

Nevada State University

Academic Personnel Policy

Division of Academic Affairs

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Introduction

This document contains policies and procedures related to personnel within the Division of Academic Affairs at Nevada State University. The Division of Academic Affairs maintains and approves content in each chapter. Throughout this document, “NS,” “NSU,” “Nevada State,” and “the University” refer to Nevada State University.

Chapter 1: Sabbatical Leave

The major purposes of a sabbatical leave are to provide academic faculty opportunities to enhance professional effectiveness, increase scholarly usefulness, and strengthen the University's academic, research, and service programs.

1.1 Eligibility

An academic faculty member who meets the following criteria is eligible to apply for sabbatical leave:

- Position is funded in whole from state sources;
- Has served as a full-time academic faculty member for at least 6 years total at NSU (regardless of contract type);
- Has not received sabbatical leave at NSU in the past 6 years. If there is an approved leave of absence, time accrued toward eligibility for a sabbatical will not be lost and the clock will continue once the leave of absence ends.

If an academic faculty member is not full-time at NSU but meets the 1.0 FTE criteria as an academic faculty member in NSHE as a whole, funding for a sabbatical leave must be negotiated proportionally with each of the affected NSHE institutions.

Administrative faculty and classified employees are not eligible for sabbatical leave or to serve on the Sabbatical Leave Committee.

1.1.1 Non-State Funded Positions

Full-time academic faculty whose positions are funded in whole or in part from non-state sources may be eligible for sabbatical leave only if the sabbatical can be funded from the non-state source. This use must be approved by the employee's appointing authority and the funding source.

Requests for sabbatical leaves for non-state funded positions follow the same review process as state-funded sabbatical requests.

1.2 Requirement to Return to Employment

According to Nevada Revised Statutes 284.345(2), "...no sabbatical leave with pay may be granted unless the person requesting the leave agrees in writing with the [employer] to return to the [employer] after the leave for a period not less than that required by the person's most recent contract of employment if the [employer] desires the person's continued service."

NSHE employment contracts cover a period of one fiscal year (running July 1st to the following June 30th). Academic faculty approved for a sabbatical leave must agree to return to NS in a paid status immediately upon the end of the sabbatical leave for at least one fiscal year; this agreement is submitted through the [Sabbatical Agreement Form](#).

1.3 Sabbatical Leave Availability

“Sabbatical leave with pay may not be granted to more than 2 percent of the teaching personnel of a branch or facility of the System with the rank of instructor or higher in any 1 year.” (NRS 284.345). The number of NS faculty who can receive a sabbatical leave is determined annually by NSHE. Available sabbatical leaves cannot be divided into smaller units or distributed to a larger number of faculty. For instance, if NSHE informs the University that four sabbatical spots are available, only four faculty members total can be approved for a sabbatical leave, whether their requests are for a half-year or full-year leave.

Applications often exceed the number of sabbatical leaves available. Applicants applying for a sabbatical should prepare their portfolios as carefully as they would for any competitive award.

1.4 Sabbatical Leave Committee

According to the NSHE Handbook Title 4, Chapter 3, Section 15.7.b, “The appropriate faculty senate shall select the Sabbatical Leave Committee to review and rank all applications.”

The Sabbatical Leave Committee (SLC) is made up of:

1. Up to 1 tenured faculty member from each school and the Library;
2. 1 tenured at-large representative;
3. The Faculty Senate Academic Faculty Affairs Committee Chair (or designee), who serves as SLC Chair.

The Vice Provost of Faculty Affairs reaches out to deans to determine membership on the Committee, distributes the call for applications, receives applications, and distributes them to Committee members.

1.5 Review Process

The SLC evaluates each application based on (1) value and benefits of the sabbatical plan to the applicant’s professional goals and the University’s mission, (2) the applicant’s record of teaching, service, and scholarly or creative endeavors, and (3) the applicant’s expertise and qualifications to perform the proposed work. The SLC ranks all applications.

Sabbatical leave is approved by the Provost based on a review of the recommendation (including the Committee’s ranked list) of the SLC and the deans. The Provost makes the final decision on sabbatical applications.

1.5.1 Application Review

1. Applications are reviewed by the Sabbatical Leave Committee using the Sabbatical Leave Evaluation Rubric. The SLC forwards a recommendation to the candidate’s dean.

2. If the dean does not agree with the Committee's recommendation, a written rationale shall be provided to the SLC and the Vice Provost of Faculty Affairs. If the dean agrees with the recommendation, they will inform the VP of Faculty Affairs of their agreement.
3. The Provost makes the final decision on sabbatical applications. Final decisions will be communicated by NSU email to the members of the Sabbatical Leave Committee and to applicants. This decision is final and is not subject to appeal.

1.5.2 Timeline

1. By September 15th: Faculty Senate Academic Faculty Affairs Committee Chair collaborates with the Vice Provost of Faculty Affairs to distribute the call for applications, including the deadline and instructions on accessing this policy and the Sabbatical Leave Evaluation Rubric.
2. By September 22nd: SLC established.
3. October 7th at noon (12 p.m. local time): Applications are due to the SLC, applicant's dean, and VP of Faculty Affairs.
4. By November 10th: SLC submits recommendations to deans.
5. By December 1st: Deans forward recommendation letters to VP of Faculty Affairs.
6. By December 15th: Provost notifies applicants of final decision.

1.06 Compensation

Academic faculty approved for sabbatical leave have two options:

- 1 academic year's leave at two-thirds of institutional base salary (IBS);
- A half-year leave at full IBS.

A half-year sabbatical will typically start on July 1 or January 1, but may be approved by the VP of Faculty Affairs to start at another time on the condition that a half-year leave cannot include more than one semester. For instructional faculty, sabbaticals must begin before or after the end of a semester.

Annual and/or sick leave is accrued at the appropriate FTE while on sabbatical.

1.6.1 Additional Compensation

A sabbatical leave requires the faculty member to devote their effort to the approved sabbatical activity; no other salary or stipend may be earned, with these exceptions (with dean and provost approval):

1. Faculty on sabbatical leave at less than full institutional base salary may engage in other non-teaching activity complementary to with that for which the sabbatical is granted and may receive salary, stipends, or honoraria from other sources provided that the total received does not exceed their IBS, plus any travel and research expenses. They may not receive salary for work that directly overlaps with their sabbatical project;
2. Faculty on sabbatical leave may receive grants for travel and research expenses related to their scholarly activity. Those funds do not count toward compensation;

3. Other suitable income (such as grant-in-aid or fellowships) may be accepted during the sabbatical leave provided the activity contributes to the individual's professional development or future usefulness to the University and does not overlap with or duplicate the approved sabbatical project.

Requests for additional compensation under one of these exceptions must be submitted by email to the dean. The request must include a justification clearly stating how the effort and outcomes complement and are distinct from those of the approved sabbatical project. Approval of additional compensation will be based on evidence of the significance of the proposed project and evidence that the workload is commensurate with the period of leave. Faculty members cannot receive salary funding from pre-existing grant projects while they are receiving salary for a sabbatical.

The ECC limit for faculty on sabbatical leave is calculated based on their full IBS.

1.7 Summary Report and Presentation

A three- to four-page written report that outlines sabbatical activities and associated accomplishments will be submitted to the Vice Provost of Faculty Affairs and the dean within 3 months of returning from sabbatical leave. Sabbatical recipients must present their research or activities to the campus community within one calendar year of returning from sabbatical.

1.8 Acknowledgements

NSHE requires faculty who receive a sabbatical leave to acknowledge the sabbatical support in any publications resulting from work accomplished during the sabbatical.

1.9 Related Information

- [Nevada Revised Statutes 284.345](#): Regulations for Attendance and Leave of Absence; Personnel of Nevada System of Higher Education
- NSHE Code [Title 4, Chapter 3, Section 15](#): Sabbatical Leave
- Sabbatical Leave Application memo (distributed annually)
- Sabbatical Leave Evaluation Rubric (available from Office of Faculty Affairs)
- [Sabbatical Agreement Form](#)

1.9.1 Sabbatical Application Materials

Faculty will submit applications electronically using a link provided in the annual call for applications.

1. Record of Professional Qualifications and Accomplishments
 - a. Current CV;
 - b. Ratings in teaching, scholarship, and service from the 3 most recent annual reviews completed by supervisor.

2. Sabbatical Plan and Justification (explains nature and value of project, outlines major aims or research questions, proposes a timeline, includes expected outcomes)
 - a. Action plan
 - i. Description of nature and purpose of project;
 - ii. Detailed explanation of proposed activities;
 - iii. Proposed timeline for activities;
 - iv. List of expected outcomes and how you will measure success of the project;
 - v. Summary of qualifications and expertise to perform the proposed work;
 - vi. Letters of acceptance, appointment, support, and/or itinerary (if applicable);
 - vii. Contact information for individuals or institutions (other than NS personnel) who will be involved in the project;
 - viii. Any additional funding received;
 - ix. Rationale for feasibility of project and proposed timeline.
 - b. Justification
 - i. Benefit to the University;
 - ii. Benefit to the discipline and/or community;
 - iii. Contribution to the faculty member's professional growth and development in teaching, service, and/or scholarship.
 - c. Letter of support from direct supervisor (chair, dean, or other supervisor)
 - d. Explanation of accomplishments from previous sabbatical leave (if applicable).

Chapter 2: Promotion & Tenure (Tenure-track Faculty)

[Reviewing for possible clarifying language (e.g., accomplishments during the year of tenure review can be counted in applications for promotion for full professor); will revise as needed and submit for review. [Existing policy is posted on NSU policy library](#)]

Chapter 3: Promotions for Non-tenure-track Faculty

[Reviewing for possible clarifications (e.g., accomplishments during the year of first promotion review can be counted in applications for promotion to Level III); will revise as needed and submit for review. Existing policy is posted on [NSU policy library](#)]

Chapter 4: Emeritus, Emerita, or Emerit Status

[4/3/25: With General Counsel for review; [current policy in NS policy library](#)]

Chapter 5: Course Releases

The purpose of course releases is to provide faculty members with teaching duties with time to undertake important activities such as scholarship, professional development, or other service for the University.

Course releases do not relieve the faculty member from other responsibilities such as advising, serving on committees, or participating in departmental or school business. Faculty are expected to continue to be in residence and carry out their other duties while they have a course release.

5.1 Situations Eligible for a Course Release

This chapter applies to all full-time academic faculty. It does not apply to emergency hires.

5.1.1 Professional/Scholarly Development

The Division of Academic Affairs sponsors course releases to assist in the professional growth of academic faculty. Course releases create time for faculty to be involved in activities (such as pedagogical or scholarship development) that support preparation for annual reviews and tenure or promotion consideration.

1. *Newly-hired faculty*

- a. New tenure-track faculty are granted a 6-unit release to support their teaching and scholarly development. The course releases may be taken in their first academic year or may be split between the first and second academic years.
- b. New lecturers are granted a 3-unit instructional course release to support their teaching development, to be taken in their first academic year.

2. *Pre-tenure faculty*

- a. Deans may request one release of up to 3 units for a tenure-track faculty member to address needed improvements in teaching or scholarship. Deans recommend and the Provost approves pre-tenure course releases.

5.1.2 Administrative or Service Duties

Faculty members who assume significant administrative or service responsibilities within their school (such as department chair) or for the University (for example, Faculty Senate Chair) may be granted course releases during their term of service by recommendation of the dean and approval of the Provost. Refer to the appropriate policy or bylaws for the number of units eligible for release.

5.1.3 Sponsored-Project Research Activities (Course Buyout)

Faculty members may request a course buyout to work on a sponsored grant. The corresponding percentage of their appointment is charged to the grant account during the term of the course

buyout. In effect, the grant buys the faculty member's released time so the equivalent amount of effort can be spent working on the grant. The standard method for determining the cost of a course buyout is to calculate the cost of the time the faculty member will work on grant activities based on a percentage of the faculty member's annual salary (for example, 25% effort dedicated to grant activities has a buyout cost of 25% of their annual salary).

Guidelines for Course Buyouts

1. Faculty cannot buy out of more than 6 units per semester or 12 units per academic year.
2. Faculty may not buy out of teaching responsibilities if it will compromise the ability to deliver a program.
3. Course buyouts for external personal or business interests not related to the mission of NS will not be granted.
4. The amount compensated by a grant should at minimum cover the cost of hiring a replacement to offer the course. The amount is determined by mutual consent of the department chair or dean, but generally should be at least 10% of the faculty member's salary.
5. A portion of the buyout amount should fund an alternative instructor to teach the released course and related instructional expenses.

Requesting Buyouts

Faculty request course buyouts by e-mail to the chair (if applicable), dean, and Provost at the time they develop the grant proposal and before the proposal is submitted. Faculty who receive grant funding without prior approval for buyouts may not be approved for a release.

The request should include:

- Number of units and the anticipated semester(s) in which the course buyout is requested;
- Size and scope of work to be conducted;
- Rationale for why a buyout is necessary to complete the scope of work;
- Sponsor providing funding.

After conferring with the chair and/or dean, the Provost makes the final decision regarding a course buyout. Approval is given on condition that a grant is funded and the course release time has been budgeted according to buyout procedures.

The faculty member must work with the Office of Grant Awards Services (OGAS) to budget for a buyout in the proposal to an external sponsor. For the purposes of budgeting, a release from one 3-unit course is defined as equivalent to 10% of a faculty member's FTE (assuming 1 FTE is equal to 80% teaching and 20% scholarship and service). Faculty should budget for the appropriate amount of salary and fringe to be charged to the grant.

In the rare case when a grant award is less than the amount requested in the proposal, faculty are not obligated to use a proposed buyout, as long as the funding agency allows for redistribution or

rebudgeting of funds. If a faculty member chooses to forgo a buyout as part of rebudgeting, it is the PI's responsibility to work with OGAS to ensure the funding agency provides any necessary approvals for the budget adjustment.

5.2 Administering Course Releases

Instructional course releases are administered by the dean and monitored by the Division of Academic Affairs.

A faculty member receiving a course release may not:

1. Accept overload teaching assignments for additional compensation. If teaching a course is necessary, the course release should be deferred;
2. Receive stipends in place of the course release.

Unless otherwise specified, instructional course releases may be taken in increments that do not adversely affect the ability of the unit to deliver its curriculum.

Chapter 6: Department Chairs

[Revisions in review under GP2. Existing policy in [policy library](#)]

Chapter 7: Supervised Independent Study Courses

This chapter addresses expectations and instructor compensation for independent study, independent research or creative works project, and senior/honors thesis courses. It does not apply to field experience, student teaching, or internship courses.

7.1 Course Approval

Instructor and supervisor (chair or dean) approval is required for a student to enroll in a course covered by this chapter. Senior or honors thesis courses may have prerequisites that must be completed before enrollment is approved.

Independent study courses should be offered as exceptions rather than regular practice, with programs aiming to structure the curriculum and course offerings to ensure that class sections meet minimum enrollment targets. Requests for single enrollment sections of independent study courses, variable credit courses, and senior (honors) thesis courses as curriculum substitutions for courses that are required to complete a degree program but fail to meet minimum enrollment targets are strongly discouraged and should be minimized as much as possible. However, they may be granted in exceptional circumstances, particularly to help students graduate in a timely fashion, with special permission from the faculty member, chair (where applicable), and dean.

7.2 Pay Rates

Pay for instructor-supervised courses is calculated using a modifier of 0.2 applied to the normal pay rate per credit per student enrolled:

$$\text{Pay per student} = 0.2 \times (\# \text{ of credits}) \times (\# \text{ of students}) \times (\text{overload pay rate})$$

If pay for overload courses changes, the pay for supervised independent study courses will change accordingly.

A supervised independent study course may count toward a faculty member's instructional workload, with dean approval, if it meets a sufficient threshold of enrolled students and/or total units in a given term.

7.3 Related Information

1. Instructor and student meet to discuss the work or project and to outline deliverables.
2. Instructor completes e-form for supervised independent study courses.
3. E-form is routed to dean/chair for approval.
4. Administrative assistant completes faculty contract.
5. Pay is distributed on last paycheck of the term.

Chapter 8: Academic Faculty Workload

[Revision in review under GP2; [existing policy in policy library](#)]

Chapter 9: Extra-contractual Compensation

Extra-contractual compensation (ECC) may be appropriate for NS faculty who render services beyond their normal workload, duties, and/or responsibilities. This chapter applies to ECC paid to all NS employees, regardless of the funding source, for any work at an NSHE institution.

In order for NS to provide ECC from federally funded grants and contracts, NS must follow an established, institution-wide for the payment of all ECC from all funding sources. The University must comply with the Federal Cost Accounting Standards, specifically, 2 CFR 200 Uniform Guidance.

Payment of additional compensation is made through a job request in Workday. The reason for the additional compensation must be stated clearly in the comment section.

The Office of Human Resources is the official source of information on the ECC status of faculty.

9.1 Limits

Subject to limitations of this chapter and Chapter 8, A-contract faculty may earn a maximum of 25% of their IBS or the ECC minimum, whichever is higher, as additional compensation, regardless of funding source, during each ECC cycle.

B-contract faculty may earn a maximum of 67% of their IBS or the ECC minimum, whichever is higher, regardless of funding source, during each ECC cycle.

In special situations, faculty may request approval for an exception to the ECC limits from their appropriate executive-level approver (Provost, vice president). Requests must be received and approved before the activity begins. The Office of Human Resources will inform the Division of Academic Affairs of ECC-related contracts that violate the limits in this section if it is not accompanied by advance approval.

9.2 Forms of ECC

The sections below describe potential sources of ECC: teaching, administrative stipends, professional development participation, and sponsored projects. Compensation for any of these activities is subject to the limits above. Total compensation for all activities combined must fall within the maximum allowable ECC.

9.2.1 Teaching

1. A- or B-contract academic faculty may teach additional courses during the contract year. These requirements apply:

- a. Maximum overload for full-time A-contract faculty is one course per semester or winter/summer session. Those in primarily administrative positions (such as deans, vice provosts) are compensated at the part-time instructor rate;
 - b. Maximum overload for full-time B-contract faculty is one course per semester or winter session. They may also teach a maximum of three summer session (or equivalent off-contract period) courses; of those, two courses are considered a full load for the off-contract period and one is overload;
 - c. The maximum overload for academic faculty cannot exceed four courses in a fiscal year, based on the course end date;
 - d. One course may carry up to five credits. Several courses (such as independent studies) may be considered one class, but only up to a total of three credits;
 - e. Approval of ECC for academic faculty for added teaching responsibilities is granted by the dean. Exceptions to the semester/annual credit limits must be requested through the dean and approved by the Provost.
2. Administrative faculty who want to teach at the request of an instructional unit may do so with approval of their direct supervisor. They may request additional compensation if the instructional activity is in addition to their regular work duties and performed outside of normal working hours. Where additional compensation is paid, these requirements apply:
 - a. The administrative faculty member's regular job requirements must be maintained and fulfilled;
 - b. Instructional activities must occur outside of their normal working hours. Any exception must be approved by the executive-level approver;
 - c. They may teach no more than one course per semester or winter/summer session. The course may carry up to five credits. Several courses (such as independent studies) may be considered one class, but only up to a total of three credits;
 - d. Administrative faculty must inform their hiring authority of their supervisor's approval.

9.2.2 Administrative Stipends

A- and B-contract faculty completing additional administrative duties may receive administrative stipends.

9.2.3 Professional Development Participation

1. B-contract academic faculty may participate in and receive additional compensation for professional development institutes held over the summer. They do not require special permission unless their participation will exceed 100% FTE or surpass the allowable annual overload. Exceptions must be requested through the dean and approved by the Provost.

2. A-contract academic faculty may participate in and receive additional compensation for professional development institutes held over the summer. These requirements apply:
 - a. The faculty member's regular job requirements must be maintained and fulfilled;
 - b. The work completed must be beyond their normal workload and assigned duties;
 - c. They must consult with their dean about how they will maintain their regular work duties in addition to taking part in the professional development opportunity. Participation must be requested through the dean and approved by the Provost.
3. Administrative faculty may participate in and receive additional compensation for professional development institutes held over the summer. These requirements apply:
 - a. Their regular job requirements must be maintained and fulfilled;
 - b. The work completed must be beyond their normal workload and assigned duties;
 - c. They must consult with their direct supervisor about how they will maintain their regular work duties in addition to taking part in the professional development opportunity. Participation must be requested through their supervisor and approved by the appropriate executive-level approver.

9.2.4 Sponsored Projects

During the Academic Contract Period

For A- or B-contract academic faculty, sponsored research during the academic year may be undertaken on a released-time basis. The grant will be charged for the portion of their time devoted to the project, per the terms of the grant/contract. The rate of compensation is the same as that paid by NS.

If it is not possible for a faculty member to be released from regular NS duties to undertake sponsored research projects, ECC may be permitted, if approved by the dean. ECC duties will be undertaken only when they will not interfere with regular duties.

Academic faculty should work with their department chair and/or dean to determine if release time or ECC is appropriate. If ECC is approved, the dean must inform the Provost and Office of Grant Award Services (OGAS) of the additional allowable effort. ECC must be requested through by the dean and approved by the Provost.

During Off-Contract Periods

B-contract faculty may participate in and receive additional compensation for sponsored project activities over the summer. Research compensation during the summer months (or other periods not included in the base salary) is calculated for each faculty member at a rate not above the IBS divided by the period of the IBS. The maximum that may be earned during the summer is 1/3 of

the faculty member's IBS; funding agencies may set lower limits. Where additional compensation may be paid, these requirements apply:

1. If a faculty member is working on several projects (such as teaching and a sponsored project) during an off-contract period, care must be taken to ensure that accurate effort reporting is certified.
2. ECC must be requested by the dean and approved by the Provost.

Administrative faculty may receive a buyout of all or a portion of their time. Buyouts must be approved by their direct supervisor and the appropriate executive.

9.3 Related Information

Route for approval:

1. Academic faculty requests: department chair → dean → Provost
2. Administrative faculty requests: supervisor → executive-level approver

Chapter 10: Academic Faculty Merit Pay

Merit pay is awarded to recognize and retain high-performing faculty who make significant contributions to the mission and goals of NS. It is earned based on their contributions, accomplishments, and ongoing high levels of performance, and must be earned each year.

A fundamental premise of an equitable merit system is that it is built upon a sound and valid performance management system that is perceived as being fair, equitable, measurable, and objective.

Merit pay is administered by the Division of Academic Affairs based on recommendations by department chairs (as applicable) and deans. The President makes final decisions regarding awards and the amount given to each eligible faculty member, based on the recommendation of the Provost.

10.1 Establishing a Merit Pool

NS will establish a merit pay pool of at least 1% of all eligible academic faculty salaries for the purpose of awarding merit pay based on performance in the prior evaluation year.

10.1.2 Eligible Faculty Groups

Faculty must have a start date of no later than September 30 of the fiscal year to be eligible to receive merit pay. Part-time instructors and faculty on temporary/emergency contracts are not eligible. In addition, faculty who are not continuing their employment at NS for the next fiscal year cannot receive merit pay.

10.2 Salary Adjustment Procedures

Merit pay is added to the IBS when calculating the salary for the new fiscal year. Any cost-of-living adjustment (COLA) is calculated after the merit increase.

10.3 Criteria for Earning Merit Pay

Annual reviews are the basis for merit pay increases. Annual reviews should provide enough information to allow for full and fair evaluation of faculty.

Merit pay recognizes, rewards, and reinforces exemplary performance in teaching, librarianship, and/or other professional duties (OPD), which can enhance retention. Merit pay is awarded to faculty who receive a rating of “commendable” or “excellent” in teaching, librarianship, or OPD. Faculty must also receive a rating of “satisfactory” or higher in scholarship (for tenure-track and tenured faculty) and service. Faculty cannot earn merit pay if they receive a rating below “commendable” in teaching, librarianship, or OPD or a rating of “unsatisfactory” in any category.

Annual reviews are considered confidential and not a matter of public record. Once awarded, the amount of the merit increase is a matter of public record.

10.4 Award Process

Merit increases are awarded once per year. Increases go into effect on July 1 and first appear on August paychecks. The available merit pool, the number of shares, and the value per share will be provided to campus by July 1.

Teaching, librarianship, and/or OPD is the key category for awarding merit pay, and its contribution to merit determinations has greater weight than other areas. Chairs and/or deans submit annual evaluations to the Provost. If an academic faculty member does not submit self-assessment materials for evaluation, the faculty member is ineligible for merit pay for that year. If a supervisor fails to complete an annual review, the faculty member may submit their self-assessment to the chair or dean's direct supervisor for evaluation; that evaluation will determine whether they earned merit pay.

The Vice President of Finance and Business Operations and/or AVP of Human Resources is responsible for calculating the amount awarded per share. This amount is calculated by adding up the total number of shares, then dividing the academic faculty merit pool by the number of shares.

The calculation includes self-supporting and state-supported positions. Grant, contract, and other self-supporting funding sources should be used to pay merit pay and associated fringe costs for their faculty. If self-supporting funding cannot cover merit pay, the increase will not be awarded to those positions.

10.4.1 Determining the Academic Faculty Merit Pool

The merit pool is calculated based on the IBS (prorated for FTE) of eligible positions. The Office of Human Resources will generate a report from Workday as of September 30 and will work with the Finance and Budgets Office to determine the merit pool by October 31 of each year. Fringe costs are not included in merit pool calculations.

10.4.2 Distributing Merit Shares

In support of NS's focus on excellence in teaching, librarianship, and/or OPD, academic faculty with a rating of "excellent" in this category receive double shares (4 total) for this category. Service is counted twice for non-tenure-track faculty. The sum for each faculty member makes up their total evaluation shares. A rating of "satisfactory" in scholarship and/or service earns 0 shares.

Excellent:	2 shares (teaching, librarianship, OPD = 4 Shares)
Commendable:	1 share
Satisfactory (service/scholarship):	0 shares

10.4.3 Merit Calculations for Faculty on Sabbatical

Merit pay for faculty on sabbatical is based on the previous year's annual review and calculated using their IBS (prorated for FTE).

10.4.4 Sample Calculations

Example of Merit Pool Calculation

If 50 academic faculty made \$70,000, the total IBS pool = \$3,500,000. The academic faculty merit pool would be \$3,500,000 x 1% = \$35,000.

Example of Merit Share Distribution

Each faculty member is assigned shares for teaching, librarianship, and/or OPD, scholarship (for tenure-track and tenured faculty), and service. For non-tenure-track faculty, service is counted twice and scholarship is not included.

The value of a share is calculated by dividing the merit pool by the sum of total evaluation shares.

Share Value = merit pool / total evaluation shares for all academic faculty

In a hypothetical year, if the annual review ratings are as follows:

20 faculty with excellent (8) = 160 shares

30 faculty with commendable (4) = 120 shares

Total evaluation shares = 280

Then merit pay would be calculated as: \$35,000 merit pool / 280 Shares = \$125 per Share

Example of Earned Merit Pay

	Teaching, librarianship, and/or OPD	Service (x2 for Lecturers)	Scholarship (Tenure-track and Tenured Faculty)	Total Evaluation Shares	Merit Pay
<i>TT Faculty A</i>	Excellent (4)	Excellent (2)	Excellent (2)	8	\$1,000
<i>TT Faculty B</i>	Excellent (4)	Excellent (2)	Commendable (1)	7	\$875
<i>TT Faculty C</i>	Excellent (4)	Commendable (1)	Excellent (2)	7	\$875
<i>TT Faculty D</i>	Excellent (4)	Commendable (1)	Commendable (1)	6	\$750
<i>TT Faculty E</i>	Excellent (4)	Excellent (2)	Satisfactory (0)	6	\$750

<i>TT Faculty F</i>	Excellent (4)	Satisfactory (0)	Excellent (2)	6	\$750
<i>TT Faculty G</i>	Excellent (4)	Commendable (1)	Satisfactory (0)	5	\$625
<i>TT Faculty H</i>	Excellent (4)	Satisfactory (0)	Commendable (1)	5	\$625
<i>TT Faculty I</i>	Commendable (1)	Excellent (2)	Excellent (2)	5	\$625
<i>TT Faculty J</i>	Excellent (4)	Satisfactory (0)	Satisfactory (0)	4	\$500
<i>TT Faculty K</i>	Commendable (1)	Excellent (2)	Commendable (1)	4	\$500
<i>TT Faculty L</i>	Commendable (1)	Commendable (1)	Excellent (2)	4	\$500
<i>TT Faculty M</i>	Commendable (1)	Commendable (1)	Commendable (1)	3	\$375
<i>TT Faculty N</i>	Commendable (1)	Excellent (2)	Satisfactory (0)	3	\$375
<i>TT Faculty O</i>	Commendable (1)	Satisfactory (0)	Excellent (2)	3	\$375
<i>TT Faculty P</i>	Commendable (1)	Commendable (1)	Satisfactory (0)	2	\$250
<i>TT Faculty Q</i>	Commendable (1)	Satisfactory (0)	Commendable (1)	2	\$250
<i>TT Faculty R</i>	Commendable (1)	Satisfactory (0)	Satisfactory (0)	1	\$125
<i>NTT Faculty S</i>	Excellent (4)	Excellent (4)	--	8	\$1000
<i>NTT Faculty T</i>	Excellent (4)	Commendable (2)	--	6	\$750
<i>NTT Faculty U</i>	Excellent (4)	Satisfactory (0)	--	4	\$500
<i>NTT Faculty V</i>	Commendable (2)	Excellent (4)	--	6	\$750
<i>NTT Faculty W</i>	Commendable (2)	Commendable (2)	--	4	\$500
<i>NTT Faculty X</i>	Commendable (2)	Satisfactory (0)	--	2	\$250

10.5 Notice of Merit Award

Pay adjustments are visible in Workday.

The date of notification of merit awards for purposes of review and grievance will be the latter of (a) the first day of the fall semester or (b) the day the merit list is released to campus. The merit list is a public record subject to disclosure.

10.6 Suspension of Merit Pay and NSHE Reporting

The provisions of this chapter may be suspended for NS or NSHE as a whole. Requests for suspension must be presented to the Board of Regents with justification and require approval of the BOR. NS reports annually to the BOR regarding how policies covering merit pay have been met (NSHE Handbook Title 4, Chapter 3, Section 50).

10.7 Review of Increases

Academic faculty members who disagree with their merit award may seek review following the grievance process in the NS Bylaws.

10.8 Related Information

- [NSHE Code Chapter 5](#), Section 5.12 and 5.16
- [NSHE Handbook Title 4, Chapter 3](#), Section 50
- [NS Bylaws](#), Chapter 3, Section 3 Faculty Ranks; Chapter 6, Section 8 Evaluations; Chapter 6, Section 10 Merit Determinations; Chapter 6, Section 3-4 Grievance Procedures for Faculty

Chapter 11: Administrative Faculty Merit Pay

Merit pay is awarded to recognize and retain high-performing administrative faculty who make significant contributions to the mission and goals of NS. Merit pay is earned based on their contributions, accomplishments, and ongoing high levels of performance. It must be earned each year.

A fundamental premise of an equitable merit system is that it is built upon a sound and valid performance management system that is perceived as being fair, measurable, and objective.

11.1 Establishing a Merit Pool

NS will establish a merit pay pool of at least 1% of all eligible administrative faculty position salaries for the purpose of awarding merit pay based on performance in the prior evaluation year.

11.2 Eligible Groups

Administrative faculty must have a start date of no later than September 30 of the fiscal year to be eligible to receive merit pay. Academic faculty (including part-time instructors), classified staff, casual labor, student workers, employees on multi-year contracts, administrative faculty in a temporary appointment, and the President are not eligible for administrative faculty merit pay. In addition, administrative faculty who received a promotion on or after October 1 are not eligible for merit pay unless eligibility was specifically included in their negotiated contract.

Academic faculty on a temporary administrative faculty appointment are eligible for merit pay under Chapter 10 of this policy.

11.3 Salary Adjustment Procedures

Merit pay is added to the IBS when calculating the salary for the new fiscal year. Any cost-of-living adjustment (COLA) is calculated after the merit increase.

11.4 Criteria for Earning Merit Pay

Annual evaluations are the basis for merit increases. Merit pay is awarded to administrative faculty who receive an overall rating of “commendable” or “excellent.” Annual evaluations should provide sufficient information to allow for full and fair evaluation of administrative faculty. Administrative faculty cannot earn merit pay if they receive a rating of “satisfactory” or below in their annual evaluation.

Annual evaluations are considered confidential and not a matter of public record. Once awarded, the amount of a merit increase is a matter of public record.

11.5 Award Process

Merit pay increases are awarded once per year. Merit increases go into effect July 1 and first appear on August paychecks. The available administrative faculty merit pool, the number of shares, and the value per share will be provided to campus by July 1.

If a faculty member does not submit self-assessment materials for evaluation, they are ineligible for merit pay based on that year's evaluation. If a supervisor does not complete an annual evaluation, the administrative faculty member may submit their self-assessment to the supervisor's direct supervisor for evaluation; that evaluation rating will determine eligibility for merit pay.

The Vice President of Finance and Business Operations and/or AVP of Human Resources calculates the amount of merit pay awarded per share by adding up the total number of shares, then dividing the administrative faculty merit pool by the number of shares.

The calculation includes self-supporting and state-supported positions. Grant, contract, and other self-supporting funding sources should be used to pay their share of merit pay and fringe costs for their administrative faculty. If self-supporting funding cannot cover the increase, a merit increase will not be provided to those positions.

11.5.1 Determining the Administrative Faculty Merit Pool

The merit pool is calculated using IBS (prorated for FTE) for all eligible administrative faculty positions. The Office of Human Resources will generate a report from Workday as of September 30 that provides necessary salary information and will collaborate with the Office of Finance and Budgets to calculate the merit pool by October 31 of each year. Fringe costs are not included in merit pool calculations.

11.5.2 Distributing Merit Share

Merit pool funds are earned based on annual evaluation ratings. Faculty who receive an overall rating of "commendable" or "excellent" are eligible for a share of the pool:

Excellent:	2 shares
Commendable:	1 share

11.5.3 Sample Calculations

Example of Merit Pool Calculation

If 50 administrative faculty made \$70,000, the total IBS pool = \$3,500,000.

The administrative faculty merit pool = \$3,500,000 x 1% = \$35,000

Example of Merit Share Distribution

Faculty are assigned shares for the ratings in the annual evaluation. The value of one share is calculated by dividing the pool by the total evaluation shares.

$$\text{Share value} = \text{merit pool} / \text{total evaluation shares}$$

In a hypothetical year, the annual review ratings are as follows:

20 faculty with excellent = 40 shares

30 faculty with commendable = 30 shares

Total evaluation shares = 70

Example merit pay would be calculated as: \$35,000 merit pool / 70 shares = \$500 per share

Example of Earned Merit Pay

Rating	Evaluation Shares	Merit Pay
Excellent	2	\$1,000
Commendable	1	\$500

11.6 Notice of Merit Award

Pay adjustments are visible in Workday.

The date of notification of merit awards for the purposes of review and grievance will be (a) the first day of the fall semester or (b) the day the merit list is released to campus, whichever is later. The merit list is a public record subject to disclosure.

11.7 Suspension of Merit Pay and NSHE Reporting

The provisions of this chapter may be suspended for NS or NSHE as a whole. Requests for suspension must be presented to the Board of Regents with justification and require approval of the BOR. NS reports annually to the BOR regarding how policies covering merit pay have been met (NSHE Handbook Title 4, Chapter 3, Section 50).

11.8 Review of Increases

Administrative faculty members who disagree with their merit award may seek review following the grievance process in the NS Bylaws.

11.9 Related Information

- [NSHE Code, Chapter 5](#), Section 5.12 and 5.16
- [NSHE Handbook, Title 4, Chapter 3](#), Section 50
- [NS Bylaws](#), Chapter 6, Section 8 Evaluations; Chapter 6, Section 10 Merit Determinations; Chapter 6, Section 3-4 Grievance Procedures for Faculty

Chapter 12: Summer, Winter, and Overload Pay

Summer term, winter term, and overload pay rates for instructional faculty are the same and are published in the Summer Term Salary Schedules in the NSHE P&G Manual.

Tenure-track faculty in administrative positions will be paid the academic faculty summer, winter, and overload pay rate for their rank if (1) teaching is a required part of their workload and (2) they are evaluated as academic faculty.

12.1 Reviewing Pay Rates

These pay rates will be reviewed at least every three years by a Provost-appointed task force. The task force will include cost-of-living adjustments in their considerations.

12.2 Related Information

- Rates reviewed in 2022-23 academic year
- [NSHE Procedures & Guidelines Manual Chapter 3, Section 6](#)

Chapter 13: Promotion & Tenure (Academic Administrators)

[In review under GP2. No existing policy.]

Chapter 14: Faculty Misconduct and Discipline

[Waiting for Faculty Senate approval and provost/general counsel review. No existing policy; refer to [NSHE policy](#) for details.]

Chapter 15: Conflicts of Interest and Compensated Outside Services

NS encourages entrepreneurial activity and interactions with external entities. However, some external interests and relationships can lead to real or perceived conflicts of interest, which arise when financial or other personal considerations have the potential to adversely affect, or have the appearance of adversely affecting, an employee's professional judgment or ability to fulfill obligations to NS.

For considerations of conflicts of interest related to research or grant/sponsored projects, see the Research and Grants policy.

15.1 Requirement to Disclose

NS employees are considered public employees and must comply with the Code of Ethical Standards of the State of Nevada as codified NRS 281A.400-281A.660. All full-time academic and administrative faculty must disclose annually whether or not they plan to engage in any outside activity or professional involvement that may constitute a conflict of interest and/or for which they will receive compensation.

Potential conflicts of interest and compensated outside service must be approved before the activity is undertaken.

Employees will also disclose benefits that may accrue to individuals in the employee's household; persons to whom the employee is related by blood, adoption, or marriage within the third degree of consanguinity; or persons with whom the employee has substantial and continuing outside business relationships.

Relationships within the third degree of consanguinity or affinity are defined as:

- The employee's spouse, child, parent, sibling, half-sibling, or step-relatives in the same relationship;
- The spouse of the employee's child, parent, sibling, half-sibling, or step relative; or
- The employee's in-laws, aunt, uncle, niece, nephew, grandparent, grandchild, or first cousin.

A disclosure by itself does not suggest any impropriety; it is customary and usual, and benefits both the individual and NS.

15.2 Disclosure Process

Disclosures must be sent to the employee's supervisor and to Human Resources. Disclosures must occur by September 15th of each year or prior to starting compensated outside services.

Disclosures are submitted using the Conflict of Interest/Compensated Outside Services Disclosure form.

15.2.1 Affected Activities/Situations

Situations that may create a COI and must be disclosed, regardless of the amount of compensation, include:

1. External financial interests;
2. Management positions with fiduciary responsibilities such as a board member, director, partner, or trustee with an outside entity that has a business relationship with NS;
3. Industry affiliations with pharmaceutical, medical device, or medical equipment companies;
4. Consulting and other compensated professional/commercial activities;
5. Use of students or support staff on external, non-NS activities;
6. Use of University resources;
7. Clinical trials;
8. Contractual relationships between NS and other entities with which employees have an outside relationship;
9. Any other relationship with an external entity that has the potential to result in a conflict of interest.

15.2.2 Excluded Activities

Employees do not need to disclose the following:

1. Salary, royalties, or other remuneration paid by NS to the investigator, if the investigator is currently employed or otherwise appointed by NS, including intellectual property rights assigned to NS and agreements to share in royalties related to such rights;
2. Equity interests or income from investment vehicles, such as mutual funds and retirement accounts, as long as the employee does not directly control their investment decisions;
3. Income from seminars, lectures, or teaching engagements sponsored by a federal, state, or local government agency, a U.S. institution of higher education, or an academic teaching hospital, medical center, or research institute that is affiliated with a U.S. institution of higher education;
4. Income from service on advisory committees or review panels for a federal, state, or local government agency, a U.S. institution of higher education, or an academic teaching hospital, medical center, or research institute that is affiliated with a U.S. institution of higher education.

15.2.3 Protecting Students

Faculty members must disclose their intent to hire a NS student as an employee or as a contractor for an outside entity in which they have a significant financial interest if any of the following apply:

1. The student is enrolled in the faculty member's class;
2. The faculty member supervises the student on a research project; and/or
3. The faculty member chairs the student's graduate committee.

15.3 Review and Management

Determining whether a COI or excessive compensated outside service exists will often be a matter of judgment. Employees' activities must be governed by thoughtful and shared consideration of individual circumstances. Administrative discretion is an integral part of review and remediation.

The designated official reviews disclosures from faculty and determines whether a COI and/or excessive compensated outside services are present. This determination and a response to the employee must occur within 30 calendar days of receiving the disclosure; a lack of response after 30 days constitutes approval.

15.3.1 Managing Conflicts of Interest

If a COI and/or excessive compensated outside services appear to exist, the supervisor, director, or dean will attempt to develop and document a management plan. The plan will be forwarded to the designated official for review and approval, disapproval, or revision.

The management plan will, at a minimum, describe conditions of the management plan and how it is designed to safeguard objectivity, confirm the employee's agreement (through their signature), and explain how the plan will be monitored to ensure compliance.

If a mutually acceptable plan cannot be negotiated at the unit level, the designated official will review the COI and work with the faculty member's supervisor to determine the best available action. If an agreement is not reached, the designated official will render a final decision, including any required actions.

15.3.2 Available Actions

If a real or potential COI or excessive compensated outside services exists, one of these actions will be taken:

1. Do not accept the compensated outside service;
2. Require the employee to stop participating in the project involving the COI while they are a NS employee;
3. Require the employee to stop participating in NS activities related to the COI.
4. Require the employee to reduce the activity to a level that is allowable under Title 4, Chapter 3, Section 9 of the NSHE Code;
5. Require the employee to cease performing existing outside obligations while they are a NS Employee;
6. Disciplinary sanctions as set forth in NSHE Code Chapter 6.

If the situation involves a vice president or the Provost, the President will review the disclosure and make a final decision. If it involves the President, the Chancellor will review the disclosure and make a final decision.

15.4 Disclosing to External Agencies

NS will comply with requirements for external disclosures. This includes annual summary reports to the Board of Regents and specific reports/written disclosures as specified.

Employees must inform those who engage them in outside professional work that they are not acting in the name of the University and that NS is neither a party to the contract nor liable for the employee's actions. Employees performing outside professional work or scholarly services are subject to the NSHE Handbook Title 4, Chapter 1, Section 25: Personal Use of System Property or Resources.

15.5 Appeals

Employees may appeal a COI decision by notifying the designated official by email of the appeal. The President reviews appeals. Appeals must be in writing and must be submitted within five business days of receiving the decision. The President's decision is final.

15.6 Noncompliance

Possible violations of this chapter, as well as alleged deliberate and/or dishonest undisclosed conflicts, will be investigated by the AVP of Human Resources, who will recommend appropriate action, if any, to the President.

The procedures in NSHE Code and NRS Chapter 281A.500-550 govern any disciplinary sanctions.

15.7 Record Handling and Retention

NS considers disclosures and related documentation to be personnel documents and limits access to and disclosure of such records as provided for in the NSHE Handbook and applicable University personnel and privacy policies. Disclosure documentation will be stored by the Office of Human Resources as part of the faculty member's personnel file.

Disclosures and documentation of resolutions must be maintained for a minimum of three years after the termination of the outside activity. Copies in personnel files will be maintained in a format that allows for reporting of aggregate data as required by NSHE Handbook Title 4 Chapter 3 Section 8.14.

15.8 Related Information

- Conflict of Interest/Compensated Outside Services Disclosure Form
- Nevada Revised Statutes [281A.400-281A.660](#)
- NSHE Rules and Disciplinary Measures for Faculty ([NSHE Code Chapter 6](#))
- NSHE's policy on Personal Use of System Property or Resources (Handbook, [Title 4, Chapter 1](#), Section 25 and Section 27)
- NSHE policy on Nepotism (Handbook, [Title 4, Chapter 3](#), Section 7)
- NSHE's Compensated Outside Professional Services Policy (Handbook, [Title 4, Chapter 3](#), Section 9)

- United States Code General Definition of Institution of Higher Education (20 U.S.C. 1001(a))
- 2 CFR 200.112

Chapter 16: Intellectual Property (IP) Ownership

[In review under GP2. No current policy. Refer to NSHE Handbook, Title 4, Chapter 12: Intellectual Property, Research, and Entrepreneurial Activity for details.]

Chapter 17: Unit Promotion, Tenure, & Review Expectations

[Will link to re-formatted unit documents on this page; checking if any clarifying language from main P&T policy would need to be added to unit policies as well. Current unit policies available at:

<https://nevadastate.edu/policy/current/school-of-education-promotion-tenure-and-review-expectations/>

<https://nevadastate.edu/policy/current/school-of-nursing-promotion-tenure-and-annual-review-expectations-aa-18-1/>

<https://nevadastate.edu/policy/current/university-library-promotion-tenure-and-review-expectations-aa-16-1/>

<https://nevadastate.edu/policy/current/school-of-liberal-arts-sciences-and-business-promotion-tenure-and-review-expectations-aa-14-1/>]

Chapter 18: Transitions for Administrators with Academic Rank (Return to Faculty)

[In review under GP2; no existing policy. Refer to NSHE Handbook Title 4, Chapter 3, Section 34: Vice Presidential Transition for details.]

Chapter 19: Periodic Review of Academic Administrators

[In review under GP2; no current policy.]

Appendix A: Glossary

Academic faculty (as defined by NSHE BOR 1/03): Instructional faculty, both full- and part-time, which consists of people teaching, tutoring, instructing, and lecturing in an activity of imparting knowledge; counseling faculty; and library faculty, consisting of those with a degree of at least a Master of Library Science from an accredited institution who are employed in the libraries of NSHE and who provide professional library services closely and directly supportive of teaching and research.

Academic rank: Position within the promotion and tenure structure: Rank I (Lecturer), Rank II (Assistant Professor), Rank III (Associate Professor), and Rank IV (Professor).

A contract: A twelve-month contract that is normally reserved for faculty members engaged in year-round programs or work responsibilities. Faculty on A Contracts accrue annual leave.

Acting chair: Unit administrator appointed by a dean in the case of a temporary absence of the department chair.

Administrative faculty: Faculty employed in executive, supervisory, or support positions (NSHE Code Chapter 1, Section 1.1(b)).

Administrator: A subset of the category defined in NSHE Code Section 1.1.b, including the president, provost, vice presidents, vice provosts, and deans.

Administrator return to teaching salary (ARTS): Shadow salary calculated for tenure-track or tenured administrators with academic rank in A-contract positions whose salary for the administrative position was negotiated independently rather than derived from their academic position salary.

Administrator with academic rank: Full-time administrative faculty who hold a shadow appointment as a tenure-track or tenured academic faculty member. Duties are largely administrative, although teaching and research responsibilities may be assigned.

B contract: Contract in which the institutional base salary period is 9 months; the actual number of contractual obligation days may vary each year. Faculty on B contracts do not accrue annual leave.

Compensated outside service: Outside compensated work or scholarly service performed by a NS employee; does not include income derived solely from passive investments. Recognized as a legitimate activity unless specifically prohibited by an employee's contract. Not considered appropriate if it interferes with the regular work of the employee; involves unauthorized use of NS facilities, personnel, or other resources; subjects other individuals or companies engaged in

private practice to unfair competition; violates the general requirements of NRS 281A.400 - 281A.480; or involves a conflict of interest specified by NSHE or NS policy.

Complainant: Person who submits a charge alleging that a faculty member engaged in misconduct.

Conflict of interest (COI): Outside activity or interest that may, or may appear to, adversely affect, compromise, or be incompatible with the obligations of a NS employee. Encompasses any situation in which an employee uses, or is in a position to use, influence and authority within the University to advance their own personal or financial interests, or the personal or financial interests of individuals in the employee's household; relatives (by blood, adoption, or marriage) within the third degree of consanguinity; or people with whom the employee has substantial and continuing outside business relationships.

Course buyout: A situation in which a faculty member obtains salary funding from an external source (such as a grant) to cover a reduced teaching load and reallocation of time to an externally funded project.

Course credits: Activities associated with instruction, including the required number of instructional units consisting of a full teaching workload per academic year as per NSHE Policy (Title 4, Chapter 3, Section 3).

Department Chair: Academic faculty member who teaches classes and serves as the leader of an academic department.

Designated official: Institutional official given authority to review and manage disclosures of significant financial interests. The AVP of Human Resources is the NS designated official.

Election coordinator: Person appointed by a dean to manage the nominations and voting process for a department chair.

Emeritus/emerita/emerit status: Rank awarded by the President to qualifying full-time academic and administrative faculty at the time of retirement to recognize their distinguished contributions to NS and long-term achievements. Emeritus refers to male-identifying faculty, emerita is used for female-identifying faculty, and emerit is a gender-neutral option.

Employee: Any person employed full-time as academic or administrative faculty at Nevada State. Individuals or investigators (volunteers on federally funded projects, without paid compensation) are considered employees.

Equity interest: Any stock, stock option, or other ownership interest, as determined through reference to public prices or other reasonable measures of fair market value.

Excessive compensated outside service: Compensated outside service that exceeds limits set in NSHE Handbook Title 4, Chapter 3, Section 9. Outside service must not occupy more than one day's equivalent time per workweek (20%). Employees on 12-month contracts must take annual leave if providing outside compensated service during the standard workweek.

Extra-contractual compensation (ECC): Payment to a NS employee (academic or administrative faculty) for duties beyond the normal workload that relates to their institutional base salary or Extra-contractual compensation minimum, whichever is higher. ECC is payment beyond the IBS and is not guaranteed. ECC is contract work that can include (but is not limited to) teaching overloads, administrative stipends, participation in professional development institutes, participation in sponsored projects, or other extra service obligations that go beyond primary role assignments.

Extra-contractual compensation cycle: Time period from the first day of the nine-month obligation period in August through the last day of the summer term in the consecutive year.

Extra-contractual compensation minimum: Minimum alternative salary amount of \$75,000 per fiscal year used to calculate allowable ECC when an individual's IBS is \$74,999 or below. Will be evaluated and adjusted as needed every 5 years.

Financial conflict of interest: Significant financial interest that could directly and significantly affect the performance of duties for or by an employee.

Financial interest: Anything of monetary value, including but not limited to salary, other payments for services (such as consulting fees or honoraria), equity interests, and intellectual property rights (e.g., patents, copyrights, and royalties).

Fiscal year: Continuous 12-month period from July 1 to the following June 30.

Full-time: An appointment at 1.0 full-time equivalent (FTE) as defined by NSHE for the contract year.

Independent research or creative works project: Variable credit course (ranging from 1 to 6 credits) in which the instructor recruits a qualified student to meet independently and sets goals for the student to complete by the end of the term. May include a research project/essay, creative project, or comparable project developed by a student under the instructor's supervision. Typically enrolls one to three students per section, but may enroll more. Instructor approval required to enroll.

Independent Study: Variable credit course (ranging from 1 to 6 credits) in which student works on an individual basis with an instructor to read and study materials on selected topics. Typically enrolls one to three students per section, but may enroll more; in this case, the instructor may request approval from the dean to run the course as part of their instructional load. Instructor

approval required to enroll.

Institutional base salary (IBS): Annual compensation paid by the University for an employee's appointment, whether their time is spent on research, instruction, administration, or other activities. Excludes income earned outside of duties stipulated in the employee's basic appointment.

Instructional faculty: Full-time faculty teaching, tutoring, instructing, and lecturing in the activity of imparting knowledge.

Instructional course release: A semester-long agreement for a full-time faculty member to have a reduced teaching load while being paid their normal salary.

Interim chair: Unit administrator appointed by a dean in the case of the removal or resignation of a department chair.

Lecturer: Title for full-time, non-tenure-track academic faculty. Includes three levels: Lecturer (Level I), Senior Lecturer (Level II), and Distinguished Lecturer (Level III).

Librarianship: Activities associated with librarian duties, including, but not limited to, teaching and consultation responsibilities, leadership responsibility for functional areas of library operations, and the expectation to work collaboratively with other institutional partners to enhance the success of the academic community.

Management plan: Mutually acceptable course of action to manage, mitigate, or alleviate a COI due to compensated outside services.

Merit pay: Addition to base pay earned by eligible academic or administrative faculty with high levels of performance, as documented in their annual evaluation. Must be earned each year.

Merit Pool: Total funds allocated as a designated percentage of NS's annual budget.

Off contract: Dates not covered under a B-contract obligation period.

Other professional duties: Job duties assigned in place of teaching. May be a short-term or long-term assignment.

Overload: Teaching a course or completing other academic work that can be equated to courseload credits, completed over and above an instructional faculty member's contractual workload requirement.

Overload pay rate: Compensation for overload activities.

Peer review: External review and evaluation of research and creative works conducted by peer

experts in the field prior to publication or exhibition.

Probationary period: Years of full-time employment in a tenure-track position before applying for tenure; may not exceed seven years except with approval of the President, as allowed in NSHE Code.

Remuneration: Includes salary and any payment for services not otherwise identified as salary (such as consulting fees, honoraria, paid authorship).

Respondent: Faculty member accused of engaging in misconduct.

Sabbatical leave: Period of paid leave for academic faculty to complete study, research, writing, creative work, and/or travel that contributes to continued professional growth and new or renewed intellectual achievement.

Sanctions: Disciplinary actions imposed through processes described in Chapter 14.

Scholarship: Activity including, but not limited to, creation, application, synthesis, or transmission of knowledge; cross-disciplinary collaboration; acquiring and sustaining faculty expertise; and, in appropriate fields or disciplines, visual, performing, and literary arts that express original ideas, interpretations, imaginations, thoughts, or feelings (NSHE Code Chapter 7, Section 7.4.2). NS recognizes two categories: discovery and creation (activities that lead to developing or producing research findings or artistic creation) and dissemination (communicating findings, knowledge, products, or artistic work for the benefit of others).

Senior thesis course (also known as honors thesis course): Course (usually 3 credits) that provides a summative assessment of a student's mastery of academic content and outcomes in the field of study. Typically involves preparation and defense of a research document or comparable project. May enroll one or more students per section. Instructor approval required to enroll.

Sexual Harassment: A situation in which submission to a request or demand of a sexual nature is either an explicit or implicit term or condition of employment or of academic study or grading, or where verbal or physical conduct of a sexual nature has the effect of creating an intimidating, offensive, or hostile work or educational environment. Sexual harassment includes sexual violence. There are two categories of sexual harassment:

- *Title IX Sexual Harassment:* Creates a discriminatory and/or hostile environment that significantly affects another person's access to education, University benefits, and/or University activities;
- *Non-Title IX Sexual Harassment:* Sexual harassment that is not within the scope of Title IX. This includes, but is not limited to, sexual harassment that occurred against a person outside of the United States or outside of a University educational program or activity;

retaliation against an individual exercising rights connected to sexual harassment complaints.

Service: Consultation, administration, or other activities directed toward the NS community's welfare. Activities including, but not limited to, advising students and/or mentoring colleagues; participation in professional organizations; working with NS faculty, staff, and students in the best interests of the academic community and the people it serves and to the extent that the job performance of the faculty member's unit is not otherwise adversely affected; membership on and contributions to NS or NSHE committees; recognition among colleagues for possessing professional integrity and the capacity for further significant intellectual and professional achievement; and recognition and respect outside NS for participation in activities that use the faculty member's knowledge and expertise, further the mission of NS, or provide an opportunity for professional growth through interaction with industry, business, government, and other institutions at the local, state, national, or global level (NSHE Code Section 7.4.2).

Shadow appointment: B-contract tenure-track or tenured academic appointment held by a faculty member before moving into a full-time administrative position. Used to monitor and acknowledge tenure and promotion progress and compensation changes related to the academic position while serving in the administrative capacity. Faculty reserve the right to return to their B-contract academic position at the rank, tenure status, and compensation level in effect for the shadow appointment on the date of their return.

Share: Portion of merit pool available to faculty based on their annual evaluation ratings.

Significant financial interest: Any arrangement that falls into one or more of these categories:

1. Financial interest consisting of one or more of the following interests of the employee (and those of their spouse and dependent children) that reasonably appears to be related to their University responsibilities:
 - a. With regard to any publicly traded entity, the value of remuneration received in the 12 months preceding the disclosure and the value of equity interest in the entity as of the date of disclosure, when aggregated, exceeds \$5,000;
 - b. With regard to any non-publicly traded entity, the value of remuneration received in the 12 months preceding the disclosure, when aggregated, exceeds \$5,000;
 - c. Intellectual property rights and interests (such as patents, copyrights) lead to income related those rights and interests.
2. Employees must disclose any reimbursed or sponsored travel (paid on behalf of the employee) related to their institutional responsibilities. Disclosure will include, at minimum, the purpose of the trip, identity of the sponsor or organizer, destination, and duration. NS officials will determine if further information is needed, including disclosure of monetary value, in order to ascertain whether the travel constitutes a financial COI.

Stipend: Supplemental pay for compensation based on significant contributions that fall outside of a faculty member's regular workload.

Supervised independent study course: Course in which the number of credits earned varies based on the workload and amount of material agreed upon by the instructor and student. Instructor approval required to enroll.

Teaching: Activities associated with instruction of students, such as lecture course, practicum, and laboratory instruction; course preparation; evaluation of student performance; directing independent study, student research, and thesis projects; office hours meetings with students enrolled in classes; and professional development related to pedagogy and effective instruction.

Tenure: Status granted to eligible academic faculty after a probationary period that provides protection from summary dismissal.

University responsibilities: An employee's professional responsibilities on behalf of NS, and as defined by the University, including but not limited to research, research consultation, teaching, professional practice, institutional committee memberships, and other service.

Workload: Overall responsibility consisting of: a) teaching/librarianship/other professional duties, b) scholarly research, creative activity, and c) service.

Workload credit: Responsibilities beyond the standard workload that have been determined by the dean (or designee) and Provost as eligible for workload credit.

Appendix B: Academic Faculty Search Handbook

[Under revision; current version available in [policy library](#)]

Appendix C: Approvals

- Chapter 1: Sabbatical Leave policy first approved August 2008. Revised and approved by Dr. Abbey Peters on 5/28/2019; Dr. Vickie Shields on 6/24/2019; and President Bart Patterson on 8/19/2019. Revisions approved by Dr. David Cooper on 11/05/2024; Dr. Sarah Frey on 12/16/2024; Berna Rhodes-Ford on 3/04/2025; and President DeRionne Pollard on 4/02/2025.
- Chapter 5: Course Releases approved by Dr. Zachary Woydziak on 4/03/2018; Dr. Vickie Shields on 4/09/2018; and President Bart Patterson on 10/08/2018.
- Chapter 6: Department Chairs approved by Dr. Abbey Peters on 2/07/2019; Dr. Vickie Shields on 2/11/2019; and President Bart Patterson on 3/18/2019.
- Chapter 7: Supervised Independent Study Course approved by Dr. Molly Appel on 7/27/2023; Dr. Tony Scinta on 7/27/2023; and President DeRionne Pollard on 9/13/2023.
- Chapter 9: Extra-contractual Compensation approved by Dr. Vickie Shields on 5/02/2022 and President DeRionne Pollard on 7/01/2022.
- Chapter 10: Academic Faculty Merit Pay revised and approved by Dr. Sam Jewell on 1/13/2022; Dr. Tony Scinta on 7/11/2023; and President DeRionne Pollard on 8/14/2023.
- Chapter 11: Administrative Faculty Merit Pay revised and approved by Dr. Sam Jewell on 1/13/2022; Dr. Vickie Shields on 1/14/2022; and President DeRionne Pollard on 1/14/2022.
- Chapter 12: Academic Faculty Summer and Overload Pay approved by Dr. Molly Appel on 11/14/2023; Dr. Sarah Frey on 4/19/2024; and Dr. DeRionne Pollard on 5/29/2024.
- Chapter 15: Conflicts of Interest and Compensated Outside Services approved by Mr. Kevin Butler on 11/29/2022 and President DeRionne Pollard on 11/30/2022.