

Nevada State University

Academic Faculty Handbook

AY 2025-2026

Contents

Contents.....	2
Section 1: The Nevada System of Higher Education (NSHE).....	4
1.1 The Board of Regents (BOR)	4
1.2 The Chancellor	4
1.3 BOR Homepage	4
1.4 NSHE Strategic Plan.....	4
Section 2: Nevada State University.....	5
2.1 Campuses and Teaching Sites.....	5
2.2 Mission	5
2.3 Strategic Planning	5
2.4 Accreditation.....	5
2.5 Affirmative Action/Equal Opportunity	7
2.6 Administrators	7
2.7 Academic Units.....	7
2.8 NS Foundation.....	8
Section 3: Governance	9
3.1 Introduction	9
3.2 Academic Faculty Senate	9
3.3 Policy Development	9
Section 4: Academic Faculty Employment Policies.....	11
4.1 Definitions.....	11
4.2 Academic Faculty Employment	11
4.3 Resignation and Nonreappointment	12
4.4 Evaluating Faculty	13
4.5 Discipline and Removal.....	14
4.6 Employment Contracts	14
4.7 Compensation and Obligation Dates.....	15
4.8 Emeritus/Emerita/Emerit Status.....	15

4.9 Career Development.....	15
Section 5: Academic Faculty Rights and Responsibilities	17
5.1 Academic Freedom	17
5.2 Research Misconduct.....	17
5.3 Faculty Workload Policy.....	17
5.4 Instructional Policies	17
5.5 Grant Proposals, Human Subjects Research, and Intellectual Property.....	25
5.6 Faculty Grievances	26
5.7 Travel.....	26
5.8 General Support.....	26
Section 6: General Personnel Policies.....	32
6.1 NSHE Policies.....	32
6.2 Employment	32
6.4 Holidays.....	33
6.5 Leave	33
6.6 Retirement	35
6.7 Employee Assistance Program.....	35
6.8 Campus ID Cards	35
6.9 Personnel Records	35
6.10 Parking.....	36
6.11 Tipping/Gratuities	36
6.12 Conflicts of Interest.....	36
6.13 Guidelines for Outside Work or Consulting	36
6.14 Harassment	36
6.15 Office Gift-Giving.....	37
6.16 Appropriate Use of Information Technology Resources and Social Media.....	37

Section 1: The Nevada System of Higher Education (NSHE)

1.1 The Board of Regents (BOR)

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

NSHE consists of eight institutions: 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. The System enrolls more than 100,000 students.

The Board is led by a Chair and Vice Chair who are elected by BOR members. Their terms are for one year (January 1 – December 31), and the Chair is limited to two consecutive terms.

In the case of a conflict, NSHE policies supersede University policies, unless otherwise explicitly stated.

1.2 [The Chancellor](#)

The chancellor is appointed by the BOR to serve as NSHE's chief executive officer. The chancellor supervises the NSHE institutions' presidents and ensures that BOR policies are implemented. The chancellor is the System liaison with the governor, state legislators, and other public officials and community leaders.

1.3 [BOR Homepage](#)

1.4 [NSHE Strategic Plan](#)

Section 2: Nevada State University

2.1 Campuses and Teaching Sites

2.1.1 Main Campus

Our main campus is located in Henderson, near the intersection of I-11 and Nevada State Drive. The main switchboard number is (702) 992-2000.

2.1.2 TMCC Campus

NS offers a BA in Visual Media on the Truckee Meadows Community College campus in Reno. One full-time faculty member is located there.

2.1.3 CSN Campus

The School of Nursing shares ownership of the Ralph and Betty Englestad School of Health Sciences at the College of Southern Nevada Charleston Campus.

2.2 Mission

NS's [institutional mission](#) is published on the website.

2.3 Strategic Planning

NS maintains a [strategic plan](#) that defines priorities and allows us to carry out our mission in alignment with the strategic directions and guiding principles established by the BOR (NSHE Handbook, Chapter 4, Section 3: Institutional Strategic Plans).

NS began developing a new strategic plan and refreshing the mission statement in spring 2025. It will be finalized in fall 2025.

2.4 Accreditation

NS and all of our academic programs are accredited by the [Northwest Commission on Colleges and Universities](#). Send questions about our accredited status to provost@nevadastate.edu. You 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

The NWCCU reaffirmed our accreditation in 2020. Our next site visit for an institutional effectiveness evaluation is scheduled for October 2026. You can find our self-study reports and peer evaluation reports on our [accreditation page](#).

2.4.1 Program-Specific Accreditations and Approvals

The following programs have discipline-specific accreditations or approvals:

Baccalaureate Degree in Nursing

The Bachelor of Science in Nursing is accredited by:

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

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

School of Nursing (SON) programs are also approved by:

[Nevada State Board of Nursing](#)

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

SON's Simulation Center is provisionally accredited by the Society for Simulation in Healthcare.

Graduate Degree in Nursing (MSN)

The MSN program is seeking accreditation with the CCNE; the first site visit is scheduled for November 2026.

Baccalaureate Degrees in Education

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

[Nevada Department of Education](#)

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

Graduate Degree in Speech-Language Pathology

The Master of Science (MS) in Speech-Language Pathology {residential} is accredited by:

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

2200 Research Blvd, #310

Rockville, MD 20850
(800) 498-2071 or (301) 296-5700
accreditation@asha.org

- Effective date: July 22, 2023
- Accreditation Cycle: July 1, 2023 through June 30, 2028

2.5 Affirmative Action/Equal Opportunity

2.5.1 [Equal Employment Opportunity](#)

2.5.2 Faculty Disability Accommodations

See the NSHE Handbook, Title 4, Chapter 8, Section 8.14: General Policy of the Board of Regents on Compliance with ADA. Contact NS's [Office of Human Resources](#) for specific information on employee disability accommodations.

For more information: [Americans with Disabilities Act](#).

2.6 Administrators

Administrators (e.g., deans, vice presidents, vice provosts) are appointed by and hold office at the pleasure of the president. They have no right of tenure in those positions, though they can be tenured in a shadow faculty appointment.

All official business between NS personnel and the Chancellor's Office must be conducted through the formal organizational structure of the University. Check with your dean if you have questions.

2.7 Academic Units

NS is organized into three academic schools and the University Library; some schools are also organized into departments. Each unit is administered by a dean, who reports to the provost. Departments are administered by a chair, who reports to the academic dean. Schools may assign program directors/coordinators to oversee specific programs; they report to the dean (or designee).

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

[School of Education \(SOE\)](#)

[School of Nursing \(SON\)](#)

[University Library](#)

2.7.1 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 on the recommendation of the dean and provost. They provide leadership as assigned by the dean and are on twelve-month contracts.

Duties of department chairs are described in the [Department Chairs Policy](#) (Personnel, Ch 6). Directors and coordinators may be responsible for personnel, curriculum, or both, and may have teaching as part of their contract. Their duties are assigned by the dean.

2.8 NS Foundation

The [Nevada State University Foundation](#) oversees the University's philanthropic assets and activities. Gifts to the Foundation fund scholarships and opportunities for students; promote excellence and achievement among faculty; bolster public engagement; and strengthen our people, programs, and facilities to support academic success.

Section 3: Governance

3.1 Introduction

The BOR has jurisdiction over all institutions in NSHE. The Chancellor keeps the BOR informed of the standards of scholarship, the fiscal integrity, and the administrative efficiency maintained at each institution.

NS uses a shared governance system to ensure input and involvement by the entire University community and to represent our various constituents.

3.2 Academic Faculty Senate

The Academic Faculty Senate represents academic faculty. Academic Faculty Senate recommends to the provost and the president policies for governing the University and maintaining educational standards and the well-being and effective functioning of the University. It approves the curriculum and recommends necessary policies and practices in support of our mission. Its areas of jurisdiction are the academic program/curriculum, academic regulations, educational materials, and related matters.

See the [Faculty Senate Bylaws](#) for more information.

3.3 Policy Development

The Division of Culture, Planning, & Policy (CPP) oversees the development and maintenance of institutional/administrative policies and procedures. Policies and procedures provide clarity while mitigating institutional and constituent risk, advancing equity, and ensuring compliance with state and federal laws and NSHE policies and directives. Policies align operations, set behavioral expectations across the institution, and communicate roles and responsibilities. CPP helps develop policies that are accessible, flexible, efficient, and supportive of the most diverse range of constituents possible.

CPP strives to involve and empower subject matter experts and those directly impacted by all institutional policies. NS constituents, 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.

All institutional policies are reviewed by general counsel and approved by the relevant division vice president and the University president. Learn more at www.nevadastate.edu/policy.

3.3.1 Academic Policy Development

Academic policies are reviewed and approved following the [processes in GP2](#). There are four categories of [academic policies](#): personnel, operations, research/grants, and curriculum. Refer to GP2 for information on proposing new academic policies or revisions to existing ones.

Section 4: Academic Faculty Employment Policies

4.1 Definitions

Academic faculty are defined in [NSHE Code, Chapter 1, Section 1.1: Definitions](#). They include professors, associate professors, assistant professors, lecturers (all levels), teaching personnel with other titles approved by the BOR, and librarians.

4.1.1 Part-Time Faculty

Part-time instructors (PTIs) are temporary faculty hired on Letters of Appointment (LOAs). Payments are scheduled based on this calendar:

Term	Pay Dates
Fall semester (4 equal payments)	<ul style="list-style-type: none">• 1st working day of October• 1st working day of November• 1st working day of December• 1st working day of January
Winter (1 payment)	<ul style="list-style-type: none">• 1st working day of February
Spring semester (4 equal payments)	<ul style="list-style-type: none">• 1st working day of March• 1st working day of April• 1st working day of May• 1st working day of June
Summer term 1 – 6 weeks (1 payment)	<ul style="list-style-type: none">• 1st working day of July
Summer term – 12 weeks (3 equal payments)	<ul style="list-style-type: none">• 1st working day of July• 1st working day of August• 1st working day of September
Summer term 2 – 6 weeks (2 equal payments)	<ul style="list-style-type: none">• 1st working day of August• 1st working day of September

4.2 Academic Faculty Employment

In April 2025, the academic faculty at NS voted to unionize. Bargaining on the first collective bargaining agreement (CBA) began in summer 2025. All information in this handbook related to academic faculty employment was written based on policies and practices in place as of early summer 2025. The CBA will affect some of these, and personnel policies will be updated accordingly once the CBA is ratified.

4.2.1 Minimum Qualifications

It is NSHE policy that all academic faculty positions (including those on Letters of Appointment) require a minimum of a bachelor's degree, or appropriate professional experience equivalent to a bachelor's degree, and their degree must be from an accredited institution recognized by the

United States Department of Education and/or the Council on Higher Education Accreditation (CHEA). All job postings or ads must explicitly reference these requirements. If an applicant earned their degree outside of the U.S., they must have their transcripts evaluated by an approved entity at their own expense.

NS independently verifies academic credentials within 30 calendar days of the effective date of employment. We also independently verify academic credentials that are earned after the original hire date before recognizing the new credentials in personnel files, academic catalogs, publications, other official documents, or for promotion or title change. (BOR Title 2, Chapter 5, Section 5.10.2)

Tenure-track academic faculty must hold a doctorate or equivalent terminal degree in their discipline. Lecturers and PTIs teaching undergraduate courses must have at least a master's degree, with the exception of clinical and lab instructors in the School of Nursing, who must have at least a BSN and sufficient years of experience in the clinical specialty to meet NSBN and CCNE requirements. Faculty, including PTIs, teaching graduate courses must hold a doctorate or equivalent terminal degree in their discipline.

4.2.2 Appointment

Deans recommend academic faculty appointments and reappointments to the provost. The provost makes a recommendation to the president. The president is responsible for the initial appointment and salary of faculty. The president is authorized to make all reappointments, except as otherwise specified in the BOR Handbook or Policies and Guidelines Manual. The president has the authority to grant leaves of absence for up to one year for faculty to undertake work that benefits NSHE or for other reasons the president deems proper.

4.3 Resignation and Nonreappointment

4.3.1 Resignation

Resignations should be in writing and submitted to the dean at least 30 calendar days before the effective date. If you wish to resign or don't plan to continue your appointment, notify your supervisor in writing at the earliest opportunity to allow time for them to find a replacement.

Faculty on 9-month contracts should resign on December 31 or June 30. Nine-month faculty are paid in 12 annualized, equal payments from July 1 to June 30, so July 1 through the beginning of the fall semester is a prepayment for the upcoming academic year, while the end of the spring semester through June 30 is a post-payment for the last academic year. If 9-month faculty terminate employment between July 1 and the beginning of the fall semester, any salary and benefits received during the prepayment period must be reimbursed.

4.3.2 Notice of Nonreappointment & Layoffs for Curricular Reasons

See NSHE Code, Chapter 5, Section 5.9: Notice of Nonreappointment and Notice of Termination for System, Except DRI, and NSHE Code, Chapter 5, Section 5.4.8: Procedures for Lay Off Due to Curricular Reasons.

4.4 Evaluating Faculty

4.4.1 BOR Policy

BOR policy is published in the NSHE Code, Chapter 5, Section 5.12.

4.4.2 Annual Evaluations

Most faculty receive at least one written performance review per academic year; tenured faculty are reviewed every other year. Annual reviews are formative as well as summative and are completed by the appropriate supervisor (or designee) and reviewed and approved by the dean (where the dean is not the reviewer). Refer to the Promotion, Tenure, and Review Expectations for your academic unit for requirements.

Annual evaluations are based on your performance and your self-evaluation for the previous calendar year. Your performance is evaluated in teaching, librarianship, and/or other professional duties; scholarship (for tenure-track/tenured faculty); and service. It is your responsibility to provide the materials for the review. You will also develop goals for the coming year in consultation with your supervisor. You and your supervisor will document that you discussed the evaluation by signing it. A copy is placed in your personnel file.

You will not complete a separate annual review in years in which you complete a holistic review related to the promotion and/or tenure process (including third-year reviews).

If you feel that an evaluation is inaccurate, you may follow procedures in the [NS Bylaws](#). Your response will be attached to the evaluation.

4.4.3 Third-Year Review

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

The goal of third-year review is to promote your development through a more in-depth, formative review than annual evaluations provide. It guides tenure-track faculty toward improvements, with the aim of a successful future promotion and tenure review. If your dean (or designee) concludes that you have not made satisfactory progress, you and the dean will draw up a development plan and identify resources needed for improvement.

Neither satisfactory performance on the third-year review nor fulfillment of a development plan is a guarantee of later promotion or tenure.

4.4.4 Promotion and Tenure Review

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

Tenure resides at the institutional level and imposes reciprocal responsibilities on the University and the faculty member: NS provides academic freedom and continued employment on a 100% workload basis until retirement, dismissal for cause, or release because of financial exigency, while you are obligated to maintain high standards of professional performance and professional ethics.

A candidate for tenure must complete the minimum period of service, meet the long-range needs of the institution, and show that they merit receiving tenure.

4.4.1.1 Unit Promotion, Tenure, and Annual Review Expectations

Each academic unit has expectations for promotion, tenure, and annual reviews:

- [Library Promotion, Tenure, and Review Expectations](#)
- [SOE Promotion, Tenure, and Review Expectations](#)
- [LASB Promotion, Tenure, and Review Expectations](#)
- [SON Promotion, Tenure, and Review Expectations](#)

4.4.4.2 Academic Portfolio Support

The Center for Teaching and Learning Excellence (CTLE) provides workshops on academic portfolios for promotion and tenure. Your unit may also provide trainings on portfolios and expectations.

4.5 Discipline and Removal

- 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.
- [NS Bylaws](#), Chapter 6, Section 12: Dismissal.

4.6 Employment Contracts

See NSHE Code, Chapter 5, Section 5.4.2-5.4.4 and [NS Bylaws](#).

4.7 Compensation and Obligation Dates

BOR policy on faculty salaries is found in NSHE Code, Chapter 5, Section 5.5.

Full-time faculty on 9-month appointments are paid in equal monthly installments over twelve months. They are contracted 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 [academic calendar](#) for obligation dates.

4.7.1 Summer, Winter, and Overload Pay

Nine-month contracts do not obligate faculty to teach during the summer or winter term, and they are not guaranteed courses in these terms.

The pay rate for teaching during the summer or winter terms is published in the NSHE Procedures and Guidelines Manual, Chapter 3, Section 6: Summer Term Salary Schedules. See NS's Academic Faculty Summer, Winter, and Overload Pay Policy ([Personnel, Ch 12](#)) for details.

4.7.2 Merit Pay

Annual salary increases are not automatic; they are based on merit as determined by performance ratings in your annual review. See the Academic Faculty Merit Pay Policy ([Personnel, Ch 10](#)) for more information.

4.7.3 Extra-Contractual Compensation

Faculty may have opportunities to earn additional compensation up to the maximum allowed under the [Extra-Contractual Compensation \(ECC\) policy](#).

4.8 Emeritus/Emerita/Emerit Status

See the Emeritus/Emerita/Emerit Status for Academic Faculty Policy ([Personnel, Ch 4](#)).

4.9 Career Development

You are encouraged to participate in development activities, such as:

- Grants-in-aid for taking courses.
- Professional programs and conferences.
- NSHE or NS professional development programs.

4.9.1 Grants-in-Aid Program

NS offers tuition assistance to academic faculty and their family members (spouses and financial

dependents under age 24). See NSHE Handbook Title 4, Chapter 3, Section 11.

Section 5: Academic Faculty Rights and Responsibilities

5.1 Academic Freedom

NS recognizes rights and responsibilities concomitant with the academic freedoms underpinning the professional work of faculty. We operate under the NSHE Code, Chapter 2: Academic Freedom and Responsibility.

5.2 Research Misconduct

See the Research Misconduct Policy ([Research & Grants, Ch 3](#)).

5.3 Faculty Workload Policy

The 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 includes teaching, librarianship, and/or other professional duties; service to the institution; and, for tenured and tenure-track faculty, scholarship.

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

5.3.1 Reassigning Responsibilities

Reassigned time may be granted for program development, special projects, research, approved graduate study, and administrative assignments, provided the released teaching responsibilities can be covered within existing budget and personnel limitations. When the workload of committee assignments or research is uncommonly high, a compensating reduction in teaching may be granted by recommendation of the dean and approval of the provost. Refer to the Faculty Instructional Course Release Policy ([Personnel, Ch 5](#)).

The time and effort for reassigned work must be equivalent to the normal faculty workload. When you are granted reassigned time for a project, the project must be completed within the time specified on the original request for a teaching release.

5.4 Instructional Policies

The vision, mission, and programs of Nevada State University require the best teaching-learning experiences for students. Accomplishing this ideal relies on the effective functioning NS faculty, both singularly and in groups.

5.4.1 Office Hours

See the [Academic Workload Policy](#).

5.4.2 Syllabi

A syllabus is required for all courses and must be distributed to students in Canvas at the beginning of each term. You must use the syllabus template in Canvas. Follow your school's guidelines on whether a copy should be sent to the dean's office.

5.4.3 Textbooks

See the Course Materials Selection Policy ([Curriculum, Ch 4](#)).

5.4.4 Curriculum Development

Instructional faculty are responsible for developing, updating, and assessing the academic curriculum. When possible, curriculum development is accomplished as part of the normal faculty workload. Deans and department chairs are responsible for providing leadership in developing, scheduling, and managing the curriculum.

For details, see the Academic Curriculum Review Policy ([Curriculum, Ch 1](#)).

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

5.4.5 Student Attendance & Academic Engagement Policy

You must keep an attendance record for your classes, even if you don't include attendance in students' grades. When you submit final grades, you must report the last date of attendance for all students receiving an F – this is required to meet federal financial aid regulations.

Students must academically engage right away in a course to be counted as attending and to receive financial aid for the course. For in-person and hybrid courses, attending a course session is sufficient. Logging into Canvas doesn't demonstrate academic engagement. In online courses, [examples of academic engagement](#) include:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity where there is an opportunity for interaction between you and students.
- Submitting an academic assignment.
- Taking a quiz or exam on course material.
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
- Participating in a study group, group project, or online discussion that is assigned for the course.

- Interacting with you (the instructor) about academic matters.

Each course must include at least one academic engagement checkpoint in the first two weeks of fall and spring semesters; deadlines for accelerated terms are distributed to instructors. For details, see the Enrollment Cancellation for Nonattendance Policy ([Operations, Ch 11](#)). A statement about the attendance/engagement requirement is included in the Student Responsibilities page in Canvas.

Students can't receive financial aid for a class if they don't academically engage/attend. They are not entitled to keep financial aid for a class they are not attending. If you don't accurately report student attendance/engagement at the beginning of the term, both NS and the student may be liable for repaying funds the student wasn't eligible to receive.

5.4.6 Faculty Absence from Class

You are expected to attend all scheduled class sessions. If you must miss a class, contact your supervisor as soon as possible to make arrangements to make up the contact time and to notify students, if needed.

5.4.7 Class Rosters

Class rosters are available in your Faculty Center. Consult your rosters frequently to monitor enrollments, which may change during the first few days of class. Any student who attends but isn't listed on the roster should contact the Registrar's Office. Students who register during the add/drop period will be automatically added to the roster.

5.4.8 Add/Drop Process for Students

Changes aren't official until a student adds or drops a class through their student account. Questions should be directed to the Office of the Registrar. The add/drop deadline for each term is published in the [academic calendar](#).

5.4.9 Grades

NS issues A through F grades, including +/- grades (for A- through D-). Some courses are graded on a Satisfactory/Unsatisfactory (S/U) basis, if this grading scale is specified in the catalog.

Instructors are expected to know our grading policies and guidelines. You must explain the grading policy in your syllabus. Students have the right to know in advance what factors (tests, exams, quizzes, projects, discussions, etc.) will be used to evaluate their performance; they also have the right to know their standing in a course during the term. Update students' grades in a timely manner in the Canvas gradebook. Prior to the withdraw date, students must receive grades so they can determine how they are doing in the class.

5.4.9.1 Submitting Grades

Final grades are due by noon on the Wednesday following the last day of each term. You will

enter final course grades in your Faculty Center and should also post all assignment grades in Canvas so its gradebook accurately reflects students' overall grades. If you have difficulty entering grades, contact the Registrar immediately. Information about submitting grades is distributed to you by NS email before each term ends.

5.4.9.2 Changing a Grade

You are expected to make every effort to ensure that grades are correct. If you make an error, submit a "Change of Grade Form" for each grade that must be changed. The form, available in the portal, must be approved by the department chair and/or dean and submitted to the Registrar's Office.

5.4.9.3 Incomplete Grades

See the Policy on Incomplete (I) and Not Recorded (NR) Grades ([Operations, Ch 1](#)).

5.4.9.4 Grade Records

Keep accurate grades for individual assignments in Canvas. If you keep a separate gradebook with any grades or feedback for students, the grades must also be entered in Canvas and your gradebook must be kept for three calendar years after the end of the term.

5.4.9.5 Grade Appeals

See the Grade Appeals Policy ([Operations, Ch 21](#)).

5.4.10 Final Exams

If appropriate for the course, schedule a final exam during the regularly scheduled class time, usually during the last week of the term. NS doesn't schedule a separate finals week. Whether the final exam is comprehensive or not is at your discretion unless a standard exam has been adopted for all sections of a course. Check with your supervisor with any questions about whether there is a standardized exam for your course.

5.4.11 Credit by Examination and Advanced Placement

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

5.4.12 Family Educational Rights and Privacy Act (FERPA)

In compliance with the federal Family Educational Rights and Privacy Act (FERPA), students' grades must not be displayed publicly. Even with names obscured, student ID numbers are considered personally identifiable information and must not be made public. Grades, transcripts, or degree audits cannot be placed in open mailboxes in public places. Graded papers or tests should not be left unattended on a desk in a public area or during meetings with others, and students must not sort through graded papers or tests to retrieve their own work. Treat class rosters and grade sheets confidentially, and don't disclose the information in them to anyone who doesn't have a specific, job-related need to know.

Parents, spouses, and others don't have a right to information in a student's educational record unless it is specifically granted by the student. To do so, students must complete the [Student Permission to Release Academic Record form](#). These forms are processed in the Registrar's Office.

You can communicate course progress (e.g., course or assignment grades) or other protected information with a student through their NS student email or through the Canvas inbox; a student's use of Canvas and their official NS email indicates consent to receive such messages.

5.4.12.1 Student Rights

As outlined in FERPA, students have the right to inspect and review their educational records, request amendment of their records (if information is proven inaccurate or misleading), limit disclosure of personally identifiable information, and file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA. NS makes every effort to protect the privacy of student records and carefully evaluates requests to release student information.

FERPA applies to the educational records of students who are or have been in attendance. Educational records 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.

5.4.12.2 Directory Information

FERPA authorizes the release of directory information without prior consent under certain conditions. Directory information includes details that would not generally be considered harmful or an invasion of privacy if disclosed: name, physical addresses, email addresses, telephone number, major/program, degree sought, expected date of completion/graduation, degrees and awards received, dates of attendance, full-time or part-time status, previous institution attended, participation in officially recognized activities, and similar information. While NS may disclose this information, we aren't required to do so. We do not disclose Social Security Numbers, personal identification numbers, grades, GPAs, class schedules, academic actions, or the number of credits a student is taking unless the student signs a consent form.

5.4.12.3 Authorized Access

Faculty and staff who have a need to know may access students' records in the course of their duties. Access to PeopleSoft is not authorization to view students' data without cause. You are deemed to be a "school official" and can access data in PeopleSoft or the Faculty Center if you have a "legitimate educational interest." This exists if you need to view the educational record to fulfill your professional responsibilities. Neither curiosity nor personal interest is a legitimate need to know. If you aren't sure, talk to the Registrar.

For more information, visit [Family Educational Rights and Privacy Act \(FERPA\)](#) and the catalog statement on [Confidentiality and Release of Information](#).

5.4.14 Copyright Protections

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

1. *Single Copy for Instructors:* A single copy may be made of any of the following by or for an instructor for scholarly research, use in teaching, or preparation to teach a class:
 - A book chapter.
 - An article from a periodical or newspaper.
 - A short story, short essay, or short poem, whether or not from a collective work.
 - A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

2. *Multiple Copies for Class Use:* Multiple copies (not to exceed more than 1 per student in the course) may be made by or for the instructor for class use or discussion, provided that:
 - The copying meets the test of brevity and spontaneity.
 - The copying meets the cumulative effect test.
 - Each copy includes a notice of copyright.

3. *Definitions*
 - Brevity
 - Poetry: 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 limit may be expanded to permit completion of an unfinished line of a poem.
 - Prose: 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 10% of the work, whichever is less. This limit may be expanded to permit completion of an unfinished paragraph.
 - Illustration: one chart, graph, diagram, cartoon, or picture per book or periodical issue.
 - “Special works”: refers to certain works in poetry, prose, or “poetic prose,” which often combine language with illustrations and are intended for children or a more general audience and fall short of 2,500 words in their entirety. Such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages and containing not more than 10% of the words in the text may be reproduced.
 - Spontaneity
 - The copying is at the instance and inspiration of the individual instructor.
 - 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 material is for only one course in the school in which the copies are made.
- No more than one short poem, article, story, or essay or two excerpts copied from the same author, or no more than three texts from the same collective work or periodical volume may be copied during one term. This limit does not apply to current news periodicals, newspapers, and current news sections of other periodicals.
- There shall not be more than nine instances of multiple copying for one course during one term. This limit doesn't apply to current news periodicals, newspapers, and current news sections of other periodicals.

5. *Prohibitions*: Despite the copying guidelines above, the following are prohibited:

- Copying used to create, replace, or substitute for anthologies, compilations, or collective works, whether copies of or excerpts from various works are accumulated or used separately.
- Copying of or from works intended to be “consumable,” including workbooks, exercises, standardized tests, test booklets, answer sheets, etc.
- Copying that:
 - Substitutes for purchasing books, reprints, or periodicals.
 - Is directed by a higher authority.
 - Is repeated by the same instructor from term to term.
 - Is charged to the student beyond the actual cost of photocopying.

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

5.4.14.1 Fair Use Exception

Fair use is the right to use a copyrighted work in some situations without permission of the copyright owner. The factors that determine whether a given situation is fair use are:

- the purpose and character of the use, including whether it 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 work as a whole.
- the effect of the use on the potential market for or value of the work.

While noncommercial use is more likely to be deemed fair use than commercial use, an educational purpose alone doesn't make a use fair. The more transformative the use, the more likely it is to be considered fair use, regardless of the other factors. The U.S. Copyright Office maintains a [Fair Use Index](#), a searchable database of judicial decisions regarding fair use.

5.4.14.2 Students' Copyright Ownership

Students own the copyright to their written and artistic works (such as essays, discussion posts, photographs, ceramics) created and submitted as coursework. If you wish to quote student coursework, you must get a copyright release.

5.4.15 Learning Management System (LMS)

Canvas is our official LMS. You must use it to deliver or link to course content and for collecting and storing sensitive student data, including grades, in compliance with FERPA.

This represents minimum requirements; schools may implement additional policies, provided they don't conflict with those listed here.

5.4.16 Course Format and Contact Hours

Our [Policy on the Credit Hour](#) states the amount of contact time required for each credit earned in a course. This varies by type of course. You're responsible for ensuring you meet the minimum contact time for your courses. Courses must meet for the full term and class sessions cannot be canceled for reasons other than unavoidable faculty absences.

5.4.17 Student Disability Accommodations

The [Disability Resource Center](#) (DRC) ensures NS complies with the Americans with Disabilities Act (ADA), as amended, and section 504 of the Rehabilitation Act of 1973. The DRC provides resources to faculty and students, including reviewing and approving reasonable classroom and learning accommodations. DRC policies are posted in the [policy library](#).

You'll be notified if a student in your class has approved accommodations. The DRC isn't allowed to disclose a student's specific disability, any diagnosis, or other elements of the student's medical record, and you can't share information about a student's accommodations with other faculty, other students, or the student's parents.

You must implement all DRC-approved student accommodations, but *don't* provide any accommodations that aren't approved by the DRC. Most exams for students with testing accommodations (e.g., extra time, quiet testing environment) are given in the DRC. You may proctor the exam privately if you ensure that all approved accommodations related are in place.

Your rights and responsibilities regarding student accommodations are outlined in [DRC 2: DRC Policy Overview](#). If you have questions or concerns about accommodations, email drc@nevadastate.edu or call (702) 992-2180.

The CTLE provides a [module of accessibility resources](#) and schedules programming and one-on-one consultations on inclusive course design. For assistance, email ctle@nevadastate.edu.

5.5 Grant Proposals, Human Subjects Research, and Intellectual Property

5.5.1 Applying for Grants

Contracts and grants represent external funding from competitive applications to federal, state, and local agencies, as well as corporations, foundations, and other organizations. With limited exceptions, grants and contracts are awarded to NS or the NS Foundation—not to individual faculty or staff. NS assumes financial responsibility and serves as the fiscal agent. We are accountable for ensuring that the project’s objectives and requirements are met. If a grant will be awarded directly to a faculty member, prior approval from the Office of Grants Award Services (OGAS) is required.

The grant proposal process typically begins with a conversation between you and your dean/supervisor. Proposals must align with NS’s mission and strategic goals. Once the dean approves the proposed project, submit a [Grant Funding Review Form](#), available on the portal under Faculty and Staff Forms. OGAS will review the opportunity and its terms to ensure alignment with institutional priorities and to avoid conflicts with other submissions.

All pre-award activities are managed through Cayuse, which centralizes proposal data and documentation. Cayuse provides automated notifications for review, approval, or suggested revisions at key stages of proposal development. OGAS will create the proposal records in Cayuse, but the proposal details are completed by the PI/PD to ensure their accuracy.

5.5.2 Human Subjects Research

If you want to conduct studies involving human subjects, you must have a current human subjects protections certificate. Anyone with an NS email (including students) can complete the training through the CITI program, linked in the NS portal.

See the Institutional Review Board Policy for the Protection of Human Subjects ([Research & Grants, Ch 1](#)) for the definition of research, requirements for review, and other procedures for human subjects research. The [IRB Canvas page](#) contains all forms you need. For research projects involving students’ educational records, review the Use of Students’ Educational Records in Research policy ([Research & Grants, Ch 2](#)).

5.5.3 Intellectual Property

See [NSHE Handbook, Title 4, Chapter 12](#): Intellectual Property, Research, and Entrepreneurial Activity. NS is working on an internal policy to clarify campus roles and processes noted in the NSHE policy.

5.5.4 Paying Participants

The Business Office provides guidance on using [gift cards](#) and [cash](#) for participant

compensation. If a non-NSHE subject will receive more than \$200 in compensation during a single calendar year (from all payments combined), you must collect a W-9 form from them.

5.6 Faculty Grievances

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

5.7 Travel

Travel funds are often available through the academic units, departments, and the Office of Research Seed Grant program. They cover travel for:

- Attending professional functions and meetings for professional growth and development.
- Conducting research related to required scholarly activities.
- Representing NS outside of the Las Vegas valley as requested by the University.

See the [Travel Manual](#) for details on approvals and processing. Refer to the travel funds procedures for your unit for specific details, instructions, and funds availability.

5.7.1 Field Trip Transportation

Transportation for field trips must follow the guidance in the [Travel Manual](#); details depend on the length and distance of the trip. If funds are available from your unit, renting a vehicle from a contracted supplier may be an option.

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

5.8 General Support

5.8.1 Administrative Support

Units are assigned administrative assistance. Student workers, employed through financial aid and assistantship programs, are made available when appropriate.

5.8.2 Announcing Events to Students

The Office of Information & Technology Services (ITS) can post announcements on Canvas (outside of your own courses). Complete the “Technical Support Request” form in the portal for consideration.

The Office of Marketing & Events posts announcements on the portal and campus info screens. Complete the “Post a Campus Announcement” form in the portal. You can also request social media coverage of special events, though it’s not guaranteed.

5.8.3 Bookstore

Your dean, department chair, or a designee coordinates ordering texts and other course materials through the bookstore. You receive a 10% discount on purchases.

5.8.4 Payroll and Benefits

Send questions about payroll deductions, retirement benefits, and health and life insurance to the Office of Human Resources.

5.8.5 Campus Food Options

Food services are located in the RSC on the main campus. Refer to the NS website for hours. Limited food options are also available at the bookstore, the Village convenience store, and vending machines across campus.

5.8.6 Mail

External mail is delivered to the campus mailroom and distributed with campus mail. You are assigned a mailbox. There’s no charge for outgoing external mail for official NS business. Campus mail is placed in the yellow manila envelopes used for internal communication and also delivered to your mailbox. Mail service is for official Nevada State University business only.

5.8.7 Campus News

You can submit news items to the weekly [Marketing Digest](#). Announcements and information are also distributed through newsletters from some campus offices and through other campus publications; check with your dean to see if there’s a unit newsletter or announcement process.

5.8.8 Computers

Each full-time faculty member gets a desktop computer or laptop in their office. PTIs have access to computers in workgroup areas and computer labs. Workstations are also located in the library and all classrooms. The computers include the Microsoft Office suite and provide access to file sharing and printing. If you’re working remotely and need a laptop, check to see if ITS has one available for loan. If you need additional equipment, contact your unit’s administrative assistant.

Visit the NS website for information on [computer labs](#).

5.8.9 Copying and Printing

Copiers/printers are distributed throughout campus. Use the most economical method for the required quality (e.g., black and white rather than color printing, when possible). You must observe copyright laws.

5.8.10 Exercise and Recreational Facilities

The fitness center is located in M-200, near the Dawson Building. Your NS ID card is required to enter. Visit the [NS website for hours of operation](#).

5.8.11 Automated Grading Machines

You may be able to get special test forms that work with automatic grading machines. Some machines are linked to computers in order to analyze the results. Machine locations and other information are available from your academic supervisor.

5.8.12 Keys

The Office of Facilities distributes office keys. Your key is assigned to you, and you must pick it up and/or return it. When leaving employment at NS, you must return all keys to complete offboarding. Your faculty ID card provides building and common room access. Office key and building access requests are submitted by your unit's administrative assistant after approval by your supervisor.

5.8.13 Maintenance

Notify your unit's administrative assistant of problems so they can submit a request to Facilities, or submit directly by emailing facilities@nevadastate.edu

5.8.14 Office Supplies

Each unit has a procedure for getting office supplies. Contact the administrative assistant.

5.8.15 Public Relations

The Office of Marketing and Events coordinates requests for information and media interviews and determines the appropriate spokesperson. If you would like to be considered for such opportunities, add your areas of expertise to the [shared spreadsheet](#).

5.8.15.1 Media Inquiries Sent to NS

The Marketing & Communications Manager is the first point of contact for media requests for information and interviews. They inform the Vice President of Advancement, the Chief of Staff & Strategy, and the Deputy Chief of Staff of the request.

- Marketing & Communications Manager collaborates with Director of Marketing & Events to review the inquiry, the deadline, relevant people to gather information or respond, and to brainstorm responses.
- Marketing & Communications Manager consults with the VP of Advancement and the Deputy Chief of Staff about the appropriate person to respond and the potential response.

- Marketing & Communications Manager advises the Chancellor’s Communications Office of the inquiry and the proposed response if it has political or NSHE sensitivities. BOR notification may also be required, based on consultation with the president.
- Executive leadership, academic deans, and department heads should respond as soon as possible to Office of Marketing requests for a spokesperson or for information. This enables them to fulfill the media request in a timely manner.
- Marketing provides media relations support to the spokesperson, including interview coordination, assistance with key messages and talking points, potential interview questions, and presence at the interview.
- Marketing & Communications Manager follows up with the reporter to coordinate interview logistics and publication/broadcast.

5.8.15.2 Identifying Media Opportunities

The Marketing Office proactively seeks opportunities to communicate University news and events to the media. Notify the Marketing & Communications Manager by email, as far in advance as possible, about newsworthy events or happenings on campus so the department can determine whether to promote them and, if so, the best way to do so. Insufficient notice (e.g., less than a week) may limit the department’s ability to provide effective support.

5.8.15.3 Crisis Media Relations

The Marketing Office, in conjunction with the Chief of Staff & Strategy, is responsible for all contact with the media during a crisis or emergency situation. If you receive a media inquiry during a crisis, you are asked not to respond and to immediately forward the request to the Director of Marketing & Events for appropriate action according to NS’s Emergency Operations Plan.

5.8.15.4 Inquiries Directly to Faculty

Faculty have the academic freedom to speak with the media about their research and areas of expertise, and we encourage you to do so. Publicly sharing your expertise strengthens NS’s reputation and demonstrates the impact of our faculty’s work.

If a media request involved University policy, institutional positions, or sensitive issues, do not speak on behalf of the institution; refer the reporter to the Office of the President’s communications team (the Senior Communications Officer or Deputy Chief of Staff).

In either case, please contact the Office of the President’s communications team before agreeing to speak to a reporter. Advance notice helps them support you and ensure that NS, our community, and our programs are presented in the best possible light:

- Assess whether the topic aligns with NS’s mission.
- Track media interest in NS.
- Provide media coaching or talking points, if desired.
- Review op-eds or quotes, if requested.

- Coordinate related messaging as needed.
- Amplify the coverage once it is published.

5.8.16 Center for Teaching and Learning Excellence

The Center for Teaching and Learning Excellence (CTLE) provides professional development opportunities through individual and group support regarding instructional design, effective teaching strategies, educational technology, accessibility, and other topics. It supports all academic faculty.

For information on services and programming, contact ctle@nevadastate.edu or visit the [CTLE website](#) or [CTLE Canvas page](#).

5.8.17 Classroom Technology Assistance

ITS staff can provide overviews of the classroom technology in each building. Email support@nevadastate.edu for assistance.

5.8.18 Purchasing and Contracts

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

The contracts team must negotiate and execute all purchasing contracts for the University. Email Contracts@nevadastate.edu as soon as you know a contract is required. Don't sign any written or digital contract; *this includes agreeing to terms on software or cloud-based programs*. The contracts group will ensure the contract complies with state and federal laws and regulations as well as NS and NSHE policies or, if appropriate, that an exception is approved. You'll receive a copy of the approved and signed contract to attach to the future purchase.

5.8.19 University Library

5.8.19.1 Library Collection

The Nevada State University Library provides convenient, 24/7 access to an extensive collection of ebooks and databases at library.nevadastate.edu. The Library also provides over two million print books through rapid delivery from partner academic libraries in Southern Nevada.

5.18.19.2 Interlibrary Loan

[Interlibrary Loan \(ILL\)](#) extends access to materials beyond the Library's collection by enabling borrowing from libraries nationwide. Faculty and students may request curriculum-related books, articles, and other materials not currently held by the Library. These items are provided at no cost and may be delivered electronically or in print.

5.18.19.3 Library Space

Located on the 2nd floor of the Rogers Student Center (RSC), the Marydean Martin Library

provides a variety of study spaces, including quiet and group study rooms that students can reserve online through the library website. Desktop computers are available in the main library space and in the Library Computer Lab (RSC 236). Check hours at library.nevadastate.edu.

5.18.19.4 Course Support & Research Assistance

Each academic department or school has a designated [liaison librarian](#) who serves as the primary point of contact for faculty. Librarians provide personalized research support and can collaborate on assignment design to strengthen students' research skills. Faculty are encouraged to request library instruction and recommend the [Meet with a Librarian](#) service to their students for one-on-one research help (online or in person).

Library instruction is available in three formats. The request forms for each are linked below:

- For synchronous and hybrid courses:
 - [In-person instruction sessions](#) tailored to specific assignments and learning outcomes.
 - [Brief in-class visits](#) (typically 5-15 minutes) to introduce students to their liaison librarian, library services, and relevant resources.
- For asynchronous courses: [Asynchronous course support](#) in the form of short, customized videos that highlight the liaison librarian, library services, and relevant resources.

5.18.19.5 Borrowing Technology & Models

Nevada State students and employees may borrow technology and study aids free of charge with a Scorpion Card. [Technology items](#) include laptops, portable chargers, headphones, calculators, and more. [Anatomy and chemistry models](#) are also available for hands-on learning.

5.18.19.6 Contact the Library

Visit: Rogers Student Center (RSC) 2nd floor

Website & hours: library.nevadastate.edu

Email: library@nevadastate.edu

Phone: 702-992-2800

[Staff Directory](#)

Section 6: General Personnel Policies

6.1 NSHE Policies

You must comply with all NSHE and NS policies, including but not limited to:

- [Board of Regents Handbook](#)
- [P&G Manual](#)

6.2 Employment

6.2.1 Equal Employment Opportunity

NS doesn't 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.

Refer questions concerning the application of these provisions to one or both of the following:

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

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

Information about NS's grievance procedures and process, including how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the University will respond, can be found in the [Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy](#).

6.2.2 Employment of Relatives (Nepotism)

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

6.2.3 Employee Orientation

New faculty are required to participate in a New Employee Orientation offered by the Office of Human Resources. You are responsible for reading and familiarizing yourself with the appropriate NS policies and procedures manuals. The CTLE also offers training for new academic faculty each August. Individual schools may provide training specific to your unit as well.

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

6.3.4 Drug-Free Campus Policy

See the [Substance Abuse Policy](#).

6.3.5 Smoke-Free Vape-Free Campus

See the [Tobacco/Electronic Smoking Devices on University Premises policy](#).

6.4 Holidays

The [Academic Calendar](#) lists all holidays recognized by NSHE.

6.5 Leave

6.5.1 Vacation/Annual Leave

Faculty on 12-month appointments accrue two paid days off for each full month of employment. No more than 48 days can be carried forward to the next fiscal year. Leave must be used in half- or full-day increments (4 or 8 hours). Faculty on 9-month appointments don't accrue annual leave. They are required to be on duty during the fall and spring semesters on days when classes are in session.

Leave is requested in Workday.

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

6.5.2 Sick Leave

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

Full-time academic faculty receive 30 days of sick leave on the first day of employment. After the first year of employment, two days of sick leave accrue after each month of employment. You must use leave in half- or full-day increments (4 or 8 hours). No more than 96 days of sick

leave can be carried forward to the next fiscal year. Sick leave is paid time off and may be used for:

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

Sick leave is requested in Workday.

6.5.3 Sabbatical Leave

See the Sabbatical Leave Policy ([Personnel, Ch 1](#)).

6.5.4 Military Leave with Pay

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

6.5.5 Family and Medical Leave

The [Family and Medical Leave Act](#) (FMLA) allows eligible employees to take time off for qualifying reasons:

- 12 workweeks of leave in a 12-month period for:
 - Birth of a child and to care for the newborn child within one year of birth.
 - 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.
 - Caring 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 their 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."
- 26 workweeks of leave during a single 12-month period as a military caregiver 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.

FMLA protects your job while you are on leave and 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.

6.6 Retirement

6.6.1 Retirement Systems

The Office of Human Resources can provide detailed information on retirement benefits and eligibility.

6.6.2 Phased-in Retirement

The phased-in retirement program allows employees to phase into retirement over a period of time not to exceed 5 years. During this period, the employee works less than full time but equal to or more than half time, so they retain benefits eligibility. Both the employee's and the University's contributions to the employee's retirement account during the phase-in period are based on the employee's salary at 100% FTE.

6.7 Employee Assistance Program

The Employee Assistance Program (EAP) is a confidential assessment and referral program for help dealing with issues like stress, finances, relationships, parenting, finding child or elder care, and much more. You can also get confidential help with personal or work-related difficulties, including depression, anxiety, and grief. EAP services are provided [through ComPsych](#). Consultants are available 24/7.

6.8 Campus ID Cards

Faculty members are expected to carry an official NS ID card. It identifies you to security personnel and provides access to buildings and pods.

6.9 Personnel Records

The Human Resources Office maintains 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 payroll deduction for federal withholding tax, insurance premiums, and benefits. Update your tax exemption certificates as you gain or lose exemptions.

Personnel records are kept confidential to the maximum extent protected by law. Outside parties or agencies are not provided with information in personnel files unless specifically authorized by you in writing or as required by law.

Keep your supervisor/dean's office informed of current addresses and telephone numbers, if those are different from the information in Workday.

6.10 Parking

Parking is free on the main campus. You may park in any open spot that isn't designated as a reserved space. Reserved spaces include those in front of the CEB building for the ECEC and spaces behind RSC for visitors.

6.11 Tipping/Gratuities

Tips paid using University funds (such as travel cards) can't exceed 20% of the *subtotal* for food, and 20% of the ride for ride-share trips. You must follow all state and NSHE regulations regarding allowable expenses.

6.12 Conflicts of Interest

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

NS must comply with federal, state, and NSHE regulations related to conflicts of interest and compensated outside services. You must identify all potential conflicts of interest and all compensated outside service by submitting a disclosure form annually.

6.13 Guidelines for Outside Work or Consulting

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

6.14 Harassment

6.14.1 BOR Policy on Sexual Harassment

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

6.14.2 University Sexual Harassment and Sexual Assault Policy

Nevada State University is a diverse community committed to creating and maintaining a safe campus where everyone who participates 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](#).

6.15 Office Gift-Giving

Gifts for colleagues (such as friendly tokens acknowledging life events, remembrances, 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.

6.16 Appropriate Use of Information Technology Resources and Social Media

All members of the NS community are expected to use technology resources in a responsible manner and comply with all applicable laws and NS 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 NS-Related Activities](#).

6.16.1 Social Media

Social media offers 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 an academic title/unit/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.

Don't use your Nevada State email account to create a campus social media account. A social media-specific email should be requested from the Office of Information & Technology Services.

Social Media Branding

All Nevada State social media accounts must have the approved Nevada State logo with a black background and our name 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@nevadastate.edu