



University and Community College System of Nevada **Procedures and Guidelines**

The procedures and guidelines found in this document have been compiled from the Board of Regents' *Handbook*, Chancellor's memoranda, and other sources not previously codified.

In general, provisions found in the Procedures and Guidelines Manual are under the general jurisdiction of the Chancellor's Office, unless otherwise noted in Board policy (the *Handbook*) that Board approval is required.

Provisions removed from the *Handbook* and placed in this manual will be found in the chapter and section parallel to the original *Handbook* chapter and section. Therefore, sections noted as "intentionally blank" are with respect to the parallel *Handbook* chapter and section where to date no formal procedure have been drafted.

October 2004

**UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
PROCEDURES AND GUIDELINES MANUAL**

CHAPTER 1

For ease in reference, the following sections correspond directly with the respective chapter and section of Board policy codified in the Handbook.

Sections 1-6.

Intentionally blank

Section 7. Academic Year

1. Campus academic calendars and proposed dates of commencements must be submitted to the Chancellor's Office no later than two years prior to the year in question. (B/R 6/00)

Conflicts in the proposed dates of commencements should be avoided whenever possible. (B/R 6/00)

Presidents are responsible for specifying the academic-year obligation for their academic-year faculty. The academic-year obligation defines the dates within which academic-year faculty should be available for assignment on-campus or off-campus. Presidents should submit to the Chancellor the academic-year obligation for their faculty no later than May 1st two years and two months prior to the year in question. The Chancellor shall compile these data and make them available across the System. (B/R 3/98)

2. For contractual and other appropriate purposes, the Academic Year is defined as the twelve-month period coinciding with the fiscal year from July 1 to June 30, inclusive. Such period contemplates observance of officially recognized national and state holidays and such other recesses of official on-campus and off-campus duty as may be established at any time by the Board of Regents. (B/R 4/72)

Section 8.

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Section 9. Campus Development

Standardized plaques shall be placed on University and Community College System of Nevada buildings as follows:

- a. Building should be named officially before the Notice of Completion is filed.
- b. Building plaque should be installed for the building dedication.
- c. The plaque should be one piece, cast bronze, wall mounted in main entrance to building.
- d. Plaque should not exceed 36" x 36" and include the following:

Building name and year of completion
University Institution
Special message if appropriate
Names of Regents*
Governor(s)*
Chancellor(s)*
Institution President(s)*
State Public Works Board
Name of Design Firm

(*From time of approval for the building by the State Legislature through occupation of the building by UCCSN.)

- e. Lettering should be properly balanced, with sizes similar to the following sketch:(B/R 6/85)

SAMPLE

Letter Size

Name	<u>(NAME OF BUILDING)</u>	2"
Institution	<u>(INSTITUTION)</u> 20xx	2" 2"
Message	THIS FACILITY MADE POSSIBLE THROUGH THE GENEROSITY OF _____	3/4" 3/4"
	BOARD OF REGENTS 20xx-xx	1"
	Name of Regent Name of Regent	1"
	Name of Regent Name of Regent	1"
	Name of Regent Name of Regent	1"
	Name of Regent Name of Regent	1"
	Name of Regent Name of Regent	1"
	Name of Regent	1"
Chancellor(s)	_____ - CHANCELLOR	1"
President(s)	_____ - PRESIDENT	1"
SPWB	NEVADA STATE PUBLIC WORKS BOARD	3/4"
Design Consultant	<u>(ARCHITECTS)</u>	3/4"
Governor(s)	_____ Governor, State of Nevada	

(B/R 6/85)

Sections 10-13.

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Section 14. Distinguished Nevadan and Honorary Degree Nominations

1. Distinguished Nevadans

- a. Nominations for the award of Distinguished Nevadan will be made by the Board of Regents. Nominations must be received by the Chief Administrative Officer of the Board no later than December 31 of each academic year. The Board of Regents shall make the award on or before March 31 of each academic year. (B/R 3/03)
- b. The purpose of the awards is to recognize prominent individuals who are present or former residents of the state for their significant achievements contributing to the cultural, economic, scientific, or social advancement of Nevada and its people; or for exceptional service to the state or nation that has influenced constructively the well-being of humankind. Persons currently holding public elective office shall not be eligible to be nominated for Distinguished Nevadan, except that the Board of Regents reserves the right to waive this limitation at its own discretion in extraordinary circumstances. (B/R 3/03)
- c. No more than five persons per year shall be given the award of Distinguished Nevadan by the Board of Regents (one north, one south, one rural, two at large). These awards shall normally be given at spring commencement exercises. (B/R 3/03)

2. Honorary Doctorates

- a. Nominations for Honorary Doctorates shall be made to the Board of Regents by the Presidents of the University of Nevada, Las Vegas and the University of Nevada, Reno. (B/R 1/87)
- b. Honorary Doctorates may, at the discretion of the university presidents and with the approval of the Board of Regents, be conferred at any time during the year at an appropriate ceremony. Normally, no more than two honorary doctorates will be conferred at each university's commencement ceremony. (B/R 3/03)
- c. Honorary Doctorates shall be awarded to persons who have made significant contributions to the improvement of the quality of academic programs and academic life at each university, or to distinguished visitors. Persons currently holding public elective office shall not be eligible to be nominated for an Honorary Doctorate, except that the Board of Regents reserves the right to waive this limitation at its own discretion in extraordinary circumstances. (B/R 10/98)

3. Honorary Baccalaureate Degrees

- a. Nominations for Honorary Baccalaureate Degrees shall be made to the Board of Regents by the Presidents of Nevada State College and Great Basin College.

- b. Exclusive of a yearly commencement speaker for each college, normally no more than two persons per year for each college shall be awarded Honorary Baccalaureate Degrees by the Board of Regents.
- c. Honorary Baccalaureate Degrees shall be awarded to persons who have made significant contributions to the improvement of the quality of academic programs and academic life at each college, or to distinguished visitors. Persons currently holding public elective office shall not be eligible to be nominated for an Honorary Baccalaureate Degree, except that the Board of Regents reserves the right to waive this limitation at its own discretion in extraordinary circumstances.

(B/R 3/03)

4. Honorary Associate Degrees

- a. Nominations for Honorary Associate Degrees shall be made to the Board of Regents by the Presidents of the community colleges.
- b. Exclusive of a yearly commencement speaker for each community college, normally no more than two persons per year for each community college shall be awarded Honorary Associate Degrees by the Board of Regents.
- c. Honorary Associate Degrees shall be awarded to persons who have made significant contributions to the improvement of the quality of academic programs and academic life at each community college, or to distinguished visitors. Persons currently holding public elective office shall not be eligible to be nominated for an Honorary Associate Degree, except that the Board of Regents reserves the right to waive this limitation at its own discretion in extraordinary circumstances.

(B/R 3/03)

5. Forms

The following forms shall be used:

6. Educational Background *(Attach additional material if necessary.)*

7. Reasons for Nomination *(Please include outstanding accomplishments, achievements, and contributions to Nevada and its people. Please be specific and provide considerable detail. You may attach additional pages if necessary.):*

8. Other UCCSN Awards *(Please list other awards this individual has received.)*

9. Nominated by*:

** Candidates for the Distinguished Nevadan Award may only be nominated by a current member of the Nevada Board of Regents.*

(B/R 12/03)

Nomination for Honorary Degree

1. Degree to be Awarded:

___ Honorary Doctorate ___ Honorary Baccalaureate ___ Honorary Associate

2. Please state the name and address of your nominee for an Honorary Degree.

3. Honorary degrees shall be awarded to persons who have made significant contributions to the improvement of the quality of academic programs and academic life at one of the UCCSN's institutions. Persons currently holding public elected office are not eligible for the degree except in extraordinary circumstances.

What are your reasons for nominating this person? (Attach additional pages, if necessary.)

President

Date

Institution

(B/R 3/03)

Section 15 – 19. Board of Regents' Scholar Award; Nevada Regents' Award for Creative Activities; Nevada Regents' Researcher Award; Nevada Regents' Teaching Award; Nevada Regents' Academic Advisor Award

Title 4, Chapter 1, of the Board of Regents Handbook establishes five annual awards presented by the Board of Regents to faculty, staff, and students for significant accomplishments in the areas of academic advising, teaching, research, creative activities, and student academic leadership:

- Nevada Regents' Award for Creative Activities
- Nevada Regents' Award for Research
- Nevada Regents' Award for Teaching
- Nevada Regents' Academic Advisor Award
- Nevada Regents' Scholar Award

The Regents' Awards are formally presented at campus honors/awards convocations and receptions each Spring.

1. REGENTS' CREATIVE ACTIVITIES AWARD

The Nevada Regents' Award for Creative Activities is given annually to one UCCSN faculty member with a distinguished record in creative activity. Faculty from all 8 UCCSN institutions are eligible for consideration. Although this award is intended for individuals, groups who by their collaboration have made major advances may be recognized as well. The intent is to select one individual (or group) for recognition each year. However, the selection committee may choose to send forward more than one recommendation in exceptional circumstances.

PROCESS:

- Call for Nominations:
Notification is sent annually by the Chancellor's Office to each UCCSN campus to begin the nomination process: Late August/Early September
- Nominations:
No more than three nominations are forwarded by each institution to the Vice Chancellor for Academic & Student Affairs. Each nomination must contain, and is limited to, the following:
 - ✓ Formal letter of nomination from a UCCSN employee or student, using the guidelines noted under "Criteria" below
 - ✓ Curriculum vitae containing a listing of presentations, awards, and honors
 - ✓ Supplementary materials as specified under "Criteria" below

NOTE: Each nomination submitted to the Chancellor's Office must contain 2 copies of the nomination letter, vitae, and supplementary items.

- Deadline for Nominations:
The deadline for campus nominations to be received by the Chancellor's Office is approximately Nov. 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic & Student Affairs in the annual call for nominations.

- Selection Timeline:
 - ✓ UCCSN Selection Committee formed: October
 - ✓ Campuses forward nominations to System office: late November
 - ✓ Selection Committee evaluates all nominations: December-January
 - ✓ Vice Chancellor arranges committee phone conference to select recipient: late January
 - ✓ Committee recommends 1 recipient to Regents' Academic, Research, and Student Affairs Committee: February

- Amount of Award: \$5,000

- Composition of UCCSN Selection Committee:
 - ✓ Vice Chancellor for Academic & Student Affairs (non-voting chair)
 - ✓ Research Affairs Council members (UNLV/UNR/DRI)
 - ✓ 1 creative artist from each (*usually former winner*): UNR, UNLV, and one UCCSN community college

CRITERIA FOR CREATIVE ACTIVITIES AWARD:

- Maximum Number of Nominees Per UCCSN Institution:
Three per year.

- Length of Service:
By the date of nomination, the candidate must have a cumulative 5 years of service in the UCCSN from his or her original, official start date.

- Letter of Nomination:
 - a. The nomination letter must indicate the significance, volume, and quality of the candidate's creative activity in such a way as to clarify the nominee's activities for individuals from other disciplines.
 - b. The letter must address clear evidence of the national or international stature of the candidate's creative activity. This evidence should reflect recognized evaluation in the form of critically reviewed presentations, books, and other forms of recognition (e.g., invited presentations, juried exhibitions, awards, honors). A fuller listing of these should be provided in the nominee's curriculum vitae, which must be attached to the letter of nomination.
 - c. The letter of nomination must address the candidate's continuous record of long-term creative activity.

- Supplementary Materials:
Each nomination must contain the following additional materials:
 - a. No more than 3 examples of a scholarly, creative product (e.g., music CD, art slides, videotape, audiotape, work of fiction or non-fiction, piece of artwork, etc.).
 - b. No more than 3 reviews, adjudications, or testimonials conferred by persons who audited the original work.
 - c. No more than 3 letters of support from persons knowledgeable of the nominee's qualifications.

- d. Names, addresses, and phone numbers of up to 5 persons outside of the UCCSN whom the Selection Committee can contact about the candidate's creative achievements.
- Number of Copies:
For each nomination submitted by an institution, two copies of the letter of nomination, the curriculum vitae, and the supplementary items are required. This allows reviewers in Reno and Las Vegas to access all materials in both locations.

2. REGENTS' RESEARCHER AWARD

The Nevada Regents' Researcher Award is given annually to one UCCSN faculty member at UNLV, UNR, or DRI with a distinguished record in research. Although this award is intended for individuals, groups who by their collaboration have made major advances may be recognized as well. The intent is to select one individual (or group) for recognition each year. However, the selection committee may choose to send forward more than one recommendation in exceptional circumstances.

PROCESS:

- Call for Nominations:
Notification is sent annually by Chancellor's Office to each UCCSN campus to begin nomination process: Late August/Early September
- Nominations:
No more than 3 nominations are forwarded by each institution to the Vice Chancellor for Academic & Student Affairs. Each nomination must contain, and is limited to, the following:
 - ✓ Formal letter of nomination from a UCCSN employee or student, using the guidelines noted under "Criteria" below
 - ✓ Curriculum vitae containing a listing of grants funded, presentations made at national and/or international research meetings, awards/honors, published articles, monographs, or books.
 - ✓ Supplementary materials as specified under "Criteria" below

NOTE: Each nomination submitted to the Chancellor's Office must contain 2 copies of the nomination letter, vitae, and supplementary items.
- Deadline for Nominations:
The deadline for nominations to be received by the Chancellor's Office is approximately Nov. 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic & Student Affairs in the annual call for nominations.
- Selection Timeline:
 - ✓ UCCSN Selection Committee formed: October
 - ✓ Campuses forward nominations to System office: late November
 - ✓ Selection Committee evaluates all nominations: December-January
 - ✓ Vice Chancellor arranges committee phone conference to select recipient: late January

- ✓ Committee recommends 1 recipient to Regents' Academic, Research, and Student Affairs Committee: February
- Amount of Award: \$5,000
- Composition of UCCSN Selection Committee:
 - ✓ Vice Chancellor for Academic & Student Affairs (non-voting chair)
 - ✓ Research Affairs Council members: UNLV, UNR, DRI
 - ✓ 1 Faculty researcher from each: UNLV, UNR, DRI

CRITERIA FOR RESEARCHER AWARD:

- Maximum Number of Nominees Per UCCSN Institution:
Three per year.
- Length of Service:
By the date of nomination, the candidate must have a cumulative 5 years of service in the UCCSN from his or her original, official start date.
- Letter of Nomination:
 - a. The nomination letter must indicate the significance, volume, and quality of the candidate's research in such a way as to clarify the nominee's activities for individuals from other disciplines.
 - b. The letter must address how the candidate's research or scholarly work that has brought recognition to the UCCSN.
 - c. The letter must address clear evidence of the national or international stature of the candidate's research. This evidence should reflect recognized evaluation in the form of critically reviewed papers, presentations, books, monographs, and other forms of scholarly activity or recognition (e.g., invited presentations, awards, honors). A fuller listing of these should be provided in the candidate's curriculum vitae, which must be attached to the letter of nomination.
 - d. In those disciplines where research grants and contracts are recognized as an important part of career achievement, there must be clear evidence provided in the letter of nomination that the candidate has been competitive for such grants at the national and/or international level.
 - e. The letter of nomination must address the candidate's continuous record of long-term research.
- Re-nomination:
The top 10 candidates from the previous year will no longer be automatically re-nominated (*as was the practice prior to 2002*).
- Supplementary Materials:
Each nomination must contain the following additional information:
 - a. No more than 3 examples (reprints or copies) of significant published works that the candidate feels are representative of his or her research accomplishments.
 - b. A list of grants and contracts received, indicating the project title, name of grantor, amount of grant, beginning and termination dates, and the nature of the competition for the grant.

- c. No more than 3 reviews, adjudications, or testimonials conferred by persons who audited the original work.
 - d. No more than 3 letters of support from persons knowledgeable of the nominee's qualifications.
 - e. Names, addresses, and phone numbers of up to 5 persons outside of the UCCSN whom the Selection Committee can contact about the candidate's research achievements.
- Number of Copies:
For each nomination submitted by an institution, two copies of the letter of nomination, the curriculum vitae, and the supplementary items are required. This allows reviewers in Reno and Las Vegas to access all materials in both locations.

3. REGENTS' TEACHING AWARD

The Nevada Regents' Teaching Award is given annually to faculty members with distinguished records of teaching. Two awards are granted annually. Full-time faculty who provide instruction as their primary assignment at UNLV, UNR, or NSCH – and DRI faculty who provide instruction as part of their regular assignment – are eligible for one award. Full-time faculty at CCSN, GBC, TMCC, and WNCC who provide instruction as their primary assignment will be eligible for one award. Although these awards are intended for individuals, groups who by their collaboration have made outstanding instructional contributions may be recognized as well.

PROCESS:

- Call for Nominations:
Notification is sent annually by the Chancellor's Office to each UCCSN campus to begin the nomination process: Late August/early September
- Nominations:
No more than three nominations are forwarded by each institution to the Vice Chancellor for Academic & Student Affairs. Each nomination must contain, and is limited to, the following:
 - ✓ Formal letter of nomination from a UCCSN employee or student, using the guidelines noted under "Criteria" below
 - ✓ Curriculum vitae
 - ✓ Supplementary materials as specified under "Criteria" below

NOTE: Each nomination submitted to the Chancellor's Office must contain 2 copies of the nomination letter, vitae, and supplementary items.

- Deadline for Nominations:
The deadline for nominations to be received by the Chancellor's Office is approximately Nov. 30 of each year. The exact deadline will be provided to the institutions by the Vice Chancellor for Academic & Student Affairs in the annual call for nominations.
- Selection Process:
 - ✓ UCCSN Selection Committee formed: October
 - ✓ Campuses forward nominations to System office: late November
 - ✓ Selection Committee evaluates all nominations: December-January

- ✓ Vice Chancellor arranges committee phone conference to select recipient: late January
 - ✓ Committee recommends 1 recipient to Regents' Academic, Research, and Student Affairs Committee: February
- Amount of Award: \$5,000
 - Composition of UCCSN Selection Committee (University/DRI/State College award):
 - ✓ Vice Chancellor for Academic & Student Affairs (non-voting chair)
 - ✓ 1 Academic VP or designee from each: UNLV, UNR, DRI, NSCH
 - ✓ 1 UCCSN faculty member appointed by Council of Senate Chairs
 - ✓ 1 Student body president or designee from each: UNLV, UNR, NSCH
 - Composition of UCCSN Selection Committee (Community College award)
 - ✓ Vice Chancellor for Academic & Student Affairs (non-voting chair)
 - ✓ 1 Academic VP or designee from each: CCSN, GBC, TMCC, WNCC
 - ✓ 1 Community college faculty member appointed by Council of Senate Chairs
 - ✓ 1 Student body president or designee from each: CCSN, GBC, TMCC, WNCC

CRITERIA FOR TEACHING AWARD:

- Maximum Number of Nominees Per UCCSN Institution:
Three per year.
- Length of Service:
By the date of nomination, the candidate must have a cumulative 5 years of service in the UCCSN from his or her original, official start date.
- Letter of Nomination:
 - a. The nomination letter must address how the candidate has accomplished a significant record of excellence in teaching that has brought recognition to his or her institution. A complete curriculum vitae must be attached to the letter of nomination.
 - b. The letter must address clear evidence of the candidate's:
 - Ability to communicate effectively with students, impart knowledge, and/or develop skills in a manner that excites students' interest in the subject matter as well as students' interest in furthering their educational aspirations.
 - An enthusiasm for assessing, revising, and updating instructional methods, materials and technologies; a willingness to attempt and revise innovative instructional activities through varied approaches, methods, materials, or technologies in an effort to create ongoing participatory/active learning in the classroom and move the state of instruction in a field to a new level or in new directions; a recurring effort to create learning tasks (assignments, exercises, and/or exams) that encourage critical thinking/reasoning skills.
 - An eagerness to be accessible to all students and to provide students with accurate advisement and appropriate referrals to other campus departments or to other UCCSN institutions.

- Supplementary Materials:
Each nomination must contain the following additional information:
 - a. No more than 3 recent self-evaluations and/or evaluations by the candidate's supervisor or dean.
 - b. A summary of student teaching evaluations for no more than 3 classes.
 - c. No more than 3 examples (reprints or copies) of significant works that the candidate feels are representative of his or her teaching accomplishments. Examples include, but are not limited to, course outlines/syllabi, samples of course handouts, exercises the candidate has developed, distance education materials, videotapes developed by the candidate, and samples of exams.
 - d. No more than 3 letters of support from persons knowledgeable of the nominee's qualifications.
 - e. Names and addresses of up to 5 persons, including students, whom the Selection Committee may contact regarding the candidate's effectiveness, achievements, or abilities as a teacher.

- Number of Copies:
For each nomination submitted by an institution, two copies of the letter of nomination, the curriculum vitae, and the supplementary items are required. This allows reviewers in Reno and Las Vegas to access all materials in both locations.

4. REGENTS' ACADEMIC ADVISOR AWARD

The Nevada Regents' Academic Advisor Award is given annually to faculty or staff members with distinguished records of student advisement. One award per institution will be granted annually at TMCC, WNCC, GBC, CCSN, and NSCH to a full-time member of the faculty, professional staff, or classified staff who provides undergraduate academic advisement as part of their regular assignment or who provides academic advisement as their primary assignment. Although these awards are intended for individuals, groups who by their collaboration have made outstanding contributions in academic advisement may be recognized as well.

Two awards will be granted annually at UNLV and UNR, one for undergraduate advisement and one for graduate advisement. DRI full-time faculty or professional staff who provide academic advisement to graduate students at UNLV and UNR as part of their regular assignments or who provide academic advisement as their primary assignments are eligible for the graduate award. Although these awards are intended for individuals, groups who by their collaboration have made outstanding contributions in academic advisement may be recognized as well.

PROCESS:

- Call for Nominations:
Notification is sent annually by the Chancellor's Office to each UCCSN institution to begin the nomination process: early September. **Each institution sets its own procedures for seeking nominations from within the campus. The procedures must specify a selection process, materials to be submitted, and the criteria against which nominations will be evaluated.**

- Nominations:
Formal nominations are forwarded to the person or office specified in the institutional procedures and must contain the following:
 - ✓ UCCSN Nomination Form (*see appendix to this Chancellor's Memorandum*)
 - ✓ Formal letter of nomination from a UCCSN employee or student
 - ✓ Any specific criteria or materials determined by the institution

- Deadline for Nominations:
The deadline is set by each UCCSN institution. Typically, the on-campus deadline is approximately November 1. Recommendations from the institution for this award must be forwarded to the Vice Chancellor for Academic and Students Affairs no later than the end of January.

- Selection Process (University award):
 - ✓ Each institution publishes a call for nominations: September/October
 - ✓ Each institution establishes a selection committee: October
 - ✓ The selection committee reviews nominations and recommends 1 undergraduate advisor recipient and 1 graduate advisor recipient per institution to the president or designee.
 - ✓ The president forwards the institution's recipients to the Vice Chancellor for Academic & Student Affairs: end of January
 - ✓ The Vice Chancellor forwards the institutions' nominations to the Regents' Academic, Research, and Student Affairs Committee for final approval: February

- Selection Process (Community College & State College awards):
 - ✓ Each institution publishes a call for nominations: September/October
 - ✓ Each institution establishes a selection committee: October
 - ✓ The selection committee reviews nominations and recommends 1 undergraduate advisor recipient per institution to the president or designee.
 - ✓ The president forwards the institution's recipient to the Vice Chancellor for Academic & Student Affairs: end of January
 - ✓ The Vice Chancellor forwards the institutions' nominations to the Regents' Academic, Research, and Student Affairs Committee for final approval: February

- Composition of Institutional Selection Committee:
The size and composition of the selection committee is determined by each institution but should minimally be composed of faculty, students, and administrative staff familiar with advising.

- Amount of Award:
 - \$5,000 per recipient for university award
 - \$2,500 per recipient for state college award
 - \$2,500 per recipient for community college award

CRITERIA FOR ADVISING AWARD:

Each UCCSN institution sets its own procedures and criteria for the Nevada Regents' Academic Advising Award. The institutional procedures should address the composition of the selection committee, the length of service required for nominees, what the letter of nomination should contain, the degree and quantity of supplementary materials to be submitted, the number of letters of support permitted, and whether interviews with finalists will be conducted. The criteria

and supplementary materials specified by each institution should be in keeping with the overall intent of the award, which is to honor employees with demonstrable records of distinguished student advisement.

5. REGENTS' SCHOLAR AWARD

The Nevada Regents' Scholar Award is given annually to an undergraduate student from each university, state college, and community college and to a graduate student at each of the universities within the University and Community College System of Nevada. The awards are given as follows:

Community colleges – one student each year.

State college – one student each year.

Universities – one undergraduate and one graduate student each year.

Awards are to be based upon distinguished academic accomplishments, leadership ability, and service contributions while a registered student, as well as for the recipient's potential for continued success.

PROCESS:

- Call for Nominations:
Notification is sent annually by the Chancellor's Office to each UCCSN institution to begin the nomination process: early September. **Each institution sets its own procedures for seeking nominations from within the campus. The procedures must specify a selection process, materials to be submitted, and the criteria against which nominations will be evaluated.**
- Nominations:
Formal nominations are forwarded to the person or office specified in the institutional procedures and must contain the following:
 - ✓ UCCSN Nomination Form (*see appendix to this Chancellor's Memorandum*)
 - ✓ Formal letter of nomination from a UCCSN employee or student
 - ✓ Any specific criteria or materials determined by the campus
- Deadline for Nominations:
The deadline is set by each UCCSN institution. Typically, the on-campus deadline is approximately November 1. Recommendations from the institution for this award must be forwarded to the Vice Chancellor for Academic and Students Affairs no later than the end of January.
- Selection Process (University award):
 - ✓ Each institution publishes a call for nominations: September/October
 - ✓ Each institution establishes a selection committee: October
 - ✓ The selection committee reviews nominations and recommends 1 undergraduate student recipient and 1 graduate student recipient per institution to the president or designee.
 - ✓ The president forwards the institution's recipients to the Vice Chancellor for Academic & Student Affairs: end of January

- ✓ The Vice Chancellor forwards the institutions' nominations to the Regents' Academic, Research, and Student Affairs Committee for final approval: February
- Selection Process (Community College & State College awards):
 - ✓ Each institution publishes a call for nominations: September/October
 - ✓ Each institution establishes a selection committee: October
 - ✓ The selection committee reviews nominations and recommends 1 undergraduate student recipient per institution to the president or designee
 - ✓ The president forwards the institution's recipient to the Vice Chancellor for Academic & Student Affairs: end of January
 - ✓ The Vice Chancellor forwards the institutions' nominations to the Regents' Academic, Research, and Student Affairs Committee for final approval: February
- Composition of Institutional Selection Committee:
The size and composition of the selection committee is determined by each institution but should minimally be composed of faculty, student services administrative staff, and students.
- Amount of Award:
 - \$5,000 per recipient for university award
 - \$5,000 per recipient for state college award
 - \$5,000 per recipient for community college award

CRITERIA FOR SCHOLAR AWARD:

- Eligibility:
 - a. Nominees must be currently enrolled in no fewer than 9 undergraduate credits or 6 graduate credits in the semester in which they are nominated.
 - b. Community college nominees must have completed no fewer than 30 credit hours at the community college level prior to the semester in which they are nominated.
 - c. State college nominees must have completed no fewer than 45 credit hours at the state college level prior to the semester in which they are nominated.
 - d. University undergraduate student nominees must have completed a minimum of 62 total credit hours within UCCSN institutions prior to the semester in which they are nominated. University graduate student nominees must have been accepted to graduate standing prior to the semester in which they are nominated.
 - e. Leadership and service accomplishments must have occurred while the nominee is a registered UCCSN student.
 - f. Nominations must be submitted by an academic or administrative faculty member.
- Selection Process:
Each UCCSN institution sets its own procedures and may set additional criteria for the Nevada Regents' Scholar Award. The institutional procedures should address the composition of the selection committee; appropriate weights to be given to the nominees' academic, leadership and service contributions; what the letter of nomination

should contain to demonstrate the nominees' academic and leadership abilities; the degree and quantity of supplementary materials to be submitted; the number of letters of support permitted; and whether interviews with finalists will be conducted. The criteria and supplementary materials specified by each institution should be in keeping with the overall intent of the award, which is to honor students with distinguished academic accomplishments, on- and off-campus leadership and service contributions, and potential for continued success.

6. REGENTS' AWARDS COST-SHARING PER INSTITUTION FOR CASH STIPENDS

Each UCCSN campus shares the costs of funding the Regents' Awards – with the exception of the Scholar Award, which is funded 100% by System Administration (Regents Account), and the Advisor Award, which is funded 50% by System Administration (Regents Account). Per the cost-sharing table below, each campus provides a check for the institution's share of the awards to the attention of Terry Cabauatan at the System Administration office in Reno no later than the last business day of March each year. The check should be made payable to Board of Regents. NOTE: The institutions *do not* produce award checks for individual recipients.

The chart is effective as of the 2002-2003 academic year, but cost-sharing amounts will be revised in the future as Nevada State College begins participating in the awards.

Award	CCSN	GBC	TMCC	WNCC	NSCH*	UNLV**	UNR**	DRI**
Teaching (univ./state college/DRI)						\$5,000	\$0	\$0
Teaching (community college)	\$1,250	\$1,250	\$1,250	\$1,250				
Researcher						\$0	\$0	\$5,000
Creative Activity						\$0	\$5,000	
Academic Advisor ¹	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250*	\$5,000	\$5,000	
Scholar ²	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$2,500	\$2,500	\$2,500	\$2,500	\$1,250*	\$10,000	\$10,000	\$5,000

¹One-half of each Advisor Award stipend is funded by the institution and one-half by System Administration – Regents Account (NOTE: two awards are given per university campus).

²Scholar Award stipends are fully funded by System Administration – Regents Account.

* Nevada State College will not be assessed until the year in which the institution begins participating in the Regents Awards.

**UNLV, UNR, and DRI equally split the costs of three awards: Teaching, Researcher, and Creative Activity.

7. CAMPUS RESPONSIBILITY FOR AWARD WINNERS

In order to produce the award checks and to forward the final recommendations to the Regents' Academic, Research, and Student Affairs Committee, certain pieces of information are needed from the institutions.

1. For Teaching Award, Researcher Award, Creative Activities Award:
The institution employing the recommended recipient(s) provides the following information to the Vice Chancellor for Academic & Student Affairs:
 - Full Name
 - Nickname (if person goes by another name)
 - Title
 - Social Security Number
 - Mailing Address

2. For Academic Advisor Awards and Scholar Awards:
Each institution provides the following information to the Vice Chancellor for Academic & Student Affairs for their campus recipients:
 - Completed UCCSN Nomination Form
 - Social Security Number
 - 2-3 paragraphs of text stating why each recipient was selected

8. SYSTEM ADMINISTRATION RESPONSIBILITY FOR AWARD WINNERS

1. Forward names of all recipients and supporting information to Board of Regents Office for inclusion in ARSA Committee and Regents agenda (Terry Cabauatan)
2. Order stipend checks for total gross amount per award (Terry Cabauatan processes all checks EXCEPT Scholar Award. Fini Dobyms handles check for Scholar Award.)
3. Draft congratulatory letter to all recipients from the Board Chair (External Relations staff)
4. Draft acknowledgement letters to semi-finalists for Teaching, Research, and Creative Activities awards (Academic Affairs staff)
5. Notify campuses to present Regents' awards at Spring honors/awards convocations and receptions (External Relations staff).

**UCCSN NOMINATION FORM
FOR
REGENTS' ACADEMIC ADVISOR AWARD
AND
REGENTS' SCHOLAR AWARD**

TYPE OR PRINT ALL RESPONSES

UCCSN INSTITUTION _____ ACADEMIC YEAR _____

FULL NAME OF NOMINEE _____

NICKNAME (IF PERSON GOES BY ANOTHER NAME) _____

TITLE (IF UCCSN EMPLOYEE) _____

CLASS STANDING & ACADEMIC MAJOR (IF UCCSN STUDENT) _____

MAILING ADDRESS _____
Street Address

City / State / Zip Code

HOME PHONE NUMBER _____ WORK/SCHOOL PHONE NUMBER _____
(IF APPLICABLE)

NOTE:
THIS FORM MUST BE ACCOMPANIED BY A LETTER OF NOMINATION AND ANY SUPPLEMENTARY MATERIALS REQUIRED BY THE INSTITUTION FOR CONSIDERATION FOR THESE AWARDS.

Section 20. AIDS Guidelines

1. The University and Community College System of Nevada, in order to address the personal, administrative, medical, and legal problems associated with the Acquired Immune Deficiency Syndrome (AIDS), has established the following guidelines. These are intended to provide direction for our institutions when dealing with the disease of AIDS and AIDS-related issues.
2. The primary response of University and Community College System of Nevada institutions to AIDS should be increasing awareness and education - for students, employees, faculty, and others. Effective education based upon the best currently available information will aid in preventing the spread of the disease.
3. Individuals will not be required to undergo screening for AIDS as a condition of enrollment, employment, or financial services. Faculty, students, and staff who are diagnosed as having AIDS, AIDS-related complex, or a positive antibody test and who are otherwise qualified should be afforded normal classroom attendance, working conditions, student housing, benefits, and participation in curricular and extracurricular activities in an unrestricted manner, as long as they are physically and psychologically able to do so. Decisions regarding such individuals will be made on a case-by-case basis, taking into account the individual's behavior and physical condition.
4. The American College Health Association special report entitled AIDS on the College Campus contains guidelines based upon current knowledge of AIDS-related issues. It is suggested UCCSN institutions refer to this report for guidance in addressing local needs.
5. It is also recommended that the Center for Disease Control guidelines be used to insure safety of students, staff, and faculty handling human blood, blood products, and other body secretions.
6. Each UCCSN institution will establish procedures to respond to AIDS-related concerns, as well as to public inquiries.
7. These guidelines will be revised as necessary, in response to the release of new scientific information. (B/R 6/88)

Sections 21-28.

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**UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
PROCEDURES AND GUIDELINES MANUAL**

CHAPTER 2

For ease in reference, the following sections correspond directly with the respective chapter and section of Board policy codified in the Handbook.

Section 1.

Intentionally blank.

Section 2. Appointments and Vacancies of System Officers

1. When a vacancy shall occur in the offices of Chancellor or President of a member institution:
 - a. In the case of a vacancy in the office of a President of a member institution, the Chancellor shall prepare the advertisement for the position, a timeline for the search and a budget for the search according to Regents' policy;
 - b. In the case of a vacancy in the office of the Chancellor, the Search Committee shall prepare, with the assistance of the Chancellor's Office, an advertisement for the position, a timeline for the search, and a budget for the search according to Regents' policy; (B/R 3/04)
 - c. In the case of a vacancy in the office of a President of a member institution, the Chairman of the Board of Regents in consultation with the Chancellor shall prepare a recommendation to the Board of Regents for an acting President of a member institution pending the outcome of the search; (B/R 3/04)
 - d. In the case of a vacancy in the office of Chancellor, the Chairman of the Board of Regents shall present a recommendation to the Board of Regents for an acting Chancellor. (B/R 3/04)
2. Resignations from the office of Chancellor or President of a member institution shall be addressed to the Chairman of the Board of Regents. After consultation with the other members of the Board and the Chancellor, the Chairman of the Board of Regents shall accept such resignations. The acceptance of a resignation must be in writing. (B/R 3/04)

3. The Chancellor shall notify the Board of Regents of a vacancy in the office of the President of a member institution in cases where the vacancy is caused by other than a resignation. The Chairman of the Board of Regents shall notify the other members of the Board of a vacancy in the office of Chancellor in cases where the vacancy is caused by other than a resignation. (B/R 3/04)

(B/R 6/84)

Section 3.

Intentionally blank.

Section 4. Executive Evaluations

1. ANNUAL EVALUATION OF UCCSN PRESIDENTS *(Board Approved 10/03)*

The purpose of the annual evaluation is to provide ongoing, constructive feedback so that presidents may know how the Chancellor and the Board views their areas of strength as well as areas that may be improved upon. It also provides an opportunity for the President and Chancellor to discuss personal and institutional goals for the next evaluation period.

- 1) The President writes an annual confidential Self-Evaluation Report, addressing the topics contained in the Regents' format (below). The timeframe for the annual self-report shall be the prior calendar year. If the self-report is bound, one extra loose-leaf copy should be provided.
- 2) The Chancellor reviews the President's self-evaluation, solicits input from the Regents, and prepares a confidential written evaluation assessing the president's performance against the goals set for the prior calendar year. The emphasis of the annual evaluation shall be on an analysis of areas for future focus and improvement.
- 3) The Chancellor meets with the President to review the written evaluation and to agree on 5-10 personal and institutional goals for the following evaluation period.
- 4) The Chancellor provides a confidential summary of the evaluation findings and the new evaluation goals to the Board of Regents. A closed personnel session will be scheduled with the Board to discuss the findings of the annual review. The president will discuss his or her goals for the next year in an open meeting of the Board of Regents.
- 5) A copy of the written evaluation, signed by both the Chancellor and President, is retained in the president's personnel file, along with a copy of the President's annual self-evaluation report.

FORMAT & CRITERIA FOR SELF-EVALUATION REPORT

The following format and evaluation criteria are based on principles developed by the Association of Governing Boards for formative reviews.

GOALS AND ACHIEVEMENTS

- 1) Discuss the goals you set for yourself and your institution last year along with a description of your efforts to meet them.
- 2) Discuss any other personal and institutional achievements that you, your senior management team, or your faculty are especially pleased to have accomplished. Include achievement in meeting institutional goals for the upward mobility of underrepresented groups (faculty, staff, and students).
- 3) Discuss any disappointments, frustrations, or problems you may have experienced during the past year, especially those that are likely to persist.
- 4) Discuss in a thoughtful way your relationships with the Board of Regents; your faculty, staff, students, alumni, and community leaders; and any other appropriate stakeholders or organizations.

CHALLENGES AND OPPORTUNITIES

- 1) Outline your institution's principal challenges and opportunities as you see them.
- 2) List 5-10 evaluation goals you propose for yourself and your institution for the next year. These goals should focus on, but are not limited to, meeting institutional and System-wide strategic goals in the following areas:

Academic Administration
Academic Advancement
Budgetary and Personnel Management
Access and Diversity
Research and Workforce Development
Internal Communication, External Relations and Fund-raising

- 3) Provide any other thoughts, ambitions, or plans you have as president.

OTHER

- 1) Attach any other information or materials that will help assess your institution's achievements and progress over the past year or so.
- 2) If you wish, discuss your desires or plans for professional growth.

2. PERIODIC EVALUATION OF UCCSN PRESIDENTS *(Board Approved 10/03)*

A comprehensive, periodic assessment of the performance of each president in 8 key areas will be conducted in the next-to-last year of each contract period. The purpose of the periodic evaluation is to provide constructive feedback on measurable performance criteria assessed over a period of time so that presidents may know how colleagues, Regents, and key leaders in the community view their efforts, including areas of strength as well as areas that may need improvement.

- 1) The President being evaluated prepares a confidential, written self-evaluation based upon the 8 areas of evaluation. The self-evaluation is submitted to the Chancellor and provided to the Evaluation Committee.

- 2) An Evaluation Committee comprised of 6 persons with knowledge and experience in higher education is appointed by the Board Chair in consultation with the Chancellor.
- 3) The chair of the Evaluation Committee will be from outside the UCCSN and will be a senior-level person who has extensive experience in higher education and has knowledge of the type of institution involved. The president being evaluated shall be permitted to submit a list of potential individuals to the Chancellor for consideration. The Chancellor shall contact potential committee chairs and recommend an appointment to the Board Chair.
- 4) In addition to the Evaluation Committee chair, three members of the Evaluation Committee will be selected from members of the Board of Regents and two members will represent the institution's community (e.g., Foundation Board member, Alumni Association Board member, local business leader).
- 5) In advance of the evaluation, the Evaluation Committee chair, the Chancellor, and President may discuss the details of the evaluation and any issues that may be raised during the process.
- 6) The evaluation committee will conduct confidential interviews with a wide variety of individuals knowledgeable about the president's work. Normally, the committee will spend approximately two days at the institution to conduct interviews. Appropriate accommodations will be made for conducting interviews at institutions with multiple campus sites.
- 7) The president being evaluated shall be permitted to submit a list of potential interviewees to the Chancellor for consideration by the Evaluation Committee. This shall normally consist of individuals external to the institution who may provide knowledgeable input about the president's performance.
- 8) The Evaluation Committee will interview a representative sample of vice presidents, deans, academic and administrative department heads, faculty, students, and community and alumni leaders. Those being interviewed will be assured that their responses will remain confidential and that a composite of responses will be made available to the Regents and the President.
- 9) Prior to conducting confidential interviews with institution constituents, the Evaluation Committee will meet with the President for the purpose of reviewing strategic plans, goals, objectives, resource allocation policies, major challenges and successes, and his/her own assessment of the interval being appraised.
- 10) The Evaluation Committee's function will be as fact-finding consultants in order to document presidential strengths in the 8 areas of evaluation and to document areas for future focus and improvement.
- 11) The Evaluation Committee will meet following the interview process and prepare a draft report from interview notes.

- 12) Prior to the end of the evaluation visit, the Evaluation Committee will meet with the President and the Chancellor to review the preliminary results and to follow-up on any questions that may remain.
- 13) The Evaluation Committee Chair will draft a final report for committee members' review and revision. A final, confidential report will be mailed to the Chancellor for transmittal to the Board of Regents and the President, along with a copy of the President's self-evaluation.
- 14) As soon as practical after the submission of the final evaluation report, the Evaluation Committee Chair and the President will participate in a closed personnel session with the Board of Regents and Chancellor to review the findings of the periodic evaluation.
- 15) At the conclusion of the periodic evaluation process, the Board Chair may recommend contract terms and conditions for approval by the Board of Regents.
- 16) A copy of the Evaluation Committee's report and a copy of the President's self-evaluation are retained in the President's personnel file.

3. PERFORMANCE CRITERIA FOR PERIODIC EVALUATION OF UCCSN PRESIDENTS

(Board Approved 10/03)

BUDGETARY MATTERS & FISCAL MANAGEMENT

- a) Evidence of sound fiscal management, including the ability to address budgetary matters in a way that achieves a more efficient and effective use of resources.
- b) Ability to allocate fiscal resources in a manner that is conducive to achieving institutional goals and objectives.
- c) Ability to comprehend and evaluate fiscal and budgetary matters.
- d) Ability to attract funds for the institution.

ACADEMIC ADMINISTRATION & ACADEMIC PLANNING

- a) Existence of well developed and widely understood institutional goals and objectives.
- b) Ability to link planning, resource allocation, and evaluation functions and quality of judgment demonstrated in establishing priority in those areas.
- c) Existence of a good academic program review procedure designed to serve as a basis for staff allocation and budgetary support, the evaluation of the quality of instruction, and to assist in college's institutional goals and objectives.
- d) Ability to initiate curricular change in response to student and societal interests and needs.
- e) Awareness of educational ideas, trends, and innovations.

STUDENT AFFAIRS

- a) Evidence of formal and informal mechanisms for involving students in decision making.
- b) Evidence of effective recruitment, admission, counseling, and placement programs.
- c) Evidence of effective student retention efforts.
- d) Ability to relate to students as individuals and groups.

- e) Evidence of sensitivity on the part of the President to individual differences and tolerance of and respect for such differences.

PERSONNEL MANAGEMENT

- a) Evidence of ability to relate to faculty and staff within a particular governance structure of the institution.
- b) Effectiveness in forming, developing, and supervising and administrative network for making and implementing policies.
- c) Evidence of the President's commitment to make personnel changes when those changes are necessary to further enhance the effectiveness of the institution.
- d) Evidence of ability to select strong subordinates.
- e) Ability of the President to have trust and confidence in subordinates.
- f) Evidence of ability to seek and use counsel of immediate subordinates.
- g) Ability to determine those issues which are the proper responsibility of subordinates and those that require the action of the President.
- h) Evidence of ability to delegate responsibility to subordinate managers and to support them in carrying out responsibilities.
- i) Evidence of success in meeting institutional goals for hiring, mentoring, and promoting opportunities for the upward mobility of underrepresented groups (faculty, staff, and students).
- j) Evidence of ongoing procedure for evaluation of other members of the institutional management team.

DECISION MAKING AND PROBLEM SOLVING

- a) Ability to assume responsibility for decisions.
- b) Sensitivity to individuals affected by decisions.
- c) Ability to deal with reaction to unpopular decisions.
- d) Ability to identify and analyze problems and issues confronting the institution.
- e) Ability to identify potential areas of conflict.
- f) Ability to comprehend the inter-related nature of such factors as budgeting, curriculum, social and political realities, group interests and pressures, laws and rules and regulations having implications for the management of the institution.
- g) Ability to initiate new ideas and change.
- h) Ability to make decisions in critical situations and to handle crisis.
- i) Ability to communicate ideas, information, and resources for decisions.
- j) Awareness of implications in decisions.
- k) Ability to re-evaluate and if necessary retract decisions.
- l) Where appropriate ability to involve institutional groups and individuals in support of decisions and in their implementation.
- m) Ability to surmount personal criticism.

EXTERNAL RELATIONS AND FUND-RAISING

- a) Ability to relate to and communicate with the community in which the institution is located.
- b) Evidence of an active alumni program.
- c) Evidence of an active fund-raising program.
- d) Ability to meet the social obligations of a President.

- e) Ability to work with other executive officers in the System.
- f) Ability to understand the role of politics and government offices in higher education.
- g) Ability to relate to legislators, the governor's office, other state and federal agencies, and with other public officials on matters affecting the institution.
- h) Ability to represent the institution to its various publics.
- i) Evidence of leadership and involvement in the community (e.g., service on boards and committees).

RELATIONSHIP TO THE BOARD

- a) Effectiveness in keeping the Board of Regents informed of all relevant issues affecting or having bearing on managerial policies of the institution.
- b) Effectiveness in keeping the Board of Regents abreast of local, state, and regional affairs affecting the institution.
- c) Ability to identify for the Regents the problems confronting the institution and to assess alternate solutions and to recommend appropriate action.
- d) Ability to carry out duties which has been or may be delegated or assigned to the President by the Board.
- e) Ability to review and analyze budgetary problems and to make effective presentations on the same to the Board.

PROGRESS TOWARD MASTER PLAN GOALS

- a) Evidence of progress toward meeting the Board's goal of increasing institutional quality through measurable improvements in:
 - (a) Student preparation and achievement
 - (b) Student assessment
 - (c) Academic programs and accreditation
 - (d) Capture rates
 - (e) Retention rates
- b) Implementation of programs, courses, and services to meet the needs of working adults and under-represented groups.
- c) Evidence of collaboration with other UCCSN institutions on academic programs, services, and facilities.
- d) Evidence of progress toward meeting the Board's goal of increasing efficiency through improvements in:
 - (1) Cost-saving measures
 - (2) Reallocation of resources to areas of high need
 - (3) Collaborative partnerships with other UCCSN institutions and with external partners
 - (4) Space utilization
- e) Evidence of progress toward meeting the Board's goal of enhancing the economic development of the State of Nevada through:
 - (1) Federal research grants and contracts
 - (2) Workforce development projects and partnerships
 - (3) Collaborations with private sector businesses

- (4) Increasing the number of graduates in skilled and high-demand fields
- f) Evidence of progress toward meeting the Board's goal of increasing student access through improvements in the number and quality of:
 - (1) Undergraduate and graduate enrollments
 - (2) Minority enrollments

4. CRITERIA FOR THE ANNUAL AND PERIODIC EVALUATION OF THE CHANCELLOR *(Board Approved 10/03)*

A. INTRODUCTION

The principles for the evaluation of the Chancellor are similar to those for evaluating presidents. However, they differ in that the Chancellor is the chief executive of the UCCSN and is directly accountable to the Board of Regents. It follows, therefore, that the Chancellor's evaluation must be conducted by the Board.

B. SCOPE & FREQUENCY

The Chair of the Board of Regents is responsible for conducting two kinds of ongoing performance evaluation of the Chancellor:

1. an Annual Evaluation conducted by the Chair of the Board and
2. an extensive Periodic Evaluation to be conducted in the next-to-last year of each contract period by an Evaluation Committee of the Board.

In both instances, the Chair may be assisted by the Vice Chair as needed.

C. ANNUAL EVALUATION

The Chair of the Board of Regents is responsible for conducting the annual evaluation of the Chancellor and, in consultation with other members of the Board, will establish a performance program for the Chancellor for the upcoming year. The review will be based upon:

1. A progress report and self-evaluation by the Chancellor;
2. Invited input from individual Regents, institution presidents, and senior System staff reporting to the Chancellor; and
3. Extensive personal consultation between the Board Chair and the Chancellor.

The purpose of the annual evaluation is to identify the Chancellor's accomplishments and deficiencies during the past year, areas which may need special attention during the coming year, and to discuss his or her performance objectives for the coming year in light of the Board's priorities.

Procedure

An outline of the process to be used in conducting the annual evaluation of the Chancellor is as follows:

1. The Chancellor will prepare a self-evaluation report based on the Board's performance areas of review (Appendix I) and forward it to members of the Board of Regents.
2. The Chair will consult with other Board members, institution presidents, and senior system staff using the performance areas for review identified in Appendix I.
3. The Chair of the Board will prepare a confidential written report to the Board. The Board will meet in a closed personnel session with the Chancellor to discuss the contents of the report and other matters believed pertinent to the Chancellor's evaluation.
4. A copy of the written evaluation, signed by both the Board Chair and the Chancellor, is retained in the Chancellor's personnel file, along with a copy of the Chancellor's annual self-evaluation report.

D. PERIODIC EVALUATION

Prior to the final year of a Chancellor's multi-year contract, the Chair of the Board will convene an Evaluation Committee to conduct a more in-depth evaluation of the Chancellor's performance.

The Evaluation Committee shall consist of up to six members, including the Chair, Vice Chair, and immediate past Chair. Additional members may be appointed by the Chair. The Board may elect to engage the services of an external consultant to assist the Evaluation Committee in its work.

The purposes of the periodic evaluation are:

1. To give an expanded group of constituencies an opportunity to learn of the Chancellor's sense of progress and to provide their views regarding his/her performance; and
2. To give the full Board an appraisal of the Chancellor's performance in light of the UCCSN's progress.

Procedure

An outline of the process to be used in conducting the periodic evaluation of the Chancellor is as follows:

1. The Chancellor will write a retrospective report describing his/her view of accomplishments, set-backs, deficiencies, strengths and weakness, and areas that need improving. This report should address:
 - a. The performance areas outlined in the Board of Regents Bylaws and in Appendix I of this performance evaluation policy, and
 - b. The annual performance program since the last periodic evaluation.
2. The Chancellor's retrospective report will be sent to major constituencies for their review and comment. The constituencies may include, but are not limited to, Regents, Vice Chancellors, other System executive staff and directors,

Presidents, Faculty Senate Chairs, Student Body Presidents, Legislators, and members of the Governor's staff.

3. The Evaluation Committee will conduct focused interviews with a representative sample of major constituencies on the contents of the Chancellor's retrospective report and their assessment of the Chancellor's performance in the areas identified for review (Appendix I).
4. The Evaluation Committee will prepare a confidential written report to the Board. The Board will meet in a closed personnel session with the Chancellor to discuss the contents of the report and other matters believed pertinent to the Chancellor's evaluation.
5. A copy of the written evaluation, signed by both the Board Chair and the Chancellor, is retained in the Chancellor's personnel file, along with a copy of the Chancellor's annual self-evaluation report.

E. PRINCIPLES OF THE PERIODIC EVALUATION

1. The responsibility for evaluating the performance of the Chancellor rests with the Board of Regents and cannot be delegated to others.
2. The authority and responsibilities of a system Chancellor are different from those of a institution president. Therefore, a system Chancellor should be evaluated in terms of his/her performance in respect to system goals and objectives and not in terms of a model defined in terms of presidential performance expectations.
3. The Chancellor's retrospective report and the constituent interviews should constitute the primary elements of the evaluation process. The process should be open and inclusive in terms of input and consultation, while recognizing it that it not possible to involve all of the groups and individuals who may wish to provide input in the process. Input regarding the Chancellor should be authoritative, analytical, and accountable. The Evaluation Committee shall not accept anonymous materials nor will it circulate questionnaires to be completed by members of the various constituencies.

5. PERFORMANCE CRITERIA FOR EVALUATION OF THE CHANCELLOR *(Board Approved 10/03)*

- 1) Relations with the Board of Regents
- 2) Relations with UCCSN Institutions
 - a. Presidents
 - b. Faculty & Staff
 - c. Students
- 3) Relations with the Executive Branch
- 4) Relations with the Legislative Branch

- 5) Academic Program Administration and Planning
- 6) Budgetary and Fiscal Management
- 7) Personnel Administration and Management Practices
 - a. System wide responsibilities
 - b. Chancellor's Office & Related Activities
- 8) Decision Making and Problem Solving Abilities
- 9) Relations with External Communities
 - a. State
 - b. Regional
 - c. National
- 10) Implementation of UCCSN Master Plan Vision and Goals

UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
PROCEDURES AND GUIDELINES MANUAL

CHAPTER 3

For ease in reference, the following sections correspond directly with the respective chapter and section of Board policy codified in the Handbook.

Section 1-28.
Intentionally blank

Section 29. Salary Schedules

The following salary schedules are reviewed and approved by the Board of Regents:

UCCSN EXECUTIVE SALARY SCHEDULE, FY 2004-05

	<u>MINIMUM</u>	<u>MEDIAN</u>	<u>MAXIMUM</u>
<u>GRADE 1</u>	\$196,100	\$265,000	\$333,900
Chancellor University President DRI President NSC - Henderson President			
<u>GRADE 2</u>	\$127,304	\$171,866	\$216,428
Community College President Vice Chancellor			
<u>GRADE 3</u>	\$107,220	\$144,891	\$182,563
General Chief Counsel Executive Director Chief Administrative Officer Associate Vice Chancellor			

SYSTEM ADMINISTRATION SALARY SCHEDULE, FY 2004-05 - (EXCLUDING SCS)

	<u>MINIMUM</u>	<u>MEDIAN</u>	<u>MAXIMUM</u>
<u>GRADE 4</u>	\$76,833	\$103,828	\$130,823
<u>GRADE 5</u>	\$65,553	\$85,133	\$104,714
<u>GRADE 6</u>	\$50,792	\$65,964	\$81,136
<u>GRADE 7</u> (B/R 6/04)	\$40,504	\$52,602	\$64,701

EXECUTIVE SALARY SCHEDULE – UNIVERSITIES/DRI, FY 2004-05

	<u>MINIMUM</u>	<u>Q1</u>	<u>MEDIAN</u>	<u>Q3</u>	<u>MAXIMUM</u>
EXECUTIVE VP & PROVOST	\$139,750	\$177,375	\$215,000	\$252,625	\$290,250
VP ADMINISTRATION & FINANCE	117,561	149,212	180,863	212,513	244,164
VP ADMINISTRATION	101,197	128,442	155,688	182,933	210,178
VP FINANCE	103,025	130,763	158,500	186,238	213,975
VP DEVELOPMENT	126,165	160,133	194,100	228,068	262,035
VP DEV. & ALUMNI RELATIONS	126,165	160,133	194,100	228,068	262,035
VP STUDENT LIFE	103,828	131,782	159,736	187,690	215,644
VP STUDENT SERVICES	103,828	131,782	159,736	187,690	215,644
VP UNIVERSITY RELATIONS	103,844	131,802	159,760	187,718	215,676
DIRECTOR, ATHLETICS	151,868	192,755	233,643	274,531	315,418
VP MARKETING	111,793	141,891	171,990	202,088	232,186
VP RESEARCH & GRAD. STUDIES	120,770	153,285	185,800	218,315	250,830
VP TECHNOLOGY	113,815	144,458	175,100	205,743	236,385
DEAN OF:					
AGRICULTURE	117,608	149,272	180,936	212,600	244,264
BUSINESS	136,500	173,250	210,000	246,750	283,500
COOPERATIVE EXTENSION	94,380	119,790	145,200	170,610	196,020
DENTAL	132,528	168,208	203,889	239,570	275,250
EDUCATION	106,876	135,650	164,424	193,198	221,972
ENGINEERING	134,020	170,102	206,184	242,266	278,348
FINE ARTS	115,147	146,148	177,149	208,150	239,151
GRADUATE COLLEGE	97,500	123,750	150,000	176,250	202,500
HONOR'S COLLEGE	83,785	106,343	128,900	151,458	174,015
HOTEL ADMINISTRATION	136,500	173,250	210,000	246,750	283,500
HUMAN/COMMUNITY SCIENCES	99,844	126,725	153,606	180,487	207,369
JOURNALISM	112,125	142,313	172,500	202,688	232,875
LAW	136,890	173,745	210,600	247,455	284,310
LIBERAL ARTS	99,450	126,225	153,000	179,775	206,550
LIBRARIES	82,029	104,113	126,198	148,283	170,367
MEDICINE	201,338	255,544	309,750	363,956	418,163
SCIENCES	117,309	148,892	180,475	212,058	243,641
URBAN AFFAIRS	114,521	145,354	176,187	207,019	237,852

(B/R 6/04)

EXECUTIVE SALARY SCHEDULE – STATE COLLEGES, FY 2004-05

	<u>MINIMUM</u>	<u>Q1</u>	<u>MEDIAN</u>	<u>Q3</u>	<u>MAXIMUM</u>
EXECUTIVE VP & PROVOST	\$116,359	\$147,687	\$179,014	\$210,342	\$241,669
VP ADMINISTRATION & FINANCE	97,883	124,237	150,590	176,943	203,296
VP DEVELOPMENT	105,048	133,330	161,612	189,894	218,176
VP STUDENT SERVICES	86,450	109,725	133,000	156,275	179,550

(B/R 6/04)

ADMINISTRATIVE SALARY SCHEDULE – UNIVERSITIES, FY 2004-05

<u>RANGE</u>	<u>MINIMUM</u>	<u>Q1</u>	<u>MEDIAN</u>	<u>Q3</u>	<u>MAXIMUM</u>
7	\$85,393	\$108,383	\$131,374	\$154,364	\$177,355
6	68,591	87,058	105,525	123,992	142,459
5	61,966	78,650	95,333	112,016	128,700
4	48,272	61,269	74,265	87,262	100,258
3	36,799	46,706	56,614	66,521	76,429
2	34,484	43,768	53,052	62,336	71,620
1	25,335	32,156	38,978	45,799	52,620

(B/R 6/04)

NOTE: For employees subject to the Employer-Paid Retirement Plan, the amounts shown will be reduced as provided by law.

ADMINISTRATIVE SALARY SCHEDULE – STATE COLLEGES, FY 2004-05

<u>RANGE</u>	<u>MINIMUM</u>	<u>Q1</u>	<u>MEDIAN</u>	<u>Q3</u>	<u>MAXIMUM</u>
7	\$71,100	\$90,242	\$109,385	\$128,527	\$147,669
6	57,111	72,486	87,862	103,238	118,614
5	51,595	65,485	79,376	93,267	107,158
4	40,192	51,013	61,834	72,655	83,476
3	30,640	38,889	47,138	55,387	63,636
2	28,712	36,442	44,173	51,903	59,633
1	21,095	26,774	32,454	38,133	43,813

(B/R 6/04)

NOTE: For employees subject to the Employer-Paid Retirement Plan, the amounts shown will be reduced as provided by law.

ACADEMIC SALARY SCHEDULE – UNIVERSITIES, FY 2004-05

<u>RANK</u>	<u>TITLE</u>	<u>MINIMUM</u>	<u>Q1</u>	<u>MEDIAN</u>	<u>Q3</u>	<u>MAXIMUM</u>
		<u>9 MONTHS 12 MONTHS</u>	<u>9 MONTHS 12 MONTHS</u>	<u>9 MONTHS 12 MONTHS</u>	<u>9 MONTHS 12 MONTHS</u>	<u>9 MONTHS 12 MONTHS</u>
IV	PROFESSOR	\$58,513	\$74,267	\$90,020	\$105,774	\$121,527
		70,216	89,120	108,024	126,928	145,832
III	ASSOCIATE PROFESSOR	42,825	54,354	65,884	77,414	88,943
		51,390	65,225	79,061	92,896	106,732
II	ASSISTANT PROFESSOR	36,376	46,169	55,963	65,757	75,550
		43,651	55,403	67,156	78,908	90,660
I	INSTRUCTOR	29,984	38,056	46,129	54,202	62,274
		35,981	45,668	55,355	65,042	74,729

(B/R 6/04)

NOTE: For employees subject to the Employer-Paid Retirement Plan, the amounts shown will be reduced as provided by law.

ACADEMIC SALARY SCHEDULE – STATE COLLEGES, FY 2004-05

<u>RANK</u>	<u>TITLE</u>	<u>MINIMUM</u>	<u>Q1</u>	<u>MEDIAN</u>	<u>Q3</u>	<u>MAXIMUM</u>
		<u>9 MONTHS 12 MONTHS</u>	<u>9 MONTHS 12 MONTHS</u>	<u>9 MONTHS 12 MONTHS</u>	<u>9 MONTHS 12 MONTHS</u>	<u>9 MONTHS 12 MONTHS</u>
IV	PROFESSOR	\$48,719	\$61,836	\$74,953	\$88,069	\$101,186
		58,463	74,203	89,943	105,683	121,423
III	ASSOCIATE PROFESSOR	35,657	45,257	54,856	64,456	74,056
		42,788	54,308	65,828	77,348	88,867
II	ASSISTANT PROFESSOR	30,287	38,442	46,596	54,750	62,905
		36,345	46,130	55,915	65,700	75,486
I	INSTRUCTOR	24,965	31,686	38,407	45,129	51,850
		29,958	38,023	46,089	54,155	62,220

(B/R 6/04)

NOTE: For employees subject to the Employer-Paid Retirement Plan, the amounts shown will be reduced as provided by law.

COMMUNITY COLLEGE ADMINISTRATIVE SALARY SCHEDULE, FY 2004-05

<u>PROPOSED GRADE</u>	<u>MINIMUM</u>	<u>MEDIAN</u>	<u>MAXIMUM</u>
1	\$82,026	\$110,847	\$139,667
2	74,052	100,071	126,089
3	62,484	84,438	106,392
4	59,334	77,057	94,780
5	45,455	59,032	72,610
6	39,785	51,669	63,553
7	35,203	45,718	56,233
8	32,096	41,684	51,271
9	27,738	36,024	44,309
(B/R 6/04)			

FISCAL YEAR 2004-05
COMMUNITY COLLEGE ACADEMIC SALARY SCHEDULE

STEP	CATEGORY									
	ONE		TWO		THREE		FOUR		FIVE	
	INSTR	PROF*	INSTR	PROF*	INSTR	PROF*	INSTR	PROF*	INSTR	PROF*
	< B.S.		A.S. + 60 B.S.		B.S. + 30 M.S.		B.S. + 60 M.S. + 30		PH.D.	
30	54,865	56,237	60,352	61,861	68,582	70,296	76,812	78,732	82,298	84,356
29	53,527	54,865	58,880	60,352	66,909	68,582	74,938	76,812	80,291	82,298
28	52,222	53,527	57,444	58,880	65,277	66,909	73,110	74,938	78,333	80,291
27	50,948	52,222	56,043	57,444	63,685	65,277	71,327	73,110	76,422	78,333
26	49,705	50,948	54,676	56,043	62,132	63,685	69,587	71,327	74,558	76,422
25	48,493	49,705	53,342	54,676	60,616	62,132	67,890	69,587	72,740	74,558
24	47,310	48,493	52,041	53,342	59,138	60,616	66,234	67,890	70,965	72,740
23	46,156	47,310	50,772	52,041	57,695	59,138	64,619	66,234	69,235	70,965
22	45,031	46,156	49,534	50,772	56,288	57,695	63,043	64,619	67,546	69,235
21	43,932	45,031	48,326	49,534	54,915	56,288	61,505	63,043	65,898	67,546
20	42,861	43,932	47,147	48,326	53,576	54,915	60,005	61,505	64,291	65,898
19	41,815	42,861	45,997	47,147	52,269	53,576	58,542	60,005	62,723	64,291
18	40,795	41,815	44,875	45,997	50,994	52,269	57,114	58,542	61,193	62,723
17	39,800	40,795	43,781	44,875	49,751	50,994	55,721	57,114	59,701	61,193
16	38,830	39,800	42,713	43,781	48,537	49,751	54,362	55,721	58,245	59,701
15	37,883	38,830	41,671	42,713	47,353	48,537	53,036	54,362	56,824	58,245
14	36,959	37,883	40,655	41,671	46,198	47,353	51,742	53,036	55,438	56,824
13	36,057	36,959	39,663	40,655	45,072	46,198	50,480	51,742	54,086	55,438
12	35,178	36,057	38,696	39,663	43,972	45,072	49,249	50,480	52,767	54,086
11	34,320	35,178	37,752	38,696	42,900	43,972	48,048	49,249	51,480	52,767
10	33,483	34,320	36,831	37,752	41,853	42,900	46,876	48,048	50,224	51,480
9	32,666	33,483	35,933	36,831	40,833	41,853	45,733	46,876	48,999	50,224
8	31,869	32,666	35,056	35,933	39,837	40,833	44,617	45,733	47,804	48,999
7	31,092	31,869	34,201	35,056	38,865	39,837	43,529	44,617	46,638	47,804
6	30,334	31,092	33,367	34,201	37,917	38,865	42,467	43,529	45,501	46,638
5	29,594	30,334	32,553	33,367	36,992	37,917	41,431	42,467	44,391	45,501
4	28,872	29,594	31,759	32,553	36,090	36,992	40,421	41,431	43,308	44,391
3	28,168	28,872	30,985	31,759	35,210	36,090	39,435	40,421	42,252	43,308
2	27,481	28,168	30,229	30,985	34,351	35,210	38,473	39,435	41,221	42,252
1	26,811	27,481	29,492	30,229	33,513	34,351	37,535	38,473	40,216	41,221
0	26,157	26,811	28,772	29,492	32,696	33,513	36,619	37,535	39,235	40,216

***NOTE:** Some tenured faculty will have other titles as provided in UCCSN Code, Title 2, Chapter 5, Section 5.10.2.

(B/R 6/04)

COMMUNITY COLLEGE FACULTY SALARY PLAN

(2.5 percent merit schedule)

Placement Categories Based on Academic Preparation

STEPS	1	2	3	4	5
30	2.0976	2.3073	2.6220	2.9366	3.1463
29	2.0464	2.2510	2.5580	2.8650	3.0696
28	1.9965	2.1961	2.4956	2.7951	2.9947
27	1.9478	2.1426	2.4348	2.7269	2.9217
26	1.9003	2.0903	2.3754	2.6604	2.8504
25	1.8539	2.0393	2.3174	2.5955	2.7809
24	1.8087	1.9896	2.2609	2.5322	2.7131
23	1.7646	1.9411	2.2058	2.4705	2.6469
22	1.7216	1.8937	2.1520	2.4102	2.5824
21	1.6796	1.8475	2.0995	2.3514	2.5194
20	1.6386	1.8025	2.0483	2.2941	2.4579
19	1.5987	1.7585	1.9983	2.2381	2.398
18	1.5597	1.7156	1.9496	2.1835	2.3395
17	1.5216	1.6738	1.9020	2.1303	2.2824
16	1.4845	1.6330	1.8556	2.0783	2.2268
15	1.4483	1.5931	1.8104	2.0276	2.1724
14	1.4130	1.5543	1.7662	1.9782	2.1195
13	1.3785	1.5164	1.7231	1.9299	2.0678
12	1.3449	1.4794	1.6811	1.8828	2.0173
11	1.3121	1.4433	1.6401	1.8369	1.9681
10	1.2801	1.4081	1.6001	1.7921	1.9201
9	1.2489	1.3737	1.5611	1.7484	1.8733
8	1.2184	1.3402	1.5230	1.7058	1.8276
7	1.1887	1.3076	1.4859	1.6642	1.7830
6	1.1597	1.2757	1.4496	1.6236	1.7395
5	1.1314	1.2445	1.4143	1.5840	1.6971
4	1.1038	1.2142	1.3798	1.5453	1.6557
3	1.0769	1.1846	1.3461	1.5076	1.6153
2	1.0506	1.1557	1.3133	1.4709	1.5759
1	1.0250	1.1275	1.2813	1.4350	1.5375
COLUMN INCREMENTS: (B/R 8/00)	1.0000	1.1000	1.2500	1.4000	1.5000

Section 30. Community College Academic Salary Schedule

1. Steps and Columns

Steps on the salary schedule normally correspond to the faculty member's years of experience and annual evaluation. Exceptions are allowed only under the provisions stated for Initial Placement in paragraph 4 of this section. The columns on the salary schedule correspond to the faculty member's academic preparation as noted below.

- Column 1 Less than a Bachelors degree.
- Column 2 Bachelors degree or Associates plus approved contact hours of occupationally related discipline¹, or Associates plus 60 upper level credit hours in an approved instructional field(s).
- Column 3 Masters degree or a Bachelors degree plus approved contact hours of occupationally related discipline, or a Bachelors degree plus 30 graduate credits in an approved instructional field(s).
- Column 4 Masters degree with a minimum of 60 graduate credits in an approved instructional field(s), or equivalency or a Bachelors degree plus approved contact hours of occupationally related discipline, or a Bachelors degree plus 60 graduate credits or equivalency in an approved instructional field(s).
- Column 5 Earned Doctorate. Equivalence can be approved by the president for a Masters degree plus approved occupational contact hours or academic credits.

2. Initial Placement

The initial placement of faculty members on the academic salary schedule shall normally be the rate of the classification based upon education and years of experience. A maximum of 10 years of experience can be counted for placement purposes.

Prior to recruitment, consideration will be given to authorizing a higher salary in order to attract an applicant with special qualifications in areas predefined as difficult to recruit or to compete with external market rates. Departments requesting a premium rate must submit an application to the human resources office prior to the initiation of recruitment. The application must provide justification and documentation subject to standards established by the System for competitive market conditions. A faculty senate variance committee and the human resources staff will review the application subject to prevailing System and institutional guidelines and make a recommendation to the president. After reviewing the recommendation, the president will make the final determination on initial salary placement prior to opening recruitment for the position. Standards for market value placement shall be reviewed on a biennial basis by the System to facilitate this process and ensure its fairness.

¹ Occupationally related discipline equivalency will be determined at each campus. The ratio of academic credit to contact hours will be 1:15.

3. Movement on the Schedule

- a. Movement from step to step on the academic salary schedule will be based upon the faculty member's annual evaluation. Each faculty member will receive one step annually if evaluated as Satisfactory or above.
- b. The movement from column to column will be based on professional advancement. Movement to a new column will be accompanied by a step increment if the criteria for the step advancement are met.
- c. Upon the awarding of tenure and promotion by the Board of Regents, faculty members who are initially placed at an appropriate step and column on the academic salary schedule will be advanced laterally to the corresponding step and column as a Community College Professor. The definition of steps and columns for Community College Professors are identical to those described in paragraph 2. Movement to the Professor column will be accompanied by a step increment if the criteria for the step advancement are met.
- d. Community college faculty who have reached the top step of their appropriate salary range may be considered for a merit increase based upon a performance evaluation in accordance with policy criteria and process as detailed in a Chancellor's Memorandum.

5. Other Salary Considerations

- a. All individuals employed on administrative faculty contracts who are eligible to receive legislatively appropriated merit and who are not on the academic faculty salary schedule will be given consideration for merit increases and will receive cost-of-living increases.
- b. All individuals employed on non-tenure track, Range 0 contracts who are eligible to receive legislatively appropriate merit and who are not on the academic faculty salary schedule will be given consideration for merit increases and will receive cost-of-living increases.
- c. Academic faculty who are required to work under calendar year contracts versus academic year contracts will negotiate additional salaries in view of their respective responsibilities and number of working days compared to the working days under an academic year contract. The factor used can vary, but will not fall below 1.2. Contracts falling between a B contract and an A contract will be developed in a similar fashion.

(B/R 3/02)

Sections 31.

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Section 32. Community College Professional Advancement Program

A. PROGRAM OUTLINE

1. Professional Advancement Approval Process for Credit Courses/Programs
 - a. Courses/programs, etc. may be used for professional advancement only with prior written administrative approval as stated in Title 4, Chapter 3, Section 28.1.
 - b. The process for approval will be developed at each institution with faculty senate input. The final decision rests with the president.
 - c. Any movement on the salary schedule can only occur consistent with the fiscal year contract. Exceptions must be approved by the president.
2. Degree Programs
 - a. The academic faculty member wishing to advance across the columns on the salary schedule by completing a bachelors, masters or doctorate degree (columns 2, 3, 4 and 5) must submit a written formal request.
 - b. Upon appropriate vice presidential/dean approval, a formal professional advancement agreement will be written. The program must identify the anticipated program and program completion date. The agreement is not valid unless the appropriate vice president/dean and the faculty member sign the agreement.
 - c. Upon successful completion of the degree program, the faculty member must submit official verification to his/her official personnel file. In the event that the degree program is not completed in the anticipated time frame, the faculty member will notify the appropriate body in writing prior to the anticipated date of completion. A review of completed work will be made by the appropriate body for consideration of movement on the schedule. Column movement will not occur without the approval of the president.
3. Credit Course Work
 - a. The academic faculty member wishing to move across the columns by completing credit course work must comply with the provisions of the Board of Regents policy. That is, column 2 requires upper level/division undergraduate credit hours, columns 3 and 4 require graduate credits. The faculty member must submit a written formal request to the appropriate body. The appropriate body will forward the recommendation to the appropriate vice president/dean. The appropriate vice president/dean will notify the faculty member of approval/non-approval within 20 working days from receipt of the application.
 - b. Upon successful completion of the agreed upon course work, the faculty member must submit official grade verification to the faculty member's official personnel file. The faculty member will not be eligible for column movement until all requirements for advancement have been met. When the approved courses total the credits required for advancement, the faculty member must notify the human resources director.

4. Professional Advancement Approval Process for Occupationally Related Courses
 - a. The academic faculty member wishing to take individual contact hour courses for advancement across the columns on the salary schedule must submit a written formal request to the appropriate body who will forward the recommendation to the appropriate vice president/dean or designee²These courses could include, but are not limited to, continuing education courses in a specific discipline and specialized workshops or institutes in which contact hours rather than credits are used to grant recognition for successful completion.
 - b. Due to the manner in which some occupationally related courses are offered, the faculty member may only have a few days or weeks between notification of offering and actual registration. Therefore, every effort must be made by all parties involved to complete this process prior to the due date for registration. When the approved courses reach the contact hours required for advancement, the faculty member must notify the human resources director in writing of that fact.
 - c. Upon successful completion of the courses, the faculty member must submit official verification to his/her official personnel file. The faculty member will not be eligible for column movement until all requirements for advancement have been met.
5. Approvals for degree programs, credit courses, continuing education and occupational courses will be filed in the faculty member's official personnel file.

(B/R 3/02)

B. PROGRAM STANDARDS/DEFINITION OF TERMS

1. Education Standards

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

2. Relevance

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

3. Equivalency

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

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

4. Occupationally-Related Courses

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

5. Official Verification

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

6. Professional Licensure

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

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

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

(B/R 3/02)

C. PROGRAM CATEGORY STANDARDS

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

1. Degree Program/Credit Courses

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

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

Column 2 Bachelors or Associates plus 60 upper level undergraduate credits.

Column 3 Masters or Bachelors plus 30 graduate credits

Column 4 Masters plus 30 graduate credits or equivalent³ or Bachelors plus 60 graduate credits or equivalent.

Column 5 Earned Doctorate

³Equivalency will be determined by the appropriate body.

2. Non-Credit/Contact Hours Course Training

a. Continuing Education

1. The equivalency for continuing education is 1:15. For every fifteen hours of continuing education, one unit of credit will be awarded. Continuing education can be in the form of workshops, institutes or other recognized educational programs.
2. All courses/workshops must meet national standards for occupational areas. Movement from one column to another beyond column two must be accomplished in blocks of 450 or 900 contact hours. Movement to:

Column 2 Associates plus 900 contact hours

Column 3 Bachelors plus 450 contact hours

Column 4 Bachelors plus 900 contact hours. Masters plus 450 contact hours.

Column 5 Special permission of President.⁴

b. On-the-Job Work Experience

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

c. Internships

1. On-the-job work experience without pay will be 1:75. For every seventy-five (75) hours of internship, one unit of credit will be awarded. All hours of internship experience must be certified by the outside agency/employer. The internship experience for the faculty member must follow the same standards and requirements established for the On-the-Job Work Experience Program.
2. Movement from one column to another beyond column two must be accomplished in blocks of 2250 or 4500 contact hours as appropriate. Movement to:

Column 2 Associates plus 4500 contact hours.

Column 3 Bachelors plus 2250 contact hours.

Column 4 Bachelors plus 4500 contact hours. Masters plus 2250 contact hours.

Column 5 Special permission of president.

(B/R 3/02)

⁴Equivalence can be approved by the president for a Masters degree plus approved occupational contact hours or academic credits.

D. APPEALS PROCESS

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

(B/R 3/02)

Section 33. Summer Term Salary Schedules

The following schedules are effective for the 2003 Summer Term: (B/R 12/02)

1. University of Nevada, Las Vegas

UNLV Faculty

Professor	\$2,100 per credit hour
Associate Professor	\$1,990
Assistant Professor	\$1,880
Lecturer	\$1,660

(B/R 1/04)

Visiting Faculty

Professor	\$1,990 per credit hour
Associate Professor	\$1,770
Assistant Professor	\$1,550
Lecturer	\$730 – 1,500
Lab Assistant	\$1,200

(B/R 1/04)

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

Pay per credit hour of individual instruction is \$73 for Undergraduate Courses and \$100.00 for Graduate Courses. (B/R 1/04)

The per-credit-hour salary is the maximum allowable. A lower amount (prorated to enrollment), when necessitated by low enrollment and when agreed to by the instructor, is permitted.

(B/R 4/01)

2. University of Nevada, Reno

- a. The following salary schedule applies to classes taught on or off-campus during the inclusive dates of Summer Session. (B/R 1/98)

Resident Faculty

Professor	\$1,800 per credit hour
Associate Professor	\$1,580
Assistant Professor	\$1,450
Lecturer	\$1,225 – 1,800
Teaching/Graduate Assistant	\$1,005

(B/R 1/03)

Visiting Faculty

Professor	\$1,435 per credit hour
Associate Professor	\$1,270
Assistant Professor	\$1,100
Lecturer	\$980 – 1,435

(B/R 1/04)

The per-credit hour salary is the maximum allowable. A lower amount is permitted when agreed to by the instructor. (B/R 1/02)

- b. Six credits is considered a full-time teaching load during the Summer Session. (B/R 1/94)
- c. Faculty teaching Recreation, Physical Education and Dance classes, or catalog-identified internship classes, will receive as salary 80% of the net fees generated by enrollments in these classes but capped by the amounts indicated in 2.a. above. Net fee is defined as the prevailing tuition minus the consolidated fee for student union, student health, and student activities. (B/R 1/94)

3. Nevada State College, Henderson

Nevada State College has a temporary summer term salary schedule in place until a permanent policy is approved. Tenure track B-contract faculty and adjunct instructors teaching in the 2004 Summer Term will be paid \$725 per credit hour.

(B/R 1/04)

4. Community College of Southern Nevada

- a. For B and B+ contract teaching faculty members:
(Note: pro-rata pay is equal to .01875 times base pay per IU.)
- c. Class size 17 or greater will result in full pro-rata pay or \$725/IU whichever is more.
 - ii. Class size of (13-16) will result in an option to teach at (\$725)/IU
 - iii. For classes with approved limited class size below (17), pro-rata pay is awarded for enrollment equal to or greater than class size.
 - iv. For classes with limited enrollments, (\$725)/IU will be awarded for one less than capacity.
 - v. The minimum class size is (13), unless on the approved list based on space, equipment, etc.

- vi. Individualized instruction per student pay may be negotiated by the Faculty member. The calculation rate will be $.08 \times \# \text{ of credits} \times \# \text{ of students}$.

Note: The (\$725)/IU rate noted above is a special incentive rate.

- b. For adjunct instructors the class enrollment minimum is (13) students and rate of pay in (\$655)/IU.
- c. For adjunct instructors teaching limited capacity sections, the minimum class size must be no lower than one less than approved capacity.
- d. If a full-time instructor's section does not make, full timers may choose to teach a section designated as an adjunct section as long as they agree to accept adjunct wages (\$655)/IU.
- e. No instructor may teach more than 8 IU's. Adjuncts may teach 8 IU's regardless of preps.

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

(B/R 4/02)

5. Great Basin College

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

(B/R 4/02)

6. Truckee Meadows Community College

- a. Faculty who teach in the summer session and are on a "B" contract during the academic year will be paid for the summer session in accordance with the following formula:
Academic year "B" contract Salary $\times .01875$
- b. Faculty who are part time during the academic year will be paid for summer teaching on a per-credit basis according to the same schedule used during the academic year; the rate for summer 2002 is \$625 per credit hour.
- c. Should enrollment in a summer class fail to produce the revenues necessary to hold the class, the president or the president's designee may, in lieu of canceling the class, negotiate and establish a mutually agreeable salary at a rate less than that provided above.
- d. Eight credits will be considered a full teaching load for the summer term.

(B/R 4/02)

7. Western Nevada Community College

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

(B/R 4/02)

Section 34. Part-Time Salary Schedules

The following schedule provides salary targets for UCCSN institutions to reach incrementally by 2007 as funding permits.

Type of Institution	Per-Credit Target
University	\$896
State College	\$851
Community College	\$806

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

Base Formula:

$$\begin{aligned} & \text{Annual entry-level University Instructor salary divided by 2} \\ & \times \text{Percent of Semester Salary based on 16-unit workload (6.25)} \\ & = \text{Per Credit Target} \end{aligned}$$

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

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

(B/R 10/03)

Sections 35-38.

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**UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
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CHAPTER 4

For ease in reference, the following sections correspond directly with the respective chapter and section of Board policy codified in the Handbook.

Sections 1-24.

Intentionally blank

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CHAPTER 5

For ease in reference, the following sections correspond directly with the respective chapter and section of Board policy codified in the Handbook.

Section 1-2.

Intentionally blank

Section 3. Limit on Teaching for Graduate Teaching Assistants

Pursuant to Board policy, Title 4, Chapter 5, Section 3, graduate teaching assistants may teach no more than two courses per semester subject to the following guidelines:

1. First year graduate assistants without prior teaching experience are to be assigned tasks to assist a professor; that is, grading papers, proctoring examinations, serving as laboratory assistants, leading discussion groups of a subdivided class. (B/R 6/85)
2. First year graduate assistants will be expected to complete, during their first year, a special teaching methods course if they are to teach during their second year. First year graduate assistants may also teach under the supervision of a professor or director while concurrently taking a teaching methods course. (B/R 8/86)
3. Second and third year graduate assistants, after evaluation by their departments, are to be allowed to teach courses following the prescribed course syllabus, in conformity with standards adopted by the department, and at a level determined by the department as appropriate for each individual.

(B/R 3/71)

Section 4-5.

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**UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
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CHAPTER 6

For ease in reference, the following sections correspond directly with the respective chapter and section of Board policy codified in the Handbook.

Sections 1-3.
Intentionally blank

**UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA
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CHAPTER 7

For ease in reference, the following sections correspond directly with the respective chapter and section of Board policy codified in the Handbook.

Sections 1-7.
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