</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>59</td>
</tr>
<tr>
<td><strong>Women</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonresident alien</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Black, non-Hispanic</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
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<td>0</td>
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<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Hispanic</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>White, non-Hispanic</td>
<td>8</td>
<td>16</td>
<td>16</td>
<td>22</td>
<td>0</td>
<td>3</td>
<td>65</td>
</tr>
<tr>
<td>Race and ethnicity unknown</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total women</strong></td>
<td>9</td>
<td>18</td>
<td>18</td>
<td>28</td>
<td>0</td>
<td>3</td>
<td>76</td>
</tr>
<tr>
<td><strong>Total</strong> (men+women)</td>
<td>21</td>
<td>30</td>
<td>26</td>
<td>31</td>
<td>3</td>
<td>24</td>
<td>135</td>
</tr>
<tr>
<td>Total from EAP</td>
<td>21</td>
<td>30</td>
<td>26</td>
<td>31</td>
<td>3</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 4.3

Print Forms (data)

Institution: Western Nevada College (182564)

**Part J - Fall Staff - Part-time professional staff**

Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity

<table>
<thead>
<tr>
<th>Gender and race/ethnicity</th>
<th>Staff whose primary responsibility is instruction, research, and/or public service</th>
<th>Executive/administrative/managerial</th>
<th>Other professionals (support/service)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Men</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonresident alien</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black, non-Hispanic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White, non-Hispanic</td>
<td>103</td>
<td>1</td>
<td>26</td>
</tr>
<tr>
<td>Race and ethnicity unknown</td>
<td>2</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total men</strong></td>
<td>115</td>
<td>1</td>
<td>30</td>
</tr>
<tr>
<td><strong>Women</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonresident alien</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black, non-Hispanic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>2</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Hispanic</td>
<td>12</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>White, non-Hispanic</td>
<td>100</td>
<td>1</td>
<td>61</td>
</tr>
<tr>
<td>Race and ethnicity unknown</td>
<td>7</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total women</strong></td>
<td>121</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td><strong>Total (men+women)</strong></td>
<td>236</td>
<td>2</td>
<td>110</td>
</tr>
<tr>
<td><strong>Total from EAP</strong></td>
<td>236</td>
<td>2</td>
<td>110</td>
</tr>
</tbody>
</table>
Appendix 4.3

Print Forms (data)

Institution: Western Nevada College (182564)

**Part K - Fall Staff - Total number of staff**

Total number of staff by employment status, gender, and race/ethnicity

<table>
<thead>
<tr>
<th>Gender and race/ethnicity</th>
<th>Full-time men</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-time</td>
<td>Part-time</td>
<td>Part-time</td>
<td>Total</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td></td>
<td>women</td>
<td>men</td>
<td>women</td>
<td>men</td>
<td>women</td>
<td>men</td>
</tr>
<tr>
<td>Nonresident alien</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Black, non-Hispanic</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Hispanic</td>
<td>9</td>
<td>5</td>
<td>4</td>
<td>21</td>
<td>13</td>
<td>26</td>
</tr>
<tr>
<td>White, non-Hispanic</td>
<td>78</td>
<td>96</td>
<td>134</td>
<td>169</td>
<td>212</td>
<td>265</td>
</tr>
<tr>
<td>Race and ethnicity unknown</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>13</td>
<td>5</td>
<td>13</td>
</tr>
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<td>Grand total</td>
<td>94</td>
<td>107</td>
<td>151</td>
<td>210</td>
<td>245</td>
<td>317</td>
</tr>
</tbody>
</table>
Western Nevada College Policies

Policy 3-2-3: Academic Faculty Workload

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.

Responsibilities of Full-Time Instructional Faculty

Institutional Responsibilities

Full-Time Instructional Faculty Workload

Activities That Qualify for Reassigned Time and/or Additional Compensation

Full Time Instructional Faculty Overloads

Outside Professional or Scholarly Service

Stipends

Non-Instructional Faculty Workload

Section 1: Responsibilities of Full-Time Instructional Faculty

A. 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; and perform public and professional service, service to the institution, and similar academic activities.

B. An Instructional 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 distributes them to students and to Division Chairs on or before the first day of class.
   d. Selects textbooks for classes.
   e. Maintains scheduled office hours.
   f. Identifies supplies, equipment, and other learning resources needed to support instruction and makes recommendations to Division Chair or director.
   g. Maintains accurate class records of student grades and rosters.
4. Availability to students:
   a. Faculty Members are expected to be available to students and take an active role in student advising on all 171 contract days.
   b. In general, Instructional Faculty will be present on campus following a schedule established with Division Chairs.
   c. Absences from campus, for activities such as conferences or professional development, must be approved by the Division Chair and the Vice President of Academic and Student Affairs.
   d. Should an emergency or illness require class cancellation, the Faculty Member will work collaboratively with the Division Chair to arrange for class make-up, faculty substitute, or alternate student assignment.
   e. Faculty will maintain student advisement hours, which will be posted on office doors during the first week of classes and announced on all class syllabi.
   f. Full-time Faculty must schedule student advisement hours totaling at least five hours per week.

5. Service to the institution is a normal requirement of all full-time Faculty. Faculty Members are expected to identify service to the college in their annual self-evaluations. Service contributions may include:
   a. Serving as the advisor of a student organization as approved by the Vice President of Academic and Student Affairs
   b. Serving as the chair of a college standing committee
   c. Serving in a productive manner on a college standing committee as attested to by the chair of the committee
   d. Representing the college in a significant NSHE project or national professional organization as approved by the Vice President or the President.
   e. Participating in a division or curriculum activity that significantly enhances an academic program, such as a significant and extraordinary assessment or program review activity
   f. Participating in any other productive work that supports the college and its students as negotiated and approved by the Vice President of Academic and Student Affairs or the President.
   g. Participating in peer-evaluation processes.
   h. Serving on senate, college and/or system committees.
   i. Participating in planning and budgeting processes.
   j. Attending meetings and actively supporting college functions.
   k. Participating in program review and academic program assessment.

6. 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.

7. Prepares an annual self-evaluation in accordance with WNC bylaws.
8. Promotes college educational programs and services to our communities.
9. Performs other related duties as assigned.

Section 2: Institutional Responsibilities

A. Western Nevada College endorses academic freedom as defined by the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure.

B. Furthermore, the institution is committed to providing the following, within resources available:

1. The establishment and maintenance of a learning environment in which faculty can practice their profession as college teachers to the maximum advantage of their students and themselves.
2. As much opportunity for study, professional advancement, and attendance at professional conferences as is consistent with the needs of the College's mission.
3. Adequate instructional support, resources, and office facilities.
Section 3: Full-Time Instructional Faculty Workload

A. Contracts/Schedules

1. The instructional unit, defined below, is the basis for determining faculty workload.
2. The contract period for instructional faculty coincides with the academic calendar, based on a five-day week, excluding holidays. It includes graduation and the period of time before the fall and spring semesters begin as reflected in the calendar recommended by the Academic Faculty Senate and approved by the college President. It also includes the time period needed to file student grades and other necessary reports at the end of each semester. Faculty will establish a schedule for campus presence during the contract period in consultation with their Division Chair. The Division Chair will forward all work schedules to the Dean of Instruction for approval.
3. Faculty will complete all necessary reports by the deadlines established by the Office of Admissions and Records.
4. Prior to each semester, supervisors and Faculty Members will complete a written semester workload agreement to be approved by the Vice President of Academic and Student Affairs and forwarded to the president.
5. A minimum of five student advisement hours must be scheduled over at least three days per week at an instructional site.
6. By the end of the first week of each semester, Faculty Members shall submit a schedule of instruction and student advisement hours to the appropriate Division Chair for review and approval.
7. Division Chairs will immediately forward approved faculty schedules to the Dean of Instruction and Vice President of Academic and Student Affairs.
8. By the end of the first week of classes, Faculty will post the approved schedule outside their offices, and the Dean of Instruction will forward to the appropriate college offices.

B. Instructional Loads for Instructional Faculty

1. Full-time Instructional Faculty will teach a minimum of 15 instructional units during the fall academic semester and a minimum of 30 instructional units for the academic year.
2. Nursing Faculty will teach a minimum of 18 contact hours during the fall academic semester and a minimum of 36 contact units for the academic year (540 hours for the academic year).
3. HIT, Welding, Machine Tool, and Automotive Faculty will teach on a 35 hour work week for the fall and spring academic semesters.
4. There shall be a reduced class size of 8 students for clinical hours.
5. Lecture hours are 50 minutes in duration. Practicum, lab, and clinical hours are 60 minutes in duration.
6. The load definition formula is provided in section C below and is the same for all full-time faculty.
7. In addition to the student advisement hours mentioned in the previous section, teaching faculty are expected to spend an average of 15 hours per week in institutional service, such as committee work, and instructional support, such as grading, preparation, or curriculum development. Instructional Faculty will spend 35 hours on their assigned duties per week. The terms of these 35 hours will be developed with Division Chairs and documented in the semester workload agreement.
8. Twenty direct instructional hours per week are required for self-paced contact-hour contracts; 15 hours per week are required for office, institutional service, and other student contacts.

9. Faculty may be required to teach both days and evenings as well as in different campus/rural center locations.

10. 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, the Dean of Instruction, the Vice President of Academic and Student Affairs, the Director of Institutional Research, and the Director of Counseling 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 Instructional Faculty meet student needs.

11. Faculty may be given specific assignments according to their areas of expertise.

12. The teaching load of a Faculty Member teaching less than the minimum expected load as stated in Section 3.B.1 will be adjusted, using one or more of the following options, in order of priority:
   a. The assignment of a course previously scheduled to be taught by a part-time instructor.
   b. Course or courses to be offered in the alternate semester schedule.
   c. One or more short courses targeted for specific groups during the same semester.
   d. Duties assigned by appropriate administrators, in consultation with the Division Chair, that relate to the Faculty Member's function at WNC.
   e. In the event that option d (above) is exercised, prior, signed approval must be obtained from the Vice President of Academic and Student Affairs, and a written agreement of the work to be completed with a timeline and a reporting mechanism for specific outcomes must be provided.

C. Load Definition Formula

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. Operation of one campus gallery is equivalent to one studio course.
   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. Load Calculation: The calculation below is based on a 15-week semester. Any deviations from normal semester lengths will be appropriately adjusted to assure that total instructional time per credit hour does not vary.
   a. Full-time Faculty Instructional Load (in instructional units) = Total number of lecture hours per week + (15/18) x Total number of laboratory hours per week + (15/20) x Total number of practicum hours per week + (15/20) x Total number of clinical hours per week.
   b. Full-time Instructional Faculty are required to teach a minimum of 15 instructional units (as defined above) per week in each semester of the academic year. The only deviation from this policy will be reassigned time for administrative responsibilities, as defined below, or special, written arrangements negotiated and approved by the Vice President of Academic and Student Affairs, and forwarded to the President before the end of the first week of the semester.
   c. The Vice President of Academic and Student Affairs may choose to place an Academic Faculty Member on an annual contract of longer than 171 days to accommodate certain administrative responsibilities. An agreement on the terms of these responsibilities, their specific duration, and mechanism for reporting
Appendix 4.4

outcomes will be signed by both parties and forwarded to the President for approval before a formal contract is issued.

Section 4: Activities That Qualify for Reassigned Time and/or Additional Compensation

A. Reassigned time is only permitted for administrative assignments. Permissible reassigned time will be defined by the following:

1. Division Chairs will be reassigned 15 instructional units per year for divisional administrative responsibilities. In general, this means 6 units reassigned time in the fall semester and 9 units reassigned time in the spring. Any deviation from this policy will require a written approval by the Vice President of Academic and Student Affairs and formal, written notification to the President, prior to the end of the first week of the semester (193-day contract).

2. Lead Instructors will be reassigned 3 instructional units per semester for divisional administrative responsibilities. Any deviation from this policy will require written approval by the Vice President of Academic and Student Affairs and formal, written, notification to the President prior to the end of the first week of the semester.

3. The Faculty Senate Chair will be reassigned 6 instructional units per semester for collegial governance administrative responsibilities (177-day contract).

Section 5: Full Time Instructional Faculty Overloads

A. By the end of the first week of classes in each semester or prior to mid-semester for open-entry, open-exit classes, Division Chairs will submit to the Dean of Instruction any recommendations for teaching overloads. Full time instructional faculty will be limited to 6 units of overload per semester, in compliance with the terms defined below.

B. Instructional overloads are paid at the part-time rate of instruction.

C. In general, faculty loads will be 15 instructional units per semester. Occasionally the vice president of Academic and student affairs may approve an overload in excess of 15 instructional units in a given semester.

D. All overloads are based on the number of instructional units above 15 as computed by the above load formula (3.C.2).

E. Annual Instructional Faculty contracts are based on loads of 15 instructional units per semester.

F. Division Chairs are not permitted overloads.

G. All overload payments are paid on an annual basis before the end of the spring semester.

Section 6: Outside Professional or Scholarly Service

A. Outside professional or scholarly service by Faculty Members within their subject matter field and for compensation is recognized as a legitimate activity unless specifically prohibited by the employee's contract with the institution. Faculty Members engaged in providing compensated outside professional or scholarly service shall provide advance notification in writing to their immediate supervisor about the nature of the work to be performed, the company/organization for which the work will be performed, and the estimated time involved. The request must be approved in advance by the supervisor and the Vice President of Academic and Student Affairs within 10 working days unless the supervisor believes that a conflict exists with obligations currently incurred or assumed by the college regarding a Faculty Member's consulting activities. Faculty Members engaged in providing outside professional or scholarly service shall comply with NSHE Board of Regents Handbook, Title 4, Chapter 3, Section 8 regarding Compensated Outside Professional Services.

Section 7: Stipends

A. Occasionally, the Division Chair may determine that a particular assignment to a full-time Faculty Member makes such an unusual demand of time and rises so far above the level of normal service that additional compensation is warranted. In that event, the Vice President of Academic and Student Affairs may choose to provide a stipend for such service. The formal agreement, describing the nature and duration of the service, is signed by both parties and forwarded to the President prior to the beginning of the proposed activity. Stipends are provided on a semester-by-semester basis. The formal agreement does not imply a commitment by the administration to continue to provide such stipends for any activity. Funding of conference or professional development travel is not to be construed as a stipend. No written agreement is required for distance education, self-paced,
Appendix 4.4

independent studies, cooperative work experience, internships, or practicums.

B. Stipends will be calculated as follows:

1. Distance Education (IAV/Online)
   a. $100 stipend per course
   b. $50 stipend for each student above a 30-student cap

2. Self-Paced, Independent Studies, Cooperative Work Experience, Internships and Practicums
   a. $70 per student

3. Extraordinarily High Student Enrollment
   a. Negotiated with the Division Chair Council

4. Team Teaching
   a. Credits will be divided between instructors after consultation with each Instructor and the Division Chair

5. Additional Duties Deserving Compensation
   a. Negotiated with the Division Chair Council

Section 8: Non-Instructional Faculty Workload

A. Contracts/Schedules

1. The contract period for academic non-teaching faculty coincides with the academic calendar and includes that period of time necessary for the completion of duties specific to that position.
2. Faculty will be notified by July each year of the required period of service.
3. At the beginning of each semester, Faculty Members shall submit a schedule of work hours for approval.

B. Loads for Non-Instructional Faculty

1. The normal workweek for full-time Academic Support Faculty, including Librarians and Counselors, is 35 hours. Mutually agreed-upon adjustments in support of students will be allowed.
2. College committee work, college meetings, staff meetings, advising, and registration responsibilities are considered part of the regular workload for Non-Instructional Faculty.
3. Faculty may be required to work both days and evenings as well as in different campus/rural center locations.
4. Faculty may be given specific assignments by their appropriate administrator according to their areas of expertise.
5. In establishing workload, the same mitigating factors listed earlier in this document apply.

C. Overload Compensation for Non-Instructional Faculty

1. Overloads will be processed as early as February 1 but no later than June 30 of each year. The Vice President of Academic & Student Affairs must approve exceptions.
2. Payment will be based upon the approved part-time/overload salary schedule

Date Adopted and Dates Revised

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<th>Dates Revised</th>
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<td>September 2, 2008; May 9, 2008</td>
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Please direct comments about this page to the Assistant to the President
URL: http://www.wnc.edu/policymanual/3-2-3.php
Date Printed: March 1, 2010
### SABBATICAL LEAVE MASTER LIST

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<th>FY of approval</th>
<th>Name</th>
<th>Report Received</th>
<th>Subject</th>
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<td>2000-2001 (Fall)</td>
<td>Black, Sherry</td>
<td>1/25/01</td>
<td>Study of online orientation packages.</td>
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<td>2000-2001 (Fall/Spring)</td>
<td>Melrose, Mark</td>
<td>11/20/03</td>
<td>Set-up/design class in digital music production.</td>
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<td>2001-2002 (Fall)</td>
<td>Barron, Mike</td>
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<td>Determined if a profile for small business employers employ population existing in our service area to determine if common needs in education existed.</td>
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<td>2001-2002 (Fall/Spring)</td>
<td>Carlson, Ursula</td>
<td>10/21/02</td>
<td>To write new poems, researched materials on Latvian history in Latvia &amp; Helsinki.</td>
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<td>2002-2003 (Fall/Spring)</td>
<td>Dwyer, Doris</td>
<td>10/30/03</td>
<td>To pursue a reading program for core humanities.</td>
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<td>2002-2003 (Spring)</td>
<td>Kingham, Ed</td>
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<td>Interviews with faculty (WNC and other college’s nation-wide) involved with technology related programs. Deal with mathematical needs of students and employees.</td>
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<td>2002-2003 (Fall/Spring)</td>
<td>Stewart, Richard</td>
<td>12/19/03</td>
<td>Develop agent based simulations using C++ and Swarm.</td>
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<td>2003-2004 (Spring)</td>
<td>Collier, Robert</td>
<td>5/05/04</td>
<td>Observatory procedures of other colleges and interaction with community. Learn about curricula used relative to college-level astronomy courses.</td>
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<td>2003-2004 (Fall)</td>
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<td>Create English 102 web class and have ready by January 2004.</td>
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<td>2003-2004 (Fall)</td>
<td>Sady, Mike</td>
<td>12/12/03</td>
<td>Testing of juice sample of wine grapes at harvest time for phenolic compounds.</td>
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## Appendix 4.5

### SABBATICAL LEAVE MASTER LIST

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<td>2004-2005 (Fall)</td>
<td>Dillet, Brigitte</td>
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<td>Development of online lab for physical geography and creation of streaming audio lectures for existing online classes.</td>
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<td>2004-2005 (Spring)</td>
<td>McNeil, Jean</td>
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<td>How brain research applies to teaching developmental math students.</td>
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<td>2004-2005 (Fall/Spring)</td>
<td>Pawluk, Jim</td>
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<td>Near Real Time Welding (NRTW) monitor. Self-creating the program.</td>
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<td>2005-2006 (Fall/Spring)</td>
<td>Andersen, Valerie</td>
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<td>Enhancing library support for distance education.</td>
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<td>2005-2006 (Fall)</td>
<td>Evett, Gary</td>
<td>Incomplete report received 10/1/06 (Manuscript not received)</td>
<td>Research at WNC(C) and BYU to help collect final data for the manuscript entitled, “Exon Skipping Procedures Heme-binding and Peroxidase Active Cyclooxygenase-1 Variants.”</td>
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<td>2005-2006 (Fall/Spring)</td>
<td>Kortemeier, Winnie</td>
<td>9/26/06</td>
<td>Designed and created interpretive plaque for the Commons Beach area of Tahoe City; Chaired the volcanology session at the Geological Society’s convention; Attended Lake Tahoe coring workshop doing research at Lake Tahoe; Entered UNR’s College of Science poster contest describing contest; Attended Lake Tahoe political summit; 25-days of fieldwork in Lake Tahoe project.</td>
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<td>2006-2007 (1-semester)</td>
<td>Kloes, Richard</td>
<td>Proposal received 9/28/05; final report not received</td>
<td>Develop certificate bookkeeping program.</td>
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<td>2006-2007 (Fall)</td>
<td>Strange, Jim</td>
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<td>Evaluate software to format mathematical expressions in a word processing environment that interfaces with WebCT.</td>
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## SABBATICAL LEAVE MASTER LIST

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<td>Swirczek, Marilee</td>
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<td>Writing what you know: from memory to art. How not to look like a novice: Common mistakes that make writers look like beginners. Imagery—the telling detail. Building masterful scenes. Whose story is this? Point of view.</td>
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<td>2007-2008 (Fall/Spring)</td>
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<td>Conduct research to predict and understand factors contributing to success in general psychology.</td>
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<td>2008-2009 (Fall)</td>
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<td>2008-2009 (Spring)</td>
<td>Sturm, Danna</td>
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<td>Information literacy in a Web 2.0 world.</td>
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<td>2008-2009 (Spring)</td>
<td>Tetly, Sharon</td>
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<td>To work on a research project into a new intaglio printmaking process that would enable her to replicate her large, multiple-plate, intaglio assemblages as limited edition prints; and to begin to seek out a broader range of professional art venues to display them and offer them for sale.</td>
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### Appendix 4.6

**FISCAL YEAR 2009-10 & FISCAL YEAR 2010-11**

**ACADEMIC SALARY SCHEDULE – COMMUNITY COLLEGES**

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**NOTE:**

Some tenured faculty will have other titles as provided in NSHE Code, Title 2, Chapter 5.

**NOTE:**

Annual Step/Salary Increases are suspended in FY 2009-10 & FY 2010-11.

Rev. 28 (06/09)

Chapter 3, Page 9
<table>
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COLUMN INCREMENTS:

1.0000  1.1000  1.2500  1.4000  1.5000

(Amended 6/07; A. 6/05, 11/05, 4/06, 7/06, 3/07, 8/07, 11/07, 3/08, 8/08, 6/09)
Section 2. Community College Academic Salary Schedule

1. Steps and Columns

For the purposes of this section, “step” is defined as the number assigned by the institution to identify placement within the appropriate category of the community college academic salary schedule. While the actual step number assigned to a faculty member may change due to revisions in the salary schedule, a faculty member will always be placed on the nearest step at or above their salary before the revision occurred.

The columns on the salary schedule are “categories” that correspond to the faculty member’s academic preparation as follows:

Column 1  Less than a Bachelors degree.

Column 2  Bachelors degree or Associates plus approved contact hours of occupationally related discipline\(^1\), or Associates plus 60 upper level credit hours in an approved instructional field(s).

Column 3  Masters degree or a Bachelors degree plus approved contact hours of occupationally related discipline, or a Bachelors degree plus 30 graduate credits in an approved instructional field(s).

Column 4  Masters degree with a minimum of 30 graduate credits in an approved instructional field(s), or equivalency or a Bachelors degree plus approved contact hours of occupationally related discipline, or a Bachelors degree plus 60 graduate credits or equivalency in an approved instructional field(s).

Column 5  Earned Doctorate. Equivalence can be approved by the president for a Masters degree plus approved occupational contact hours or academic credits.

2. Initial Placement

a. The determination of category for the purposes of initial placement of a faculty member on the academic salary schedule shall be based upon education. New hires shall normally be placed at step one, unless the institution chooses to consider relevant experience up to a maximum of a step 10 placement.

b. Consideration will be given to authorizing a higher salary in order to attract an applicant with qualifications in areas pre-defined as difficult to recruit. Faculty Senate and/or Human Resources shall submit recommendations to the President for designating difficult to recruit positions. The President shall review the recommendations, determine the positions that are to be designated difficult to recruit, and forward the same to the Chancellor. Designating difficult to recruit positions will be reviewed on a yearly basis by the System and approved by the Chancellor. The President will make the final determination on initial salary placement for those positions determined to be difficult to recruit.

\(^1\) Occupationally related discipline equivalency will be determined at each campus. The ratio of academic credit to contact hours will be 1:15.
3. Movement on the Schedule

a. Movement from step to step on the academic salary schedule will be based upon the faculty member’s annual evaluation. Annually a faculty member will receive a one step increase if evaluated as Satisfactory or above.

b. The movement from column to column will be based on professional advancement. Movement to a new column will be accompanied by a step increment if the criteria for the step advancement are met.

c. Upon the awarding of tenure and promotion by the Board of Regents, faculty members who are initially placed at an appropriate step and column on the academic salary schedule will be advanced laterally to the corresponding step and column as a Community College Professor. The definitions of steps and columns for Community College Professors are described in subsection 1. Movement to the Professor column will be accompanied by a step increment if the criteria for the step advancement are met.

d. Community college faculty who have reached the top step of their appropriate salary range may be considered for a merit increase based upon a performance evaluation in accordance with policy criteria and process as described in Section 4 of this Chapter.

4. Other Salary Considerations

a. All individuals employed on administrative faculty contracts that are eligible to receive legislatively appropriated merit and who are not on the academic faculty salary schedule will be given consideration for merit increases and will receive cost-of-living increases.

b. All individuals employed on non-tenure track, Range 0 contracts that are eligible to receive legislatively appropriate merit and who are not on the academic faculty salary schedule will be given consideration for merit increases and will receive cost-of-living increases.

c. Academic faculty who are required to work under calendar year contacts versus academic year contracts will negotiate additional salaries in view of their respective responsibilities and number of working days compared to the working days under an academic year contract. The factor used can vary, but will not fall below 1.2. Contracts falling between a B contract and an A contract will be developed in a similar fashion.

(B/R 3/02; Added 6/05; A. 11/05, 11/06, 3/08)
Section 3. Community College Professional Advancement Program

A. PROGRAM OUTLINE

1. Professional Advancement Approval Process for Credit Courses/Programs
   a. Courses/programs, etc. may be used for professional advancement only with prior written administrative approval as stated in Title 4, Chapter 3.
   b. The process for approval will be developed at each institution with faculty senate input. The final decision rests with the president.
   c. Any movement on the salary schedule can only occur consistent with the fiscal year contract. Exceptions must be approved by the president.

2. Degree Programs
   a. The academic faculty member wishing to advance across the columns on the salary schedule by completing a bachelors, masters or doctorate degree (columns 2, 3, 4 and 5) must submit a written formal request.
   b. Upon appropriate vice presidential/dean approval, a formal professional advancement agreement will be written. The program must identify the anticipated program and program completion date. The agreement is not valid unless the appropriate vice president/dean and the faculty member sign the agreement.
   c. Upon successful completion of the degree program, the faculty member must submit official verification to his/her official personnel file. In the event that the degree program is not completed in the anticipated time frame, the faculty member will notify the appropriate body in writing prior to the anticipated date of completion. A review of completed work will be made by the appropriate body for consideration of movement on the schedule. Column movement will not occur without the approval of the president.

3. Credit Course Work
   a. The academic faculty member wishing to move across the columns by completing credit course work must comply with the provisions of the Board of Regents policy. That is, column 2 requires upper level/division undergraduate credit hours, columns 3 and 4 require graduate credits. The faculty member must submit a written formal request to the appropriate body. The appropriate body will forward the recommendation to the appropriate vice president/dean. The appropriate vice president/dean will notify the faculty member of approval/non-approval within 20 working days from receipt of the application.
b. Upon successful completion of the agreed upon course work, the faculty member must submit official grade verification to the faculty member's official personnel file. The faculty member will not be eligible for column movement until all requirements for advancement have been met. When the approved courses total the credits required for advancement, the faculty member must notify the human resources director.

4. Professional Advancement Approval Process for Occupationally Related Courses

a. The academic faculty member wishing to take individual contact hour courses for advancement across the columns on the salary schedule must submit a written formal request to the appropriate body who will forward the recommendation to the appropriate vice president/dean or designee2. These courses could include, but are not limited to, continuing education courses in a specific discipline and specialized workshops or institutes in which contact hours rather than credits are used to grant recognition for successful completion.

b. Due to the manner in which some occupationally related courses are offered, the faculty member may only have a few days or weeks between notification of offering and actual registration. Therefore, every effort must be made by all parties involved to complete this process prior to the due date for registration. When the approved courses reach the contact hours required for advancement, the faculty member must notify the human resources director in writing of that fact.

c. Upon successful completion of the courses, the faculty member must submit official verification to his/her official personnel file. The faculty member will not be eligible for column movement until all requirements for advancement have been met.

5. Approvals for degree programs, credit courses, continuing education and occupational courses will be filed in the faculty member's official personnel file.

B. PROGRAM STANDARDS/DEFINITION OF TERMS

1. Education Standards

For degree programs and credit courses, the degree/credit must be awarded by regionally accredited institutions. Non-degree (non-credit or continuing education) courses will be awarded equivalency based upon accepted industrial and/or professional standards.

2. Relevance

The program or courses must either be relevant to the academic faculty member's discipline or enhance teaching/counseling/professional skills, or provide benefit or advancement.

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2 Designee means someone appointed by the appropriate vice president/dean only in his/her absence.
3. Equivalency

For purposes of this document, all academic courses will be equated to a sixteen-week semester. Courses taken in quarter or trimester credits will be adjusted to this standard. Degree programs will stand on their own as approved by accrediting institutions. That is, a Masters degree will transfer as a Masters degree regardless of the institutional differences in semester vs. quarters.

4. Occupationally-Related Courses

Occupationally related courses are those courses that relate to the faculty's primary duties, e.g. courses taught, services provided, etc.

5. Official Verification

Official verification shall include, but not be limited to: diplomas, transcripts, certificates, or letters from sponsoring agencies.

6. Professional Licensure

Licensure itself does not apply toward movement on the salary schedule. It is recognized that some occupational areas have additional licensure that may be equivalent to degree qualifications. This list includes, but is not limited to, the following: MD, DDS and JD. The number of graduate hours in the curriculum will be equated to the standard Masters, etc. degrees.

For example, a JD, MD and DDS would be the equivalent of three to four years of graduate school, and should therefore be considered as the fifth column of professional advancement. Two Masters degrees, however, would not be the equivalent of a fifth column of movement, but would qualify for a fourth column movement, if approved.

This explanation does not mean automatic approval of such licensure, only an explanation of the existence of these categories.

C. PROGRAM CATEGORY STANDARDS

The professional advancement program may be, except where otherwise noted, any combination of the following categories or programs:

1. Degree Program/Credit Courses

   a. The credit awarded for completion of a degree program will be limited to only the degree awarded to the individual. All programs/courses must be offered by regionally accredited institutions.
Appendix 4.6

b. Movement from one column to another beyond column two must be accomplished in blocks of thirty or sixty credits as appropriate. Movement to:

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<th>Requirement</th>
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<td>Masters or Bachelors plus 30 graduate credits</td>
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<td>Column 4</td>
<td>Masters plus 30 graduate credits or equivalent or Bachelors plus 60 graduate credits or equivalent.</td>
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<tr>
<td>Column 5</td>
<td>Earned Doctorate</td>
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2. Non-Credit/Contact Hours Course Training

a. Continuing Education

1. The equivalency for continuing education is 1:15. For every fifteen hours of continuing education, one unit of credit will be awarded. Continuing education can be in the form of workshops, institutes or other recognized educational programs.

2. All courses/workshops must meet national standards for occupational areas. Movement from one column to another beyond column two must be accomplished in blocks of 450 or 900 contact hours. Movement to:

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<td>Column 3</td>
<td>Bachelors plus 450 contact hours</td>
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<tr>
<td>Column 4</td>
<td>Bachelors plus 900 contact hours. Masters plus 450 contact hours.</td>
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<td>Special permission of President.</td>
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b. On-the-Job Work Experience

On-the-job work experience with pay will be 1:75. For every seventy-five (75) hours of internship, one unit of credit will be awarded. Faculty entering into such experience must follow the same requirements and program as established by the college with students within the college’s cooperative education program. All hours of on-the-job work experience must be certified by an outside agency/employer.

c. Internships

1. On-the-job work experience without pay will be 1:75. For every seventy-five (75) hours of internship, one unit of credit will be awarded. All hours of internship experience must be certified by the outside agency/employer. The internship experience for the faculty member must follow the same standards and requirements established for the On-the-Job Work Experience Program.

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3 Equivalency will be determined by the appropriate body.

4 Equivalence can be approved by the president for a Masters degree plus approved occupational contact hours or academic credits.
2. Movement from one column to another beyond column two must be accomplished in blocks of 2250 or 4500 contact hours as appropriate. Movement to:

- Column 2: Associates plus 4500 contact hours.
- Column 3: Bachelors plus 2250 contact hours.
- Column 4: Bachelors plus 4500 contact hours. Masters plus 2250 contact hours.
- Column 5: Special permission of president.

D. APPEALS PROCESS

In the event that the faculty member's application for professional advancement is denied, the decision can be appealed. The appeal will be submitted to the faculty senate chair, who will forward the appeal to the appropriate committee. The committee will review and recommend to the faculty senate chair its approval or non-approval of the appeal. The faculty senate chair will carry the committee recommendation to the appropriate vice president/dean. If the appeal is denied by the vice president/dean, college grievance procedures can be utilized.

(B/R 3/02; Added 6/05)

Section 4. Merit Procedures for Community College Faculty At The Top Of Their Salary Range (formerly CM 96-2)

All faculty should be eligible for consideration for Legislatively approved increases in salary earned through meritorious performance. Consideration should be based upon performance evaluation. An addition to the Board of Regents policy governing community college faculty salary schedule implementation was approved by the Board of Regents November 14-15, 1996. The policy allows for merit consideration for faculty who are at the top of their salary range.

The processes in support of the Board’s policy are listed below:

- performance evaluation should demonstrate exceptional, not merely satisfactory, performance for the period in question; and

- identification of recipients should be highly selective, but it should not be based upon a quota (proportion of eligible recipients), nor should recipients be rotated among those eligible.

- the pool of funds from which these awards will be made is generated by the eligible faculty at the top of the ranges; making these awards can not adversely affect the total of merit awards made to other faculty;

- the criteria for selection and process for implementation will be developed on each campus by the president in consultation with the campus faculty senate;

- the process will be directed and administered by the campus president;
the president will be responsible for reporting annually to the Chancellor the merit increases in salary awarded to faculty at or above the salary plan ranges;
(Added 6/05)

Section 5. Summer Term Salary Schedules

The following schedules are effective for the 2009 Summer Term:

1. University of Nevada, Las Vegas

   **UNLV Faculty**
   
   Professor $2,675 per credit hour
   Associate $2,536
   Assistant $2,394
   Instructor $2,114

   **Visiting Faculty**
   
   Professor $2,536 per credit hour
   Associate $2,255
   Assistant $1,975
   Lecturer $923 – 1,908
   Lab Assistant $1,529

   Professor Emeritus: rate depends upon rank at time of retirement.

   Pay per credit hour of individual instruction is $93.00 for Undergraduate Courses and $127.00 for Graduate Courses.

   Instructional salaries for Summer Term are restricted to one of the following:
   
   A. Full per-credit-hour salary as stated in Salary Schedule above. The per-credit-hour salary is the maximum allowable.
   
   B. A lower amount (prorated to enrollment) when necessitated by low enrollment and when agreed to by the instructor. The pro-rated salary is based on an established formula (salary plus fringe benefits divided by breakeven number for applicable rank).
   
   C. Individual instruction pay per-credit-hour as stated in Salary Schedule above.

2. University of Nevada, Reno

   a. The following salary schedule applies to classes taught on or off-campus during the inclusive dates of Summer Session.

      **Resident Faculty**
      
      Professor $1,990 per credit hour
      Associate Professor $1,770
      Assistant Professor $1,640
      Lecturer $1,415 – 1,990
      Teaching/Graduate Assistant $1,195
Appendix 4.6

Visiting Faculty
Professor $1,625 per credit hour
Associate Professor $1,460
Assistant Professor $1,290
Lecturer $1,170 – 1,625

The per-credit hour salary is the maximum allowable. A lower amount is permitted when agreed to by the instructor.

b. Six credits is considered a full-time teaching load during the Summer Session.

c. Faculty teaching Recreation, Physical Education and Dance classes, or catalog-identified internship classes, will receive as salary 80% of the net fees generated by enrollments in these classes but capped by the amounts indicated in 2.a. above. Net fee is defined as the prevailing tuition minus the consolidated fee for student union, student health, and student activities.

3. Nevada State College, Henderson

Nevada State College has a temporary summer term salary schedule in place until a permanent policy is approved. Tenure track B-contract faculty and lecturers teaching in the Summer Term will be paid $1,440 per credit hour. Adjunct instructors teaching in the Summer Term will be paid $840 per credit hour. The per-credit-hour salary for B-contract faculty and the lecturers is the maximum allowable. A lower amount is permitted when necessitated by low enrollment and when agreed to by the faculty, lecturer, or instructor.

4. College of Southern Nevada

a. For B and B+ contract teaching faculty:
   (Note: Pro-rate pay = .01875 times base pay per IU)
   1. Class size of 17 or greater will result in full pro-rata pay or $833/IU whichever is more.
   2. Class size of 14 – 16 will result in an option to teach at $833/IU. $833/IU is the special incentive rate)
   3. For classes with approved limited class size below 17, pro-rate pay is awarded for enrollment equal to or greater than approved class size.
   4. For classes with limited enrollments, $833/IU will be awarded with one less than capacity.
   5. The minimum class size is 14, unless on the approved list based on space, equipment, etc.
   6. Individualized instruction per student pay may be negotiated by the faculty member. The calculation will be .075 X # of credits X # of students = IU. IU X $801 = pay.
   7. If a full-time instructor’s section does not make, he or she can choose to teach a section designated as an part-time faculty section, but the full-time faculty must accept part-time pay rate of $801/IU.
   8. No full-time faculty member can teach more than 9 IUs in the summer unless special permission is granted by the Academic Vice President.

b. For part-time instructors:
   1. Minimum class size is 14 and the rate of pay is $801/IU.
2. For limited capacity sections, the minimum class size must be no lower than one less than approved capacity.
3. Part-time faculty can teach 8 IU regardless of the number of preps.

There will be no exception to the above class enrollment policy, and classes that do not meet the minimum number will be canceled.

5. Great Basin College
   a. The salary for a summer session course shall be 75% of the revenue generated from registration fees, not to exceed $900 per credit.

6. Truckee Meadows Community College
   a. Faculty who teach in summer school and are on a “B” contract during the academic year will be paid 1.875% of their base contract amount from the TMCC salary scale per credit hour. The per-credit amount cannot exceed the Step 30 amount for faculty member’s range nor be below the part-time faculty rate.
   b. Faculty who are part time during the academic year will be paid for summer teaching on a per-credit basis according to the same rate used during the spring semester of that academic year.
   c. Should enrollment in an instructor’s summer classes fail to produce the revenues necessary to hold all of their classes or cover the instructor’s salary for all of their classes, the President or her designee may, in lieu of cancelation, negotiate and establish a mutually agreeable rate less than the maximum provided above for each instructor.
   d. Faculty may teach nine credits in summer school. Additional credits may be taught under extenuating circumstances when recommended by the Department Chair and with the approval of the Dean and the Vice President for Academic Affairs. Compensation above the maximum or full load will be compensated at the part-time faculty rate only.
   e. Faculty who are on an “A” contract during the academic year will be considered as teaching an overload and be compensated at the part-time rate unless their contract specifically requires a summer school load in which case they will not receive an additional stipend.

7. Western Nevada College
   a. The salary for a summer session course shall be 75% of the revenue generated from registration fees, not to exceed $1,200 per credit.
   b. Faculty may teach eight IUs in the summer session. Additional credits may be taught under extenuating circumstances when recommended by the Division Chair and with the approval of the Dean of Instruction and the Vice President of Academic and Student Affairs.

(B/R 1/94, 1/98, 1/02, 4/02, 1/04, 2/05; Added 6/05; A. 8/05, 7/06, 11/06, 2/07, 3/07, 3/08, 4/09)
Section 6. Part-Time Salary Schedules

The following schedule provides salary targets for NSHE institutions to reach incrementally by 2008 as funding permits.

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2. The salary schedule is derived from a formula calculation based upon a percentage of the entry-level semester salary for a University Instructor on a 9-month contract, as described below.

Base Formula:
Annual entry-level University Instructor salary divided by 2
\[ \times \quad \text{Percent of Semester Salary based on 16-unit workload (6.25)} \]
\[ = \quad \text{Per Credit Target} \]

The schedule will automatically increase with any cost-of-living adjustment provided to professional employees.

3. The salaries for temporary part-time faculty at the state college shall be calculated at 95% of the university target. The salaries for temporary part-time faculty at the community colleges shall be calculated at 90% of the university target.

(B/R 10/03; Added 6/05; A. 7/06, 12/07, 3/08)
Policy 4-5-3-4: Academic Merit Guidelines for Faculty Who Have Reached Step 30

WNC Policy 4-5-3-4

Procedure: Academic Merit Guidelines for Faculty Who Have Reached Step 30
Policy No.: 4-5-3-4
Department: Human Resources
Contact: Vice President of Human Resources and General Counsel
Policy: Under certain conditions academic merit can be granted for faculty who have reached step 30 on the salary schedule.

Section 1: Guidelines

A. Faculty do not have to apply to be considered for merit.
B. The committee will have access to the faculty self evaluations, PEG reports, student evaluations, and any other additional materials that the faculty member may submit for consideration and review. Interviews may be requested.
C. The committee will assign one rating for Primary Duties, consistent with assignments for Instructors, Librarians, and Counselors. An additional rating will be given for all types of service, consistent with the NSHE Code. Primary Duties will be given an approximate 75% weighting.
D. The ratings of "Satisfactory," "Commendable," and "Excellent" may be assigned to each of the two above categories.
E. A value of "X" will be assigned for "Satisfactory."
   A value of "XX" will be assigned for "Commendable."
   A value of "XXX" will be assigned for "Excellent."
F. The committee will reserve up to, but not exceeding, a total of 10 "Xs" that may be assigned to one or more faculty members for "over the top performance."
G. With the understanding that all money awarded to Step 30 faculty will be used to award merit to this group, the value of "X" will be determined by the total amount in the merit pool divided by the number of "Xs" awarded.
H. Recognizing that all recommendations will be forwarded for presidential approval, the committee will consider the recommendations to be its final report.
I. At the conclusion of the committee's recommendations, each faculty member will receive written notice from the President.

Date Adopted and Dates Revised

Date Adopted November 14, 2003 Dates Revised September 2, 2008; May 11, 2004

NSHE and NRS Codes

NSHE Code NSHE Procedure Manual, Chapter 3, Section 2(3.d)

Please direct comments about this page to the Assistant to the President
URL: http://www.wnc.edu/policymanual/4-5-3-4.php
Date Printed: March 1, 2010
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TITLE 2 - Nevada System of Higher Education CODE

CHAPTER 5

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Section 5.1 Applicability

Unless otherwise stated, the provisions of this chapter apply to all faculty of the System having an employment contract provided for herein, but excluding letters of appointment.

Section 5.2 Personnel Actions

5.2.1 Recommendations for Action. All recommendations for personnel actions shall be directed through regular administrative channels.

5.2.2 Final Approval. The president must approve all recommendations concerning appointments to employment, nonreappointment to employment of nontenured faculty members, salary, promotion, or appointment with tenure within the president's System institution. However, an appointment with tenure shall also require, before becoming effective, the approval of the Board of Regents. The president must provide 5 working days notice to the institutional faculty senate prior to approving a promotion to the position of Associate Professor (Rank III) or Professor (Rank IV). (B/R 4/99) In accordance with the requirements of NRS 281.210, employees who are related to the institution president within the third degree of consanguinity or affinity must be appointed by the Board of Regents.

5.2.3 Denial of Appointment with Tenure, Promotion or Reappointment. A faculty member who has been denied appointment with tenure, promotion, reappointment to employment, or who has received a notice of termination may, within 15 calendar days after notification of such denial or termination, provide a written request to the department chair, supervisor, or dean who rendered the negative decision asking for a statement in writing of the reasons for the denial or notice of termination. The response must be received by the faculty member within 15 calendar days after the appropriate administrator receives the written request for reasons. (B/R 12/06)

5.2.4 Reconsideration of Personnel Action Denying Appointment with Tenure, Promotion or Reappointment. Within 15 calendar days after receipt of the written reasons for denial of appointment with tenure, promotion, or reappointment to employment, or for the issuance of a notice of termination, a faculty member may request reconsideration. The request shall be submitted in writing to the faculty member's department chair, supervisor, or dean who rendered the negative decision together with the reasons, arguments and documentation supporting the request for reconsideration. The request for reconsideration shall be promptly directed through regular administrative channels with recommendations for or against reconsideration of the decision. Final action shall be taken within a reasonable time by the president after receipt of the recommendations, except that if the president, after reconsideration, decides to recommend appointment with tenure should be granted, the final decision must be made by the Board of Regents. (B/R 12/06)

5.2.5 Faculty Not Eligible for Tenure. Faculty of the special units and the Desert Research Institute shall not be eligible for appointment with, nor shall have, tenure under any circumstances, except for such tenured appointments as have already been made prior to July 1, 1983.
Section 5.3 Appointing Authority

The president of each System institution shall be the appointing authority for all faculty of the System institution. No employment contract is valid without the president's signature and a contract form which has not been signed by the president is considered an instrument of negotiation and is not a binding contract or offer. The president shall have the authority to issue a contract for employment for any approved or budgeted position, except as otherwise stated in Subsections 1.6.1 and 5.4.2 of the Nevada System of Higher Education Code.

Section 5.4 Appointment and Termination

5.4.1 Recruitment Procedures. Each System institution shall develop procedures for recruitment and selection of faculty. These procedures shall be published in the administrative manual of the System institution. Such procedures shall be consistent with the provisions of the Nevada System of Higher Education Code.

5.4.2 Duration of Employment Contracts.

(a) Except as provided in this subsection, an employment contract shall be for a term not to exceed twelve months. In any case, an employment contract’s termination shall coincide with the conclusion of a fiscal year of the System. Except as provided in this subsection, an employment contract for a term in excess of twelve months or which overlaps a fiscal year requires the approval of the Board of Regents prior to being issued or becoming binding.

(b) At the time of the initial appointment to employment of a faculty member who would otherwise be eligible for tenure and after consultation with the applicable department or other similar administrative unit, a president may offer at the president's discretion, and the faculty member may agree to accept, an employment contract for a period of up to three years which would not provide for eligibility for an appointment with tenure. A faculty member employed under such a contract shall not be eligible for appointment with, nor shall have, tenure during the period of such contract under any circumstances. At the termination of such an initial employment contract, succeeding employment contracts for periods of up to three years each under the same conditions as stated in this paragraph may be offered by the president at the president's discretion and accepted by the faculty member. Alternatively, the contract, at the discretion of the president, may be renewed on an annual basis and accepted as such by the faculty member. Faculty members accepting employment contracts authorized by this paragraph shall be placed in Rank O or Range O, as the case may be. During the term of such contracts such faculty members shall be eligible to receive salary increases and faculty benefits authorized under Subsection 5.6 of the Nevada System of Higher Education Code at the same time and under the same conditions as other faculty members of the System. An initial employment contract authorized by this paragraph for a term of up to one year shall require at least 90 calendar days notice of nonrenewal of appointment prior to the contract's termination, such a contract for a term
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of two years shall require at least 180 calendar days notice of nonrenewal of appointment prior to the contract's termination and such a contract for a term of three years shall require at least 365 calendar days notice of nonrenewal of appointment prior to the contract's termination. All succeeding employment contracts authorized by this paragraph of whatever duration shall require 365-calendar days notice of nonrenewal of appointment prior to the contract's termination. Nothing in this paragraph shall prevent the president from offering at the president's discretion, and the faculty member from accepting, an employment contract for a position providing eligibility for tenure after the termination of any employment contract authorized by this paragraph.

(c) Except as provided in this paragraph, after the third year of employment, a president may offer at the president's discretion, and a nontenured faculty member may accept, an employment contract for a period of up to three years. At the termination of such an employment contract, succeeding employment contracts for periods of up to three years each may be offered by the president at the president's discretion and accepted by the nontenured faculty member. Alternatively, the contract, at the discretion of the president, may be renewed on an annual basis and accepted as such by the faculty member. During the term of such contracts, such nontenured faculty members shall be eligible to receive salary increases and faculty benefits authorized under Subsection 5.6 of the Nevada System of Higher Education Code at the same time and under the same conditions as other faculty members of the System. The minimal notice of nonrenewal of appointment shall be as provided in Section 5.9 of the Nevada System of Higher Education Code. The provisions of this paragraph shall not be applicable to faculty employed for a probationary period in a position providing eligibility for tenure or employed under paragraph (b) herein. The president may establish specific criteria in the institutional bylaws for issuance of extended contracts under this paragraph. Nothing in this paragraph shall give rise to any appointment or eligibility for appointment with tenure under any circumstances.

(d) Nontenured faculty at the William S. Boyd School of Law, after the third year of employment, may be offered and may accept an employment contract for a period of up to five years. At the termination of such an employment contract, succeeding employment contracts for periods of up to five years each may be offered. All such employment contracts shall be on the same basis as, and subject to the same limitations, terms and conditions as those described in paragraph (c) herein. (B/R 12/08)

(e) The appointment of athletic coaches and assistant coaches, including interim or acting appointments, shall require only Chancellor approval as long as a) the contract does not exceed 24 months, including option periods and b) the salary is $150,000 or less for a contract year. For these purposes salary does not include standard perquisites available to all NSHE employees nor does it include performance bonuses if such bonuses would not exceed $25,000 in any contract year. Such appointments shall not take effect, and no employment contracts for such
positions shall be issued or binding, until the Chancellor approves the appointments. The appointments shall be reported to the Board of Regents by the President on approval by the Chancellor. (B/R 8/08)

5.4.3 **Terms and Conditions of Employment.** All employment contracts shall be in writing and shall specify therein the terms and conditions of employment. The provisions of the Nevada System of Higher Education Code, in their entirety, shall be a part of the terms and conditions of every employment contract, except as may be varied in writing by the parties to the contract. Any understanding, promise, term, condition or representation not contained in the contract is of no effect.

5.4.4 **When Binding.** An employment contract shall not be binding until executed by both the appointee and the appointing authority and approved as may be provided in this Nevada System of Higher Education Code.

5.4.5 **Financial Reasons for Termination.**

(a) A faculty member may be furloughed or laid off as an employee before the end of the contract term because of a financial exigency declared by the Board of Regents. For faculty members of the Desert Research Institute, however, refer to Section 5.8 of the Nevada System of Higher Education Code.

(b) Faculty members may be furloughed or laid off under this subsection for a financial exigency upon a declaration of the Board of Regents, after a recommendation for same by the chancellor and by the presidents of the System institutions to be affected by the proposed financial exigency, that a financial exigency exists in the System, a System institution, or an administrative unit of a System institution. Nothing in this provision shall prevent the layoff of a faculty member under this subsection without such a declaration of the Board of Regents if such faculty member's employment contract contains the specific provision that such faculty member's continued employment during the term of the contract is dependent on the availability of funds.

(c) Before a recommendation is made to the Board of Regents by the chancellor and the president or presidents that a financial exigency should be declared:

1. The chancellor and the president or presidents shall be satisfied that all available means to reduce the expenditure levels (i) are exhausted, (ii) would not be adequate, (iii) would not be feasible or (iv) would not be appropriate.

2. The president or presidents shall seek the advice of the senates or senate representatives of System institutions to be affected by the proposed declared financial exigency concerning said exigency and such advice shall be forwarded to the Board of Regents along with recommendations of the chancellor and the president or presidents.
After a financial exigency has been declared by the Board of Regents, depending upon the circumstances, the Board may choose to immediately implement a financial exigency or authorize the following provisions to be put into effect:

1. Each System institution affected shall select an ad hoc financial exigency committee to prepare recommendations for a plan to implement the discontinuance or reduction in size of administrative units, projects, programs or curricula, to include furloughs or faculty lay-offs if necessary, due to the financial exigency. Each such plan shall establish the criteria necessary for recommending and determining such actions.

2. The president shall determine the number of persons to serve on the ad hoc financial exigency committee, shall choose the chair of the committee and, in addition, shall choose one half of the remaining membership of the committee. The senate shall elect one half of the membership of the committee. The chair shall vote only in case of a tie vote. The plan recommended by the committee must receive the approval of the president.

3. The plan, as approved by the president, must be submitted to the chancellor within a time limit agreed to by the president and the chancellor. If the plan is not submitted within that time, the chancellor, at the chancellor's option, may extend the time for such submission or may prepare a plan for the System institution which fails to submit such plan within the time limit set or as may be extended.

4. In the case of a System-wide financial exigency, all plans must be forwarded to the Council of Presidents for review and recommendations as to any necessary coordination between the System institutions in the implementation of the plans and to harmonize or eliminate any material conflicts in the plans.

5. All plans must be reviewed by the chancellor and the president or presidents before being forwarded to the Board of Regents.

6. All plans must be forwarded to the Board of Regents with the recommendations of the chancellor and the president or presidents and all plans must receive the approval of the Board, which shall be final. The Board may appoint an ad hoc financial exigency committee composed of members of the Board to work with the System institutions in preparing and reviewing plans and to report to the Board concerning plans prior to their consideration by the full Board.

7. A plan shall take into consideration the affirmative action goals of the System, the responsibility of the System and the System institutions to continue to offer the appropriate ranges of programs or curricula to its enrolled students and the missions of the University of Nevada.
A financial exigency, once declared, may be reviewed every 180-calendar days or sooner if appropriate, by the Board of Regents on the issue of whether it should continue or be declared ended. Before making a recommendation to the Board of Regents on whether a state of financial exigency should be continued or be declared ended, the president or presidents shall seek the advice of the senates of the System institutions to be affected by the financial exigency and shall obtain their respective recommendations concerning whether the state of financial exigency should continue or be declared ended. The senate recommendations shall be forwarded to the Board of Regents along with the recommendations of the chancellor and the president or presidents.

5.4.6 Curricular Reasons for Termination. A faculty member may be laid off because an administrative unit, project, program or curriculum has been discontinued, reduced in size or reorganized for bona fide reasons pertaining to the missions of the System institutions resulting in the elimination of the faculty member's position. Such curricular revisions shall come as a consequence of the academic planning process as established in writing and approved by the presidents of the member institutions affected, and which may be set forth in the institutional bylaws. For faculty members of the Desert Research Institute, however, refer to Section 5.8 of the Nevada System of Higher Education Code.

5.4.7 Procedures for Furlough or Termination of Employment Due to Financial Exigency or Curricular Reasons.

(a) If a faculty member is furloughed or is threatened with lay off or is laid off because of financial exigency or for curricular reasons as provided in this chapter, the provisions of this subsection shall be applicable.

(b) The faculty member shall be continued in employment, if possible and if such employment does not result in the termination of employment of another faculty member, in an appropriate qualified professional capacity within the System institution involved.

(c) If a faculty member is laid off for the above stated reasons, the faculty member’s position will not be filled within a period of two years, unless a reasonable attempt to offer reappointment has been unsuccessful or reappointment has been offered in writing and the faculty member has not accepted the same in writing within 20 calendar days of the receipt of the offer. The reappointment referred to herein shall be at the faculty member's previous rank or salary level.

(d) If a faculty member is notified of a lay off for curricular reasons on or before December 1 of the faculty member's current contract year, the layoff shall not be in effect until the following June 30. If a faculty member is notified of a lay off for curricular reasons after December 1 of the faculty member's current contract year, the layoff shall not be in effect until the completion of the contract year immediately following the June 30 of the contract year of notice.
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(e) A lay off for financial exigency shall require at least 60 calendar days notice, except that if a financial exigency is such that adequate funds do not exist to pay the salary of the faculty member being laid off for such period, the notice period of termination may be shortened to a period commensurate with the amount of funds reasonably available to make such payments. Notice of furlough for financial exigency shall require at least 15-calendar days notice.

(f) Notice of the furlough of faculty members for financial exigency or notice of a lay off for financial exigency or curricular reasons, except for notice of nonreappointment to employment of faculty members given under Subsections 5.4.2, 5.8.2, 5.9.1 or 5.9.2 of the Nevada System of Higher Education Code, shall be in writing and shall furnish the faculty member with a reasonably adequate statement of the basis for the decision to furlough or lay off the faculty member, a reasonably adequate description of the manner in which the decision was arrived at and a reasonably adequate disclosure of the information and data upon which the decision-maker or makers relied. The notice shall also inform the faculty member of the right to reconsideration, the procedures for reconsideration and the identity of the person or persons to whom a request for reconsideration should be directed.

(g) Within 15 calendar days after receipt of the notice of furlough or lay off, the faculty member may request reconsideration of the decision to furlough or to lay off at which time the following provisions and procedures are applicable:

1. The reconsideration process shall be limited in its scope to the issue of whether there is sufficient evidence to support the specific decision to furlough or to lay off the faculty member requesting the reconsideration or whether there has been material deviation from the procedures established on which such a specific furlough or lay off decision has been based, or both. There shall be no reconsideration of the policy decisions to declare a financial exigency, to discontinue or reduce in size an administrative unit, project, program or curriculum because of financial exigency or to discontinue, reduce in size or reorganize an administrative unit, project, program or curriculum because of curricular reasons.

2. In the event decisions are made to furlough or to lay off faculty members under this section because of financial exigency or because of curricular reasons, the president shall establish one or more employment review committees. The president shall determine the number of persons to serve on each committee, shall determine their terms of service, shall choose the chair of each committee and, in addition, shall choose one half of the remaining membership of each committee. The senate shall elect one half of the membership of each committee. A chair shall vote only in case of a tie vote. No one who took part in making the
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specific recommendation to the president to furlough or to lay off the faculty member requesting the reconsideration may be a member of an employment review committee.

3. The request for reconsideration shall be submitted in writing to the president, together with the reasons, arguments and documentation supporting the request for reconsideration. The president shall immediately send the request for reconsideration, together with a copy of the notice of furlough or lay off, to the employment review committee.

4. The employment review committee shall hold a hearing on the request for reconsideration within 15 calendar days of its receipt or, given the number of requests that may be received, as soon after that time limit as is reasonably feasible. The hearing shall be informal and nonadversarial in nature. The committee shall have the discretion to consolidate hearings.

5. The faculty member requesting reconsideration may have an advisor. Evidence presented must possess reasonably probative value, materiality and relevancy to the employment decision. The faculty member requesting reconsideration has the burden of showing that the decision to furlough or to lay off cannot be sustained.

6. The System institution in which the furlough or the layoff is due to take place shall have an opportunity through its representatives to respond to the contentions of the faculty member requesting reconsideration or to otherwise correct any erroneous or misleading information presented to the committee.

7. The employment review committee shall forward its written recommendation to the president on the issue or issues presented by the request for reconsideration within 10 calendar days after the conclusion of the hearing. The president shall make a decision within 5 calendar days after receipt of the recommendation. The president's decision shall be final and shall be sent, in writing, to the faculty member requesting reconsideration.

(h) The review provided by this subsection for furloughs or for lay-offs because of financial exigency or curricular reasons shall be the exclusive means of review of such decisions. However, such review shall not be applicable to the issuance of notices of nonreappointment to employment of faculty members as provided in Subsections 5.4.2, 5.8.2, 5.9.1 and 5.9.2 of the Nevada System of Higher Education Code.

5.4.8 Reassignment of Administrators. An administrator who is not otherwise employed with tenure serves in an administrative capacity at the pleasure of the appointing authority. Such an administrator may be removed from the administrative position without cause, reasons or right of reconsideration. However, if such an administrator is relieved of the administrative title and duties for the position which the administrator occupied, the administrator shall continue...
Section 5.5 Salaries

5.5.1 Development and Review of Salary Schedules. Salary schedules for the universities, special units, state college, and the community colleges shall be reviewed every four years, in an odd numbered year, by joint efforts of the faculty, the presidents and the chancellor. The salaries paid to part-time instructors shall be reviewed every four years, including a review of benefits paid. Any proposed revisions to the schedules shall not go into effect until approved by the Board of Regents. (B/R 2/08)

5.5.2 Salary Schedule - Universities. The salary schedule for academic faculty at the universities shall be related to academic rank, as defined in Section 5.11 of the Nevada System of Higher Education Code, except for faculty in Rank 0 as provided in Subsection 3.2.3 of the Nevada System of Higher Education Code. Employment contracts for administrators who also hold academic rank, as defined in Section 5.11 of the Nevada System of Higher Education Code, shall state what part of their salaries is subject to reconsideration should they be discontinued as administrators. (B/R 1/03)

5.5.3 Salary Schedule – State College. The salary schedule for academic faculty at the state college shall be related to academic rank, as defined in Section 5.11 of the Nevada System of Higher Education Code, except for faculty in Rank 0 as provided in Subsection 7.2.3 of the Nevada System of Higher Education Code. Employment contracts for administrators who also hold academic rank, as defined in Section 5.11 of the Nevada System of Higher Education Code, shall state what part of their salaries is subject to reconsideration should they be discontinued as administrators. (B/R 1/03)

5.5.4 Salary Schedule – Community Colleges. All community colleges in the Nevada System of Higher Education shall adopt a single salary for the academic faculty, except for faculty in Rank 0 as provided in Subsection 4.2.3 of the Nevada System of Higher Education Code. Employment contracts for administrators who also hold academic rank, as defined in Section 5.10 of the Nevada System of Higher Education Code, shall state what part of their salaries is subject to reconsideration should they be discontinued as administrators. (B/R 1/03)

5.5.5 Salaries for Faculty in Rank 0 and Range 0. Faculty employed in Rank 0 and Range 0 shall receive such salaries as are approved by the presidents. Salaries for such faculty may be identical with salary schedules establishing ranks or ranges, but this provision shall not be interpreted to mean that such faculty is employed in any rank or range other than 0, nor to mean that such faculty is eligible for tenure.
5.5.6 **DRI Salaries.** The Desert Research Institute will determine initial salaries of its faculty based upon their qualifications and the requirements of the rank and position. Annual salary adjustments thereafter will be based on cost of living changes, incentive and/or merit, promotion and equity. The DRI shall utilize a ranking system for its personnel, to consist of Ranks 0 through IV. (B/R 6/05)

(B/R 1/03)

5.5.7 **Unpaid Leave or Temporary Workload Increases**

Notwithstanding Title 2, Section 5.4, as the 75th Session of the Nevada Legislature has explicitly appropriated a lower amount for NSHE salaries than would otherwise be authorized and appropriate according to the NSHE salary policies, the Board of Regents does hereby and for the 2009-2011 biennium only, temporarily reduce salaries through the use of unpaid leave in an amount equivalent to the amount of legislative salary cut for FY 2011. The Board shall, to the extent feasible, devise methods that protect base compensation and benefits and shall offer tenured faculty an alternative of unpaid teaching workload increases in lieu of unpaid leave. The various Presidents shall consult with their respective faculty senates regarding the implementation of this section. Unpaid leave or temporary workload increases required by this section are final and not subject to appeal, grievance or reconsideration. The provisions of this section shall constitute constructive notice to all faculty and no individual notice to any such faculty member shall be required hereunder to implement the foregoing. To the extent any conflict or inconsistency between this and any other section of the Code exists, the provisions of this section shall control. This section will terminate on June 30, 2011.

(B/R 09/09)

**Section 5.6 Faculty Benefits**

5.6.1 The Board of Regents, with the consultation of the officers of the System and the senates, may adopt such policies concerning fringe benefits for faculty as are considered appropriate. These may include, but are not limited to, policies concerning annual leave, sick leave, sabbatical leave, consulting services, retirement, insurance, tax-sheltered annuities and grants-in-aid. These policy statements shall be codified as provided by the Board of Regents’ Bylaws, and it shall be the responsibility of each president to include such policy statements, or a summary thereof, in the administrative manual or faculty handbook of the member institution or special unit. Failure to include such policy statements or summary in an administrative manual or faculty handbook shall not inure to the benefit of a faculty member.

5.6.2 Personnel and payroll files of Nevada System of Higher Education professional staff are confidential. Personnel and payroll records may only be released pursuant to the written authorization of the professional staff member or pursuant to a court order directing the release of the records that has been signed by a judge with jurisdiction over the matter. The provisions of Title 2, Chapter 5, Sections 5.6.2 and 5.6.3 apply to letters of appointment. (B/R 12/05)
(a) The professional staff member shall have access to his or her official personnel and payroll files, and the professional staff member may grant access to such files to a representative with a written authorization from the staff member. The following additional personnel shall have access to a professional staff member’s personnel and payroll files solely for reasons germane to the performance of their official duties: the staff member’s supervisors, which may include a departmental chair, dean, director, vice-president, provost, president, and chancellor; institution payroll officers; institution Personnel officers, which may include appointed disciplinary officers; System legal counsel; internal auditors; members of the Board of Regents; faculty senate chair; and confidential institution committees including but not limited to tenure and grievance committees. (B/R 1/04)

(b) The following information in these personnel files is public information and must be disclosed to the public upon request: the employee’s name, title, job description, compensation and perquisites, business address and business telephone numbers, beginning date of employment and ending date of employment, educational background and work history. (B/R 12/06)

5.6.3 Any information contained in employment application materials (e.g. letters of interest, curriculum vitae, application, employment and educational records, publications or work samples) submitted for consideration of employment within NSHE are confidential, except the position of Chancellor, during search processes until such time as a candidate accepts employment within NSHE. During search processes, such documents can only be released pursuant to the written authorization of the prospective professional staff member or a court order directing the release of the records that has been signed by a judge with jurisdiction over the matter. Upon acceptance of an employment offer, information contained in the application materials as stated in 5.6.2 (b) shall become public records. (B/R 12/06)

Section 5.7 Grievance Procedures

5.7.1 Authority to Establish Grievance Procedures. Each System institution may establish in their respective institutional bylaws procedures for reviewing faculty grievances as defined in Subsection 5.7.2 of the Nevada System of Higher Education Code.

5.7.2 Scope of Grievance Procedures. A grievance is an act or omission to act by the respective administrations of the System institutions, allegedly resulting in an adverse impact on the employment conditions of a faculty member relating to promotion, appointment with tenure or other aspects of contractual status, or relating to alleged violations of the Nevada System of Higher Education Code or institutional bylaws. Decisions of the Board of Regents are not subject to review by grievance procedures. Any decision which involves the nonreappointment to or termination of employment of faculty as provided in Subsections 5.4.2, 5.8.2, 5.9.1, 5.9.2, 5.9.3 and 5.9.4 of the Nevada System of Higher Education Code, or
the furlough or lay off of faculty for financial exigency or curricular reasons is not subject to review by grievance procedures. (B/R 12/06)

5.7.3 **Grievance Procedures.** In a System institution, which elects to establish grievance procedures, the institutional bylaws shall establish the procedures to be used in reviewing grievances. However, if a multi-member grievance committee, board or panel is established, the institutional bylaws must provide that each such grievance committee, board or panel shall represent the administration and the faculty of the System institution. Such institutional bylaws must also provide that hearings before a grievance officer, committee, board or panel shall be informal in nature. The institutional bylaws must provide that the decisions of the grievance officer, committee, board or panel shall be in the form of recommendations and are advisory only. Such recommendations shall be sent to the president.

Section 5.8 **Continuation and Termination of Faculty Appointments at Desert Research Institute (DRI)**

5.8.1 **Declaration of Policy.** The DRI derives the vast majority of its funding for salaries of its research faculty from grants and contracts. While it is in the best interest of the DRI and its faculty either to have grants and contracts renewed or to replace them in new areas of research, this is not always possible. It is, therefore, necessary that the DRI have the flexibility to fund faculty during times of reduced funding so that they may recover their funding and remain productive.

5.8.2 **Bridge Funding.** Bridge funding defines conditions and mechanisms under which research faculty, otherwise in good scientific standing, who find themselves in serious financial circumstances, can be helped to bridge such temporary times. This process is intended to smooth out unpredictable and unavoidable fluctuations through an opportunity to recover stability through short-term changes of direction and fields of endeavor. Bridge funding is available to all research faculty but not available to Executive Directors and Vice Presidents and Rank 0 Faculty.

Faculty on bridge funding remain in good standing and are entitled to all faculty rights and privileges defined by the NSHE and DRI. The faculty member will continue to accrue service days and is eligible for all funds within DRI. Bridge funding is not severance pay nor is it a benefit earned without further obligation. Bridge funding is available only to faculty in Professor ranks II, III, and IV and those in Research Associate ranks I, II, III, and IV. Bridge funding duration is based on service days, which are defined as one day for each calendar month of uninterrupted employment and are prorated as a percent of contract (i.e. 0.50 FTE is one half day per month). The maximum number of service days is one year. Rank days are: 20 working days for Rank I and II personnel, 40 working days for Rank III personnel and 60 working days for Rank IV personnel. Postdoctoral positions accumulate no rank or service days.

(a) **Conditions.** A faculty member will be placed on bridge funding by the Executive Director of their Research Unit if for three consecutive months the faculty member generates less than 50% of their appointment salary and benefits from all funding sources external to their research unit and approved for use (including but not limited to grants, contracts, other Appendix 4.8
external funding, recharge centers, institutional project assignments, sabbatical leave, and other DRI funds). The Executive Director, with the faculty member approval, may seek a temporary waiver from the President of DRI so that the faculty member is not placed on bridge funding. Placement on bridge funding may be appealed by a faculty member to a DRI-wide committee established by the Faculty Senate and reporting to the President. If the committee finds and the President concurs that bridge funding was not justified, then the faculty member shall be reinstated with all service days restored.

Bridge funding shall not begin until after three consecutive months of reduced (<50%) funding. A recovery plan shall be negotiated by the faculty member and Research Unit Executive Director (or designated representative) during the first two weeks of bridge funding. If the faculty member and the Executive Director are unable to reach concurrence on the recovery plan, the faculty member or the Executive Director may appeal to a DRI-wide committee established by the Faculty Senate and reporting to the President. If the faculty member does not follow the agreed upon recovery plan termination for cause may follow. Bridge funding shall be used to support faculty salary to further proposal development and other duties negotiated with the Research Unit or DRI Administration. Faculty receiving bridge funding shall meet all contract requirements and may change their appointment percentage with approval of the Research Unit Executive Director. The minimum level of appointment during bridge funding is 51% of a full-time equivalent position.

(b) Review of Recovery Plan. The faculty member and appropriate Executive Director will review the recovery plan before 50% of the bridge funding is spent. If they concur that the Recovery Plan is inadequate, then the plan shall be rewritten within two weeks. The approval and review mechanism that applies to the original recovery plan shall also apply to rewrites of the recovery plan.

(c) Extension and Service Days. While a faculty member is receiving bridge funding, any work performed to complete other funded responsibilities shall be charged to those sources. Expenditure of time not covered by these sources shall be charged to a bridge funding account. Bridge funding will be considered a pool of funds similar to any other account that a faculty member may use. It is up to the faculty member to manage these funds in a manner that best benefits him or her. Charges to accounts other than the bridge funding account shall extend the duration of bridge funding in an amount equal to the time charged to extramural sources. Time will be charged based on percent of effort, similar to other accounts. Use of bridge funding shall expend service days that a faculty member has accumulated based on length of service.

(d) Reinstatement. Bridge funding shall end and the faculty member will not face termination when 70% or more funding of salary and benefits of the desired contract has been demonstrated for the past nine months or upcoming nine months or more from all funding sources external to the research unit. Service days expended under bridge funding shall not be reinstated.
(e) Notice of Nonreappointment. An executive director or vice president shall determine whether a professional contract of a DRI faculty member shall be given a notice of nonreappointment. A notice of nonreappointment must be approved by the President. Rank III research faculty with two total years of full-time employment and Rank IV research faculty with one total year of full-time employment at DRI are not subject to nonreappointment as a means for termination. The minimum notice for full-time employees shall be 1) one working day of notice for each calendar month of uninterrupted employment for all rank I associate track employees, 2) one working day of notice for each calendar month of uninterrupted employment plus 20 working days for rank II employees, 3) one working day of notice for each calendar month on interrupted employment plus 40 working days for rank III employees, and 4) one working day of notice for each calendar month of uninterrupted employment plus 60 working days for rank IV employees. All service days are prorated as a percent of contract (i.e. 0.50 FTE is one half day per month). Administrative Faculty (rank 0) employed by DRI after (July 1, 2005), will receive 60 working days of notice of nonreappointment. Administrative faculty already employed by DRI on or before July 1, 2005, may use 60 working days or their earned service days; whichever is larger as their nonreappointment notice. The maximum amount of notice that any faculty member can accrue shall not extend beyond 12 calendar months. The affected faculty member can request a review by a DRI-wide committee established by the Faculty Senate. The committee reports only to the President, who makes the final decision. (B/R 12/05)

5.8.3 Termination of Faculty Appointments. Vice Presidents and Executive Directors, determine continuation and termination of appointments of personnel who report to them. Termination decisions shall be made in consultation with the President or appropriate Vice President as set forth in Chapter 5 of the NSHE Code. Employment may be terminated for:

(a) Cause (Chapter 8 of the NSHE Code). Termination for cause involves any prohibited activity, listed in Section 8.3 of NSHE Code.

A decision resulting in the termination of a faculty member for cause may be appealed to the Board of Regents. See, Chapter 8, Sections 8.4.6, NSHE Code. (B/R 12/05)

(b) Programmatic or Adverse Financial Conditions (Chapter 5 of the NSHE Code). DRI Faculty function through their diverse disciplines coupled to their ability, directly or indirectly, to raise funds from outside the Institute for their projects and associated personnel. The Institute derives much of its strength from this combined function. It is inevitable that some individuals will experience extremes of funding – both increasing and decreasing.

The minimum level of appointment during bridge funding is 51% of a full-time equivalent position. The Research Unit Executive Director shall advise and counsel faculty members on bridge funding to implement the recovery plan and obtain funding to return to regular faculty status. The faculty member has the primary responsibility to recover their funding.
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1. Notice of Termination. A DRI research faculty member’s employment may be terminated during the contract term for programmatic or adverse institutional financial conditions. Notice of termination shall follow the period of bridge funding for research faculty (for those faculty in Professorial ranks II, III, and IV and Research Associate ranks I, II, III, and IV) if the faculty member is unable to generate sufficient funds to meet the requirements for reinstatement. Termination is the only option available for a decision “not to reinstate.” Research Faculty will receive a termination time equal to their rank days as defined under bridge funding. A faculty member receiving notice of termination shall remain under contract (full or partial at a minimum of 51% of an annual “A” contract) and work to meet the conditions of reinstatement. Faculty who choose to remain under contract while receiving termination funding shall remain in good standing and are entitled to all faculty rights and privileges defined by the NSHE and DRI. The deadline for termination shall not be extended for faculty who renegotiate their contract to less than 100% of an annual “A” contract (each rank day will count as one termination day). The faculty who elect to remain under contract are expected to meet the obligations of their contract to obtain termination funding. The faculty member may request review of termination by a DRI-wide committee established by the Faculty Senate. This committee reports only to the President, who makes the final decision.

2. Conditions. For research faculty, notice of termination shall be given when bridge funding is exhausted and the faculty member has not regained at least 70% funding of salary and benefits from all sources external to the research unit for the upcoming nine months for the desired contract. The date of termination shall be computed from the point of bridge funding exhaustion until all rank days are expended. Rank days are defined above in the bridge funding section. The Executive Director(s) or designated representative will continue to advise and counsel faculty members on termination funding to obtain extramural funding to end the termination.

3. Reinstatement. Faculty members who have received notice of termination may be reinstated by demonstrating 70% funding or more from all sources external to the research unit for the upcoming nine months for their desired contract. At this point, the faculty member’s termination notice shall be revoked and all rank days reinstated.

4. Contract Discontinuance for Research Faculty. If a faculty member who has received notice of termination is unable, by the termination date, to regain 70% funding or more from all sources for the upcoming nine months for their desired contract it will be terminated immediately. Faculty who choose to remain under contract while receiving termination funding shall remain in good standing and are entitled to all faculty rights and privileges defined...
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by the NSHE and DRI. Faculty who elect to remain under contract are expected to meet the obligations of their contract.

5. **Notice of Termination for Rank 0 Faculty.** Rank 0 Faculty may receive employment termination due to programmatic or adverse financial conditions. Administrative Faculty employed by DRI after the time of the adoption of this document June 23, 2005, will receive 60 working days of termination notice before contract will be terminated during the contract term. Administrative faculty already employed by DRI at the time of the adoption of this document June 23, 2005 may use sixty (60) working days or their earned service days, whichever is larger as their termination notice. The maximum termination notice by accumulated service days cannot exceed one year. The faculty member may request review of termination by a DRI-wide committee established by the Faculty Senate. This committee reports to the President, who makes the final decision. (B/R 11/07)

6. **Notice of Termination or Non-Reappointment of Post Doctoral Faculty.** Post-doctoral employees will receive a minimum notice for termination of existing contract of 60 working days and the cause for this termination. They may also file a request for a review by a DRI-wide committee established by the Faculty Senate. The committee reports only to the President, who makes the final decision. (B/R 6/05)

(B/R 6/05)

Section 5.9  **Notice of Nonreappointment and Notice of Termination for System, Except DRI.** (B/R 2/05)

**5.9.1 Minimum Notice of Nonreappointment for Nontenured Academic and Administrative Faculty.** Except as provided in Subsections 5.4.2, 5.9.2, 5.9.3 and 5.9.4 of the Nevada System of Higher Education Code, and unless provided otherwise in an employment contract, notice of nonreappointment to employment of nontenured academic faculty and administrative faculty hired before March 1, 2005, at the University of Nevada, Reno, the University of Nevada, Las Vegas, Nevada State College, Henderson, the Community College of Southern Nevada, Great Basin College, Western Nevada Community College, Truckee Meadows Community College and the special units shall be given: (B/R 2/05)

(a) Not later than March 1 of the first academic or fiscal year of service, if the employment contract terminates at the end of that year, or if an employment contract for a one year appointment terminates during an academic or fiscal year, at least 90 calendar days in advance of its termination;

(b) Not later than December 15 of the second academic or fiscal year of service, if the employment contract terminates at the end of that year, or if the second employment contract for a one year appointment terminates during an academic or fiscal year, at least 180 calendar days in advance of its termination;
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(c) At least 365 calendar days in advance of the termination of each succeeding employment contract of one academic or fiscal year's duration after the second year of service;

(d) For employment contracts of less than one academic or fiscal year's duration, for a period of time which may be mutually agreed upon by the parties to such employment contracts, but, in all events, no less than 14 calendar days in advance of the termination of such contracts.

5.9.2 Shortened Notice of Nonreappointment for Nontenured Academic and Administrative Faculty for Financial Exigency. (B/R 2/05)

(a) Nonreappointment of a nontenured academic or administrative faculty member at the end of an existing employment contract by a System institution because of a financial exigency declared by the Board of Regents under Subsection 5.4.5 of the Nevada System of Higher Education Code shall require at least 60 calendar days notice, except that if a financial exigency is such that adequate funds do not exist to pay the terminating faculty member's salary for such period, the notice of nonreappointment may be shortened to a period commensurate with the amount of funds reasonably available to make such payments. (B/R 2/05)

(b) If a nontenured academic or administrative faculty member is not reappointed to employment under the shortened notice of nonreappointment because of financial exigency, the faculty member's position will not be filled by a new appointee within a period of two years, unless a reasonable attempt to offer reappointment has been unsuccessful or reappointment has been offered in writing and the faculty member has not accepted the same in writing within 20 calendar days of the receipt of the offer. The reappointment referred to herein shall be at the faculty member's previous rank or salary level. (B/R 2/05)

(c) Nothing herein shall prevent the System institutions from not reappointing nontenured academic or administrative faculty members at the end of the term of their employment contracts because of financial reasons without a declaration of financial exigency by the Board of Regents under Subsection 5.4.5 of the Nevada System of Higher Education Code if the notice of nonreappointment provided by Subsections 5.4.2, 5.8.2 or 5.9.1 of the Nevada System of Higher Education Code is given. (B/R 2/05)

5.9.3 Notice of Termination for Non-Tenured Academic and Administrative Faculty hired on or after March 1, 2005, Except DRI

Except as provided in Subsections 5.4.2, 5.9.2 and 5.9.4 of the Nevada System of Higher Education Code, and unless otherwise provided in the contract of employment, non-tenured academic and administrative faculty hired on or after March 1, 2005, at the University of Nevada, Reno, the University of Nevada, Las Vegas, Nevada State College, Henderson, the Community College of Southern Nevada, Great Basin College, Western Nevada Community College, Truckee Meadows Community College and the special units may be given notice of termination by the appointing authority at any time after the commencement of employment. Such (non-reappointment) termination notice: (B/R 12/05)
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(a) If in the first academic or fiscal year of service shall be given at least 90 calendar days in advance of date of termination;

(b) If in the second academic or fiscal year of service shall be given at least 180 calendar days in advance of date of termination;

(c) If in the third and subsequent years of service shall be given at least 365 calendar days in advance of the date of termination;

(d) For employment contracts of less than one academic or fiscal year's duration, for a period of time which may be mutually agreed upon by the parties to such employment contracts, but, in all events, shall be given no less than 14 calendar days in advance of the termination of such contracts.

The contract of employment of a non-tenured administrative faculty member is terminated at the expiration of the appropriate notice period whether or not the notice period ends during the fiscal year the notice is given.

For non-tenured academic faculty if the notice period expires during the semester the contract terminates at the end of the semester.

(B/R 2/05)

5.9.4 Notice of Termination for Non-Tenured Administrative Faculty at the rank of Dean or above hired on or after March 1, 2005, Except DRI

Except as provided in Subsections 5.4.2, 5.9.2 and 5.9.3 of the Nevada System of Higher Education Code, and unless otherwise provided in the contract of employment, non-tenured administrators of the rank of Dean or higher to include those who directly report to the Provost or President, hired on or after March 1, 2005, at the University of Nevada, Reno, the University of Nevada, Las Vegas, Nevada State College, Henderson, the Community College of Southern Nevada, Great Basin College, Western Nevada Community College, Truckee Meadows Community College and the special units may be given a notice of termination by the appointing authority at any time after the commencement of employment. Such notice of termination shall be given: (B/R 12/05)

a. 60 calendar days after the receipt of written notice of termination, in the first full or partial fiscal year of employment;

b. 90 calendar days after the receipt of written notice of termination, in the second fiscal year of employment;

c. 120 calendar days after the receipt of written notice of termination, in the third or subsequent fiscal year of employment.

The contract of employment of a non-tenured administrative faculty member at the rank of Dean or higher is terminated at the expiration of the appropriate notice period whether or not the notice period ends during the fiscal year the notice is given.

(B/R 2/05)
5.9.5 Effective Date of a Notice of Non-Reappointment or Notice of Termination

The effective date of a Notice of Non-Reappointment under Subsections 5.9.1 and 5.9.2, or a Notice of Termination under Subsections 5.9.3 and 5.9.4 is the date of delivery if hand-delivered, or if mailed, the date of mailing. Notices are deemed received on the date the notice is hand-delivered or the date the notice is mailed. (B/R 12/05)

Section 5.10 Termination Upon Exhaustion of Leave or Falsification of Credentials

5.10.1 Notice of Termination of Faculty after Exhaustion of Leave.

(a) A tenured or nontenured faculty member who is not able to return to work after the exhaustion of all available leave and the expiration of any extended sick leave granted under Title 4, Chapter 3, Section 12 (7) or Title 4, Chapter 3, Section 12 (8) shall be entitled to 15 calendar days notice of termination.

(b) The provisions of Title 2, Chapter 6, do not apply where an employee is unable to return to work after the exhaustion of all available leave and the expiration of any extended sick leave.

(B/R 2/05)

5.10.2 Termination for Falsification of Credentials.

(a) It is the policy of the Nevada System of Higher Education that all academic faculty (including academic faculty on letters of appointment) and professional staff positions shall require a minimum of a bachelor’s degree, or appropriate professional experience in lieu of post secondary education equivalent to such degree, and that all such academic degrees shall have been awarded by an accredited institution as recognized by the United States Department of Education and/or the Council on Higher Education Accreditation (CHEA). All vacancy announcements or advertisements for faculty and professional staff positions shall include explicit reference to these requirements. If the applicant earned their degrees outside of the United States, the applicant must have their transcripts evaluated by an approved evaluating entity. The expense of the evaluation shall be born by the applicant. Each institution shall independently verify academic credentials within 30 calendar days from the effective date of employment and develop a procedure to ensure that the verification process takes place. Further, each institution shall independently verify academic credentials obtained after an employee’s original hire date prior to recognizing such credentials in official personnel files, academic catalogues, institutional publications, other official documents, or for the purpose of promotion or title change. (B/R 12/06)

(b) Each candidate interviewed for a professional position within the NSHE shall sign a pre-employment declaration before they are interviewed. This declaration shall certify that application materials submitted in support of their candidacy for employment are a true and accurate representation of their education and qualifications and acknowledging that falsification of employment applications or documents submitted to the NSHE, or
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making other false or fraudulent representation in securing employment is prohibited.

(c) Falsification or misrepresentation of credentials, or evidence that degrees offered in support of candidacy for employment have been issued from non-accredited institutions, shall invalidate the employment contract and shall be grounds for immediate termination. The provisions of Title 2, Chapter 6, do not apply when employment is terminated under these circumstances.

(B/R 6/04)

Section 5.11 Academic and Equivalent Ranks and Titles

5.11.1 Academic Rank. The universities & state college shall provide in their institutional bylaws for policies and procedures pertinent to the use of academic ranks, such academic ranks to consist of lecturer or instructor, which shall be at Rank I; assistant professor, which shall be at Rank II; associate professor, which shall be at Rank III; and professor, which shall be at Rank IV. Such bylaws, which shall be consistent with the Nevada System of Higher Education Code and with generally accepted practice among universities and colleges in the United States, shall establish policies and procedures for appointment of faculty to these ranks and promotion through the ranks. (B/R 1/03)

5.11.2 Community College Titles. After prior consultation with the faculty senate, each president of a community college, at the president's option, may establish academic titles for the college's faculty as provided in this subsection. Nontenured faculty shall have the academic title of "Instructor." Tenured faculty shall have the title of "Community College Professor." Community College titles shall not be related to salaries or salary levels in any form whatsoever. (B/R 2/90)

Section 5.12 Evaluation

5.12.1 Evaluations. Faculty shall be evaluated in writing at least once annually by department chairs, supervisors or heads of administrative units. The performance evaluations of executive and supervisory faculty shall include consultation with the professional and classified staff of the administrative unit.

5.12.2 Procedures. All performance evaluations of untenured faculty shall include a rating of (i) "excellent," (ii) "commendable," (iii) "satisfactory," or (iv) "unsatisfactory." All performance evaluations of tenured faculty shall include a rating of (i) "excellent," (ii) "commendable," (iii) "satisfactory," or (iv) "unsatisfactory" unless institutional bylaws require a rating of only (i) "satisfactory" or (ii) "unsatisfactory." The areas of evaluation and procedures for evaluation of academic faculty and administrative faculty shall be established in Board policies and institutional bylaws. All performance evaluations shall include a narrative addressing each area of performance, and at least every three years a narrative addressing progress toward tenure and/or promotion, if applicable. The three year narrative progress assessment shall be prepared in consultation with the appropriate tenure review committee or promotion committee, if any.
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Evaluations of instructional faculty shall include an assessment incorporating teaching evaluations completed by their students.

(B/R 10/08)

5.12.3 Review of Evaluations. Each institution and the System Office shall adopt, in their respective bylaws, a procedure for review of a faculty member’s adverse annual evaluation rating, as provided in Section 5.16 of the NSHE Code. Academic and administrative faculty who disagree with the supervisor’s evaluation may submit a written rejoinder, as provided for in Title 4, Ch. 3, Sec. 4(5).

(B/R 12/06)

Section 5.13 Annual Performance Evaluation of Tenured Faculty

5.13.1 Declaration of Policy. It is the policy of this System to expect the continued commitment of its faculty to excellence after the granting of appointments with tenure. Under this policy, tenured faculty will be encouraged to realize the academic community's expectations to such excellence in their future services and performances. This policy shall be taken into consideration in the annual performance evaluation of tenured faculty, as provided in Section 5.11 of the Nevada System of Higher Education Code. (B/R 1/04)

5.13.2 Evaluation Procedure.

(a) If the annual performance evaluations provided for in Section 5.11 of the Nevada System of Higher Education Code result in a tenured faculty member receiving an overall unsatisfactory rating for two consecutive years, a hearing shall be held for the purpose of determining if the tenured faculty member should be retained in employment.

(b) An overall “unsatisfactory” rating in two consecutive annual performance evaluations as provided in this section shall be cause for termination of employment. Hearings to consider terminations initiated by this section shall be held by a special hearing officer and special hearing committee under Section 6.12 of the Nevada System of Higher Education Code. All other provisions of Chapter 6 of the Nevada System of Higher Education Code should be followed to the extent applicable. (B/R 1/04)

Notwithstanding the provisions of Subsections 6.12.4, 6.13.1 and 6.14.2 of the Nevada System of Higher Education Code, the only option for recommendations or decisions upon the completion of the hearing or appeal process is the continuation or termination of employment of the tenured faculty member. If, after the hearing or appeal process is completed, the decision is made to continue the tenured faculty member's employment, the annual performance evaluations which initiated the hearing shall be revised to eliminate the unsatisfactory ratings. The burden of demonstrating that termination of employment should occur lies with the administrative authorities of the System institution.
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(c) The provisions of this section shall not apply to administrators who hold tenure as academic faculty members at the universities as long as they continue as administrators. Only the performance of such administrators of their assigned administrative duties shall be evaluated under Section 5.11 of the Nevada System of Higher Education Code. Commencing five years after such administrators are discontinued as administrators, the provisions of this section shall be applied to them as tenured faculty members.

(d) After the completion of the annual performance evaluations provided for in Section 5.11 of the Nevada System of Higher Education Code, the presidents shall submit an annual report to the Board of Regents detailing the process and outcomes of the annual performance evaluations.

Section 5.14 Oaths or Affirmations

No affirmation or oath shall be required of faculty, except that oath provided by Article 11, Section 5 and Article 15, Section 2 of the Nevada Constitution.

Section 5.15 Resignations/Leave

1. Resignations.

   a. All resignations by a member of the academic or administrative faculty should be in writing and should be submitted to the appointing authority at least 30 calendar days in advance of its effective date. The resignation must be accepted in writing by the appointing authority (or designee).

   b. If a resignation is tendered verbally or is conveyed to an employee other than the appointing authority, the resignation must still be accepted in writing by the appointing authority (or designee).

   c. A resignation should indicate an effective date. If the resignation does not specify an effective date, the resignation shall be effective on the fourth working day after acceptance and this date must be reflected in the written acceptance.

   d. Once an employee’s resignation is accepted by the appointing authority, the employee shall have three working days after such acceptance to revoke the resignation. Thereafter, the employee may not revoke the resignation, regardless of the effective date set forth in it. A revocation of a resignation must be in writing and must be delivered to the appointing authority within the foregoing time period to be effective.

   e. The decision of an appointing authority not to accept a request to rescind a resignation more than three working days after its written acceptance is not subject to grievance or appeal processes.
2. **Leave**

Leave may only be taken in accordance with the policies in Title 4, Chapter 3. Unauthorized leave is charged as leave without pay pursuant to Title 4, Chapter 3, Section 39, and may subject the employee to disciplinary action under Title 2, Chapter 6.

(B/R 12/06)

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**Section 5.16 Review of Evaluations and/or Denial of Salary Increase.**

Each institution and the System Office shall adopt, in their respective bylaws, a procedure for review of a faculty member’s adverse annual evaluation rating and a procedure to review denial of a salary increase. In connection with review of merit pay, “denial of a salary increase” means review of the step or level of merit at those institutions that award a standard amount of merit pay based on a certain step or level. The procedure adopted must include at least one of the following review processes:

a. Reconsideration pursuant to the Nevada System of Higher Education Code, Section 5.2 (except that the supervisor is not required to state reasons for an adverse annual evaluation under Section 5.2.3 if the reasons for the evaluation are stated in the evaluation);

b. Grievance pursuant to the Nevada System of Higher Education Code, Section 5.7;

c. Peer review pursuant to Title 4, Chapter 3, Section 4(5); or

d. Any other similar review procedure that provides reasonable opportunity to challenge an adverse annual evaluation or denial of a salary increase.

The result of any review procedure must be in the form of a recommendation to the president for a final decision (or in the case of the System Office, to the Chancellor), except that if the bylaws authorize a grievance, peer review, or other similar review procedure and also authorize reconsideration, then the bylaws may provide that the request for reconsideration terminates at a level below the president (or Chancellor), such as at the provost, executive vice president, academic vice president or dean level. In the event the bylaws provide for more than one review process, the bylaws may also specify an order in which the procedures are initiated.

In addition to the procedure for review adopted in the bylaws, the faculty member also has the right to submit a rejoinder as specified in Title 4, Chapter 3, Section 4(5).

If a merit pay determination is directly tied to the outcome of a faculty member’s evaluation review, then the bylaws shall provide that the same process is followed for both the evaluation review and the merit pay determination.

Regardless of the review procedure, the process for the president to adopt or reject the recommendation regarding an annual evaluation shall be the same as that specified for peer evaluations in Title 4, Chapter 3, Section 4(5).
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In the event the bylaws fail to specify a procedure for review of an adverse annual evaluation rating or denial of merit, the faculty member will have the right to pursue reconsideration and a grievance, in addition to submitting a written rejoinder.

(B/R 12/06)
TITLE 2 - Nevada System of Higher Education

CHAPTER 4

TENURE FOR COMMUNITY COLLEGE FACULTY

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Section 4.1 Declaration of Policy

4.1.1 Limited to Community Colleges. Except as may be provided otherwise in this chapter, the provisions of this chapter are applicable to the faculty of the community colleges of the System only.

4.1.2 Conditions on Tenure. The major objectives of tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those persons who have exhibited excellent abilities, sufficient to convince the University of Nevada community that their expected services and performances in the future justify the privileges provided by tenure.

Section 4.2 Eligibility for Tenure

4.2.1 Applicable Faculty Positions.

(a) Except as provided in this chapter, full-time academic faculty at the Community College of Southern Nevada, the Great Basin College, the Truckee Meadows Community College and the Western Nevada Community College shall be eligible for appointment with tenure. (B/R 4/99)

(b) Administrative faculty who have already been appointed with tenure as administrators prior to July 1, 1990 shall continue to be employed with tenure subject to the provisions of the Nevada System of Higher Education Code. Administrative faculty who have been employed in tenure track positions as of April 5, 1991 will continue to be eligible for tenure until the completion of their probationary periods. (B/R 4/91)

4.2.2 Faculty Paid with Short Term, Nonstate Funds.

(a) Except as provided in paragraph (c) herein, academic faculty whose initial appointments are in positions paid in whole or in major part with short term, nonstate funds are not eligible for appointment with, nor shall have, tenure under any circumstances. (B/R 4/91)

(b) Faculty whose salaries are paid in whole or in major part with short term, nonstate funds and who have already been appointed with tenure prior to July 1, 1983 shall continue to be employed with tenure subject to the provisions of the Nevada System of Higher Education Code.

(c) In the event that a member of the academic faculty whose initial appointment was in a position paid in whole or in major part with short term, nonstate funds is subsequently appointed to a position which confers eligibility for tenure, up to three years of uninterrupted full-time employment in the former position may be counted, upon the request of the faculty member and the approval of the president, as part of the
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probationary period for appointment with tenure. Such decision must be made at the time of the subsequent appointment. (B/R 4/91)

4.2.3 Range O.

(a) Faculty placed in Range O positions shall not be eligible for appointment with, nor shall have, tenure under any circumstances. A faculty member must agree to placement in a Range O position. (B/R 4/91)

(b) Upon the request of the academic faculty member and the approval of the president, up to three years of uninterrupted full-time employment in a Range O position may be counted towards completion of a probationary period for tenure in the event an academic faculty member employed in a Range O position is subsequently appointed to a range capable of conferring eligibility for appointment with tenure. Such decision must be made at the time of the subsequent appointment. (B/R 4/91)

4.2.4 Employment by Multiple System Institutions.

(a) Full-time academic faculty who are partly employed by more than one of the member institutions identified in Subsections 3.2.1 and 4.2.1 of the University and Community College System of the Nevada Code and who are employed in positions which otherwise confer eligibility for appointment with tenure shall be eligible for such appointment in the institution having the largest portion of the qualified FTE. In the event that FTE is equally shared between such member institutions, the chancellor shall determine the member institution in which eligibility for appointment with tenure shall exist.

Section 4.3 Probation

4.3.1 Probationary Period.

(a) Academic faculty eligible for appointment with tenure must serve in a probationary period in a member institution identified in Subsection 4.2.1 before receiving such an appointment. Except as provided herein, the total probationary period for all academic faculty eligible for such appointment shall not exceed five years of uninterrupted full-time employment. (B/R 1/04)

(b1) At the discretion of the Board of Regents, an academic faculty member may be exempt from the requirement of serving a probationary period, and tenure shall be awarded on a case-by-case basis in negotiation with the president or the president’s designee. Prior to recommending such an appointment, the president shall seek a recommendation from the appropriate faculty on whether an academic faculty member may be exempt from the requirement of serving a probationary period under procedures set forth in the member institution's bylaws. (B/R 1/04)
(b2) The President of the institution, without seeking Board of Regents’ approval, may grant tenure upon hire to an academic faculty member who at the time of hire holds tenure another institution. Prior to making such an appointment, the president shall seek a recommendation from the appropriate faculty on whether an academic faculty member should be appointed with tenure. The President of each institution shall submit an annual report to the Board of Regents which shall include the name of any individual to whom tenure upon hire was granted, the department within which the individual was hired and whether the faculty of such department voted to approve such tenure upon hire. This report shall be presented to the Board of Regents at the first meeting of the board after the beginning of each fiscal year. (B/R 12/05)

(c) Authorized period of leave, paid or unpaid, may be excluded from service toward the five year probationary period upon written request of the faculty member and approval of the president. The decision of whether to grant the faculty member’s request to exclude periods of leave shall be based upon the sole discretion of the President. The President’s decision is final. The request for leave must state if the leave is to be excluded from service toward the probationary period. (B/R 4/99)

(d) The period of probation may exceed five years upon written request of the faculty member and approval of the President. The decision of whether to grant the faculty member’s request to exceed the five-year probationary period shall be based upon the sole discretion of the President. The President’s decision is final. The request for an extension of the five-year period of probation must state the reasons for such extension. (B/R 4/99)

(B/R 1/04)

4.3.2 Consideration for Tenure during Probation. Upon the request of the academic faculty member and the approval of the president, academic faculty eligible for appointment with tenure may be considered for such appointment at the appropriate time during each year of employment during the probationary period. Member institutions shall make no provisions requiring members of the eligible academic faculty to be considered for appointment with tenure at any time prior to the next to the last year of the probationary period. (B/R 4/91)

4.3.3 Full-Time Service at Other Institutions. Upon the request of the academic faculty member and the approval of the president, up to three years full-time employment at other accredited institutions of postsecondary education, including such institutions in the System, in positions equivalent to positions providing eligibility for appointment with tenure may be included in the probationary period. Such decision must be made at the time of initial employment. (B/R 4/91)
4.3.4 **Completion of Probationary Period.** After completion of a probationary period, an academic faculty member eligible for appointment with tenure shall not be employed at any range unless such appointment is made with tenure. (B/R 4/91)

Section 4.4 **Appointment with Tenure**

4.4.1 **Recommendations and Appointment.** At the expiration of a probationary period or at any time during a probationary period, academic faculty eligible for appointment with tenure may be recommended to the president for such appointment through regular personnel procedures. Recommendations for such appointment shall be made by the president to the Board of Regents. The Board has final authority in making an appointment with tenure and such appointment shall not be granted to any member of the academic faculty without an affirmative majority vote of the Board of Regents at a meeting of the Board, a quorum being present. (B/R 1/04)

4.4.2 **Standards for Recommending Appointment with Tenure.**

(a) The consideration of a recommendation for appointment of an academic faculty member with tenure shall include the application of the two standards and the ratings contained in this subsection, which shall be applied in consideration of the conditions for appointment with tenure stated in Subsection 4.1.2 of the Nevada System of Higher Education Code. The burden of demonstrating that these standards have been met lies with the applicant for appointment with tenure. (B/R 1/04)

1. **Standard One: Teaching/Performance of Assigned Duties**

An academic faculty member being recommended for appointment with tenure must receive an “excellent” rating in one of the following areas, whichever is applicable.

(A) If employed primarily as an instructor, a record of effectiveness as a teacher including, but not limited to, demonstrated teaching competence and efficiency in a classroom, laboratory, and/or clinical setting, the ability to communicate effectively with students and demonstrated skill in handling classroom and other duties related to teaching. (Such a record may include, for example, a showing of the ability to impart knowledge, to excite students' interest in the subject matter and to evoke response in students.)

(B) If employed primarily as a member of the academic faculty whose role does not include instruction, a record of effectiveness, efficiency and ability to perform assigned duties. (B/R 1/04)
2. **Standard Two: Service**

In addition to standard one, an academic faculty member being recommended for appointment with tenure must receive a "satisfactory" rating or better in the area of service, which may include, but not be limited to:

(A) Interest and ability in advising students;

(B) Membership and participation in professional organizations;

(C) Ability to work with the faculty and students of the member institution in the best interests of the academic community and the people it serves, and to the extent that the job performance of the academic faculty member's administrative unit may not be otherwise adversely affected;

(D) Service on college or System committees;

(E) Recognition among colleagues for possessing integrity and the capacity for further significant intellectual and professional achievement; and

(F) Recognition and respect outside the System community for participation in activities that use the faculty member’s knowledge and expertise or further the mission of the institution, or that provide an opportunity for professional growth through interaction with industry, business, government, and other institutions of our society, within the state, the nation or the world. (B/R 10/04).

(B/R 1/04)

(b) In rating applicants for appointment with tenure under the standards set forth in this subsection, the applicable member institutions and their respective administrative units shall rate applicants as (i) “excellent,” (ii) “commendable,” (iii) “satisfactory,” or (iv) “unsatisfactory.” No other rating terminology shall be used in evaluating the applicant for appointment with tenure. (B/R 1/04)

(c) The standards and the ratings set forth in this subsection are the standards that must be used by the applicable member institutions and their respective administrative units in recommending academic faculty for appointment with tenure. However, the applicable member institutions and their respective administrative units may provide in their respective bylaws for criteria within the ratings set forth in this subsection for recommending academic faculty for such appointment. Such criteria must be consistent with the provisions of the Nevada
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System of Higher Education Code and must not be less stringent than the standards provided in this subsection of the Nevada System of Higher Education Code. (B/R 1/04)

Any such criteria that are not published in adopted bylaws of the applicable member institutions and their respective administrative units, are void and of no effect whatever. (B/R 1/04)

4.4.3 Recommendations for Tenure. The president shall seek a recommendation concerning appointment with tenure for an academic faculty member under procedures, which shall be established in the member institution's bylaws. The procedures shall include a review of the faculty member’s annual evaluations and any rejoinders to those evaluations and/or peer evaluations. (B/R 1/04)

4.4.4 Notice of Tenure. When a member of the academic faculty has been granted appointment with tenure, the academic faculty member shall be informed immediately by the president in writing. Any defect in the notice or misstatement of the Board of Regents’ actions shall not create any enforceable legal obligations against, or on the part of, the University of Nevada. (B/R 4/91)

4.4.5 Reasons for and Reconsideration of Denial of Appointment with Tenure. An eligible academic faculty member who has been denied appointment with tenure after being specifically considered for such appointment shall be entitled to reasons for, and the reconsideration of, such denial as provided in Subsections 5.2.3 and 5.2.4 of the Nevada System of Higher Education Code. (B/R 4/91)

4.4.6 Tenure for Faculty Occupying Administrative Positions. An administrator who is not otherwise ineligible for appointment with tenure qualifies for appointment with tenure but only in the capacity of academic faculty. Employment in a particular administrative position is a separate and distinct concept from employment with tenure. An administrator serves in an administrative position at the pleasure of the appointing authority. An administrator who also holds an appointment with tenure, whether granted during or before employment in the administrative position, may be removed from the administrative position without cause, reasons or right of reconsideration of the action, but shall be reassigned in an appropriate capacity within the member institution in which an appointment with tenure was made. (B/R 4/91)

4.4.7 Relinquishment of Tenure.

(a) An appointment with tenure shall be made within a specific member institution identified in Subsection 4.2.1 of the Nevada System of Higher Education Code.
(b) Except as otherwise provided in the Nevada System of Higher Education Code, in the event a tenured faculty member transfers from the member institution granting an appointment with tenure to another System institution, the tenured faculty member shall be deemed to have relinquished appointment with tenure in the former entity and shall not carry over such appointment to the latter entity. This provision is also applicable to faculty members who have been employed with tenure in special units prior to July 1, 1983, who transfer employment to another System institution after July 1, 1983.

(c) Notwithstanding the above provisions, a tenured faculty member may transfer employment with tenure to another System institution under the following conditions:

1. A member institution identified in Subsections 3.2.1, 4.2.1, and 7.1.1 to which the tenured faculty member transfers recommends appointment with tenure and such appointment is specifically approved by the Board of Regents; (B/R 1/04) or

2. An administrative unit in which a tenured faculty member is employed is transferred to another System institution. Regardless of whether or not the System institution to which the administrative unit is transferred is authorized to make appointments with tenure, a tenured faculty member will continue to hold tenure under the same rights and obligations provided by the Nevada System of Higher Education Code for such appointment.

This provision is also applicable to faculty members who have been employed with tenure in special units prior to July 1, 1983.

4.4.8 Transfer to the Chancellor's Office. A tenured faculty member who elects to transfer employment to the Chancellor's Office retains such appointment for up to three years in the member institution from which the tenured faculty member transferred, unless such period is extended by the Board of Regents for a stated period upon the affirmative recommendation of the chancellor. In the case of the chancellor, approval for an extension rests with the Board of Regents upon the affirmative recommendation of the Board Chair. Such faculty member cannot transfer appointment with tenure to the Chancellor's Office under any circumstances. If such faculty member's employment at the Chancellor's Office is terminated within the aforesaid three year period or such period as extended, such faculty member shall be reassigned to the member institution in which such faculty member was previously employed with tenure. (B/R 1/04)

4.4.9 Resignation or Termination. A tenured faculty member relinquishes appointment with tenure upon resignation or termination of employment from the System.
WESTERN NEVADA COMMUNITY COLLEGE

ACADEMIC FACULTY SENATE BYLAWS

CHAPTER 1: ORGANIZATION OF WESTERN NEVADA COMMUNITY COLLEGE ACADEMIC FACULTY SENATE

Section I: NAME

1.1 The Western Nevada Community College (hereafter referred to as the College) faculty organization shall be called the Western Nevada Community College Academic Faculty Senate and shall be referred to hereafter as the Senate.

Section II: PHILOSOPHY

2.1 The purpose of the Senate is to assure faculty participation in the formulation of academic and institutional policies and goals, in the implementation of those goals, and in their evaluation.

Section III: DELEGATED AUTHORITY

3.1 The Board of Regents delegates to the faculty of Western Nevada Community College (WNCC) the authority and responsibility for organizing itself in accordance with WNCC bylaws and for recommending procedures and policies on matters of faculty welfare, on the rights of faculty under the NSHE Code, and on their involvement in the College's primary missions as stated in the Code (NSHE Code 1.4.1).

Section IV: ELIGIBILITY

4.1 All members of the College holding academic professional contracts 0.5 FTE or above, and authorized by the Board of Regents, are members of the Academic Faculty and shall be represented by elected members of the Senate, hereafter referred to as Senators.

4.2 Two representatives chosen from Part-time Faculty are eligible to hold voting-member status on the Senate.

Section V: COMPOSITION OF THE SENATE

5.1 The Senate shall be composed of Senators who shall conduct the business of the Academic Faculty except as provided for elsewhere in this document.

5.2 Senate Composition:
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5.2.1 Chairperson

5.2.2 Vice-Chairperson/Chair-Elect

5.2.3 Two (2) Senators from Carson Campus and Douglas Center faculty

5.2.4 Two (2) Senators from Fallon Campus faculty

5.2.5 Two (2) Senators from the Communications and Fine Arts Division: at least one Senator from the English area

5.2.6 Two (2) Senators from the Applied Sciences, Mathematics, and Information Systems Division: one Senator from the Math area, and one Senator from the Applied Science or Information Systems areas

5.2.7 Two (2) Senators from the Science and Allied Health Division: one Senator from Science and one Senator from Allied Health

5.2.8 Two (2) Senators from the Business and Technology Division: one from Business and one from Technology

5.2.9 Two (2) Senators from Social Science, Education, Humanities and Public Service Division: one Senator from Social Science and one Senator from Education, Humanities or Public Service areas

5.2.10 One (1) Senator from Support Faculty

5.2.11 Two (2) voting Senators from Part Time Faculty: one from the Carson Campus and one from the Fallon/Douglas/Outlying Instructional Centers, to be appointed by the Senate Executive Board

5.2.11.1 If these positions are unable to be filled, they may remain vacant until such time as they are able to be filled.

5.2.12 The immediate past Senate Chair will serve as a non-voting ex-officio Senator for one year at the completion of his/her present term.

Section VI: TERMS OF OFFICE

6.1 The Chair and Vice-Chair/Chair-Elect shall each serve a one (1) year term. Following the year served as Chair-Elect, the Vice-Chair shall assume the position of Chair.

6.2 Senators shall serve a two (2) year term.

Section VII: ELECTION OF SENATORS AND OFFICERS

7.1 For election of Senators as described in 5.2.1 through 5.2.10, the Senate Committee on Elections shall supervise the elections in accordance with the following principles and report to the Senate in March of each year.

7.1.1 Nominations and elections shall be on forms and ballots designated by the Committee on Elections.
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7.1.2 Elections shall be by secret ballot, and sealed absentee ballots will be accepted by the Chairperson of the Committee on Elections.

7.1.3 All nominations shall require one nominator.

7.1.4 All Academic Faculty members shall be eligible to vote.

7.1.5 Only Academic Faculty members may be candidates, and only Academic Faculty members may be nominators.

7.1.6 The Chair and/or Chair Elect shall be elected at-large by the eligible Academic Faculty.

7.1.7 In year 1 of these bylaws, the Academic Faculty shall elect a Chair and a Vice-Chair/Chair-Elect. In subsequent years, the Academic Faculty shall elect a Vice-Chair/Chair-Elect only.

7.1.7.1 In the event that the Vice-Chair replaces the Chair or vacates the Vice-Chair position, a special election will be held to elect a new Vice-Chair/Chair-Elect. A Vice-Chair who assumes the Chair’s position shall finish that term as well as serve as Chair for the following year. The same shall hold for the newly elected Vice-Chair.

7.1.8 When a unit has two Senators, elections shall be held in alternate years for these seats.

7.1.9 No person shall be a candidate for more than one Senatorial office during a Senate election.

7.1.10 At the March Senate meeting, the Senate Committee on Elections shall submit a list of constituents as identified in 5.2.3 through 5.2.10. This list, as approved by the Senate, shall apply only to the elections for which it has been approved.

7.1.11 Each nominator may nominate two persons, one for Senator from one of his/her two categories (professional or campus) and one for Chair and/or Chair-Elect.

7.1.12 After nominations have been received, the Committee on Elections will distribute the list of nominees to those nominated. Nominees will have five (5) working days to withdraw their name from nomination if they so choose. After the withdrawal period, the Committee on elections will construct the ballot.

7.1.13 Members may vote only for candidates in their own categories (professional and campus) and for Chair and/or Chair-Elect. Each member will be listed in two categories: campus and professional.

7.1.14 All ballots, including sealed absentee ballots, will be opened and counted publicly in an adjacent room during the regular meeting of the Senate in April. If a tie occurs, a run-off is necessary between tied candidates only. Run-off votes will be counted publicly in an adjacent room during the regular meeting of the Senate in May.

7.1.15 The candidate with the greatest number of votes received shall be elected.

7.1.16 Eligibility of all candidates, certification of all nominations and elections shall be determined by the Committee on Elections. Determinations may be appealed to the Senate.

7.2 Those elected and/or identified as representing part-time faculty shall take office immediately following the regular meeting of the Senate in May.
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7.3 The Secretary shall be elected by the Senate from its membership as newly constituted in May immediately following the regular meeting.

Section VIII:  SENATE OFFICERS

8.1 Duties of Officers

8.1.1 The Chairperson:

8.1.1.1 shall act as the executive officer of the Senate, overseeing all business of the Faculty Senate

8.1.1.2 shall officially represent the Faculty Senate before the following groups:

· Board of Regents
· Council of Senate Chairs
· College Council

8.1.1.3 shall schedule and conduct Faculty Senate meetings

8.1.1.4 shall vote in Senate meetings to break a tie

8.1.1.5 shall proofread the draft of the minutes of the Faculty Senate meetings and will supervise the distribution of finalized minutes to the Academic Faculty, and College as a whole, within two (2) calendar weeks of all meetings

8.1.1.6 shall supervise the preparation and distribution of the agenda: gather information and accompanying documents from Committee Chairs, determine information and action items

8.1.1.7 shall make Senate recommendations (a) to College Council (b) directly to the President of Western Nevada Community College or (c) to the appropriate administrator, except as to matters the Senate is empowered to decide

8.1.1.8 shall administer a tracking system to ensure accountability of motions passed by the Senate

8.1.1.9 shall publish a list of standing committees, chairpersons and members by the regular Senate meeting in August

8.1.1.10 shall chair the Senate Executive Board

8.1.1.11 shall furnish the Western Nevada Community College President or Chancellor with nominees to serve on System and College committees

8.1.1.12 shall appoint Senators to fill vacated Senatorial positions as stated in these bylaws, Section 9.2

8.1.2 The Vice-Chair/ Chair-Elect:

8.1.2.1 shall assume the duties of the Chairperson in the case of absence or incapacity of the Chairperson and shall become Chairperson in the event of the death, resignation, or permanent incapacity of the Chairperson as determined by the Senate

8.1.2.2 shall monitor the Senate’s adherence to the parliamentary rules set forth in Section XIV and serve as Senate Parliamentarian
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8.1.2.3 shall, when possible, attend Board of Regents meetings that are held in the Reno/Carson City/Fallon area

8.1.3 The Secretary:

8.1.3.1 shall supervise the recording of minutes of Faculty Senate meetings

8.1.3.2 shall be responsible for preparing and forwarding the draft minutes to the Senate Chair within (1) calendar week of all meetings

8.2 Recall of officers

8.2.1 If a petition with the signatures of at least 30% of the senate members is submitted to the Senate Executive Board requesting the recall of an officer, a ballot shall be held within 30 days of receipt of the petition. A two-thirds vote of those Faculty Senators present shall be required to remove the Chair or the Chair-Elect.

Section IX: SENATORS

9.1 Duties of Senators. A Senator:

9.1.1 shall regularly attend Senate meetings or arrange a proxy as outlined in Section 12.1

9.1.2 shall be expected to keep his/her constituents informed of Senate proceedings

9.1.3 shall attempt to act and vote in the best interests of his/her constituents

9.1.4 shall study the issues before the Senate and attempt to discern the views of his/her constituency on upcoming Senate action items

9.1.5 shall be versed in the Senate and College Bylaws

9.2 In the event a Senatorial position is vacated between elections, the Chairperson will appoint, at his/her pleasure, a Senator from the same constituency as that being vacated, subject to the Senate's confirmation. The position will be occupied until the next regular election, at which time nominations will be solicited for a term of one (1) or two (2) years.

9.3 Recall of Senators:

9.3.1 If a petition with the signatures of at least 30% of the eligible members of a Faculty Unit is submitted to the Senate Chair requesting the recall of a Senator representing the unit, a ballot shall be held within 30 days of receiving the petition. A two-thirds majority vote, of those voting, of the Faculty Unit shall be required to remove a Senator from office.

9.3.2 Two unexcused absences without a proxy will result in the Chair initiating removal proceedings before the Faculty Senate. A two-thirds majority vote of those Senators present is required to remove the Senator.

Section X: SENATE EXECUTIVE BOARD

10.1 The Executive Board of the Senate shall consist of the following members of the Senate: Chair; Vice-Chair/Chair-Elect; Secretary, immediate Past-Chair, and two Senators as nominated and approved by the Senate at the May Senate meeting.

10.1.1 The Senate Executive Board shall meet at least once each semester.
10.1.2 The Senate Executive Board shall advise the Senate Chair.

10.1.3 The Senate Executive Board shall help determine issues to be placed on the Senate Agenda.

Section XI: SENATE MEETINGS

11.1 Regular meetings shall be held by the Senate at least monthly during the academic year. Special meetings of the Senate may be called by the Chairperson, or upon petition of twenty-five percent (25%) of the Senators.

11.2 A semester schedule listing the date, time, and place of regular meetings shall be posted in August and December of each year.

11.3 Formal notice of date, time, place and agenda shall be posted to the Academic Faculty members three (3) working days in advance of any meeting.

11.4 Faculty Senate meetings shall be open. All interested persons are encouraged to attend.

11.5 The quorum requirement of the Senate shall be fifty percent (50%) of the Senators. Any action taken by the Faculty Senate without a quorum shall be deemed invalid.

Section XII: VOTING

12.1 Any Senator who is unable to attend the regularly scheduled or special meeting may designate a proxy for that meeting.

12.1.1 A proxy must be a faculty member from the absent Senator's area.

12.1.2 The proxy must be designated and be communicated in writing, by hard copy or electronically, to the Senate Chair at least one day prior to the meeting.

12.1.3 Failure to notify the Chair will result in a null vote for the proxy.

12.2 The Chair shall vote to break an otherwise tie vote.

Section XIII: QUORUMS OF WNCC SENATE BODIES

13.1 The quorum requirement of any Senate body shall be fifty percent (50%) of its membership.

Section XIV: PARLIAMENTARY AUTHORITY OF SENATE

14.1 The rules contained in the latest edition of Robert's Rules of Order shall govern the Senate in all areas where they are not in conflict with the WNCC Bylaws or the Senate Rules.

Section XV: AMENDMENT PROCEDURES

15.1 These Bylaws may be amended at any time in accordance with the following:

15.1.1 Introduction of the proposed amendment at a regular meeting of the Senate, to include distribution of a copy in writing to each Senator.

15.1.2 Voting on the proposed amendment at the next regular meeting of the Senate
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following the introduction of the proposal.
15.1.3 Approval of the proposed amendment by the full Academic Faculty with a two-thirds (2/3) affirmative vote of those voting.

Section XVI: COMMITTEES OF THE FACULTY SENATE
16.1 The following shall be the Senate standing committees:
   · Senate Committee on Academic and Professional Standards
   · Senate Committee on Senate Bylaws
   · Senate Committee on Professional Development (PDC)
   · Senate Committee on Sabbatical Leaves
   · Senate Committee on Professional Advancement
   · Senate Committee on Tenure Peer Evaluation (PEC)
   · Senate Committee on Merit Pay for Those at Top of Faculty Salary Schedule
   · Senate Committee on Elections

16.2 Appointment of membership to any Senate committee within the College shall be at the pleasure of the Chairperson, subject to the confirmation of the Senate.

16.3 Standing committee chairpersons shall not be Senators.

16.4 The chairperson of each standing committee shall be appointed from among the committee members by the Senate Chairperson subject to Senate confirmation.

16.5 Recommendations of all Senate committees, except those duties of the Committee on Professional Advancement and the Committee on Professional Development, shall be made to the Senate.

   16.5.1 Senate Committee recommendations to the Senate require a quorum vote by the Senate.

16.6 All standing committee members shall have voting privileges in committee actions.

16.7 All Senate committees, with the exceptions of the Senate Committee on Professional Advancement and the Committee on Professional Development, shall record the committees' vote and state the minority position(s) in all action reports to the Senate.

16.8 Duties of Standing Committee Chairpersons:

   16.8.1 Schedule and conduct meetings
   16.8.2 Record attendance of all standing Committee members
   16.8.3 Report on Committee activity at the regularly scheduled Senate meetings
   16.8.4 Submit to the Senate Chair, at least one week prior to the Senate meeting, written recommendations to be presented to Senate

16.9 Composition and Charges of Standing Committees
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16.9.1 Senate Committee on Academic and Professional Standards

16.9.1.1 Composition shall consist of three (3) Academic Faculty members.

16.9.1.2 Charges are as follows:

16.9.1.2.1 Recommend an academic calendar

16.9.1.2.2 Recommend grading policies

16.9.1.2.3 Recommend requirements for all degrees awarded by WNCC

16.9.1.2.4 Recommend criteria for selection of all professionals

16.9.1.2.5 Recommend student academic grievance procedures

16.9.1.2.6 Recommend minimum professional standards to be met by Academic Faculty, classes, and students

16.9.2 Senate Committee on Senate Bylaws

16.9.2.1 Composition shall consist of three (3) Academic Faculty members.

16.9.2.2 Charges are as follows:

16.9.2.2.1 Review the wording of proposed bylaws changes

16.9.2.2.2 Review proposed changes for conflict with the Board of Regents Code and Handbook, and with WNCC bylaws

16.9.2.2.3 Note deletions and insertions of changes to bylaws

16.9.2.2.4 Conduct a full Academic Faculty vote if accepted by Senate

16.9.2.3 Approval of any Senate Bylaws amendment requires a 2/3 affirmative vote of those eligible Academic Faculty members voting (see also Section XV.)

16.9.3 Senate Committee on Professional Development (PDC)

16.9.3.1 Composition shall consist of three (3) Academic Faculty members, all of whom have been granted continuing contract (tenure).

16.9.3.2 Charges are as follows:

16.9.3.2.1 Perform the duties as described in Chapter 2, Section I

16.9.3.2.2 Recommend faculty professional development procedures

16.9.3.3 A quorum of the Senate Committee on Professional Development shall be all members.
16.9.3.4 Concurrent membership on the Committee on Professional Development and any PDC Ad Hoc Committee is prohibited.

16.9.4 Senate Committee on Sabbatical Leaves

16.9.4.1 Composition shall consist of three (3) Academic Faculty members. No person being considered for sabbatical leave shall serve on this committee.

16.9.4.2 Charges are as follows:

16.9.4.2.1 Recommend sabbatical application procedures and criteria
16.9.4.2.2 Recommend sabbatical candidates to the Senate
16.9.4.2.3 Report to the Senate the rationale for selection
16.9.4.2.4 Solicit and receives sabbatical reports
16.9.4.2.5 House sabbatical reports in WNCC Library

16.9.5 Senate Committee on Professional Advancement

16.9.5.1 Composition shall consist of three (3) Academic Faculty members, all of whom have been granted continuing contract (tenure).

16.9.5.2 Charges are as follows:

16.9.5.2.1 Perform duties as described in WNCC Policy # 4-4-7, including:

16.9.5.2.1.1 Review applications by faculty seeking professional advancement and provides a recommendation on the application to the President of the College
16.9.5.2.1.2 Develop procedures to ensure a fair and timely review of applications
16.9.5.2.1.3 Develop and uses policies for determining which courses, programs, contract hour training workshops, and work experiences will be recommended or not recommended
16.9.5.2.1.4 Evaluate retroactive credits and makes recommendation to the President of the College

16.9.6 Senate Committee on Tenure Peer Evaluation

16.9.6.1 Composition shall consist of three to five (3-5) tenured Academic Faculty members, with at least one representative from each of the following:
- Occupational
- Liberal Arts and Support
- Fallon (This representative can be from any area.)

16.9.6.1.1 Members shall serve staggered terms to ensure consistency. One two members shall be appointed each year.
16.9.6.1.2 Committee members are requested to remain on the committee for minimum of two years.
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16.9.6.2 Charges are as follows:

16.9.6.2.1 Perform the duties and carries out the processes as described in Chapter 2, Section 3

16.9.6.2.2 Recommend tenure peer evaluation procedures

16.9.7 Senate Committee on Merit Pay for Those at Top of Faculty Salary Schedule

16.9.7.1 Composition shall consist of three to five (3-5) tenured Academic Faculty members, with at least one representative from each of the following:

- Occupational
- Liberal Arts and Support
- Fallon (This representative can be from any area.)

16.9.6.1.1 Members shall serve staggered terms to ensure consistency. One two members shall be appointed each year

16.9.6.1.2 Committee members are requested to remain on the committee for minimum of two years

16.9.6.2 Charges are as follows:

16.9.6.2.1 Perform the duties and carry out the processes as described in WNCC Policy Manual, Policy # 4-4-1

16.9.6.2.2 Recommend merit pay procedures

16.9.8 Senate Committee on Elections

16.9.8.1 Composition shall consist of three (3) Academic Faculty members.

16.9.3.2 Charges are as follows:

16.9.3.2.1 Perform the duties as described in Chapter 1, Section VII

Section XVII: DEVELOPMENT OF COLLEGE POLICIES AND PROCEDURES

17.1 Administration shall provide the opportunity for faculty participation in the development, and revisions, as necessary, of College policies and procedures relating to faculty security, welfare, and general working conditions. (NSHE Code, Section 5)

CHAPTER 2: TENURE AND EVALUATION

Section I: TENURE (NSHE Code, Title 2, Chapter 4; Title 5, Chapter 8, Section 7).

1.1 Ad Hoc Committees

1.1.1 An Ad Hoc Committee shall be appointed at the commencement of all professional employee contracts of 0.5 FTE or above.

- If the contract is tenure track, the Ad Hoc Peer Group Committee shall meet for the
three to four year probationary period.

- If the contract is other than tenure track, the Ad Hoc Peer Group Committee shall meet for a three year period.

1.1.2 Employees under the purview of the Senate Committee on Professional Development who have been appointed an Ad Hoc committee will hereafter be referred to as probationary employees.

1.1.3 The Ad Hoc Committee shall consist of two (2) tenured persons appointed by the Senate Chairperson during the probationary employee's first year. The Division Chair or immediate supervisor shall serve as an ex-officio member of the ad hoc committee.

1.1.3.1 In the event either of the members of the committee appointed by the Senate Chairperson cannot serve, the Chairperson shall appoint a replacement.

1.1.4 Beginning the second year of the probationary employee's employment, the Ad Hoc Committee shall include a third tenured person selected by the probationary employee to serve as advocate.

1.1.4.1 In the event the member of the committee selected by the probationary employee cannot serve, the probationary employee shall select a replacement.

1.1.5 Each Ad Hoc Committee should meet with the probationary employee as often as needed each semester, to determine how effectively the probationary employee is meeting his or her contract obligations and to offer mentoring assistance. The probationary employee shall be notified in writing at least ten (10) calendar days prior to any committee meeting which considers his/her professional development.

1.1.6 Members of the Ad Hoc Committee shall act as mentors to the probationary employee, providing guidance, recommendations, and information on policies and procedures.

1.1.7 A quorum of each Ad Hoc Committee shall consist of all committee members, excepting the ex-officio Division Chair or immediate supervisor.

1.2 Evaluation of Tenure Candidates

1.2.1 A faculty member being recommended for appointment with tenure must receive an "excellent" rating in one of the following areas, whichever is applicable:

- If employed primarily as an instructor, a record of effectiveness as a teacher including, but not limited to, demonstrated teaching competence and efficiency in a classroom and/or laboratory, the ability to communicate effectively with students, and demonstrated skill in handling classroom and other duties related to teaching.

- If employed primarily as a nonteacher, a record of effectiveness, efficiency, and ability to perform assigned duties.

1.2.2 In addition, a faculty member being recommended for appointment with tenure must receive a "satisfactory" rating or better in the area of service which may include, but not to be limited to:
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- Interest and ability in advising students
- Membership and participation in professional organizations
- Ability to work with faculty and students of the member institution in the best interests of the University and Community College System of Nevada and the people it serves, and to the extent that the job performance of the faculty member's administrative unit may not be otherwise adversely affected
- Service on College or System committees
- Recognition among colleagues for possessing integrity and the capacity for further significant intellectual and professional achievement; and
- Recognition and respect outside the System community for participation and service in community, state, or nationwide activity

1.2.3 In rating applicants the following rating terminology shall be used:

(I) "unsatisfactory"
(II) "satisfactory"
(III) "commendable" or
(IV) "excellent".
No other rating terminology shall be permitted.

1.2.4 The burden of demonstrating that these standards have been met lies with the applicant for appointment with tenure.

1.3 Timeline and Procedures for Probationary Years

1.3.1 By January 31 of each probationary year, the employee in process shall submit his/her self-evaluation for the previous calendar year (or the portion for which he/she was employed) to his/her Ad Hoc Committee.

1.5 By March 1 of each probationary year, each Ad Hoc Committee shall meet with the employee in process and submit its annual written committee report to the Senate Committee on Professional Development. The Report should incorporate, but not be limited to a work-site visitation, student evaluations, and the employee's self-evaluation. The probationary employee shall have ten (10) working days to review any PDC report for errors of fact prior to its submission.

1.6 By May 1st of each probationary year, the Professional Development Committee shall submit a copy of its report to the probationary employee and to the Vice President of Academic and Student Affairs or appropriate administrator. A copy shall be placed in the WNCC Human Resources Office. The employee in process shall have ten (10) working days to review the report for errors of fact before its submission.

1.4 Timeline and Procedures for Application for Tenure

1.4.1 By September 1, a faculty member applying for tenure must send his or her written request to the President with copies to the chairs of the Academic Senate and Senate Committee on Professional Development.
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1.4.2 By October 1, each Ad hoc committee for those applying for tenure must submit reports, including recommendations, to the PDC. The probationary employee shall have ten (10) working days to review the report for errors of fact prior to its submission.

1.4.3 In October and/or November, the PDC will review ad hoc committee reports on each faculty member applying for tenure, will meet with said employees, and will write its report on each faculty member. The probationary employee shall have ten (10) working days to review any PDC report for errors of fact prior to its submission.

1.4.3.1 The Senate Committee on Professional Development shall notify the continuing contract (tenure) candidate in writing at least ten (10) calendar days prior to any meeting at which his/her candidacy will be considered.

1.4.3.2 The Senate Committee on Professional Development shall recognize the right of the candidate to appear before it and to submit additional supportive evidence.

1.4.4 By December 1, the PDC will submit the entire file, including the PDC’s evaluation of the applicant to the President. The probationary employee shall have ten (10) working days to review any PDC report for errors of fact prior to its submission.

1.4.5 By February 1, the President will inform the tenure applicant in writing of his/her tenure recommendation.

Section II: ANNUAL PERFORMANCE EVALUATION OF TENURED FACULTY (NSHE CODE 5.12)

2.1 Tenured faculty shall be evaluated in accordance with the procedures outlined in the NSHE Code Section 5.

2.2 If the annual performance evaluations provided for in Section 5 of the NSHE Code result in a tenured faculty member receiving an unsatisfactory rating in the area of instruction or the performance of assigned duties (if the tenured faculty member is a nonteacher for two consecutive years), then a hearing shall be held for the purpose of determining if the tenured faculty member should be retained in employment.

2.3 Failure of a tenured faculty member to maintain at least a satisfactory rating in two consecutive annual performance evaluations as provided in this section shall be cause for termination of employment. Hearings to consider terminations initiated by this section shall be held by a special hearing officer and special hearing committee under Section 6.12 of the Code. All other provisions of Chapter 6 of the Code should be followed to the extent possible. The burden of demonstrating that termination of employment should occur lies with administrative authorities of the College.

2.4 After the completion of the annual performance evaluations provided for in Section 5 of the NSHE Code, the President shall submit an annual report to the Board of Regents detailing the process and outcomes of the annual performance evaluations. (Refer to code)

Section III: GUIDELINES FOR TENURE PEER EVALUATIONS

3.1 Terminology. For the purposes of this guideline:

3.1.1 the Tenure Peer Evaluation Committee will be referred to as “the Committee.”

3.1.2 the Peer Evaluation Group will be referred to as “the Group.”

3.1.3 the term “tenured faculty member” is meant to cover all 0.5 FTE or greater tenured
Appendix 4.10

faculty members as well as faculty members on 0.5 FTE or greater zero contracts with more than 3 years of employment.

3.2 Purpose
WNCC has the responsibility to provide its students with the best possible education. It is, therefore, the purpose of the Committee to provide for regular and systematic worksite evaluation of tenured faculty performance in order to ensure teaching effectiveness and the fulfillment of instructional faculty responsibilities.

3.3 Composition
3.3.1 The Committee will be appointed by the Faculty Senate Chair and approved by the Faculty Senate.
3.3.2 Membership on the Committee shall consist of three to five tenured faculty members, at least one representative from each of the following:
   · Occupational
   · Liberal Arts and Support
   · Fallon (This representative can be from any area.)
3.3.3 Members shall serve staggered terms to ensure consistency. One or two members shall be appointed each year.
3.3.4 Committee members are requested to remain on the committee for a minimum of two years.

3.4 Responsibilities of the Tenure Peer Evaluation Committee
3.4.1 Select the Chair of the Committee
3.4.2 Adopt such rules or procedures as necessary to conduct its business.
3.4.3 Develop, maintain, and update the schedules for the tenured faculty evaluations.
3.4.4 Notify each tenured faculty member scheduled to be evaluated and send a list of those faculty members’ names to the Faculty Senate Chair by October 1.
3.4.5 Select the faculty member to be assigned to the Group and forward that name to the tenured faculty member and his or her Group. This member automatically becomes the Chair of the tenured faculty member’s Group.
3.4.6 Distribute schedules and evaluation forms to the tenured faculty member’s Group by December 1.
3.4.7 Send a composite report to the Faculty Senate Chair by the May Faculty Senate Meeting.
3.4.8 Retain each Group’s report for six years.

3.5 Responsibilities of the Tenure Peer Evaluation Group
3.5.1 Review self-evaluation and other supporting documentation provided by the tenured faculty member.
3.5.2 Observe tenured faculty member in classroom/lab or support setting.
3.5.3 Meet with the tenured faculty member within two days following an in-class or worksite evaluation and before the narrative is written.
3.5.4 Submit the Group’s evaluation to the Committee and to the Vice-President of Academic and Student Affairs or appropriate administrator by March 15th.

3.6 Responsibilities of the Tenured Faculty Member
3.6.1 Choose an advocate member for the Group and notify the Committee of the choice by November 1st.
3.6.2 Provide a current self-evaluation and supporting documentation (student evaluations, letters of community service recognition, scholarly works, etc) to the Group and to the Vice President of Academic and Student Affairs or appropriate administrator by January 31st.

3.6.3 Schedule a convenient time for the observation visit.

3.7 Evaluation Process

3.7.1 Each tenured faculty member will be evaluated by his/her peers at least once every five years.

3.7.2 Each faculty member to be evaluated will have a Group. The Group will consist of a member in a closely related discipline, an advocate chosen by the individual being evaluated, and the division Chair or the immediate supervisor of the individual being evaluated. In the case where the faculty member does not choose an advocate, the Faculty Senate Chair shall appoint an advocate for that faculty member.

3.7.3 The evaluation will be based on the faculty member’s self-evaluation and a scheduled classroom or lab/clinical visit or observation in the support setting. The Group’s written evaluation will consist of objective guidelines and a subjective narrative. The Group’s evaluation will consist of one-third of the total evaluation process for the faculty member.

3.7.4 The Group will meet with the tenured faculty member within two days following an in-class or work-site evaluation and before the narrative is written, make recommendations or suggestions if improvements are needed, or suggest workshops or seminars if needed.

3.7.5 In rating applicants, the following rating terminology shall be used:

(I) "unsatisfactory"
(II) "satisfactory"
(III) "commendable" or
(IV) "excellent".

3.7.6 The Group will submit its report to the Committee to be kept in the Committee’s files for six years.

3.7.8 The Group will send a complete copy of the Group’s findings to the Vice President of Academic and Student Affairs or appropriate administrator. The Committee will send a composite report to the Faculty Senate for its May meeting. No faculty identities will be included in the composite report.

3.8 Dates

October 1st – The Committee notifies tenured faculty members who are to be evaluated and Faculty Senate Chair of Spring evaluations.

November 1 – The Committee and tenured faculty members submit names for the Group appointments.

December 1 – The Committee distributes schedules and evaluation forms to the tenured faculty member and Group members.
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January 31st – The tenured faculty member submits his/her self-evaluation report to the Vice President of Academic and Student Affairs or appropriate administrator.

A mutually convenient date is established for the class/lab visitation or observation for support faculty.

Within two days following an in-class or work-site evaluation and before the narrative is written, the Group meets with the tenured faculty member.

March 1 - The Group report will be given to the faculty member.

March 15th – The Group submits its evaluation to the Committee and to the Vice President of Academic and Student Affairs or appropriate administrator.

May Faculty Senate Meeting – The Committee sends a composite report to the Faculty Senate.

3.9 Appeal Process

3.9.1 A tenured faculty member who disagrees with negative findings of the Group may request a new Group the next September, and be re-evaluated the following spring.

3.9.2 Further, a tenured faculty member who receives an evaluation to which he/she objects may attach a written response to the Group’s evaluation to address the Group’s findings. All reports will be considered part of the faculty member’s evaluation.

3.9.3 An unsatisfactory evaluation will be brought to the attention of the Committee and the Vice President of Academic and Student Affairs or appropriate administrator for further evaluation and recommendation.

3.9.4 If a member of the Committee is being evaluated by a Group, he/she will abstain from the Committee’s process for his/her evaluation only.

3.9.5 If a member of the Committee receives an unsatisfactory evaluation, he/she will be required to resign from the Committee.
Policy 4-4-4: Part Time Faculty Evaluation Guidelines

WNC Policy 4-4-4

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 dean of instruction 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 evaluation forms.

Timeline
The first evaluation for new part time faculty will take place on or about the middle of the semester. Evaluations for continuing part time faculty will be conducted between the 4th and 12th week of the 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 dean of instruction or designee reserves the right to conduct more than one administrative evaluation per academic year. 20% of all part-time faculty members will be evaluated each academic year by the dean of instruction or designee.

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

PART-TIME FACULTY EVALUATION FORM

NAME ________________________________________________

ACADEMIC YEAR ____________________________________________

DEPARTMENT ______________________________________________

DATE _____________________________________________________

1. Student evaluations collected in the following courses (list titles/semesters). Attach a copy of the summary sheet for each student evaluation.

2. Peer/supervisory evaluations obtained from: (list all sources).
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3. Division Chair’s evaluation, including nature of evidence evaluated.

4. Comments (if appropriate):

________________________________________________________________________
Faculty Member Signature Date

________________________________________________________________________
(Print Name of Division Chair) (Signature of Division Chair) Date

________________________________________________________________________
(Signature of Dean)

Date Adopted and Dates Revised

<table>
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URL: http://www.wnc.edu/policymanual/4-4-4.php
Date Printed: March 1, 2010