

University of Nevada, Las Vegas
Howard R. Hughes College of Engineering

EXCOM meeting 4/21/2011

Present: Rama Venkat, David Ashley, Hal Berghel, John Minor, Henry Selvaraj, David Shields, Peter Stubberud, Mohamed Trabia, Woosoon Yim, Eric Wishart, Mindy Davitch, and Carmen Willis.

Invited: Dawn Barlow-Curtis, Brendan O'Toole.

ACTION ITEMS:

- **Annual Leave and Supervisor Responsibilities - Rama Venkat**
 - i. Annual leave reports were distributed to employee's chain of command (Supervisor/Chair-Director).
 - ii. Employee's chain of command will be responsible to inform the faculty/staff of their leave rights and obligations.
 - iii. For faculty and professional employee under A-Contract, a maximum of 48 days can be carried over from one fiscal year to the next. Annual leave that is accrued in excess of 48 days at the end of the fiscal year will be forfeited.
 - iv. Employees must turn in a leave request form if they are taking annual/sick leave.
 - v. Employees must be afforded the opportunity to take earned annual leave during the same year. Supervisors must discuss with employees the ideal situation to keep minimum annual leave (24 days or less) carried over from one fiscal year to the next.
 - vi. Payment for unused annual leave will seriously affect the college budget. PI/Department will be primarily responsible to pay the employee for unused annual leave.
- **Dr. Venkat discussed his memorandum regarding university and college expectations on faculty productivity with chairs and directors:**
 - i. Department Chairs must work on a proposal regarding rules and guidelines for course release (workload reassignment).
 - ii. Departments will submit their proposals to the college executive committee for review and approval.