

Nevada State University

Academic Faculty Handbook

AY 2023-2024

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Section 1: The Nevada System of Higher Education

1.01 The Board of Regents (BOR)

Nevada's Board of Regents governs the Nevada System of Higher Education (NSHE). Elected to serve a six-year term, the 13 Regents set policies and approve budgets for Nevada's entire public system of higher education.

The eight institutions the Regents govern include: College of Southern Nevada; Desert Research Institute; Great Basin College; Nevada State University; Truckee Meadows Community College; University of Nevada, Las Vegas; University of Nevada, Reno; and Western Nevada College. NSHE provides educational opportunities to more than 106,000 students.

The Board leadership is comprised of a Chair and Vice Chair who are elected by the Board's membership. The term for the Chair and Vice Chair is one year (January 1 – December 31), and the Chair is limited from serving more than two consecutive terms.

Working on behalf of the Board is a chancellor who, as NSHE's chief executive officer, supervises the eight NSHE presidents and ensures the Board of Regents' policies are implemented throughout the System. The chancellor serves as the System liaison with the governor, state legislators, and other public officials and community leaders.

1.02 [Office of the Chancellor](#)

The chancellor is appointed by the Board of Regents to serve as chief executive officer for the Nevada System of Higher Education (NSHE). The chancellor supervises the eight NSHE presidents and ensures the Board of Regents policies are implemented throughout the system. The chancellor serves as the System liaison with the governor, state legislators, and other public officials and community leaders.

1.03 [BOR Homepage](#)

1.04 [NSHE Strategic Plan](#)

Section 2: Nevada State University

2.01 [History of Nevada State University](#)

2.02 Campuses and Teaching Sites

2.02.01 Main Campus

The main Campus is located in Henderson, near the intersection of I-11 and Nevada State University Drive. The switchboard may be reached at (702) 992-2000.

2.02.02 TMCC Campus

Nevada State University offers a BA in Visual Media on the Truckee Meadows Community College campus in Reno, Nevada.

2.02.03 College of Southern Nevada Campus

The School of Nursing uses facilities provided by the Ralph and Betty Englestad School of Health Sciences on the campus of the College of Southern Nevada.

2.03 Mission, Vision, and Core Values of Nevada State University

2.03.01 Mission

At Nevada State University, excellence fosters opportunity. Excellence in teaching leads to innovative, technology-rich learning opportunities that promote the acquisition of interdisciplinary knowledge and skills. Quality, affordable four-year degree programs open the door to career success and enhanced quality of life for a diverse population of students. Our graduates, in turn, foster the greatest opportunity – the promise of a stronger community and a better future for all of Nevada.

2.03.02 Vision and Core Values

Nevada State University will deliver on its promise to Nevada by becoming a model of teaching excellence, a pioneer in innovative student support, and an agent of economic growth and social justice. Our core values assist us in accomplishing this vision:

- *Embrace the Journey*: we foster a culture of high-achieving teams and empower individuals to be the difference.
- *Blaze Trails*: If we think there is a better way, we look at the research, trust our instincts, and try it!
- *Climb Mountains*: We aspire to be experts in transforming the lives of our students and their families. We strive toward excellence in our jobs and advancement in our careers.
- *Build Bridges*: Diversity is our strength. We treat each other with care and respect and help one another to be successful.

2.04 Strategic Planning

As prescribed by the Board of Regents, Nevada State University has a strategic planning process that maintains a current strategic plan in which priorities are defined and through which the institution's mission is carried out in accordance with the strategic directions and guiding principles established by the Board of Regents (NSHE Handbook, Chapter 4, Section 3: Institutional Strategic Plans).

The [current NSU strategic plan](#) covers the period from 2020-2025.

2.05 Accreditation

Nevada State University is accredited by the [Northwest Commission on Universitys and Universities](#). Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052 (425) 558-4224
www.nwccu.org

2.05.01 Program-Specific Accreditations or Approvals

In addition, the following programs have discipline-specific accreditations or approvals:

Baccalaureate Degree in Nursing

The Bachelor of Science in Nursing program at Nevada State University is accredited by:

[Commission on Collegiate Nursing Education \(CCNE\)](#)

655 K Street, NW, Suite 750
Washington, DC 20001
(202) 887-6791

The Nursing program also holds full approval by:

[Nevada State Board of Nursing](#)

(888) 590-6726
nursingboard@nsbn.state.nv.us

Baccalaureate Degrees in Education

All Nevada State School of Education Teacher Education programs meet the Nevada Department of Education teacher licensure requirements.

[Nevada Department of Education](#)

700 E. Fifth Street
Carson City, NV 89701
(775) 687-9115

Graduate Degree in Speech-Language Pathology

The Master's of Education (M.Ed.) in Speech-Language Pathology {residential} at NSU is an Applicant for Candidacy by:

[The Council on Academic Accreditation in Audiology and Speech-Language Pathology \(CAA\) of the American Speech Language-Hearing Association](#)

2200 Research Boulevard, #310
Rockville, MD 20850
(800) 498-2071 or (301) 296-5700
accreditation@asha.org

Candidacy is a “pre-accreditation” status with the CAA, awarded to developing or emerging programs for a maximum period of 5 years.

- Awarded Candidacy July 20, 2019
- Candidacy Accreditation Cycle: July 1, 2019 – June 30, 2024

2.06 Affirmative Action/Equal Opportunity

2.06.01 Equal Employment Opportunity

[NSU Statement on Equal Employment Opportunity](#)

Nevada State University is an Equal Opportunity/Affirmative Action employer and is committed to excellence through diversity. Nevada State University will not tolerate discrimination based on race, color, religion, age, sex, national origin, ancestry, sexual orientation, disability, or Vietnam-era and/or disabled veteran status, in any of its programs, organizations, and/or conditions of employment and admission.

2.06.02 Policy Statement on Faculty Disability Accommodation

See the NSHE Handbook, Title 4, Chapter 8, Section 8.14: General Policy of the Board of Regents on Compliance with ADA. Faculty should contact the Office of Human Resources directly for specific information on disability accommodations.

Refer to the following for more information about the ADA: [American Disabilities Act](#).

2.07 Organizational Chart and Officers of the University

The Administrative Officers, except the President, shall be appointed by the President and hold office at the pleasure of the President, under whose direction they serve. The Administrative officers have no right

of tenure in the administrative offices that they hold. All official business between personnel at Nevada State University and the Chancellor's office shall be conducted through the presented organizational structure of NSU. The current [Organizational Chart of Nevada State University](#) is available on the website.

2.08 Academic Units

NSU is organized into instructional schools and departments. Schools are administered by a dean, who reports directly to the Provost. A department is administered by a chair, who reports directly to the Academic Dean. Schools may also be organized with Program Directors/Coordinators in lieu of Department Chairs; they report directly to the unit's Academic Dean.

In the case of a conflict in policies, NSU and University policies supersede unit-level policies, unless otherwise explicitly stated.

2.08.01 [School of Liberal Arts, Sciences, and Business](#)

2.08.02 [School of Education](#)

2.08.03 [School of Nursing](#)

2.08.04 [University Library](#)

2.08.05 Responsibilities of Department Chairs, Program Directors, and Program Coordinators

Department Chairs, Program Directors, and Program Coordinators are appointed by and serve at the pleasure of the President upon the recommendation of the Dean of the Academic Unit and the Provost. They provide leadership within a school as defined by the Dean of the Academic Unit and serve on a twelve-month contract. Department Chairs, Program Directors, and Program Coordinators shall be teaching members of the faculty of a discipline with appropriate faculty rank, eligible for tenure as a member of the faculty, and responsible to the Dean of the Academic Unit.

Duties of the Department Chairs are included in the [Department Chairs Policy](#). Program Directors and Program Coordinators may include personnel responsibilities, curriculum responsibilities, or both. Specific duties are assigned by the Academic Dean of the unit.

2.09 Nevada State University Foundation

The Nevada State University Foundation oversees the University's philanthropic assets and activities. Gifts to the Foundation are used to increase scholarships and opportunities for deserving and diverse students; to promote excellence and achievement among faculty; to bolster public engagement to complement our academic strengths; and to strengthen our people, programs, and facilities to support and promote academic success. The Foundation is governed by a volunteer board of trustees comprised of community leaders who raise funds; advocate for the University; and ensure responsible, effective stewardship of contributions.

Section 3: Faculty Governance

3.01 Introduction

The Board of Regents has jurisdiction over all units of the Nevada System of Higher Education. The Chancellor, who is appointed by the Board of Regents and responsible directly to it, is the chief administrative officer of NSHE. The Chancellor is to keep the Board fully informed of the standards of scholarship, the fiscal integrity, and the administrative efficiency maintained at each institution.

In accordance with the policies established by the Board of Regents, the governance of Nevada State University has been designed to include a system of shared governance to ensure maximum input and involvement by the entire NSU community and to represent institutional constituents. They are the Faculty Senate, its committees and recognized Senate affiliates, the Classified Staff Council, the President's Leadership Team, and the Nevada State Students Alliance (NSSA).

3.02 Faculty Senate

The purpose of the Faculty Senate is to recommend to the Provost and the President of NSU rules and regulations for the governance of the University as may be proper for the maintenance of high educational standards and the well-being and effective functioning of the University. It shall approve the curriculum and recommend to the President necessary policies and practices in support of the mission of the University. The Faculty Senate's areas of jurisdiction are the academic program, academic and administrative faculty, academic regulations, educational materials, and other related matters.

See the [NSU Bylaws](#) Chapter 4: Faculty Senate and the [Faculty Senate Bylaws](#) for more information.

3.03 Nevada State Student Alliance (NSSA)

The Nevada State Student Alliance officially represents the student body of Nevada State University and has the purpose of promoting communication and facilitating understanding among students, faculty, and administrators.

3.04 Decision Making and Policy Formation

The Division of Culture, Planning & Policy (CPP) oversees the development and maintenance of Nevada State University's institutional policy and procedure. Institutional policy and procedure are intended to provide clarity to stakeholders while mitigating institutional and stakeholder risk, advancing equity, and ensuring compliance with state and federal laws as well as the procedures and guidelines of the Nevada System of Higher Education. Institutional policies align operations, set behavioral expectations across the institution, and communicate roles and responsibilities.

CPP has the important task of helping the Nevada State community develop policies that are accessible, flexible, efficient, and supportive of the most diverse range of stakeholders possible.

We strive to involve and empower our institution's subject matter experts and those directly impacted by all institutional policies. NS stakeholders including students, academic faculty, administrative faculty, classified employees, executive staff, recognized student clubs and organizations and other

campus groups are encouraged to get meaningfully involved in policy development by providing input on draft policies or by joining a policy development team. Standardized policy and procedure tools, templates, and timelines empower policy developers to consistently organize and communicate information.

Institutional policy lifecycle phases are Pre-Development, Development, Approval, Distribution, and Maintenance. All institutional policies are reviewed by general counsel and approved by the relevant Division Vice President and the President of Nevada State University. Learn more at www.nevadastate.edu/policy.

The Faculty Senate's areas of jurisdiction are the academic programs, academic and administrative faculty, academic regulations, educational materials, and other related matters. Other governance bodies on campus include the Nevada State Student Alliance and the Classified Employees Council.

3.05 The Institutional Budgeting Process

The Executive Budget Committee serves as an advisory and recommending body to the President on matters pertaining to the institutional operating budget. The Committee helps define and oversees budget policies and procedures, and it ensures that financial resources are allocated in a manner that supports programs and services which further the institution's vision and goals. The Committee participates in the internal allocation and/or reallocation of funds during the regular annual budget process and in processes related to mandated budget reductions.

A budget calendar will be developed and distributed annually to inform the campus of the various steps in the budget proposal and finalization processes.

Section 4: Faculty Employment Policies

4.01 Definitions

4.01.01 Definition of Faculty

The faculty shall consist of the corps of instruction and the administrative officers as defined in [NSHE Code, Chapter 1, Section 1.1: Definitions](#). This includes Professors, Associate Professors, Assistant Professors, Lecturers (including those at the levels of Senior Lecturer and Distinguished Lecturer), teaching personnel with other titles approved by the Board of Regents, and duly certified librarians.

4.01.02 Part-Time Faculty

Part-time faculty are non-tenured, temporary faculty employed at a single NSHE institution or at more than one NSHE institution and are hired on Letters of Appointment (LOAs).

Part-time faculty members are paid over a four-month period. For Fall Semester, payments are made monthly on the first working day of the following month from September through December; for Spring Semester, payments are made from February through May.

Fall Semester (4 equal payments)

- 1st working day of October
- 1st working day of November
- 1st working day of December
- 1st working day of January

Winter Session (1 payment)

- 1st working day of February

Spring Semester (4 equal payments)

- 1st working day of March
- 1st working day of April
- 1st working day of May
- 1st working day of June

Summer Session 1 – 6 wk (1 payment)

- 1st working day of July

Summer Session 1 – 12 wk (3 equal payments)

- 1st working day of July

- 1st working day of August
- 1st working day of September

Summer Session 2 – 6 wk (2 equal payments)

- 1st working day of August
- 1st working day of September

4.02 Faculty Employment

4.02.01 Minimum Qualifications for Employment

It is the policy of the NSHE that all academic faculty (including academic faculty on letters of appointment) and administrative faculty 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 job requisitions or advertisements for administrative and academic faculty 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 borne 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. (BOR Title 2, Chapter 5, Section 5.10.2)

4.02.02 Recruitment and Appointment at Nevada State University

Faculty appointments and reappointments are recommended by the Dean of the academic unit to the Provost, who then makes a recommendation to the President.

According to the policy manual of the Board of Regents of the Nevada System of Higher Education, each institution shall publish comprehensive, clearly stated written policies and procedures for the recruitment and appointment of faculty members.

The President shall be responsible for the initial appointment and salary of faculty members and administrative employees as well as all promotions of each group and shall be authorized to make all reappointments of faculty members and administrative employees, except as otherwise specified in the BOR Handbook or Policies and Procedures Manual. The President has the right and authority to grant leaves of absence for up to one (1) year for members of the faculty to undertake work that benefits NSHE or for such reasons as the President may deem proper.

4.03 Notice of Resignation and Nonreappointment of Contracts

4.03.01 Resignation

All resignations by an academic or administrative faculty member should be in writing and should be submitted to the appointing authority at least 30 calendar days in advance of its effective date. A faculty member who wishes to resign or does not plan to continue their appointment should notify their department chair in writing at the earliest opportunity to allow time for a replacement to be found.

Faculty on 9-month contracts should resign on December 31 or June 30. If employment is terminated between July 1 and the beginning of the fall semester, any salary and associated portion of benefits received is a prepayment for the upcoming academic year and the 9-month faculty member will be required to reimburse Nevada State for all prepayments received.

Faculty on 9-month contracts are paid in annualized, 12 equal payments from July 1 to June 30. July 1 through the beginning of the fall semester is a prepayment for the upcoming academic year. The end of the spring semester through June 30 is a post-payment for the preceding academic year.

4.03.02 Notice of Nonreappointment of Contracts

See NSHE Code, Chapter 5, Section 5.9: Notice of Nonreappointment and Notice of Termination for System, Except DRI.

4.03.03 Layoffs for Curricular Reasons

See NSHE Code, Chapter 5, Section 5.4.8: Procedures for Lay Off Due to Curricular Reasons.

4.04 Evaluation of Faculty

4.04.01 Regents' Policy

BOR policy can be found in NSHE Code, Chapter 5, Section 5.12. In accordance with the policy of the Board of Regents, Nevada State University requires an annual evaluation of all faculty. Tenure-track faculty shall receive a third-year (pre-tenure) review as well as a review upon application for promotion and/or tenure.

4.04.02 Faculty Evaluation at Nevada State University

4.04.02.1 Overview

Faculty evaluation consists of several objectives. All faculty members are evaluated annually. Tenure-track faculty members are subject to additional evaluation steps that take place in the third year of employment and at the point of their applying for tenure and/or promotion. The annual evaluation will serve as the basis for determining merit salary increases when merit has been approved.

4.04.02.2 Annual Evaluation

- A faculty member shall receive at least one written annual review of their professional performance per academic year. The evaluation shall be formative as well as summative. The evaluation is completed by the appropriate administrator in the faculty member's academic unit (e.g., Dean, Department Chair, or designee) and reviewed and approved by the Dean (where the Dean is not the reviewer). Faculty should refer to the Promotion, Tenure, and Review Expectations for their academic unit for details on requirements.
- The annual evaluation shall be based upon the faculty portfolio, faculty performance, and the faculty self-evaluation for the previous calendar year. These materials shall be used to evaluate the faculty member's performance in teaching, scholarship, and service.
- It is the faculty member's responsibility to provide their academic administrator with the relevant materials for this review. During the annual evaluation, each faculty member shall develop, in consultation with their immediate academic supervisor, a set of goals for the coming year.
- Both the faculty member and the evaluator(s) shall signify that the evaluation has been discussed by signing the evaluation. A copy shall be placed in the faculty member's personnel file; electronic copies shall be given to the faculty member and the Office of the Provost.
- If a faculty member feels that the final evaluation is inaccurate and/or detrimental, the faculty member should follow procedures provided in the [NSU Bylaws](#), Chapter 6, Section 8. The faculty member's response shall be attached to the evaluation.

4.04.02.3 Pre-Tenure Review (Third Year Review)

See the [Promotion and Tenure Policy](#) for details.

The goal of third year review (pre-tenure review) is to promote faculty development by providing probationary faculty an opportunity for a more in-depth, formative review than is provided by the annual faculty evaluation. Third year review is a formal step in the continuous evaluation of faculty performance.

Pre-Tenure Review serves to guide probationary faculty toward successful promotion and tenure review. In cases where the evaluator concludes that satisfactory progress has not yet been achieved, then together, the faculty member and the reviewer shall draw up a development plan and identify resources necessary for improvement. However, neither satisfactory performance on the review nor fulfillment of the development plan can be construed as a guarantee of promotion or tenure.

4.04.02.4 Promotion and Tenure Review

See the [Promotion and Tenure Policy](#) for details.

Tenure resides at the institutional level. The principle of faculty tenure imposes reciprocal responsibilities upon the institution and the faculty member: The institution provides academic freedom and continued employment on a 100 percent workload basis until retirement, dismissal for cause, or release because of financial exigency. The faculty member is obligated to maintain high standards of professional performance and professional ethics.

A candidate for tenure must not only meet the designated minimum period of service, but also must meet what are at that time the long-range needs of the institution and must show a history of evaluations that merits the award of tenure.

4.04.02.5 Unit-Level Promotion, Tenure, and Review Expectations

Each academic unit has specific expectations for promotion, tenure, and annual reviews. Faculty should refer to the expectations for their unit:

- Library Promotion, Tenure, and Review Expectations
- School of Education Promotion, Tenure, and Review Expectations
- School of Liberal Arts, Sciences, and Business Promotion, Tenure, and Review Expectations
- School of Nursing Promotion, Tenure, and Review Expectations

4.04.02.6 Academic Portfolio Support

The Center for Teaching and Learning Excellence provides annual trainings regarding how to put together academic portfolios for promotion and tenure purposes, as well as other professional development opportunities. Individual units may also provide trainings on academic portfolios to their academic faculty members.

4.05 Discipline and Removal of Faculty Members

See:

- NSHE Code, Chapter 5, Section 5.9: Notice of Nonreappointment and Notice of Termination for System, Except DRI;
- NSHE Code Chapter 5, Section 5.10: Termination Upon Exhaustion of Leave or Falsification of Credentials;
- NSHE Code Chapter 6: Rules and Disciplinary Procedures for Faculty Except DRI, and Degree Revocations
- [NSU Bylaws](#), Chapter 6, Section 12: Dismissal

4.06 Faculty Contracts

See NSHE Code, Chapter 5, Section 5.4.2-5.4.4 and [NSHE Bylaws](#) Chapter 3, Section 4: Faculty Contracts.

4.7 Compensation

4.7.01 Salaries

The Board of Regents policy on faculty salaries is found in NSHE Code, Chapter 5, Section 5.5.

4.7.02 Salary and Academic Obligation Dates

Full-time faculty on 9-month appointments are paid their annual salary in equal monthly installments over twelve months. They are obligated to work during the academic obligation periods in the fall and spring semesters. Full-time faculty on 12-month appointments are obligated year-round. See the annual academic calendar for obligation dates.

4.7.03 Summer Term Salaries

Nine-month contracts do not obligate faculty to teach during the summer. Faculty members are not guaranteed summer employment; however, as summer employment opportunities are available, selection will be as equitable as possible. Distribution of course load shall be as equitable as possible.

Payment of compensation to faculty members for full-time employment during the summer session shall be at a rate established in the NSHE Procedures and Guidelines Manual, Chapter 3, Section 6: Summer Term Salary Schedules.

4.7.04 Merit Pay

Annual salary increments shall not be automatic but based upon merit as determined by a faculty member's professional performance as evaluated annually. Refer to the [Academic Faculty Merit Pay Policy](#) and [Administrative Faculty Merit Pay Policy](#) for more information.

4.7.05 Extra-Contractual Compensation

Academic and administrative faculty may earn extra contractual compensation up to the maximum allowed under the [Extra-Contractual Compensation \(ECC\) policy](#).

4.8 Emeritus/Emerita Title

See the [Emeritus/Emerita Status Policy](#).

4.9 Faculty Career Development

Faculty, Classified staff, and executive staff are encouraged to participate in development activities and study. Career development opportunities may include, but are not limited to, the following:

1. Grants-in-Aid program;
2. External professional programs and conferences; and
3. System-wide/institutional faculty and staff professional development programs.

4.9.01 Grants-in-Aid Program

Nevada State offers a Grant-in-Aid program to academic and administrative faculty and their family members (spouses and financial dependents under the age of 24) with tuition assistance.

See the following:

- NSHE Handbook Title 4, Chapter 3, Sections 11

Section 5: Faculty Rights and Responsibilities

5.01 Academic Freedom

Nevada State University recognizes that there are rights and responsibilities that exist concomitant with the academic freedoms underpinning the professional work of its faculty. NSU operates under the requirements set forth in NSHE Code, Chapter 2: Academic Freedom and Responsibility.

5.02 Scholarly Misconduct

See the [Scholarly Misconduct Policy](#).

5.03 Faculty Workload Policy

The general purposes of a workload policy are to ensure a reasonable and equitable assignment of faculty responsibilities across the institution, to ensure that faculty members contribute comparable levels of effort to the institution's collective work, and to ensure that faculty members are rewarded on the basis of their contributions. The normal workload, not to be confused with the teaching load, for tenured and tenure-track faculty includes teaching and/or other professional duties, service to the institution, and scholarship and professional development. The proportions of the different workload areas are determined by the individual faculty member and their School Dean or Department Chair through a self-evaluation plan and an official request for redirection of time which must be approved by the immediate supervisor and dean of the academic unit and the Provost.

See the [Academic Workload Policy](#) for details.

5.03.01 Reassignment of Workload Responsibilities

Reassigned time may be granted for program development, special projects, research, approved graduate study, and administrative assignments, provided the teaching load could otherwise be handled within existing budgetary and personnel limitations. When the workload of committee assignments or research is uncommonly high, a compensating reduction in teaching load may be granted upon recommendation of the School Dean or Department Chair and the approval of the Provost. Faculty seeking reassigned time should refer to the [Faculty Instructional Course Release Policy](#).

In all cases, it is expected that the time and effort for re-assigned workload must be equivalent to the normal faculty workload. Additionally, when a faculty member is granted reassigned time for a project, the expectation is that the project will be completed within the time specified on the original request for a teaching load reduction.

5.04 Faculty Instructional Policies

The established vision, mission, and programs of Nevada State University require the best teaching-learning experiences for students. The accomplishment of this ideal relies on the effective functioning

of the institution's faculty both singularly and in groups.

5.04.01 Office Hours

See the [Academic Workload Policy](#) for details.

5.04.02 Syllabi

Syllabi are required for all courses. Course syllabi are to be distributed to the class at the beginning of each term via the learning management system. Faculty should use the syllabus template built into Canvas to design their syllabi. Follow your unit's guidelines on whether a copy of each syllabus should be provided to the Dean's Office.

5.04.03 Textbook Policy

See the [Course Materials Selection Policy](#).

5.04.04 Curriculum Development

Curriculum and course development, changes, and evaluation are responsibilities of every instructional faculty member. When possible, curriculum development will be accomplished as part of a faculty member's normal workload. Each Academic Dean and/or Department Chair is responsible for taking the leadership in the scheduling and management of curriculum and course development. Any addition, deletion, or change in any curriculum, course, or program must be approved by the Academic Dean, the Curriculum Committee, the Faculty Senate, the President (for program and core curriculum changes), and in certain cases, the Board of Regents and the Northwest Commission on Universitys and Universities (NWCCU).

For more information, see the [Curriculum Review Policy](#).

Diplomas can only list Board-approved degrees and majors, as listed in the APIS directory (NSHE P&G Manual Chapter 6, Section 13), as well as for BAS degrees and certificates. For questions about whether a concentration or track within a degree will appear on students' diplomas, check with the Office of the Registrar.

5.04.05 Attendance Policy

Faculty members shall maintain an attendance record for all classes. When submitting final grades, faculty must report the last date of attendance for any students earning grades of F.

For online courses, attendance is documented through a record of students' class participation or academic engagement. Documenting that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance by the student. Examples of acceptable evidence of attendance in an online class include:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted

- instruction,
- a posting by the student showing the student's participation in an online study group that is assigned by the institution,
 - a posting by the student in a discussion forum showing the student's participation in an online discussion about *academic matters*,
 - an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question *about the academic subject studied in the course* (an email stating they intend to participate is not sufficient).

Attendance records for online classes must include at least one participation/academic engagement checkpoint in the first two weeks of fall and spring terms; specific dates will be published for accelerated terms. For more information, see the [Enrollment Cancellation for Nonattendance Policy](#).

Faculty must include a statement about attendance policy and procedures in their syllabi.

5.04.06 Faculty Absence from Class

Faculty members are expected to attend punctually all regularly scheduled sessions of their classes. Faculty members who must miss one or more of their class sessions shall contact their direct supervisor as soon as possible to make arrangements and notify students as appropriate.

5.04.07 Class Rosters

All class rolls are available to faculty via the Faculty Center. It is recommended that faculty members consult their class rolls on the Faculty Center frequently to monitor enrollments, which are subject to changes during the first few days of class. Any student who is not listed on a class roster shall be sent to the Registrar's Office to determine the reason for the omission. Any student who has registered after class has begun, typically during Drop/Add, will be on the Faculty Center class roll.

5.04.08 Change of Schedule (Drop and Add Process)

Changes in schedules (Drop or Add) do not become official until the student adds or drops a class through their myNSU account. Student questions should be directed to the Office of the Registrar. The Add/Drop deadline for each term, including accelerated terms, is published in the annual [academic calendar](#).

5.04.09 Non-attendance Reporting

Financial aid recipients become ineligible for funds the University has awarded if they do not attend at least one class meeting. Such students are NOT entitled to keep the financial aid award for which they are otherwise eligible. When these students ("no-shows") are not reported in a timely manner before financial aid refunds are disbursed to students, both the institution and the student may incur fiscal liability for the portion of the award that the student is no longer eligible to receive.

To comply with Federal Financial Aid regulations, Nevada State University developed the [Enrollment Cancellation for Nonattendance Policy](#).

5.04.10 Grades

NSU uses a grading scale of A through F, including +/- grades (e.g., A-, B+; no A+ grade is assigned). Some courses are graded on a Satisfactory/Unsatisfactory (S/U) basis.

5.04.10.1 Grading Policy

Faculty members are expected to know all regulations and policies related to grades. In addition, all faculty members are expected to provide the students in their classes with an explanation of the grading policy to be used in each course. A student has the right to know in advance what factors shall be used (e.g., tests, exams, quizzes, projects, discussions) in evaluating performance in class. Prior to the withdrawal date of the term, students shall receive evaluative feedback so that they may best determine their standing in the class. Additionally, students have the right to ascertain their standing in the course.

5.04.10.2 Submission of Grades

Faculty members are expected to submit final grades to the Registrar's Office by the deadline specified by the Registrar each term. Class rolls, available to faculty members on a real-time basis in the Faculty Center, are the vehicle for entering grades. If a faculty member experiences difficulty in entering grades or obtaining rolls through the Faculty Center, the Registrar should be contacted immediately. Information concerning final grades will be disseminated by email before the term ends. In general, final grades are due the Wednesday after the last day of each term.

5.04.10.3 Changing a Grade

Faculty members are expected to make every effort to ensure that grades submitted to the Registrar's Office are correct. If an error is made, however, faculty must submit a "Change of Grade Form" for each grade change. The "Change of Grade Form," available in the portal, must be approved by the Chair and/or academic Dean and submitted to the Registrar's Office for processing.

5.04.10.4 Incomplete Grades

See the [Incomplete Grades Policy](#).

5.04.10.5 Grade Records

All faculty members shall retain accurate grade book records of individual assignments in Canvas. If a faculty member keeps a separate grade book (electronic or physical) with any grades or notes, the grade book record must be kept for three years after the end of the term.

5.04.10.6 Grade Appeals

See the [Grade Appeals Policy](#).

5.04.11 Final Exams

All faculty members are encouraged to give a final exam in each of their courses during the regularly scheduled class time. Whether the final exam is comprehensive or not is left to the discretion of the faculty member.

5.04.12 Credit by Examination and Advanced Placement

See the NSU Academic Catalog for information on [Credit by Examination](#) and [Advanced Placement](#).

5.04.13 Family Educational Rights and Privacy Act (FERPA)

In compliance with the Family Educational Rights and Privacy Act (FERPA), a federal law enacted in 1974, students' scores or grades should not be displayed publicly. Even with names obscured, numeric student identifiers are considered personally identifiable information and must not be used. Grades, transcripts, or degree audits distributed for purposes of advisement should not be placed in open mail boxes located in public places. Graded papers or tests should not be left unattended on a desk in plain view in a public area, nor should students sort through papers or tests to retrieve their own work. Class rosters and grade sheets should be handled in a confidential manner, and the information contained in them should not be re-disclosed to third parties. Parents, spouses, and others do not have a right to information contained in a student's education record.

Students who choose to have their grades disclosed to parents or other individuals may complete the ["Student Permission to Release Academic Record" form](#). These forms are processed in the Registrar's Office.

Faculty may directly communicate course progress (e.g., test scores, essay grades) with an individual student via NSU student email or through Canvas; for these purposes, student use of Canvas and student email indicates prior consent for this communication.

5.04.14 Student Rights

As outlined in the 1974 Family Educational Rights and Privacy Act (FERPA), students have the right to inspect and review their education records, request the amendment of their records (if proven inaccurate or misleading), limit disclosure of personally identifiable information contained in their education record, and file a complaint with the U.S. Department of Education concerning alleged failures of the institution to comply with the law. Nevada State University makes every effort to comply with the law by protecting the privacy of student records and by evaluating requests for release of information from those records. However, FERPA authorizes the release of Directory Information without the student's prior consent under certain conditions which are set forth in the Act. NSU has defined its Directory Information in accordance with the law.

Directory Information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. At Nevada State University the following is designated as public or Directory Information: the student's name, addresses, email addresses, telephone number, major field of study, degree sought, participation in officially recognized activities, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance at the institution, full-time or part-time enrollment status, the previous educational agency or institution attended, and participation in officially recognized activities and other similar information. Directory information is information that the institution may disclose, but it is not required to do so. Nevada State University does not disclose Social Security Numbers, personal identification numbers, grades, grade point averages, class schedules, academic actions, or the number of credits the student is taking unless the student has signed a consent form that specifically identifies to whom the information is to be released.

Faculty and staff who have a need to know are permitted access to students' records in the course of their duties as University officials. As such, the law requires them to act in a legally specified manner with regard to education records. FERPA applies to the education records of persons who are or who have been in attendance, including students in cooperative and correspondence programs. Education records are records that are 1) directly related to a student and 2) maintained by an educational agency or institution or by a party acting for the agency or institution. Access to PeopleSoft is not tantamount to authorization to view students' data. Faculty members are deemed to be "school officials" and can access data in PeopleSoft or the Faculty Center if they have a "legitimate educational interest." A legitimate educational interest exists if the faculty member needs to view the education record in order to fulfill professional responsibilities. Neither curiosity nor personal interest can be considered as a legitimate educational "need to know."

For more information, please visit the following web page: [Family Educational Rights and Privacy Act \(FERPA\)](#) and the NSU Academic Catalog statement on [Confidentiality and Release of Information](#).

5.04.15 The Copyright Act of 1976

The Copyright Act of 1976 provides the following guidelines for classroom copying in not-for-profit educational institutions:

1. *Single Copying for Teachers*: A single copy may be made of any of the following by or for a teacher for scholarly research or for use in teaching or for preparation to teach a class:

- A chapter from a book;
- An article from a periodical or newspaper;
- A short story, short essay, or short poem, whether or not form a collective work;
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

2. *Multiple Copies for Classroom Use*: Multiple copies (not to exceed in any event more than

one copy per pupil in a course) may be made by or for the teacher teaching the course for classroom use or discussion; provided that

- The copying meets the test of brevity and spontaneity as defined below,
- Meets the cumulative effect test as defined below,
- Each copy includes a notice of copyright.

3. *Definitions*

A. Brevity

- Poetry: brevity is defined as a complete poem if less than 250 words and if printed on not more than two pages or from a longer poem, an excerpt of not more than 250 words. This numerical limit may be expanded to permit the completion of an unfinished line of a poem.
- Prose: brevity is defined either as a complete article, story, or essay of less than 2,500 words or an excerpt from any prose work of not less than 500 or more than 1,000 words or ten percent of the work, whichever is less. This numerical limit may be expanded to permit the completion of an unfinished paragraph.
- Illustration: brevity is defined as one chart, graph, diagram, cartoon, or picture per book or per periodical issue
- "Special" works: this term refers to certain works in poetry, prose, or "poetic prose," which often combine language with illustrations and are intended either for children or a more general audience and fall short of 2,500 words in their entirety. Despite the prior definition of brief prose, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text may be reproduced.

B. Spontaneity

- The copying is at the instance and inspiration of the individual teacher;
- The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

4. *Cumulative Effect*

- The copying of the material is for only one course in the school in which the copies are made;
- Not more than one short poem, article, story, or essay or two excerpts copied from either the same author; no more than three texts from the same collective work or periodical volume may be copied during one class term. This limitation does not apply to current news periodicals, newspapers, and current news sections of other periodicals;
- There shall not be more than nine instances of such multiple copying for one

course during one class term. This limitation does not apply to current news periodicals, newspapers, and current news sections of other periodicals.

5. *Prohibitions to Sections 1 and 2 Above*: Despite the copying guidelines in Sections 1 and 2, the following shall be prohibited:

- A. Copying shall not be used to create, replace, or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of or excerpts from various works are accumulated or used separately.
- B. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, etc.
- C. Copying shall not:
 - Substitute for the purchase of books, publishers’ reprints, or periodicals;
 - Be directed by a higher authority;
 - Be repeated with respect to the same item by the same teacher from term to term;
 - Be charged to the student beyond the actual cost of photocopying.

For more information, see the following web page: [Copyright Law of the United States](#).

5.04.16 Copyright Fair Use Exception

Fair Use is the right to use a copyrighted work in some situations without the permission of the copyright owner. It is now codified in Section 107 of the U. S. Copyright Act. The factors that determine whether a given situation is fair use are:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- the effect of the use upon the potential market for or value of the copyrighted work.

While noncommercial use is more likely to be deemed fair use than commercial use, an educational purpose alone does not make a use fair. The more transformative the use, the more likely it is to be considered fair use, regardless of the other factors. Some photocopying of material for classes may be allowable under the Fair Use Doctrine; see section 5.03.15 above.

The U.S. Copyright Office maintains a [Fair Use Index](#), which is a searchable database of judicial decisions regarding fair use.

5.04.17 Learning Management System

1. Canvas is the official Learning Management System for courses at Nevada State University.

2. Canvas must be used to deliver or link to course content, and it must be used exclusively for electronic collection and storage of sensitive student data, including assessments in accordance with the Family Educational Rights and Privacy Act (FERPA).
3. These policies represent minimum requirements; schools may implement additional policies, provided they do not conflict with the one listed here.

5.04.18 Course Format and Contact Hours

NSU's [Policy on the Credit Hour](#) clarifies the amount of contact time required for each unit of credit earned in a course. This varies by type of course:

- For in-person classes, each credit earned requires 50 minutes of contact time during a regular 15-week semester. A typical 3-credit course requires 150 minutes per week of the semester, or a total of 2,250 minutes of contact time.
- To be listed as a hybrid course, at least 25% of the contact time must be met online. The in-person contact time listed in the course schedule should be adjusted accordingly. Students are charged a Distance Education Fee for hybrid courses.
- In online courses, the course material (e.g., synchronous lectures, video or written lectures, activities, discussions) should equal the number of contact hours that would be required in an in-person course. For a 3-credit class, students should complete 150 minutes of such work per week during a 15-week semester in order to meet minimum contact time. Students are charged a Distance Education Fee.

5.05 Grant Proposals, Research Involving Human Subjects, and Intellectual Property

5.05.01 Guidelines for Research and Grant Proposals

Nevada State University has developed a process required for submission of grant proposals by faculty. Contracts and grants are external funds received through formal written application to federal, state, and local agencies, corporations, foundations, and other agencies. These funds supplement the institution's state-appropriated funding level to assist the institution in meeting its goals. While contracts and grants may assist NSU in providing a margin of excellence, the institution does not rely on grant funds to replace the regular operating budget. All grants and contracts are awarded to Nevada State University or the Foundation rather than to the Proposal Initiator/Project Director. NSU accepts fiduciary responsibility for all grants and contracts awarded, acting as the fiscal agent. Therefore, the institution is responsible for fulfilling the project's objectives and requirements with the exception of faculty study grants awarded directly to a faculty member. NSU's contracts and grants procedures are in compliance with policies established by NSHE.

The development of an idea for a grant proposal generally begins with a staff or faculty member's discussion with their immediate administrative supervisor or Academic Dean. The proposed grant must relate directly to and ensure conformity with the state purpose and mission of Nevada State University. If the proposal is approved by the appropriate administrator/dean, the initiator should reach out to the Office of Grants Awards Services (OGAS) to review the

funding opportunity by submitting a [Grant Funding Review Form](#). The initiator will then be provided with a “Preliminary Grant Checklist and Approval Form.” The initiator must identify funding sources, prepare a proposal synopsis, and submit the completed approval form to OGAS. OGAS will route the grant approval form to the Provost’s Office and the Executive Team for approval. If the proposal is approved, the initiator may begin formal proposal activities, including developing a detailed budget proposal and providing required certifications and documentation for the application.

5.05.02 Research Involving Human Subjects

Nevada State University has implemented an Institutional Review Board (IRB) and developed policies related to research involving human subjects. All faculty and students of the NSU community contemplating research involving human subjects are responsible for familiarizing themselves with the requirements of the current Institutional Review Board (IRB) Guidelines of the Office for Human Research Protections (OHRP) located at the following link: [Office for Human Research Protections](#).

See the [Institutional Review Board Policy for the Protection of Human Subjects](#) for a definition of research, requirements for review, and other procedures related to human subjects research.

5.05.03 Intellectual Property

See [NSHE Handbook, Title 4, Chapter 12](#): Intellectual Property, Research, and Entrepreneurial Activity.

5.05.04 Participant Payments

Refer to the Business Office guidance on using [gift cards](#) and [cash](#) for participant compensation. If a non-NSHE subject will receive more than \$200 total in compensation during a single calendar year (from all payments combined), you must collect a W-9 form for taxation purposes.

5.06 Faculty Grievances

See the [Nevada State University Bylaws](#), Chapter 6, Section 3: Grievance Procedures for Academic and Administrative Faculty.

5.07 Travel

Travel funds are available through the schools, departments, and Office of the Provost Seed Grant program. These funds provide for travel by faculty members for the following purposes:

1. To attend professional functions and meetings as a means of professional growth and development;
2. To conduct research related to scholarly activities;
3. To represent Nevada State University outside of the Las Vegas Valley as requested by the institution.

See the campus [Travel Manual](#) for details on travel approvals and processing. Faculty should refer to the travel funds procedures for their unit for specific details and availability of funds.

5.07.01 Field Trip Transportation

Transportation for field trips that involve students must follow the guidance provided in the Travel Manual; details depend on the length of the trip and distance of travel. If departmental funds are available, renting a vehicle from a contracted supplier may be an option.

Students must sign the [Assumption of Risk, Waiver/Release of Liability Form](#). Refer to the Travel Manual for more information. Students driving their own vehicles must sign the [Student Authorization to Operate Privately-Owned Vehicle Form](#). The organizer of the field trip is responsible for collecting signed forms.

5.08 General Support Information

5.08.01 Administrative Assistance

Each unit is assigned an appropriate level of administrative assistance. Student workers, employed by the institution through its financial aid and assistantship programs, are also made available when possible.

5.08.02 Announcement of Events to the Student Body

The Office of Information & Technology Services can assist faculty with posting announcements on Canvas. Complete the Technical Support Request form on the portal for consideration.

The Office of Marketing & Events can assist faculty with posting announcements on the portal and campus info screens. Complete the Post a Campus Announcement form on the portal. Faculty can also request social media coverage of special events, though coverage is not guaranteed.

5.08.03 Bookstore

The Academic Dean (or designee) or Department Chair will coordinate the ordering of texts and other student materials through the bookstore. All faculty members receive a 10% discount on purchases made through the bookstore.

5.08.04 Payroll and Benefits

New employees will attend a Human Resources benefits orientation. Inquiries regarding payroll deductions, retirement benefits, and health and life insurance may be directed to the Office of Human Resources.

5.08.05 Cafeteria

Food services are available on the main campus. Refer to the institution website for operational hours.

5.08.06 Campus Mail Service

Mail is delivered daily to the campus mailroom and distributed along with campus mail to the various departments. Faculty members are assigned a mailbox in their unit. There is no charge for any outgoing mail of an official nature. Campus mail should be placed in the special envelopes provided for internal communication. Mail service is for official Nevada State University business only.

5.08.07 Campus News

News items can be submitted to the weekly [Marketing Digest](#). Announcements and information is also distributed via the Provost's Newsletter, the Division of Student Affairs' SALT Shaker, and other campus publications.

5.08.08 Computers and Computer Terminals

Each full-time faculty member is supplied with a desktop computer or laptop in their office. Part-time faculty have access to computers in workgroup areas as well as computer labs across campus. In addition, the institution has workstations located in the Library and in all classrooms. These computers include the Microsoft Office suite and provide access to file sharing, printing, and the Internet. For those working remotely, checkout laptops are available through the Library and Information & Technology Services. Faculty needing technology equipment beyond what was initially provided should contact their department administrative assistant.

Visit the NSU website for more information on [all available computer labs](#).

5.08.09 Copying Equipment

Copiers/printers are distributed throughout the campus. Faculty members shall determine the degree of quality necessary and use the most economical method to achieve it (e.g., black and white rather than color printing, when appropriate). Copyright laws shall be observed.

5.08.10 Exercise and Recreational Facilities

NSU has a fitness center located in M-200, near the Dawson Building. An NSU ID card is required to use the facilities. Visit the [NSU website for hours of operation](#).

5.08.11 Grading Machines

Faculty members interested in using the institution's grading machines can obtain special test forms from the Academic Unit. Certain machines are coupled to computers for an analysis of tests answered on the above forms. The current location of these machines can be obtained from the Academic Dean or Chair.

5.08.12 Keys

The distribution of office keys is handled by Facilities. Each key is assigned to an individual and must be picked up and/or returned by the individual. Upon termination, all keys must be returned in order to complete offboarding. Building and common room access is provided using the Scorpion Card. Office key and building access requests can be submitted by the unit administrative assistant upon approval of the Academic Dean and/or Department Chair.

5.08.13 Maintenance

Problems shall be called to the attention of the unit's administrative assistant for submission to Facilities, or submitted directly to Facilities at facilities@nsc.edu.

5.08.14 Office Supplies

Each school has a procedure for obtaining office supplies. Contact the administrative assistant for procurement.

5.08.15 Public Relations

The Office of Marketing and Events is responsible for coordinating media interviews/information and determining the appropriate spokesperson and/or spokespeople.

Addressing Media Inquiries: The Marketing Office, through its Marketing & Communications Manager, is the first point of contact for media interaction with requests for information and interviews. The Vice President of Advancement will be informed of the media request along with the Chief of Staff and Deputy Chief of Staff.

- The Marketing & Communications Manager will collaborate with the Director of Marketing & Events to review the nature of the inquiry and deadline, relevant persons to gain information or respond, and brainstorm responses.
- The Marketing & Communications Manager will consult with the Vice President and Deputy Chief of Staff on the appropriate party to respond and the potential response.
- The Marketing & Communications Manager will advise Chancellor's Communications Office of the inquiry and proposed response if media inquiry has "political" or NSHE sensitivities. Notification of Board of Regents may also be required based on consultation with the President.
- Executive leadership, academic deans, and department heads will need to respond to incoming media requests from the Marketing Office as soon as possible on the request for a spokesperson or for additional information. This will enable us to fulfill the request in a timely manner.
- The Marketing Office will provide media relations support to the identified spokesperson. This will include interview coordination, assistance with key messages, talking points, potential interview questions, and presence at the interview.
- The Marketing & Communications Manager will follow up with the reporter to coordinate interview logistics and publication/broadcast.

Identifying media opportunities: The Marketing Office proactively seeks opportunities to communicate Nevada State University news and events to the media. Employees are responsible for notifying the Marketing & Communications Manager by email, as far in advance as possible, about newsworthy events or happenings on campus so the department can determine the best way to promote them to media, if appropriate. Lack of sufficient notice about news and events happening on campus (e.g. less than one week's notice) may limit the department's ability to provide effective media relations support.

Media relations during times of crisis: The Marketing Office, in conjunction with the Chief of Staff, is responsible for all contact with the media during a crisis or emergency situation. If an employee receives a media inquiry during a crisis situation, they are asked not to respond and instead immediately forward the request to the Director of Marketing & Events for appropriate action, which will be implemented according to the Nevada State University Emergency Operations Plan.

5.08.16 Center for Teaching and Learning Excellence

The Center for Teaching and Learning Excellence (CTLE) provides academic faculty with professional development opportunities through individual and group support regarding instructional design, effective teaching strategies, educational technology, accessibility, and other topics related to teaching and learning. It is open to both full-time faculty and part-time instructors.

For information on the services, workshops, faculty learning communities, Canvas LMS training, certificate programs, and other activities offered by the CTLE, contact ctle@nsc.edu or visit the [CTLE website](#) and/ or the [CTLE Canvas page](#).

5.08.17 Classroom Technology Assistance

Instructional Technology staff are available to provide overviews of the classroom technology available in campus buildings. Email support@nsc.edu for assistance. The CTLE has also created [short videos](#) about the touch panels that control campus technology.

5.08.18 Purchasing and Contracts

For purchasing policies and procedures, refer to the NS Purchasing and PCard User Manual and Purchasing Quick Reference Guide available from the [Purchasing webpage](#).

Nevada State's Contracts Group must negotiate and execute all purchasing-related contracts for the University. Requestors should contact Contracts@nsc.edu as soon as they know a contract is required. Do not sign any written or digital contract. The NS Contracts Group will ensure the contract is compliant with state and federal laws and regulations as well as Nevada State and NSHE requirements. When completely reviewed and signed, the NS contract initiator will receive a copy for attachment to the future purchase.

5.08.19 Library

The Marydean Martin Library offers services to all NSU students, faculty, and staff. Faculty are

encouraged to promote its use to students.

NSU identification cards also serve as a library card. The Library's collection of multimedia materials is easily located through the use of the [online library catalog](#). Members of the campus community may also request materials from other southern Nevada NSHE institutions or through [Interlibrary Loan](#). The Library also [loans technology](#) and allows students to reserve study rooms.

Library instruction, including orientation and subject-specific guidance, is available to classes on a pre-scheduled basis. Faculty are expected to be present while the instruction is given by a librarian.

Those using the physical Library space are expected to comply with the Marydean Martin Library [Code of Conduct](#).

Section 6: General Personnel Policies

6.01 NSHE Policies

Faculty shall comply with all NSHE and Nevada State policies, including but not limited to those found in:

- [Board of Regents Handbook](#)
- [Procedures and Guidelines Manual](#)

6.02 Personnel Categories

6.02.01 Faculty Members

The faculty shall consist of instructional and library faculty and administrative officers as defined in [NSHE Code, Chapter 1](#), Section 1.1: Definitions.

6.02.02 Classified Personnel

Classified employees shall consist of professional and administrative personnel and staff as defined in Nevada Revised Statutes (see [NRS 284](#)).

6.03 Employment

6.03.01 Equal Employment Opportunity

Nevada State University does not discriminate on the basis of sex in any education program or activity that it operates. Non-discrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) and the corresponding implementation regulations (34 C.F.R. Part 106). The University's commitment to nondiscrimination in its education programs and activities extends to applicants for admission and employment.

Inquiries concerning the application of these provisions may be referred to:

Title IX Coordinator
Nevada State University
1300 Nevada State Drive
Henderson, NV 89002
Telephone: (702) 992-2322
Email: Eric.Gilliland@nsc.edu

Or to the Assistant Secretary of the United States Department of Education, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100; Telephone: 1-800-421-3481 FAX: 202-453-6012; TDD: 1-800-877-8339; Email: OCR@ed.gov; or to both.

Information pertaining to the University's grievance procedures and grievance process, including

how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the University will respond can be found here.

6.03.02 Employment of Relatives

See [NSHE Handbook Title 4, Chapter 3](#), Section 7: Nepotism.

6.03.03 Employee Orientation

Each new employee is required to participate in a new employee orientation, which will be scheduled and communicated by Human Resources. They shall also be responsible for reading and familiarizing themselves with the contents of the appropriate policy and/or procedures manuals at NSU.

New employee orientation is designed to provide an overview of the campus and University, covering the following broad categories: mission and values, how to access information, IT support, benefits and additional perks, campus facilities, training, and University departments and governance,

New employees are encouraged to actively participate, ask questions, and seek clarification during the orientation sessions. The goal of the orientation is to ensure that each employee is equipped with the necessary knowledge and resources to thrive in their role and contribute to the success of NSU.

6.03.04 Drug-Free Campus Policy

See the [Substance Abuse Policy](#).

6.03.05 Tobacco Free Campus

See the [Tobacco on University Premises Policy](#).

6.04 Holidays

See the [Academic Calendar](#) for a list of all holidays recognized by the University and NSHE.

6.05 Leave

6.05.01 Vacation/Annual Leave

Faculty on a 12-month appointment accrue annual time off at the rate of two days for each full month of employment. A maximum of 48 days of annual leave can be carried forward from one fiscal year to the next. Leave must be used in half or full day increments. Faculty on a 9-month appointment do not accrue annual time off. They are required to be on duty during the fall and spring semesters on those days when classes are in session. See obligation calendar.

Leave should be requested in Workday.

See the NSHE Handbook [Title 4, Chapter 3, Section 20](#): Annual Leave.

6.05.02 Sick Leave

See NSHE Handbook [Title 4, Chapter 3, Section 19](#): Sick Leave.

Full-time academic and administrative faculty on 9 and 12 month contracts receive 30 days of sick leave on their first day of employment. After the first year of employment, two days of sick leave are accrued after each month of employment. Leave must be used in half or full day increments. A maximum of 96 days of sick leave can be carried forward from one fiscal year to the next. Sick leave is paid time off and may be used for:

- Personal illness;
- Care of family members with illness, injury, medical, optometry or dental appointments. Up to 15 days of sick leave may be used each year to care for family members;
- Bereavement; faculty may take up to 19 days of sick leave for the death of an immediate family member.

Sick leave may be requested in Workday.

6.05.03 Sabbatical Leave

See the [Sabbatical Leave Policy](#).

6.05.04 Military Leave with Pay

See NSHE Handbook Title 4, Chapter 3, Section 22: Military Leave.

6.05.05 Family and Medical Leave (FMLA)

The [Family and Medical Leave Act](#) allows all eligible employees to take up to 12 weeks off for the qualifying reasons below:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

- Twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

FMLA protects the employee's job while on leave and it is used concurrently with all sick and annual paid leave.

See the NSHE Handbook Title 4, Chapter 3, Section 21: Family Medical Leave/Fair Labor Standards Act.

6.06 Retirement

6.06.01 Retirement Systems

The Office of Human Resources can provide detailed information on the retirement systems you may be eligible for under NSHE and state regulations.

6.06.02 Phase-in Retirement Program

The Phase in Retirement Program allows employees to phase into retirement over an agreed period of time not to exceed 5 years. During the phase-in period, the employee works less than full-time but equal to or more than half time so that they retain benefits eligibility. Both the employee and employer contributions to the employee's retirement account during the phase-in period will be based on the employee's salary at 100% FTE.

Academic and administrative faculty are paid on the first business day of each month. If the first day of the month falls on a weekend or holiday, pay distributions will be made on the first business day after the weekend or holiday.

6.7 Employee Assistance Program

The Employee Assistance Program (EAP) is a confidential assessment and referral program where employees can get assistance in dealing with everyday issues like stress, finances, relationships, parenting, finding child or elder care, and much more. Employees can also get confidential help with personal or work-related difficulties, including depressions, additional, and grief. EAP services are provided through ComPsych. Consultants are available 24 hours a day, 7 days a week.

6.8 Campus Identification Cards

All faculty members are expected to carry an official NSU Identification Card. This card serves to identify faculty to security personnel and as access FOBs for building and pod entrance.

6.9 Personnel Records

The Human Resources office maintains current employee records and must be informed of any changes in name, address, marital status, number of children or other dependents in the immediate family,

and/or tax withholding status. This information affects the amount of an employee's payroll deduction for federal withholding tax, insurance premiums and benefits.

An employee's personnel record is kept confidential to the maximum extent protected by law. Outside parties or agencies are not provided with information in employee personnel file unless specifically authorized by an employee in writing, or as required by law.

6.10 Changes of Name, Address, Phone Number, and Tax Information

Faculty members are expected to keep their Academic Dean, Department Chair, and the Office of the Provost informed of current addresses and telephone numbers.

The Human Resources office maintains current employee records and must be informed of any changes in name, address and/or tax withholding status. Tax exemption certificates should be kept up-to-date as employees gain or lose exemptions.

6.11 Parking

Parking is free on the main campus. Faculty may park in any open spot that is not designated as a reserved space.

6.12 Tipping/Gratuities

Tips paid with institutional funds (including travel cards) should be no more than 20% of the subtotal of the bill. Employees must follow all state and NSHE regulations regarding allowable expenses. Refer to section 5.09.18: Purchasing.

6.13 Conflicts of Interest

See HR 1: [Conflict of Interest and Compensated Outside Services Policy](#).

NSU must comply with federal, state and NSHE regulations related to conflict of interest and compensated outside services. All academic and administrative faculty must identify all potential conflicts of interest and all compensated outside service by submitting a disclosure form annually.

6.14 Guidelines for Faculty Outside Work and Outside Consulting

See NSHE Handbook Title 4, Chapter 3, Section 9: Compensated Outside Professional Services.

6.15 Harassment

6.15.01 Board of Regents' Statement about Sexual Harassment

See the NSHE Handbook, Title 4, Chapter 8, Section 13: Policy against Unlawful Discrimination and Harassment; Complaint Procedure.

6.15.02 Nevada State University Sexual Harassment and Sexual Assault Policy

Nevada State University is a diverse community committed to creating and maintaining a safe campus where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, discrimination, or intimidation. Sexual harassment, sexual assault/sexual misconduct, domestic violence, dating violence, and stalking are violations of University policy.

Nevada State University will respond promptly to reports of sexual harassment, sexual assault/sexual misconduct, domestic violence, dating violence and stalking.

See the [Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy](#)

6.16 Office Gift-Giving

Gifts for colleagues (such as friendly tokens acknowledging life events, remembrances, flower funds, hospitality funds, or celebratory tributes) must be completely voluntary. Any gifts or contributions should be of nominal value and in keeping with the spirit of the event.

6.17 Appropriate Use Policy for Information Technology Resources and Social Media

6.17.01 Responsible Use of Technology Resources and Email

All members of the NSU community are expected to use technology resources in a responsible manner and comply with all applicable laws and NSU policies. Refer to the [Responsible Use of Technology Resources Policy](#) and the [Acceptable Use of E-mail Policy](#) for more information.

See NSHE Handbook Title 4, Chapter 1, Section 23: Computing Resources Policy and the [Standards of Conduct for the Use of Computers in NSU-Related Activities](#).

6.17.02 Social Media Policy

The purpose of social media is to offer a reliable and consistent communication resource for students, faculty, and the greater community while maintaining a positive and recognizable brand that reflects the goals, mission, and culture of Nevada State.

All proposals to create an official Nevada State social media account using the academic title/unit or program name must be presented to the Office of Marketing & Events and the social media specialist for review and approval. Social media accounts both new and existing must follow university branding and accessibility standards.

No employee or student should use their personal Nevada State email to create an account. A social media-specific email should be requested from the Office of Information & Technology Services to be used to create social media accounts.

Social Media Branding Policies

Profile Photo: All Nevada State social media accounts must have the approved Nevada State logo with a black background and name of organization written in the approved font underneath the logo.

Username: Must be a form of “NevadaState” or “NS” followed by the organization name

Bio/About: Must include name of office and general contact information: *Contact*
be.social@nsc.edu