DATE: December 2015
TO: UNLV Full-time, Part-time Faculty and Teaching Staff
FROM: Nancy Rapoport, Executive Vice President & Provost
RE: UNLV Policies for Faculty and all Teaching Staff - Spring 2016

As you prepare for the new term, I would like to call your attention to some of the policies and guidelines that you will find important. As noted in previous semesters, I would like to remind you that it is imperative that faculty members maintain contact/office hours, meet classes for their fully scheduled time, and give final examinations as noted below.

Please review all of these items carefully. New or updated content is in green. This memo is posted on the University Policies webpage in the Executive Vice President and Provost Policies & Forms section http://www.unlv.edu/policies, Semester Memos, UNLV Policies for Faculty and all Teaching Staff. If you have any questions, please contact Gail Griffin, gail.griffin@unlv.edu.

**ADA Accommodations** – For all faculty and staff (professional and classified) ADA accommodation determinations, please contact EEO/AA the Compliance Office, located in Flora Dungan Humanities (FDH), Room 635, (702) 895-4055. See https://www.unlv.edu/compliance/ada for additional information.

**Classroom Guidelines**
A faculty member may determine, per UNLV General Counsel, what is and is not acceptable behavior in the classroom, e.g., late arrival, use of electronic devices, visitors. Classroom occupants are at the discretion of the instructor. The faculty member should clearly communicate expectations.

**Classroom Procedures** – Faculty members are expected to:
- Hold class meetings that are consistent with the course schedule. When faculty members must miss an occasional class (e.g., for professional meetings, due to sickness, or for the observance of a religious holiday), they are expected to reschedule that class meeting or to arrange for a replacement, or provide alternative instruction or assignments (the complete Missed Classes for Teaching Staff procedures is on the University Policies webpage in the Executive Vice President and Provost Policies & Forms section http://www.unlv.edu/policies);
- Maintain a predictable number of office hours which shall be posted and the faculty shall be available to students, colleagues, and others;
- Evaluate academic performance fairly;
- Counsel students;
- Carry through with their workload commitment in accordance with UNLV, college/school, and department/unit bylaws. Faculty members should have prior approval from their supervisor before missing/rescheduling classes and/or missing other scheduled duties, with the exception of emergencies (the complete Missed Classes for Teaching Staff procedures is on the University Policies webpage in the Executive Vice President and Provost Policies & Forms section http://www.unlv.edu/policies);
- Continue their professional development; and
- Meet their obligations to the university community.

**Consensual Relationships** – UNLV prohibits romantic or sexual relationships between members of the university community when one of the individuals involved has direct professional influence or direct authority over the other. For further information, see http://www.unlv.edu/hr/policies/consensual.

**Disability Resource Center Accommodations** - Faculty compliance in collaborating with the Disability Resource Center is critical to upholding the university’s federal mandate in providing equal access to students with disabilities. If faculty believe that accommodations may fundamentally alter course requirements, such concerns must be deliberated with the DRC in a timely manner. Failure to comply with academic accommodation plans given to faculty by students may result in putting the faculty member and university at risk for litigation and may subject a faculty member to discipline under NSHE Code, Title 2, Chapter 6.

**Final Examinations** – The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: http://www.unlv.edu registrar/calendars.
Grading – All syllabi should clearly indicate processes for grading, exams, and grade posting. In keeping with the Family Educational Rights and Privacy Act (FERPA), grades should not be posted unless you can ensure complete confidentiality for individual students. The preferred method for posting coursework and exam grades is to use WebCampus. Final course grades must be submitted in MyUNLV by Tuesday May 17, 4:00 p.m. except for the few courses that end after May 14th. Beyond the professional responsibility to provide final grades to students in a timely manner, late grades have a negative impact on UNLV’s share of the NSHE performance funding formula. It is ultimately the department and college’s responsibility to have all final grades posted on time.

Incomplete Grades - The grade of I – Incomplete – can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving I grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

International Activities
UNLV faculty and staff activities with an international component which includes students or accompanying guests must contact the Office of International Programs during the initial planning stages for information regarding UNLV and NSHE policies for foreign study, research, or travel. UNLV employees have a contractual obligation to comply with UNLV policies and the NSHE Code.

The Office of International Programs is the centralized academic support unit which assists UNLV in the planning and development of cooperative agreements, programs abroad, faculty exchange, field study projects, and other initiatives which foster internationalization. Faculty or staff considering the development of new programs must contact International Programs located in CBC B325, phone 702-895-3896.

Failure to work within UNLV and NSHE policies for the development and approval of international travel may result in employee noncompliance with institutional policy. Employees may not be provided institutional support for any professional or legal consequences arising out of such activities, which may be the sole responsibility of the faculty or staff member.

Recording Date of Last Attendance for Incomplete and F Grades - Under NSHE and UNLV policy, faculty are “not required to take attendance” as defined under federal financial aid guidelines. However, both federal financial aid and NSHE policy require faculty to record, when assigning an Incomplete or F grade, the student’s “date of last attendance” to determine if the student has completed more than 60% of the instruction of a course. Individual faculty may, at their discretion, record an “FN” grade (F for non-attendance) in the case of a student who has not completed greater than 60% of instruction but has not withdrawn from the course.

In all of these instances, the percent of instruction achieved is based upon the student’s date of last attendance, which in turn, based upon Federal financial aid guidelines, is defined as the “last date of attendance at an academically related activity” associated with the course. This could be later than the last date of physical classroom attendance.

Academically related activity is defined at UNLV as any of the following, all of which are drawn from Title VI federal financial aid guidelines:

a. physically attending a class where there is an opportunity for direct interaction between the instructor and students;
b. submitting an academic assignment;
c. taking an exam, an interactive tutorial or computer-assisted instruction;
d. attending a study group that is assigned by the school;
e. participating in an online discussion about academic matters;
f. Initiating contact with a faculty member to ask a question about the academic subject studied in the course.
Academically related activities do not include activities where a student may be present, but not academically engaged, such as:

a. living in institutional housing;
b. participating in the school’s meal plan;
c. logging into an online class without active participation; or
d. participating in academic counseling or advisement.

Note (c) above – logging into an online course without active participation – is specified as not the acceptable standard; instead the standard is that an institution can demonstrate “that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.”

**Mid-Term Grades**

Mid-term grades and statuses will be reported using MyUNLV for all 09X, 100, and 200 level courses. *Spring* 2016 mid-term grades/statuses should be entered into MyUNLV by 5 p.m. on Friday, *March 12th*, which is the end of the eighth week of the full semester. This process allows each college’s academic advisors, Academic Success Center staff, scholarship coordinators, financial aid counselors, and other student support personnel to contact and offer additional support and resources to students who are struggling in one or more courses. In addition, this timeline affords students the opportunity to make any needed adjustments before the final drop date and start of the mid-semester courses. If you do not have a log-in for MyUNLV, please contact myunlvsupport@unlv.edu.

For mid-term grade or statuses resources for students go here [http://www.unlv.edu/advising/mid-semester](http://www.unlv.edu/advising/mid-semester).

**Mid-Semester Courses**

For *Spring* 2016, instruction of mid-semester courses will begin Monday, *April 4th* and end Friday/Saturday, *May 6th-7th* (end of Study Week). This will allow five weeks of instruction before the full semester final exams begin. As in prior semesters, these classes should include a minimum of 750 minutes of classroom instruction per credit. Mid-semester courses are designed, approved, and built within academic departments and colleges. This process should be completed as soon as possible to allow for proper scheduling and advertising. Please note that these courses are FTE generating courses just as any others that are taught in a department. Thus, each department will need to complete the employment documents for its courses.

To see which mid-semester courses are available, use the MyUNLV search engine > additional search criteria > session > mid-semester.

**Missed Class(es)/Student**

As a general rule, a student missing a class or laboratory assignment because of observance of a religious holiday shall have the opportunity to make up missed work. Students must notify the instructor of anticipated absences no later than the end of the first two weeks of classes, *January 29*, to be assured of this opportunity. Faculty may give students an additional week, but are encouraged to set a clear deadline.

In accordance with the UNLV faculty senate-approved policy regarding class time and assignments missed, students who represent UNLV in any official extracurricular activity shall also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy is to offer fair and equitable opportunities to all students, including those representing the university in extracurricular activities. Instructors should consider, for example, that in courses which offer a “drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the faculty senate's policy, and an infringement on the student's right to complete all work and fairly earn his or her grade in the course.

This policy shall not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the university that could reasonably have been avoided. There should be a good faith effort by both faculty and student to come to a reasonable resolution. When disagreements regarding this policy do arise, they can be appealed to the department chair/unit...
director, college/school dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to: fine arts activities, competitive intercollegiate athletics, science and engineering competitions, liberal arts competitions, academic recruitment activities, and any other event or activity sanctioned by a college/school dean, and/or the Executive Vice President and Provost.

**Rebelmail** – By policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways students receive official university communication, information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing is acceptable within WebCampus.

**Saturday Classes Holiday Schedule** – In general, if a holiday falls on a Monday, then Saturday classes meet. If a holiday falls on a Friday, then Saturday classes do not meet. To review the Faculty Senate policy detailing when Saturday classes are considered holidays, please see Saturday Classes Holiday Schedule policy on the University Policies webpage in the Executive Vice President and Provost Policies & Forms section http://www.unlv.edu/policies Saturday Classes Holiday schedule.

**Student of Concern** – Faculty may come in contact with students whose behavior may cause concern. A process has been developed to deal with such situations and training is also available by contacting the Office of Student Conduct at 702-895-2308. To report an issue, go to http://studentconduct.unlv.edu/concern/. For immediate emergency assistance from UNLV Police Services, dial 911 on a UNLV land-line phone or 702-895-3668 option 2 from a cell phone.

**Teaching Evaluations** – In order to evaluate the effectiveness of teaching at UNLV, course evaluations are required to be administered at the end of each course. Teaching evaluations are a very important aspect of assessment data and it is important that the reliability, validity, and legitimacy of these instruments be maintained. The minimum standards for administering these evaluations (Anonymity, Objectivity and Post-Evaluation Procedures) are outlined in the document “Minimum Standards for Teaching Evaluation by Students.” This document has been approved unanimously by the Academic Council of Deans and the Executive Vice President and Provost as reflecting the minimum standards that apply to all departments/schools/units when administering student evaluations of teaching.

To review the policy, please see Evaluations by Students - Minimum Standards for on the University Policies webpage in the Executive Vice President and Provost Policies & Forms section http://www.unlv.edu/policies.

**Textbooks/Faculty Requiring Own Textbook(s) for Class** – In order for faculty members to assign their own textbook for use in one of their classes, a request must be approved by the faculty member’s dean. These guidelines were developed to protect both faculty and students. Textbook Selection & Faculty Using Their Own Textbook is on the University Policies webpage in the Executive Vice President and Provost Policies & Forms section http://www.unlv.edu/policies.

Approval is granted by completing the request form and obtaining the requisite signatures prior to submitting book orders each semester. An approval is good for three years, so it will not be necessary to complete a form for the same book/class during that time period. The offices of the deans maintain these records.

Requirements specified by the NSHE attorneys are as follows: 1) published books must be properly copyrighted by the authors; 2) published books are available for open sale; 3) UNLV faculty do not make sales directly to students; and 4) published books being assigned as texts in a course are approved for such use by the Dean of the College/School concerned. NOTE: This does not apply to course packets that go through Reprographics/Design Services and the UNLV Bookstore.

**Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681)**

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal mandate prohibiting discrimination based on the gender of students and employees of educational institutions receiving federal financial assistance. Sex discrimination includes sexual harassment, sexual violence, and/or discrimination.
related to pregnancy. In compliance with Title IX, the University of Nevada, Las Vegas prohibits discrimination in all programs and activities, including employment on the basis of sex or gender. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: https://www.unlv.edu/compliance/TitleIX-resources.

If anyone in a supervisory, managerial, administrative or executive role or position, such as a supervisor, department chair, or director of a unit, receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the person must immediately contact one of the identified Title IX Coordinators to forward the complaint, to discuss it and/or to report the action taken. Title IX complaints must be immediately provided to the Title IX Coordinator.

UNLV Today – a daily e-newsletter that delivers information to UNLV faculty and staff via their UNLV e-mail account. Information shared in UNLV Today includes upcoming events, training, benefit changes, organizational changes and more. You can submit an item for consideration via http://news.unlv.edu/unlvtoday.

UNLV Official – an electronic mail list that disseminates information the entire campus must receive. Subscription to the UNLV Official list is automatic and occurs at the time an employee e-mail account is established. Our expectation is that employees will read these upon receipt.

Thank you for your compliance with these important policies. Have a great semester!