



University of Nevada, Las Vegas
Academic and Administrative Faculty
Handbook
2010 - 2011



This handbook is coordinated by the University of Nevada Las Vegas (UNLV) Office of the Vice Provost for Academic Affairs and is designed to address the major areas related to your employment. Please note that for each section, whenever possible, the website to visit for the most current and up-to-date information is listed as well as the office to contact if you have further questions.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. Accordingly, UNLV reserves the right to modify, supplement, rescind, or revise any provision of this handbook as it deems necessary or appropriate in its sole discretion with or without notice to you. To ensure you are aware of the most current information, please check the websites.

The contents of this handbook are not a contract of employment and should not be considered as a guarantee of continued employment with UNLV.

If an area of interest is not addressed in this handbook, you may search the UNLV website for it by typing your inquiry into the “search UNLV” box, located in the upper right-hand corner on the UNLV homepage, at <http://www.unlv.edu/>. The electronic copy of this handbook is located on the Faculty Senate website at <http://facultysenate.unlv.edu/> and also at the Executive Vice President and Provost website at <http://provost.unlv.edu/>. If there are any additions and/or corrections you would like to suggest, contact our office.

Office of the Vice Provost for Academic Affairs
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VPAA Office 07.10



Welcome to the University of Nevada, Las Vegas!

As President of the University of Nevada, Las Vegas (UNLV), I am pleased to welcome you to our campus community for the 2010-2011 academic year.

At a time where our national, state, and local economies are experiencing very challenging financial conditions, our top priority must be to protect the quality of our university and its academic programs. Outstanding faculty and dedicated staff are truly the foundation of our university. The countless contributions you make each day help to create immense opportunities for our students and a campus community that is like no other. Together, we must remain steadfast in our commitment to provide an educational future for our state which will lead to economic diversity, a well schooled electorate, and a more prosperous future.

This is an exciting time of change in which we are redefining our identity, values, and our institutional goals as we strive to enhance our students' educational experiences, engage and support our community, and increase our research contributions. The success of UNLV is tied directly to your expertise, leadership, and commitment; and we know you will all be instrumental in our future triumphs.

I look forward to working with you in the coming year and welcome your participation and support as we strive to build an even better future for our great university.

Cordially,



Neal J. Smatresk
President

UNLV Overview

Enrollment: Approximately 28,000 students

Degree Programs: More than 220 undergraduate, masters, and doctoral degree programs

Faculty and Staff: Approximately 3,000

Location: Southern tip of Nevada in a desert valley surrounded by mountains.

Academic Calendar: Two semesters (Fall/Spring) of approximately 16 weeks each. Three summer sessions are held from May through August. International students deadlines may be different.

Deadline for Application: Application deadlines are February 1 for the Fall Semester and October 1 for the Spring Semester and Summer Term.

Educational Environment: A 350-acre campus; average class size is 30; largest lecture hall seats about 200.

Financial Aid: Priority Filing Dates:

- Free Application for Federal Student Aid (FAFSA) deadline is Feb. 1
- UNLV Scholarship Application deadline is Feb. 1 for the following fall semester. Scholarship applications received after Feb. 1 will not be considered for UNLV General Scholarship

Tuition: All fees are subject to change.

Campus Safety: UNLV is proud of its low crime rate. At night the grounds are well lit, and call boxes are located across campus in case of emergency and residence halls feature state-of-the-art security.

Sports: Students can participate in more than 20 kinds of intramural sports or 17 different sports at the NCAA/Division I intercollegiate level.

Internet Access: Students have free access to the Internet. All campus housing is fully wired.

Academic Mission

The university will increasingly concentrate its resources on programs that are:

- student centered
- demonstrably excellent
- responsive to the needs of the local and regional community

ADMISSION REQUIREMENTS

Freshmen: Minimum GPA: 3.0 weighted grade-point average in the academic core courses:

- English - 4 units
- Math - 3 units (Algebra level or higher)
- Social Science - 3 units
- Natural Science - 3 units (2 units must be a lab science)

Transfer Students: Minimum cumulative 2.50 cumulative GPA; 24 or more transferable credits.

Students with 23 or Fewer Credits: Must meet entering freshman requirements, and must also meet transfer GPA requirements. More info can be found on the Admission Information website located at <http://www.unlv.edu/admissions/>.

Accreditation – change dates if we have confirmation in time

All programs at UNLV are accredited by the Northwest Commission on Colleges and Universities. The university underwent a full-scale review in 2000 and its accreditation was reaffirmed in 2005.

Research

The university made great strides toward its goal of becoming a top-notch research institution when the Carnegie Foundation for the Advancement of Teaching reclassified UNLV, placing it in the category of **Research University-High Research**. UNLV increasingly is a dynamic resource for, and partner with, the community that it serves.

Colleges & Schools

COLLEGES

College of Business

College of Education

Howard R. Hughes College of Engineering

College of Fine Arts

Division of Health Sciences

Graduate College

Honors College

William F. Harrah College of Hotel Administration

College of Liberal Arts

College of Sciences

Greenspun College of Urban Affairs

SCHOOLS

School of Allied Health Sciences

School of Architecture

School of Computer Science

School of Dental Medicine

School of Informatics

Hank Greenspun School of Journalism and Media Studies

William S. Boyd School of Law

School of Life Sciences

School of Community Health Sciences

School of Nursing

School of Social Work

A Selective List of Highlights from UNLV's History

- 1951** James Dickinson and two part-time instructors begin teaching classes in Las Vegas at a local high school. The library has 1,800 donated books stored in a closet. Twenty-eight students sign up for classes, and the population of Las Vegas is around 48,000.
- 1954** University of Nevada regents meet for the first time in Las Vegas and tell a crowd of 300 that it is more important to build in Reno than in southern Nevada. They change their minds a few months later under southern pressure and a donation by Estelle Wilbourn of land for a campus. Enrollment grows to 310.
- 1955** The Nevada Legislature approves \$200,000 for a building for the Southern Regional Division of the University of Nevada. The Nevada Southern Fund is established and a door-to-door campaign led by Dr. R. Guild Gray raises \$35,000 to buy additional land.
- 1956-58** Maude Frazier, a retired school teacher, principal, and a Clark County legislator who helped get legislative support for the southern campus, turns the first shovelful of dirt to start construction on the first campus building, Maude Frazier Hall. William D. Carlson, dean of men and student affairs in Reno, becomes director of the southern campus. Archie C. Grant (a Regent and a community leader) Hall opens. Enrollment is up to 805. The Runnin' Rebel basketball program starts under head coach Michael "Chub" Drakulich.
- 1960-61** The Engineering Building (now called University Hall), the Gymnasium (now the Marjorie Barrick Museum of Natural History), the Geoscience Building (now named for Lilly Fong), and the Technology Building are completed. The population of Las Vegas is 127,000. The first floor of the round building of the James R. Dickinson Library is finished (two more floors are added in 1963).
- 1964-66** The Social Sciences Building (now John S. Wright Hall, named after one of UNLV's pioneering professors) is completed. The campus confers its first degrees - 29 of them. The regents approve a new name for the campus: Nevada Southern University (fondly known as Tumbleweed Tech), and appoint a campus chancellor: Donald C. Moyer, an educator from New Mexico, who raises money for a performing arts center and lays the groundwork for intercollegiate football. He appoints the first dean of the faculty, Jerry Crawford (Professor of Theatre, Emeritus). UNLV Alumni Association is incorporated. Tonopah Residence Hall and the Dining Commons are completed. The Division of Continuing Education is created to meet the demand for classes off campus.
- 1967-68** Students hang Gov. Paul Laxalt in effigy when he announces a budget that does not accommodate SNU's growth. He backs off, and funding is found. Nevada Southern is renamed the University of Nevada, Las Vegas, and gains its autonomy. Faculty leaders no longer have to fly to Reno to attend Faculty Senate meetings. Students vote to charge themselves \$27 per semester to build a student union. The Division of Science and Mathematics, formed in 1964, becomes a college. Rebel Football starts under coach Bill Ireland.
- 1969-71** Roman J. Zorn, a historian, becomes president. Hotel administration, which first offered classes in 1966, becomes the College of Hotel Administration. The Colleges of Education and of Business and Economics are also established. The Business Services Building is completed.
- 1970-71** The Chemistry Building is completed. The College of Arts and Letters is formed, merging the old colleges of Social Sciences, Fine Arts and Humanities; and the College of Allied Health Professions is created from the General and Technical Institute that had been started in 1967. The Silver Bowl, now Sam Boyd Stadium, opens for Rebel Football.
- 1972-77** Dr. Don Baepler, academic vice president since 1968, becomes president. The College of Science & Mathematics adds Engineering to its name. The Graduate College is established. The College of Hotel Administration introduces UNLVino. Charles Vanda, director of concert hall programs, starts the Masters Series. The Life Sciences Building, named after former regent Juanita Greer White, is completed, also, Judy Bayley Theatre, Flora Dungan Humanities Building, William D. Carlson Education Building, and the Paul C. McDermott Physical Education Center are completed. The first Ed.D.s are awarded.

- 1979** Dr. Leonard E. "Pat" Goodall, chancellor of the University of Michigan, Dearborn, becomes president. Enrollment stands at 9,447 students; faculty number 315, professional staff 84, and classified staff 315.
- 1981** James R. Dickinson Library addition is completed. Claes Oldenburg's sculpture, "The Flashlight", is installed on campus. The School of Health, Physical Education, Recreation & Dance is established within the College of Education, and the Environmental Research Center is organized within the Museum of Natural History. The UNLV Foundation is created.
- 1982-83** Alta Ham Fine Arts and Frank and Estella Beam Hall are completed. Enrollment is 11,452.
- 1984** Dr. Robert Maxson, senior vice president for academic affairs at the University of Houston, becomes president. The Howard R. Hughes School of Engineering is formed within the College of Science, Mathematics and Engineering; and the University Forum Series is started. UNLV implements a new General Education requirement. The 251,450 sq. ft. Thomas & Mack Center is completed and opens with a fund-raiser featuring Frank Sinatra, Dean Martin, and Diana Ross. Sheila Tarr is the NCAA Heptathlon Champion.
- 1985-88** The Honors Program gets underway. UNLV assumes responsibility for the Silver Bowl, now the Sam Boyd Stadium. Yehudi Menuhin performs in the Master Series. The academic program at Nellis Air Force Base produces its first graduate. Student Health Center, Public Safety, and the Beam Engineering Building open. UNLV honors its first Distinguished Professor: Sheilagh Brooks, Anthropology. Enrollment tops 14,000; more than 1,200 degrees are conferred.
- 1989-90** UNLV is named one of *U.S. News and World Report's* up-and-coming universities. The UNLV Runnin' Rebels become NCAA National Basketball Champions under coach Jerry Tarkanian. The College of Hotel Administration is named for William F. Harrah, long-time Nevada gaming leader. Residence halls (named for university supporters Claudine Williams, Kitty Rodman and William Boyd) and the Richard Tam Alumni Building are completed. The Runnin' Rebels are the NCAA 1990 Basketball Champions.
- 1991-93** The Rod Lee Bigelow Health Sciences Building is completed, as is the Frank and Vicki Fertitta Tennis Complex. A gift from Jean Nidetch provides funds to start the Women's Center. Enrollment exceeds 19,000. The first Ph.D. is awarded in English. Warren Schutte is the NCAA Individual Golf Champion.
- 1994** Kenny Guinn, elected Governor of Nevada in 1998, serves a year as interim president. The population of the Las Vegas Valley exceeds 1 million.
- 1995** Dr. Carol C. Harter, president of SUNY-Geneseo, becomes president. The Classroom Building Complex, Donald W. Reynolds Student Services Complex, the Robert L. Bigelow Physics Building, the Alumni Amphitheater and the Earl E. Wilson Baseball Stadium are completed.
- 1996** University reorganization creates the Greenspun College of Urban Affairs. The Lied Athletic Complex is completed. Campus-wide strategic planning meetings result in a new mission statement and the publication of the "University of Nevada, Las Vegas, Premier Urban University: A Public Agenda for the Decade 1996-2005", the guiding document for UNLV development.
- 1997-98** The William S. Boyd School of Law opens to its first class in temporary quarters in an old elementary school. The Paul B. Sogg Architecture Building is completed and the School of Architecture is accredited. Enrollment is above 21,000; more than 3,000 degrees are conferred.
- 1999** The William S. Boyd School of Law receives the largest charitable gift pledge in Nevada history with more than \$28.5 million from James E. Rogers and the Rogers family. UNLV offers its first courses in Henderson. UNLV Athletics joins the Mountain West Conference. The Nevada Legislature and the Board of Regents authorizes a school of Dentistry.
- 2000** The 300,000 sq. ft. Lied Library opened; also the Cox Pavilion and other improvements at the Thomas & Mack Center, Fulton International Gaming Institute, William Bennett Professional Development Building and the UNLV Foundation Building are completed. The University

hosted a successful full-scale accreditation visit. Revisions to the General Education requirement go into effect.

- 2001** The Beam Music Center opens; the new Campus Services Building is occupied; the University purchases the Shadow Lane Campus property. The Nevada Legislature appropriates \$8.8 million for planning a new Science & Engineering Research Facility expected to cost \$75 million. The first class graduates from the William S. Boyd School of Law.
- 2002** The William S. Boyd School of Law moves into the extensively remodeled former library building in the center of campus. Faculty from John S. Wright Hall moves to the Central Desert Complex while Wright Hall is razed and rebuilt. The School of Dental Medicine welcomes its first students for the fall semester. The mission statement and goals are updated and revised.
- 2003** University reorganization changes the College of Extended Studies to the Division of Educational Outreach and combines health-related units: the Schools of Dental Medicine, Nursing, and Allied Health & Human Performance into the Division of Health Sciences.
- 2004** Liberal Arts faculty moves back into a newly remodeled and enlarged Wright Hall while Urban Affairs departments are united in an expanded Central Desert Complex. The School of Dental Medicine moves into its new facilities at the Shadow Lane Campus.
- 2005** Construction on a new student recreation center and a remodeled and expanded student union begins.
- 2006** Dr. David B. Ashley, Executive Vice Chancellor and Provost at the University of California, Merced becomes UNLV's eighth president. UNLV's William F. Harrah College of Hotel Administration opens the university's first international campus in Singapore. Phase I of the new student union opens.
- 2007** Dr. Neal J. Smatresk, Vice Chancellor for Academic Affairs and Deputy to the Chancellor at the University of Hawaii, Manoa becomes UNLV's Executive Vice President & Provost. Phase II of the new student union opens. The B.S. in Entertainment Engineering & Design, the only program of its kind in the country, accepts the first students in Fall 2007.
- 2008** Greenspun Hall, named for the Greenspun publishing family, a Leadership in Energy & Environmental Design (LEED) certified facility, opens in Fall 2008 to house most of the Greenspun College of Urban Affairs. The Ph.D. in Political Science accepts the first students in Fall 2008.
- 2009** Dr. Neal J. Smatresk is named interim President. The Science & Engineering Building, a state-of-the-art research and teaching facility, opens in Spring 2009. Forty-one students from UNLV Singapore receive their degrees June 6 during the first commencement ceremony held since the campus opened in August 2006. The Brookings Mountain West Initiative, a significant collaborative research and public policy analysis effort was established. The Lincy Institute was created to address large-scale challenges in the areas of education, health care, social systems, and public policy.
- 2010** UNLV's first capital campaign, *Invent the Future*, surpassed its goal by raising \$537,201,478. The campaign engaged thousands of donors who gave more than \$52.5 million for student scholarships and more than \$267 million for UNLV's programs and centers.

For more information on UNLV's history, please consult Dr. Eugene Moehring's book: [UNLV: The University of Nevada, Las Vegas: A History](#) (Reno: University of Nevada Press, 2007).

Organizational Structure

I. Nevada System of Higher Education (NSHE)

The Nevada System of Higher Education (formerly the University and Community College System of Nevada) is governed by a thirteen-member Board of Regents along with the guidance of a Chancellor; Executive Vice Chancellor and Chief Counsel; Vice Chancellor for Academic and Student Affairs; Vice Chancellor and Chief Operating Officer; Vice Chancellor for Finance; and Vice Chancellor for Technology. These officers oversee the administration of eight system institutions listed below. See Board of Regents Handbook, Title 2, Ch. 1, Sec. 1.4.3 at <http://system.nevada.edu/Board-of-R/Handbook/>.

- University of Nevada, Las Vegas – UNLV - <http://www.unlv.edu/>
- University of Nevada, Reno – UNR - <http://www.unr.edu/>
- Nevada State College at Henderson – NSCH - <http://www.nsc.nevada.edu/>
- College of Southern Nevada – CSN - <http://www.csn.edu/>
- Desert Research Institute (Reno and Las Vegas) – DRI - <http://www.dri.edu/>
- Great Basin College (Elko, Nevada) – GBC - <http://www.gbcnv.edu/>
- Truckee Meadows Community College (Reno, Nevada) – TMCC - <http://www.tmcc.edu/>
- Western Nevada College (Carson City, Nevada) – WNC - <http://www.wnc.edu/>

Typically, the Board holds four regular meetings each year in addition to committee meetings. These meetings are rotated among the campuses throughout the state. All regular and committee meetings are open to the public, and agendas and minutes are posted on the NSHE's web site, <http://system.nevada.edu/>. You can also access this site for additional information on each of the schools within the NSHE as well as to view the Board's online Handbook and the NSHE Procedures Manual.

NSHE has offices in Las Vegas and Reno. The Las Vegas office is located at:

5550 West Flamingo Road, Suite C-1
Las Vegas, Nevada 89103-0137
(702) 889-8426 / FAX (702) 889-8492 / <http://system.nevada.edu/>

II. Board of Regents

Exclusive control and administration of the NSHE is vested in a nonpartisan, elected Board of Regents by the Nevada State Constitution. The NSHE is considered a state agency, and its employees are defined as state employees, but the Board has constitutional autonomy to consider, approve, and coordinate policies for the system institutions. The Board of Regents represents all regions of Nevada. For a current listing of the Board of Regents see <http://system.nevada.edu/Board-of-R/Bios/index.htm>

The regents are elected for staggered six-year terms and do not receive compensation for their service as regents. The Board holds six regular meetings each year in addition to committee meetings. The meeting locations vary among the system institutions, with the majority of meetings held in Las Vegas and Reno. Because the NSHE is a state agency, some provisions governing employees' benefits are governed by the Nevada Revised Statutes. See Nevada Law Library at <http://www.leg.state.nv.us/law1.cfm>.

The bylaws under which the Board operates, and the regulations and operating procedures for each institution are contained in the Board of Regents Handbook. The handbook also contains the NSHE *Code*, which defines basic personnel policies for the faculty and professional staff, as well as the bylaws for each system unit, which contain even more specific procedural guidelines. See Board of Regents' Handbook at <http://system.nevada.edu/Board-of-R/Handbook/index.htm>.

III. University of Nevada, Las Vegas (UNLV)

The principal administrative officers are:

- President – Neal Smatresk - <http://president.unlv.edu/>
- Executive Vice President and Provost – Michael Bowers - <http://provost.unlv.edu/>
- Senior Vice President for Finance & Business - Gerry Bomotti – <http://president.unlv.edu/cabinet/>

- Vice President and General Counsel – Richard Linstrom - <http://president.unlv.edu/cabinet/>
- Vice President for Advancement – William Boldt - <http://president.unlv.edu/cabinet/>
- Vice President for Diversity and Inclusion – vacant - <http://president.unlv.edu/cabinet/>
- Vice President for Planning – Juanita Fain - <http://president.unlv.edu/cabinet/>
- Vice President for Research & Graduate Studies – Ron Smith – <http://president.unlv.edu/cabinet/>
- Vice President for Student Affairs – Juanita Fain - <http://president.unlv.edu/cabinet/>

IV. UNLV Campus Committees

A. President’s Advisory Council (PAC)

The President’s Advisory Council (PAC) was established to help improve the learning and living environment for students, and the working conditions for faculty and professional and administrative staff. The PAC’s charge is to increase communication between the office of the president and the rest of the university, to communicate helpful suggestions and ideas from the university community to the administration, to act as a resource for students, faculty and staff, and to provide the President with a sense of the campus community on academic and non-academic matters.

The PAC was not designed as a substitute for Faculty Senate processes, or as a substitute for processes more properly managed by other professional campus offices. The PAC instead will assist the administration to maintain open lines of communication, and maintain a collegial and cooperative relationship with the university community. When appropriate, the PAC will serve as a mediator to assist in resolving differences at the earliest possible stage. Faculty, staff or students who contact the PAC may request that their communication be kept confidential or anonymous. The PAC will endeavor, to the extent possible, to honor a request of confidentiality or anonymity.

The PAC invites the campus community to contact any of us with issues of concern, as well as ideas or suggestions for improvement. The PAC consists of an at-large faculty member selected by the President (Chair), the President’s Chief of Staff, the President’s Fellow, the immediate-past Faculty Senate Chair, the Professional Staff Committee Chair, the GPSA President, the CSUN President, and representatives from the American Indian Alliance, the Black Faculty Alliance, the Alliance of Latino Faculty, and Women’s Studies. Members of the PAC can be contacted through the website <http://president.unlv.edu/advisory-council/>.

B. President’s Cabinet

<http://president.unlv.edu/cabinet/>

The President meets regularly with the following officers to conduct the day-to-day business of the university: Executive Vice President and Provost; Chief of Staff; Vice President for Research and Graduate Studies; Vice President for Advancement; Senior Vice President for Finance and Business; Vice President for Student Affairs; Director of Intercollegiate Athletics; Vice President and General Counsel; President’s Fellow; Director of Government Relations.

The cabinet’s mission is to provide advice and counsel to the president on matters regarding policies, procedures, and strategic planning.

C. President’s Committees

The president may appoint various committees as needed to accomplish specific tasks. Certain committees disband when their tasks are completed. The following permanent committees are appointed by the president:

- Commencement Committee
- Intercollegiate Athletics Council
- Parking and Traffic Committee – <http://parking.unlv.edu/about.html>
- Policy & Procedure Committee – <http://provost.unlv.edu/committees/policy/>

D. Academic Council & Cabinet

<http://www.unlv.edu/about/administration.html>

The President's Cabinet and the Executive Vice President and Provost meet regularly with the following administrative officers to discuss academic policies: dean of each academic college or autonomous school, chair of Faculty Senate, Senior Vice Provost for Academic Affairs, Vice Provost for Information Technology, and the Associate Vice President for Student Enrollment and Student Services.

E. Other Campus-Wide Committees

Many other campus-wide committees are created for specific tasks; some have appointed membership and some have elected members. Some of the university-wide committees on which faculty hold membership are:

- Committee on the Culture of Teaching and Learning – <http://provost.unlv.edu/committees/CCTL/>
- Facility Use Committee – http://www.unlv.edu/policies/facilities_use.html
- Graduate Council – <http://graduatecollege.unlv.edu/facstaff/committees/>
- Information Technology Coordination Committee – <http://oit.unlv.edu/committees/>
- Research Council – <http://research.unlv.edu/committees/urc.html>
- University Faculty Travel Committee (UFTC) – <http://provost.unlv.edu/committees/FTC>

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CHAPTER 1: BENEFITS, DEVELOPMENT AND LEAVES

1.1 Awards and Recognition – Faculty and Professional Staff

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

895-5182 / FAX 895-3670 / <http://provost.unlv.edu/vpaa/>

Faculty and professional staff are eligible for awards for excellence in teaching, research and creative activity, and service. There are various deadlines for university and NSHE award applications and nominations. Application forms and detailed information on faculty and professional award programs may be accessed through the UNLV Executive Vice President and Provost's office website at <http://provost.unlv.edu/> and select "Awards and Recognition." Some of the awards are as follows:

A. Barrick Scholar Awards

Barrick Distinguished Scholar Award (requires ten or more years of service)

Barrick Scholar Award (ten or fewer years of service)

B. UNLV Distinguished Professor

Nominees must have held the rank of full professor at UNLV for at least seven years.

C. Part-time Faculty Outstanding Teaching Award

This award is given annually to up to five part-time UNLV faculty members.

D. NSHE Regents' Awards

- Regents' Scholar Award (Graduate and Undergraduate)
- Regents' Creative Activity Award
- Regents' Teaching Award
- Regents' Research Award – Also see <http://research.unlv.edu/awards/rra.html>
- Regents' Advisor Awards

These awards are based upon nominations invited from the faculty and staff at NSHE institutions. See Title 4, Ch. 1, Secs. 15-19 at <http://system.nevada.edu/Board-of-R/Handbook/TITLE-4---/index.htm>

E. Spanos Distinguished Teaching Award

Faculty who have been awarded college/division/school teaching awards within the past three years are invited to apply for this award.

F. UNLV Foundation Distinguished Teaching Award

This award is given annually to up to five full-time UNLV faculty members.

NOTE: Additional announcements are made regarding other award programs offered by academic colleges, schools, departments, programs, and other units; and for professional staff. These announcements are generally made via e-mail and/or posted in your units. Recipients of these awards are honored at campus recognition events.

1.2 Counseling – Faculty and Staff

A. Employee Assistance Program

The university provides an Employee Assistance Program through Human Resources. Employees are encouraged to access this referral service for assistance in dealing with personal or work related difficulties: Ceridian Lifeworks, (877) 234-5151, www.lifeworks.com, user name NSHE, password EAP. You may also view the information at <http://hr.unlv.edu/benefits/counseling/index.html> or contact the UNLV Benefits Office at (702) 895-3504 if you have questions or require additional information about the Employee Assistance Program.

B. Center For Individual, Couple, and Family Counseling

Greenspun College of Urban Affairs

Center for Individual, Couple and Family Counseling

895-3106 / FAX 895-4797 / http://www.unlv.edu/Colleges/Urban/client_services

The Center for Individual, Couple, and Family Counseling at UNLV is a full service counseling center providing quality, low-cost counseling to residents of the Las Vegas community. The Center serves as a premier training facility for the Departments of Marriage and Family Therapy and Psychology at UNLV. Students working on advanced degrees in marriage and family therapy and psychology work with clients under the direct supervision of professionally qualified UNLV faculty members.

1.3 Professional Staff Development Leave

Flora Dungan Humanities Building (FDH), Room 220

895-3689 / FAX 895-3609 / <http://facultysenate.unlv.edu/>

A full-time professional staff member, who has been employed at UNLV for a minimum of six (6) consecutive years, may apply for institutional development leave. Eligible employees must submit an application for institutional development leave through administrative channels to the appropriate vice president. Applications and criteria are available from the Faculty Senate office. These requests are generally submitted by Jan. 15, May 15, or Sept. 15. Leaves are typically for up to three months.

1.4 Direct Deposit

Payroll direct deposit information and sign-up is available at:

http://payroll.unlv.edu/forms/direct_deposit.html.

1.5 Discounts Available

Several campus entities offer discounts to employees, such as the bookstore, advance purchase Rebel game tickets, the [UNLV Performing Arts Center](#) and the [Nevada Conservatory Theatre](#). For more information and off campus entities that offer discounts, see <http://jobs.unlv.edu/perks.html> and <http://www.unlv.edu/committees/csc/Discounts.html>.

1.6 EQUUS, Employee System

Human Resources/Benefits

Campus Services Building (CSB) #237(2nd floor)

895-3504 / FAX 895-1545 / <http://hr.unlv.edu/new/equus.html>

On the EQUUS system, employees can access payroll records, manage or initiate direct deposit, view employment records, and update their home address.

1.7 Flexible Spending Accounts (Section 125 Plan Options)

Human Resources/Benefits

Campus Services Building (CSB) #237(2nd floor)

895-3504 / FAX 895-1545 / <http://hr.unlv.edu/benefits/health/flexible.html>

A Flexible Spending Account (FSA) is a special bank account for your healthcare and dependent care expenses. Every dollar contributed to an FSA is not taxed, which means that you keep the 25 to 40% that is usually withheld on that money. There are two kinds of Flexible Spending Accounts: The Medical FSA and the Dependent Care FSA. You may choose to participate in one or both of these programs.

1.8 Grant In Aid (Education Assistance)

Human Resources/Benefits

Campus Services Building (CSB) #237(2nd floor)

895-3504 / FAX 895-1545 / <http://hr.unlv.edu/benefits/education/index.html>

UNLV provides employees opportunities to grow professionally and personally through generous educational discount programs. There are also many learning opportunities available at no cost. Learn more about what the university offers.

1.9 Health Benefits

Human Resources/Benefits

Campus Services Building (CSB) #237(2nd floor)

895-3504 /FAX 895-1545 / <http://hr.unlv.edu/benefits/>

UNLV offers a variety of benefits programs to employees and their families. Explore the information at <http://hr.unlv.edu/benefits/> to learn more.

1.10 Holidays

Human Resources/Benefits

Campus Services Building (CSB) #237(2nd floor)

895-3504 /FAX 895-1545 / <http://hr.unlv.edu/benefits/leave/holidays.html>

UNLV faculty and professional staff enjoy eleven paid holidays per year including: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, Family Day, and Christmas Day.

1.11 Human Resources

Campus Services Building (CSB), Room 237

895-3504 / FAX 895-1545 / <http://hr.unlv.edu/>

The Office of Human Resources at UNLV manages a variety of programs for creating a positive and productive work environment. Whether you're a part of the UNLV faculty and staff community, are thinking about joining us, or have retired, we are here to help. We offer the support, services, and opportunities to help enhance your personal and professional life.

The Benefits Office of Human Resources provides orientation to and administration of the employee professional benefits program. The Human Resources' website features a number of links to employment information, policies, and procedures.

1.12 Leave, Annual

Human Resources/Benefits

Campus Services Building (CSB) #237(2nd floor)

895-3504 /FAX 895-1545 / <http://hr.unlv.edu/benefits/leave/index.html>

For those whose contracts include annual leave, it is accrued monthly, two days per month. Employees can carry forward a maximum of 48 days from one fiscal year to another. Academic faculty on 9-month contracts are not eligible for annual leave. Please check with Human Resources regarding eligibility if you are a part-time or temporary employee.

1.13 Merit Awards

Office of the Executive Vice President and Provost

Flora Dungan Humanities Building (FDH), Room 752

895-3301 / FAX 895-4054 / <http://provost.unlv.edu/>

Human Resources

Campus Services Building (CSB), Room 237

895-3504 / FAX 895-1545 / <http://hr.unlv.edu/new/eval-merit.html>

Faculty members and professional staff who receive a "satisfactory" or better evaluation are eligible for consideration for merit awards annually, if the state legislature approves merit salary in the university's appropriations. Each department/school/program and college/division/school has procedures for

considering faculty members and professional staff for merit awards. All merit recommendations are subject to general university merit procedures. Final determinations on merit awards are made by the Executive Vice President and Provost and the President. Merit awards are applied to the employee's base salary, beginning on July 1 of each year in which merit awards are appropriated by the legislature. See Ch. III of the UNLV Bylaws at http://faculty senate.unlv.edu/common_files/T5-CH06---University-of-Nevada-Las-Vegas.pdf

1.14 Payroll Services

Campus Services Building (CSB), Room 244
895-3825 / FAX 895-3519 / <http://payroll.unlv.edu/>

UNLV's Payroll Office provides faculty, staff, and students accurate and timely compensation for services provided. Payroll services will assist you with:

- completion of payroll-related forms
- direct deposit
- due dates for timesheets
- other issues related to your payroll

Direct Deposit participants will receive an email notification when their payroll has been processed. The email provides a link to the online Employee Self Service database (EQUUS), where payroll records can be accessed.

1.15 Recreation and Wellness Center Membership

Student Recreation and Wellness Center (SRWC)
774-7100 / FAX 774-7101 / <http://srwc.unlv.edu>

UNLV faculty and staff who have a membership are eligible to participate in recreational activities in the SRWC. Visit <http://srwc.unlv.edu/membership.html> for membership rates.

The Student Recreation and Wellness Center includes a variety of recreation and wellness opportunities including:

- Circuit training machines
- Cardio equipment
- 1/8 mile indoor jogging track
- 6-lane, 25-yard lap pool
- Whirlpool and leisure pool
- Assessment room with massage chairs
- Group Fitness Classes including: Indoor Cycling, Pilates, Yoga, kickboxing, step, martial arts and circuit training classes
- Multi-purpose activity courts
- Four-court gymnasium with basketball, volleyball, and badminton set-up
- Healthcare services (accessible for students only)

Other recreational services for faculty and staff include:

- Outdoor Adventures – the UNLV Outdoor Adventure Program offers guided trips, excursions, and activities that an individual can enjoy throughout the Southwest and western areas of North America.
- Outdoor Equipment Rental Shop – a complete outdoor and recreational sports equipment rental program is available to students, faculty, and the community
- Personal Training – One-on-one training with a personal trainer to help clients safely and effectively meet their fitness and wellness goals.

- Fitness Assessments and HRA's – The wellness assessment is done with the award winning BSDI program that provides a holistic and complete wellness assessment. Fitness assessments will help to establish a baseline for your fitness goals.
- Intramural Sports – Whether individual, dual or team sports, faculty and staff members can participate and play at various levels of competitiveness in all our activities.
- Aquatic Classes – We are now rolling out new aquatic classes focused on seniors and youth, along with other fitness aquatic classes and the revolutionary Aquastretch class.

1.16 Retirement Benefits

Human Resources/Benefits

Campus Services Building (CSB) Room 237(2nd floor)

895-3504 /FAX 895-1545 / <http://hr.unlv.edu/benefits/retirement/index.html>

All UNLV employees participate in a mandatory retirement plan, depending on their contract or letter of appointment. Employees are mandated to either the NSHE Retirement Plan Alternative (RPA), or the Nevada Public Employees Retirement System (PERS). Benefits Counselors in Benefits provide orientation to and administration of the employee professional benefits program. Some highlights include:

1. Mandatory 401(a) retirement plan with immediate vesting.
 - a. Employees contribute 11.25 percent of their gross salary to the mandatory plan in a 401(a) account. The university contributes an additional 11.25 percent.
 - b. Employee has control over how monies are invested.
2. UNLV employees do not contribute to Social Security. As a result, employees who qualify to receive Social Security benefits and also receive retirement income from the university may see a reduction in their Social Security benefits. This is called the windfall elimination provision. For more information about the windfall elimination provision, visit the U.S. Social Security Administration website

1.17 Sabbatical & Faculty Development Leaves

Faculty Senate Office

Flora Dungan Humanities Building (FDH), Room 220

895-3689/FAX 895-3609 / <http://facultysenate.unlv.edu/>

Tenure-track faculty members who have completed a minimum of six (6) academic years of service at UNLV are eligible to apply for sabbatical or faculty development leaves for either one (1) semester at full salary; or one (1) year at two-thirds salary. The number of available sabbatical leaves per year is set each year by NSHE policy.

Applications and criteria are available from the Faculty Senate office. This information can also be found in the "Faculty Senate Guide Sheet for Faculty Development and Sabbatical Leave Applications" (April 2006) posted on the Faculty Senate website.

Each fall semester the applications are reviewed by the Senate's Sabbatical Leave Committee and its recommendations are forwarded to the Executive Vice President and Provost and the President for final decisions. Likewise, the Senate's Faculty Development Leave Committee reviews applications and its recommendations are also forwarded to the Executive Vice President and Provost and the President for final decisions. The application deadline is at noon on the first Thursday of October. See Title 4, Ch. 3, located at <http://system.nevada.edu/Board-of-R/Handbook/TITLE-4---/index.htm>.

Sabbatical leaves are awarded based on:

1. Value of the Plan
 - a. Proposed activities
 - b. Evaluations of the proposal and documentation
 - c. Description of benefits
2. Professional Record
 - a. Teaching

- b. Research or creative accomplishments
- c. Service

Professional Development leaves are awarded based on:

1. Primary criteria
 - a. Developing new competencies or areas of expertise
 - b. Impact on goals and mission of a program/department/unit and college/school
2. Secondary criteria
 - a. Feasibility of the project
 - b. Evidence of ability to complete project within proposed time frame

1.18 Sick Leave

Human Resources/Benefits

Campus Services Building (CSB) #237(2nd floor)

895-3504 /FAX 895-1545 / <http://hr.unlv.edu/benefits/leave/sick.html>

All full-time academic faculty and professional employees (A and B contracts) receive 30 days of sick leave the first day of employment. After the first year of employment, two days of sick leave per month are accrued. A maximum of 96 days of sick leave can be carried forward from one fiscal year to the next.

1.19 Supplemental Benefits (Employee Paid)

Human Resources/Benefits

Campus Services Building (CSB) #237(2nd floor)

895-3504 /FAX 895-1545 / http://hr.unlv.edu/Benefits/hr_optio.html

a. Cancer Care Insurance

UNLV offers two cancer insurance plans for employees through [American Fidelity](#). Plans are available to employees under age 65 who have not previously been diagnosed as having cancer. Both plans will provide coverage for the actual charges incurred by a covered person for the treatment of cancer, leukemia, or Hodgkin's disease. Employee and family plans are available. Call 800-654-8489 or 702-433-5333.

b. Personal Recovery

AFLAC's personal recovery plan offers financial assistance to employees faced with expensive medical treatments and loss of income due to health events, including heart attack, stroke, coronary artery bypass, surgery, coma, paralysis, major third-degree burns, and major human organ transplant. AFLAC pays the plan benefits directly to you so that you can determine the best use for this additional income. Your age and the level of coverage you select determine the cost of this plan. Premiums can be withheld on a pretax basis. Call 702-597-2788.

c. Personal Legal Plan

The MetLaw legal plan is available to UNLV employees through MetLife. The plan provides coverage for living wills, powers of attorney, traffic tickets (no DUIs), personal bankruptcy, immigration assistance, and more. Under the plan, you choose your lawyer from a network of more than 10,000 attorneys nationwide. Payroll deduction is available for the plan. Visit www.legalplans.com or call 1-800-821-6400.

d. Short-Term Disability

Short-Term Disability replaces a portion of your monthly income should you become totally disabled on a short-term basis. The plan provides benefits for up to 26 weeks. Short-term disability is offered through two vendors: [American Fidelity](#) and [Standard Insurance](#).

e. Supplemental Term Life Insurance

UNLV offers supplemental term life insurance for employees through two providers:

- [Western Insurance Specialties](#) offers a guarantee issue coverage of up to \$150,000 for the employee and \$30,000 for the employee's spouse/domestic partner, provided the employee applies for the guarantee issue within 60 days of date of hire. After that, employees will have to submit evidence of insurability for any amount of life insurance requested. Dependent children

may be insured up to a maximum of \$20,000 as long as either the employee or the spouse is also covered. Call 1-800-342-0707.

- [Standard Insurance](#) offers a guarantee issue coverage of up to \$100,000 for the employee and \$20,000 for the employee's spouse, provided the employee applies for the guarantee issue within 60 days of becoming eligible for the state health plan. After that, employees will have to submit evidence of insurability for any amount of life insurance requested. Employees must be participants in the state health plan in order to qualify for this benefit. Call 1-888-288-1270.

f. Voluntary Indemnity Plan

Under the voluntary indemnity plan, AFLAC will pay benefits for daily hospital confinement, illness, or accident-related events. Additional benefits are payable when you have a surgical procedure. Ambulance benefits are also payable. Cash benefits are paid directly to you. Your age and the level of coverage you select determine the premiums. Premiums may be withheld from your pay on a pretax basis. Call 702-597-2788.

g. Long-Term Care

Long-term care provides assistance if you have a chronic condition that leaves you unable to care for yourself over an extended period of time. Long-term care may be received in an adult day care center, an assisted living facility, a nursing home, or your home. This policy generally provides benefits for expenses not covered by Medicare or your health insurance plan. Your age and the level of coverage you select determine your premiums. Policies are available through [UNUM Life Insurance Company of America](#). Contact UNUM at 775-329-6367.

h. Metlife Critical Illness

The Metlife Critical Illness plan complements your existing medical and disability income coverage. It pays a lump sum benefit if you experience any medical conditions in three distinct categories — cancer-related conditions, heart-related conditions, and other conditions. It pays a lump sum benefit payment to you and can be used any way you see fit. Spouse and dependent child(ren) coverage is available. A MetLife Critical Illness Insurance customer service representative will be happy to answer any additional questions at 1-800-438-6388.

1.20 Training Opportunities

Human Resources

Human Resources – Staff Development & Employee Relations

Campus Services Building (CSB), Room 212J

895-0402 / FAX 895-5818 / <http://hr.unlv.edu/> (see “Staff Development” in left-hand column)

The Office of Staff Development coordinates and sponsors a wide variety of workshops in areas of interest including: HR Survival Series, Business & Finance, Professional Development, Personal Development and Personal Financial Planning. You may also contact the Office of Staff Development for information about training in the areas of Information Technology, Risk Management and Safety and customized learning opportunities. For the most current listing of campus-wide training programs, please refer to the staff development listing on Human Resources' website. Watch for special announcements in UNLV Today.

CHAPTER 2: RESOURCES AND PROCEDURES

2.1 Academic Assessment

Academic Assessment Office

Flora Dungan Humanities Building (FDH), Room 735

895-1506 / FAX 895-3670 / <http://provost.unlv.edu/Assessment/>

To meet our obligations to our students and accreditation standards, we need to provide information on what we expect from our students (student outcomes) and how we will know if they have met those expectations (assessment). Each year an "Assessment Report" form is due for each of the academic programs within a department/unit. An assessment plan for each program describes the data that should be collected each semester. Faculty should check with their program assessment coordinator and/or department chair to determine their data collection responsibilities each semester.

It is expected that each syllabus will carry a statement of student outcomes and how they will be assessed and that each faculty member will contribute to the department's/unit's overall assessment efforts. For more information related to academic assessment, view the assessment plans and reports, forms, and links to other resources on the assessment website <http://provost.unlv.edu/assessment>.

2.2 Academic Integrity / Misconduct, Student

Office of Student Conduct

Central Desert Complex Bldg#1

895-2308/FAX 895-2514 / <http://studentconduct.unlv.edu/misconduct/policy.html>

UNLV is dedicated to learning. In responding to this dedication, the university demands a high level of scholarly behavior and academic honesty on the part of students, faculty, staff, and administrators. Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism.

By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged, when faced with choices, to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution (from the "Student Academic Misconduct Policy", 12/05).

If the responsible instructor believes academic misconduct has occurred at any level, he or she shall notify the Office of Student Conduct (from the Student Academic Misconduct Policy 12/05). An example of academic misconduct is plagiarism: "Using the words or ideas of another, from the Internet or any source, without proper citation of the sources" (from the "Student Academic Misconduct Policy", 12/05). A copy of the Student Conduct Code and other related policies can be found on the Student Conduct website at <http://studentconduct.unlv.edu/conduct/student-conduct-code.html>.

2.3 Administrative Development Seminars (ADS)

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

895-1267 / FAX 895-3670 / <http://provost.unlv.edu/vpaa/>

Administrative Development Seminars (ADS) are informational / training sessions for academic department chairs, school / program directors, and assistant / associate deans. Information provided at these seminars should be shared by the attendees throughout their organizations. If employees have any questions they would like addressed at one of these seminars, they should contact the Office of the Vice Provost for Academic Affairs.

2.4 Alcohol Violation Response Policy

Office of Student Conduct

Central Desert Complex Bldg#1

985-2308 / FAX 895-2514 / http://housing.unlv.edu/housing-policies.htm#alcohol_response

UNLV has a commitment to its students, the campus community, as well as the local community to be proactive in its educational responsibilities which include responsible standards of behavior relative to alcoholic beverages. The Alcohol Violation Response Policy and Guidelines have been developed to provide guidance for the University of Nevada, Las Vegas' students, staff, and faculty regarding both proactive responses and possible outcomes / sanctions that may be used relative to students' consumption, distribution, possessions and / or sale of alcoholic beverages. All incidents involving alcohol use/misuse by students will be communicated to and coordinated through the Office of Student Conduct for UNLV.

2.5 Audio / Visual / Media Services

Instructional Technology and Multimedia

Classroom Building Complex (CBC) Room B132

895-0701 / <http://oit.unlv.edu/classroom-technology/multimedia-services>

Audio-visual equipment is available for delivery or pickup to UNLV employees or to students who order through instructors. Call 895-0701 at least 24 hours in advance and have the following information available: type of equipment needed, date(s) and time the equipment will be delivered and picked up, building and room number where the equipment is to be delivered, name, phone number and department of the person using the equipment.

2.6 Bringing Children to Class

Office of Student Conduct

Central Desert Complex Bldg#1

895-2308 / FAX 895-2514 / <http://studentconduct.unlv.edu/conduct/student-conduct-code.html>

The classroom occupants are at the discretion of the instructor (per UNLV general counsel). If you do not wish to permit students to bring their children to class, you may want to note it on your syllabus. Although there is no policy prohibiting bringing children to class, it falls within the Student Conduct Code, Section Two, III. K and L relating to "disrupting" the classroom and/or university operations. See <http://studentconduct.unlv.edu/conduct/student-conduct-code.html>.

2.7 Building / Classroom Security

UNLV Police Services

Three Locations: Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)

Claude I. Howard Public Safety Building (PSB)

Shadow Lane Campus (Building C)

895-3668 / FAX 895-3660 / <http://police.unlv.edu/index.htm>

911 Emergency only / 311 Non-emergency calls

The mission of the UNLV Police/Department of Public Safety is to ensure the safety and security of all individuals on campus and the protection of all university and personal property. A full description of the policies and procedures related to building security may be found on the UNLV website under "Policies, Facility Use." See www.unlv.edu/policies/facilities_use.html.

2.8 Calendars

A. Academic Calendar

Faculty Senate

Flora Dungan Humanities Building (FDH), Room 220

895-3689 / FAX 895-3609 / <http://facultysenate.unlv.edu/>

Faculty members should particularly note the dates of annual events: Winter and Spring Commencement, campus-wide recognition events, and other events of interest. See http://financialaid.unlv.edu/apps/Academic_Calendar/Calendars.asp

B. Events Calendar / Master Calendar of Events

Office of Public Affairs

Flora Dungan Humanities Building (FDH), Room 716

895-3102 / FAX 895-4057 / <http://publicaffairs.unlv.edu/index.html>

The UNLV Master Calendar welcomes submissions for confirmed events from university departments / units and registered campus organizations. The Master Calendar can be accessed on the UNLV website at <http://www.unlv.edu/main/calendars.html> as well as on the Master Calendar of Events website at <http://domino3.nevada.edu/calendar>.

C. Executive Vice President and Provost's Academic Administrative Calendar

Office of the Executive Vice President and Provost

Flora Dungan Humanities Building (FDH), Room 747

895-3301 / FAX 895-4054 / <http://provost.unlv.edu>

The Executive Vice President and Provost's calendar includes a listing of Academic Council, Deans' Council, and Deans' Assistants meetings and is posted on the web. There are also several other important dates listed on this calendar for academic units. See http://provost.unlv.edu/admin_calendar2.html

NOTE: If you are teaching at other NSHE institutions or the UNLV School of Dental Medicine, UNLV William S. Boyd School of Law, and/or the University of Nevada School of Medicine, there is a possibility that the academic calendars will be different (i.e., date classes begin, breaks, final exams, etc.).

2.9 Catalogs

Registrar's Office – Enrollment and Student Services

Student Services Complex A (SSC-A), Room 103

895-3443 / FAX 895-4987 / <http://register.unlv.edu>

UNLV catalogs can be viewed online at <http://www.unlv.edu/pubs/catalogs/>.

2.10 Classroom Accident / Injury

Risk Management & Safety

CSB / 895-4226 / FAX 895-4690 / <http://rms.unlv.edu/>

If an incident occurs on campus requiring medical attention please call "911" immediately and then the UNLV Risk Management and Safety Department at 895-4226.

If an employee (Faculty, staff, student worker or volunteer) was injured, a Notice of Injury or Occupational Disease C1 form must be completed. The form can be downloaded: <http://dirweb.state.nv.us/Forms/c-1.pdf>

If a student or visitor is injured an Incident Report must be completed. The form is found at: <http://rms.unlv.edu/default.php>, in the right hand column; click on **Report an incident**.

2.11 Classroom Capacity

Each classroom has a capacity that allows for a certain number of tables and chairs and is governed by life safety code requirements. The tables and chairs supplied in each classroom were selected because they allow faculty to arrange the room to meet the needs of their students. Oftentimes they can be arranged in different configurations to support different teaching styles and/or projects.

If there is a problem with a classroom assignment and you would like to see if another space is available, please check with your department for the process to request this change.

NOTE: Please do not move furniture between classrooms due to compliance with the life safety code.

2.12 Classroom Guidelines / Behavior

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

895-1267 / FAX 895-3670 / <http://provost.unlv.edu/vpaa/>

General Classroom Procedures – Faculty members are expected to hold class meetings that are:

- Consistent with the course schedule. The following is UNLV's Policy Statement regarding faculty absences. To review the entire policy, see "Missed Classes and/or Other Absences From Duty Policy (Academic Faculty)" in the alphabetical listing at http://provost.unlv.edu/files/Missed_Classes_Policy_for_Academic_Faculty-UNLV.pdf.

"Although it is the responsibility of the instructor to meet all scheduled classes, there may be occasions when it may be necessary for an instructor to miss a class or other obligation. Faculty members should have prior approval from their supervisor before missing/rescheduling classes or missing other scheduled duties, with the exception of emergencies.

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."

- 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 (see complete policy at: http://provost.unlv.edu/policies.html#list_m);
- Continue their professional development;
- Meet their obligations to the university community.

It is the faculty member's discretion and prerogative to determine what is and is not acceptable behavior in his or her classroom. The faculty member should clearly communicate these guidelines, preferably in the course syllabus. This may include wearing hats in class, coming to class late, etc.

2.13 Classroom Issues

Office of Student Conduct

Central Desert Complex Bldg#1

895-2308/FAX 895-2514 / <http://studentconduct.unlv.edu/conduct/student-conduct-code.html>

The Office of Student Conduct exists to assist the campus community in addressing conflicts or alleged violations of the UNLV Student Conduct Code and Policies. The resources available through The Office of Student Conduct can help you with a myriad of student behaviors, including but not limited to:

- Academic Dishonesty

- Disruptive / threatening behavior
- Alcohol / controlled substance issues
- Harassment, including sexual harassment
- Destruction / misuse of property, and
- Any act that is in violation of federal, state or local law.

2.14 Classroom Safety

Risk Management & Safety

CSB / 895-4226 / FAX 895-4690 / <http://rms.unlv.edu/>

UNLV Risk Management has a 20-minute online video called *Shots Fired*, which teaches survival techniques in a situation where there is an active shooter. The video can be found at:

<http://rms.unlv.edu/training/videos/shotsfired.php>.

2.15 Commencement

Office of the President

Flora Dungan Humanities Building (FDH), Room 756

895-3202 / FAX 895-1088 / <http://commencement.unlv.edu/>

Please refer to the commencement website for information regarding UNLV's Winter and Spring commencement ceremonies. Commencements are held at the Thomas & Mack Center. Graduates and faculty should report one hour prior to the ceremony for line-up. Ample parking is available outside the Thomas & Mack Center. Seating is on a first-come, first-served basis. The length of the ceremony is approximately two and a half hours.

Faculty may custom order rental regalia or rent standard UNLV Faculty regalia from the UNLV Bookstore.

NOTE: Faculty members should note that their attendance is expected at Winter commencement in December and Spring commencement in May.

2.16 Computing Resources / Policies

Office of Information Technology (OIT)

Herman Westfall Building (HWB)

895-1886 / FAX 895-1847 / <http://oit.unlv.edu>

The mission of the Office of Information Technology (OIT) is to support and enhance teaching, research, scholarly and creative production, and administration through the effective management and use of information technology resources. OIT also provides leadership in helping faculty, students, and staff use innovative technologies that result in genuine benefits to UNLV. OIT provides e-mail and course management services and support, faculty websites, classroom technology, audio-visual equipment, wired and wireless network services, database and server support, and general computing support for the campus. For a complete list of services, visit the OIT website. OIT encourages individuals to contact them through the IT Help Desk at 895-0777 or at IThelp@unlv.

A. IT Help Desk

Student Union, Room 231 or Carol C. Harter Classroom Building Complex (CBC), Room B133, 895-0777

ithelp@unlv.edu

<http://oit.unlv.edu/help/it-help-desk>

The IT Help Desk supports technology needs for UNLV employees and students. The IT Help Desk also coordinates technology needs with the appropriate OIT unit when necessary. Contact the help desk via a phone call, e-mail, or through the online help request form. Services include:

Desktop computing support • Software assistance, including Lotus Notes, WebCampus and Rebelmail • New computer orders • Faculty Websites • Network assistance • Software training • Mainframe access • Wireless • Installing antivirus software • General computing help.

B. Instructional Technology and Multimedia Services

Carol C. Harter Classroom Building Complex (CBC), Room B132, 895-0701
<http://oit.unlv.edu/classroom-technology/multimedia-services>

Audio and video equipment deliveries to classrooms and special events.

C. Technology Enhanced Classrooms (TECs)

Technology-Enhanced Classrooms (TECs) are spaces where basic technology is permanently installed in a lectern for use by the faculty or students during instruction. At a minimum, all TECs include a multimedia projector, built-in PC computer, document camera, VCR/DVD, and network access. Each TEC has cables that allow you to connect your laptop to the audio-visual system.

i. Reserving a Technology-Enhanced Classroom (TEC)

Due to the adoption of a new student information system, MyUNLV, the room scheduling process was being designed at the time this document was published. By default, all UNLV courses in MyUNLV were set to be scheduled in TECs. Those records were fed into Ad Astra, the university scheduling system, and the Registrar's Office assigned classrooms in consideration of availability, class size and course requirements. If you have questions or concerns about your room assignment, please have your departmental administrative assistant contact UNLV's academic scheduling office at scheduling@unlv.edu.

If you were not assigned a TEC, but require technology, call 895-0701 to schedule multimedia equipment deliveries. OIT suggests scheduling deliveries as far in advance as possible.

ii. Access to TEC Rooms

A Marlok card is needed to access TEC rooms. If you are locked out of a room during regular business hours, contact your department / unit or facilities (895-4357). After business hours, call the UNLV Police Services dispatch office at (895-3668, press 2 at the menu option) and be sure to have proof that you are teaching and need access to the room.

iii. Support and Training for a TEC

For assistance with using a TEC, or for training, call 895-0771. OIT provides assistance over the phone and, if necessary, sends a technician to your classroom.

D. Information Technology Coordination Committee (ITCC)

<http://domino3.nevada.edu/itccmeet.nsf>

University computing and related policies are developed, maintained, and modified by the Information Technology Coordination Committee (ITCC). Visit <http://oit.unlv.edu/about-oit/policies> for details about computing policies. Failure to comply with the regulations developed by ITCC and each college, school, department, and/or other governing unit may result in disciplinary action under the NSHE Code, or civil or criminal action under the Nevada Revised Statutes or federal law.

2.17 Conflict of Interest, see 2.48, Research Compliance, Office of

2.18 Copyright Policy and Fair Use Laws

Reprographics/Design Services

Reprographics/Design Services Building (PRO), Room 101
895-3213 / FAX 895-4649 / <http://repro.unlv.edu>

Although UNLV encourages its faculty and staff to engage in a wide variety of activities related to education, it respects the legal right to intellectual and creative property in all media. Such educational activities must therefore be performed within the bounds of copyright law. Faculty, staff and students that

utilize walk-up copiers or take materials to off-campus vendors assume all responsibility and liability for copyright compliance. See http://repro.unlv.edu/print/academic_printing_service.php#Copyright%20Policy.

Reprographics / Design Services has contracted with the Copyright Clearance Center for help in obtaining permission for course materials duplicated in Reprographics. Since most course packs are systematically duplicated from semester to semester and are sold commercially, they do not fall under fair use guidelines. Copyright clearance must be obtained from the publisher each semester. University policy does not permit educational materials to be sold directly by faculty members.

It is recommended that faculty include the following statement in their course syllabi:

The university requires all members of the university community to familiarize themselves and to follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws.**

Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

2.19 Copy / Printing - Reprographics/Design Services (R/DS)

Reprographics Building (PRO)

895-3213 main number / 895-0948 copy center / FAX 895-4649 / <http://repro.unlv.edu>

Reprographics / Design Services is responsible for supporting the teaching and learning mission of UNLV by providing high quality and cost-effective design and printing services. On-site experts in printing have a keen awareness of emerging technologies combined with many years of higher education and printing industry experience.

The department website, <http://repro.unlv.edu>, currently serves more than 300 on-line clients who order business cards, stationery, stock forms, and basic copying from their office desktops. Faculty and staff also have access to a full-service copy center offering color and black and white prints, wide-format posters, lamination, and bindery services. Design Services offers campus clients estimates, assistance, and services in designing cost-effective print-ready publications that comply with postal regulations and UNLV standards and graphics.

Faculty can produce customized course packs through Academic Printing Services (APS), which coordinates copyright clearance. Currently, Reprographics / Design Services oversees the University Copier Program, which facilitates the leasing, installation, servicing, and billing for departmental office and public copiers. Guidelines for these programs are available on the website. The department keeps on the "technological edge" with the most up-to-date digital technologies, allowing it to provide leadership in such areas as variable data printing, standards & graphics, printing application development, copyright clearance for academic course packs, forms management, and design consulting.

2.20 Course Evaluations / Teaching Evaluations - Students

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

895-1267 / FAX 895-3670 / <http://provost.unlv.edu/vpaa/>

In order to evaluate the effectiveness of teaching at UNLV, faculty are required to administer course evaluations at the end of each semester. Teaching evaluations are a very important piece of assessment data and it is important that the reliability, validity, and legitimacy of these instruments be maintained. The Academic Council of Deans has adopted the following minimum standards for the administration of such course evaluations:

- Anonymity
- Objectivity
- Post-evaluation procedures

These standards are detailed in the “Minimum Standards for Teaching Evaluation by Students” policy. These minimum standards apply to all departments, schools, and/or units when administering student evaluations of teaching. To review the policy, please see http://provost.unlv.edu/policies.html#list_t.

2.21 Curriculum Development

Office of the Vice Provost for Academic Affairs
Flora Dungan Humanities Building (FDH), Room 703
895-1267 / FAX 895-3670 / <http://provost.unlv.edu/vpaa/>

Faculty Senate Office
Flora Dungan Humanities Building (FDH), Room 220
895-3689 / FAX 895-3609 / <http://facultysenate.unlv.edu/>

Graduate College
Flora Dungan Humanities Building (FDH), Room 304
895-3970 / FAX 895-4180 / <http://graduatecollege.unlv.edu/>

Development of the curriculum is the privilege and responsibility of the faculty. The processing of requests for new courses, changes to existing courses, or deletion of courses typically progress from a department / school / program curriculum committee to a college / school curriculum committee, and finally to the Faculty Senate Curriculum Committee or the Graduate College Curriculum Committee, respectively. Forms for submitting undergraduate curricular changes are available online at <http://www.unlv.edu/committees/curriculum/>. Forms for submitting graduate curricular changes are available online at http://graduatecollege.unlv.edu/facstaff/committees/curriculum_directions.html.

Requests for new degree programs are reviewed at the pre-proposal stage by the Vice Provost for Academic Affairs and by either the Faculty Senate Curriculum Committee (undergraduate) or the Graduate College New Program Evaluation committee (graduate). Upon a positive recommendation, the full proposal is then developed at the department / school / program level, approved at the college / school level, and forwarded to the Executive Vice President and Provost’s office for review. It is also reviewed by the appropriate level evaluation committee. The recommendations of these committees are forwarded to the Vice Provost for Academic Affairs who, along with the Executive Vice President and Provost and the President, makes the final determination of whether a new program proposal should be forwarded to the Board of Regents for final approval. See <http://provost.unlv.edu/acadprop.html> for forms and details.

2.22 Dining / Catering on Campus

UNLV Dining Services
895-3858 / <http://www.unlvdining.org/>

UNLV offers many dining options on campus. For more information, refer to UNLV Dining’s website at <http://www.unlvdining.org/>.

Catering is also available for campus functions and additional information and policies can be found at <http://www.unlvdining.org/catering.html>.

2.23 Directory (Campus)

Department or unit leadership or administrative personnel

The campus directory is available in hard copy or online. Campus directories and local telephone directories are distributed to each office on campus. Contact your unit’s administrative assistant if you need copies.

For online directory information see <http://www.unlv.edu/main/directories.html>. Employee *UNLV contact information* (UNLV building, room number, and mailstop; UNLV phone number; UNLV email) is updated and entered on Archibus Web Central by the department in which the employees resides. The system

interfaces with the Human Resources Management System and updates daily. To update your UNLV contact information, contact your unit's administrative assistant or leadership.

2.24 Early Alert (from Faculty to Academic Success Center)

Academic Success Center
Claude Howard Building
895-3177 / E-Mail: asc@unlv.edu
<http://academicsuccess.unlv.edu/>

Faculty often come across students whose academic performance causes concern. Faculty can email any concerns to alert@unlv.edu and staff from the ASC will make contact with the student and provide an appropriate course of action to help the student succeed. By working together we can best support our students and help them persist and thrive. Please encourage all faculty, PTI's and TA's in your area to use this service.

2.25 Employment Contracts (EDOCS)

Human Resources
Campus Services Building (CSB), Room 237
895-3504 / FAX 895-1545 / <http://hr.unlv.edu/>

Office of Academic Resources
James E. Rogers Center for Administration and Justice (RAJ), Room 143
895-0404 / FAX 895-3083 / <http://provost.unlv.edu/academicresources.html>

Faculty members are employed under one of two kinds of contracts commonly referred to as "A" or "B" contracts. An "A" contract covers 12-month employment and a "B" contract covers 10-month employment and is the type of contract under which most academic faculty members are typically employed. The service dates of the "B" contract are set annually by the administration. All "A" and "B" contracts are considered annual contracts for the purpose of benefits eligibility. Faculty on "A" or "B" contracts are eligible to participate in the retirement program on the effective date of their employment contract and to receive health insurance benefits on the first day of the first full month of the contract. An "A" or "B" contract is issued for employment that is 50 percent full-time equivalent (FTE) or more for a duration of 90 days or more, and that meets the definition of faculty as defined in the NSHE Code Title 4, Ch. 3.

- "A" contracts are normally reserved for personnel engaged in year-round programs, and faculty and professional staff on "A" contracts are obligated for assigned duties throughout the year except for official state holidays. "A" contract faculty may take annual leave when desired so long as it does not conflict with normally assigned or specially required duties of the unit and prior approval is obtained.
- The "B" contract is the basic contract for teaching faculty, and is for service during the academic year. Faculty on "B" contracts are entitled to regular state and federal holidays and student breaks in conformity with the adopted university calendar. This faculty may accept supplemental appointments for university services for periods of time not included in their "B" contract following university policies and guidelines.
- LOA / LOB contracts are used for part-time instructors and other temporary employment opportunities.

2.26 Evaluations

Office of the Executive Vice President and Provost
Flora Dungan Humanities Building (FDH), Room 752
895-3301 / FAX 895-4054 / <http://provost.unlv.edu/>

Human Resources
Campus Services Building (CSB), Room 237
895-3504 / FAX 895-1545 / <http://hr.unlv.edu/>

The UNLV Bylaws call for an annual evaluation of all faculty and professional staff. Further details

regarding annual evaluation procedures may be found in the UNLV Bylaws. See Ch. 6, Ch. III, Policies and Procedures Relating to Faculty Rights and Duties at http://facultysenate.unlv.edu/common_files/T5-CH06---University-of-Nevada-Las-Vegas.pdf and <http://hr.unlv.edu/new/eval-merit.html>. Electronic file copies of the annual evaluation forms for tenured, tenure-track, and nontenure-track faculty are located at http://provost.unlv.edu/policies.html#list_e.

Professional staff evaluations are based on the Position Description Questionnaire (PDQ). Electronic file copies of the annual evaluation forms are located at <http://hr.unlv.edu/new/eval-facpro.html>.

Part-time instructors (PTIs) are not typically given an annual evaluation in the same way that full-time faculty are. PTIs are, however, evaluated through teaching evaluations and departmental/unit decisions to rehire or not. If a department/unit chooses to evaluate its PTIs, the annual evaluation form for nontenure-track faculty may be used for part-time instructors.

2.27 Extra Compensation Policy

*Office of the Vice Provost for Academic Resources
Flora Dungan Humanities Building (FDH), Room 415
895-0404 / FAX 895-3083*

Administrators, faculty, and professional support personnel under full-time employment contract to UNLV are accountable to the university for 100 percent of the duties associated with their basic appointments. Full compensation for the performance of all regular duties is stipulated in the professional employee's basic appointment contract. Compensation over and above the employee's stipulated salary for a given base salary period, from university-administered funds, is not allowed for performance of regularly contracted duties.

In certain situations, however, compensation in excess of the base salary from university-administered funds may be justified. UNLV's policy on extra-contractual/supplementary compensation defines such compensation as it relates to various personnel and situations, and it establishes the review criteria and procedures for the payment of such compensation. The full text of the policy may be found on the Division of Research and Graduate Studies website at <http://research.unlv.edu/policies/>.

2.28 Facility Problems, Reporting

To report problems in a facility, go to: <http://iservicedesk.unlv.edu:81/>

2.29 Faculty Senate

*Flora Dungan Humanities Building (FDH), Room 220
895-3689 / FAX 895-3609 / <http://facultysenate.unlv.edu/>*

The UNLV Faculty Senate assists in achieving the mission of the university by representing the interests of the faculty and professional staff, governing all issues concerning faculty and professional staff, serving as a forum for discussion, making recommendations on appropriate issues to the administration, and defending academic freedom. The Faculty Senate is authorized to act on questions and issues brought before it by the faculty and professional staff of the colleges, schools, and other components of the university.

Items to be considered for Faculty Senate agendas must be submitted to the Faculty Senate office for review by the Executive Committee. Faculty Senate meetings are generally held monthly during the academic year and are open to the public. The meeting dates are posted on the Senate website. The meeting minutes are available on the website as well as being distributed to the senators from whom faculty and professional staff may also obtain copies.

Faculty Senate Standing Committees

The following standing committees assist the Faculty Senate in performing its role in faculty governance. In addition, the Faculty Senate may form ad hoc committees as needed to investigate particular issues.

- Academic Freedom and Ethics Committee

- Academic Standards Committee
- Admissions Committee
- Campus Affairs Committee
- Curriculum Committee
- Faculty Development Leave Committee
- Fiscal Affairs Committee
- General Education Committee
- Grievance Committee
- Priority and New Program Review Committee
- Professional Staff Committee
- Program Review Committee
- Sabbatical Leave Committee
- Scholarship Committee
- Tenure and Promotion Committee
- University Bylaw Committee

2.30 Final Examinations / Study Week

*Office of the Vice President for Student Affairs
Flora Dungan Humanities Building (FDH), Room 514
895-3656 / FAX 895-4148 / <http://studentaffairs.unlv.edu/>*

*Office of the Vice Provost for Academic Affairs
Flora Dungan Humanities Building (FDH), Room 703
895-1267 / FAX 895-3670 / <http://provost.unlv.edu/vpaa/>*

The university requires final examinations given at the end of the semester be at the time specified in the class schedule. The study week and official examination schedule have been established in order for students to have an opportunity to prepare adequately for each of their exams. The calendar is at: http://financialaid.unlv.edu/apps/Academic_Calendar/Calendars.asp

NOTE: The date, time, and location of final examinations CANNOT be changed.

To ensure that students have the proper time to prepare for final examinations, the week before final exams is designated as a study week, in which classes will meet as scheduled but during which faculty members are encouraged to refrain from giving major tests (i.e., hour-long, sit-down, written exams). The policy shall not affect such assignments as laboratory finals, performance exams (juries as in theatre, music, and dance), short quizzes, term papers, final reports, and similar activities.

2.31 Full Class(es) - Handling Students Who Want to Add

*Faculty Member's Department/Unit
Registrar's Office
Student Services Complex Bldg. A (SSCA)
895-4253 / FAX 895-1118 / <http://register.unlv.edu/>*

Each department/unit and/or college/school may have its own guidelines for students who wish to add courses that are full to his/her schedule. Course enrollment is set by individual departments; however, enrollment may not exceed room capacity, which is regulated by the fire code (see **2.11 Classroom Capacity**, page 28).

2.32 Grants, Office of Sponsored Programs

*Flora Dungan Humanities Building (FDH), Room 309
895-0946 / FAX 895-1129*

The Office of Sponsored Programs (OSP) serves as the principal point of contact for individuals seeking and/or managing external funding for research, scholarship, and creative activities. It acknowledges and

supports the efforts of faculty in seeking and utilizing external funding on behalf of their own professional interests and on behalf of the university's mission.

2.33 Identification Card, RebelCard

RebelCard Services Center (RCSC)

UNLV Student Union, Room 118

895-2351 / FAX 895-2518 / <http://rebelcard.unlv.edu/>



The RebelCard is the official identification card of the UNLV campus community. Your first RebelCard is FREE! In order to get your card, you will need to bring official government identification (like a driver's license or passport) and an official employment document (like your contract or pay stub) to the RebelCard office.

You must have your RebelCard to check out books in the libraries, as well as accessing meal plans at the dining commons. You can deposit money onto your RebelCard in the form of RebelCash which allows you to make most on-campus purchases without paying Sales Tax. RebelCash is also the only way you can pay for printing in the libraries. Deposits to your RebelCash account can be made in our service center, via the web or at self-service kiosks.

If you lose your card it may be deactivated by calling 895-2351 or online at <http://rebelcard.unlv.edu/>. For a full listing of on- and off-campus locations that accept RebelCards for purchases, visit: www.rebelcard.com.

2.34 Institutional Planning

An ambitious vision has characterized the 50-year existence of the university. The history of UNLV includes a number of planning exercises that have provided vision for its growth. UNLV's first president, Donald Moyer, provided the seminal planning directive for the university. He said, "Those persons who have been planning campuses haven't been thinking big enough. We have to lay out a big broad view of the campus which will be adequate for future needs."and, the rest, is indeed, history. Visit <http://planning.unlv.edu/history> for detailed information.

A. Focus 50 – 100 Planning

UNLV's Executive Vice President and Provost, Dr. Neal Smatresk, initiated a new master planning process in the Fall of 2007, to conclude with UNLV's 50th anniversary as an institution of higher learning. Dr. Smatresk noted "the University of Nevada, Las Vegas has changed dramatically in the past 50 years, growing from a small local institution into a comprehensive research university in a dynamic urban region. There have been a number of planning exercises that have provided vision for our growth, but as we begin to reach a more stable enrollment, it is time, once again, to consider our identity and the unique nature of our institution as we move into our next 50 years".

B. College Metrics

Find out more about College/Department Performance Metrics by visiting http://planning.unlv.edu/college_metrics.html.

C. Planning Data

Institutional data about UNLV in the areas of Degrees awarded, Diversity, Enrollment, Faculty and Staff, Financial Aid, Fiscal Resources, Research, and Retention and Graduation rates may be found by visiting <http://planning.unlv.edu/statistics.html>.

D. Academic Master Plan

The current Academic Master Plan is at:

http://planning.unlv.edu/past/2008-2014_Acad_Master_Plan.pdf.

2.35 International Programs (IP)

Carol C. Harter Classroom Building Complex (CBC-B), Room B325
895-3896 / FAX 895-4147 / <http://internationalprograms.unlv.edu>

The Office of International Programs is the centralized academic support unit that assists UNLV in the planning and development of cooperative agreements, programs abroad, faculty exchange, field study projects, and other initiatives that foster internationalization. Faculty or staff considering the development of new programs must first contact the Office of International Programs.

The international study experience is an important part of any college education. Study abroad helps students to understand our changing society and planet from a global perspective. International education and foreign language skills are also important in many careers. Living in a foreign country provides UNLV's students, faculty, and staff an opportunity to see our culture, themselves, and others from a new perspective.

NOTE: 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 Nevada System of Higher Education (NSHE) policies on foreign study, research, or travel. UNLV employees have a contractual obligation to comply with UNLV policies and the NSHE Code.

2.36 Office of International Students and Scholars (OISS)

Student Services Complex A (SSC-A), Room 311
895-0143 / FAX 895-0169 / <http://www.unlv.edu/studentlife/international/>

This office assists all UNLV international students and scholars to make smooth transitions into successful academic, professional, and social experiences. Our services include providing assistance with employment, visa and travel issues as well as immigration advising and related documents.

If you intend to invite or hire an international person, please contact our department before making an offer or invitation to ensure the person is eligible to visit or be employed.

2.37 Libraries, University

Administrative Offices – Lied Library Building (LLB), Room 2270
895-2286 / FAX 895-2287
<http://www.library.unlv.edu>
Libraries' Hours recording: 895-2255

The UNLV Libraries support the university community by embracing the traditional values of higher education adapted for the global community in the 21st Century. Serving students and faculty, both on campus and at remote locations, the Libraries build collections; provide access to information and services supporting teaching, learning, research, and creative endeavors; and foster student learning through faculty partnerships and curricular integration of information literacy concepts.

Encompassing 327,000 square feet of space, the Libraries consist of the main Lied Library and three branches – Architecture Studies, Curriculum Materials, and Music Libraries. The Libraries also provide virtual support to UNLV's Shadow Lane Campus in Las Vegas and the William F. Harrah College of Hotel Administration Singapore Campus.

A. Lied Library

Located adjacent to the Carol C. Harter Classroom Building Complex (CBC) at the corner of Harmon Avenue and Gym Road, Lied Library combines the best of traditional academic library services with the newest electronic technologies. As the main library on the UNLV campus, Lied Library houses the bulk of the books and journals owned by the Libraries and provides ample study and group learning spaces as well as an Information Commons. The University's Teaching and Learning Center (TLC), Honors College, and the Graduate and Professional Student Association (GPSA) are located on the third floor of the library.

B. Branch Libraries

1. Architecture Studies Library (ASL)

Hours and Information: 895-1959 / <http://www.library.unlv.edu/arch/>

The Architecture Studies Library, located in the Paul B. Sogg Architecture Building, houses collections and services in the areas of architecture, landscape architecture, urban planning, building sciences, and interior design, including specialized collections and information relating to Las Vegas architecture and planning.

2. Curriculum Materials Library (CML)

Hours and information: 895-3593 / <http://www.library.unlv.edu/cml>

The Curriculum Materials Library, located in the William D. Carlson Education Building, supports teacher education programs within the College of Education and serves as a resource for teachers in Southern Nevada. Its collections include professional materials, juvenile literature, media, and K-12 textbooks.

3. Music Library

Hours and information: 895-2541 / <http://www.library.unlv.edu/music/>

Located in the Beam Music Center, the collection consists of scores, CDs, and DVDs primarily of classical music, jazz, and musical theater. Services include listening stations, a group listening/study room, and online streaming for audio reserve materials.

C. Services and Collections

The University Libraries offer a variety of user services and house several collections in support of UNLV's curriculum and research programs. **Unless otherwise specified, all library services and resources that are available to faculty are also available to professional staff and part-time instructors.** General information of interest to faculty is available at <http://www.library.unlv.edu/services/faculty.html>.

1. Catalog and Website

<http://www.library.unlv.edu>

The Libraries website provides access to the 1.3 million printed monographs through the Libraries catalog, as well as hundreds of electronic databases, electronic journals and books, full-text versions of journal articles, Internet sites, and much more. The Libraries catalog is shared with other academic libraries in Southern Nevada, but users can search collections at specific libraries. A "scoping" function exists to allow users to search collections at specific libraries, and searches can also be limited by type of material. In addition to books, the catalog also lists media items, periodical holdings, special collections items, government publications, microform research collections, and electronic resources. Off-campus access to electronic resources subscribed to by the Libraries is available to UNLV faculty, students and staff using their patron barcode and PIN. Requirements for campus access are available at <http://www.library.unlv.edu/help/remote.html>. For assistance with remote access, call the Research and Information Desk at 895-2100.

2. Circulation

895-2111 / <http://www.library.unlv.edu/circ/>

To receive borrowing and access privileges with the UNLV Libraries, faculty and professional staff must show a UNLV identification card at the circulation desk on the first floor. See <http://www.library.unlv.edu/circ/circuniv.html> for complete circulation policies.

Self-Check Option: Self-check-out of library materials using a self-selected PIN number is available in Lied on the first and third floors and in the Curriculum Materials Library. The unit provides a printed receipt with information on each title borrowed as well as the due date.

3. Course Reserves

895-2181 / <http://www.library.unlv.edu/services/reserves/>

Electronic reserves are available online. Physical and media reserves are held at library service desks. Search for reserves and find more information at <http://www.library.unlv.edu/services/reserves/>

4. Ordering Library Materials / Subject Liaisons – Collection Development

895-2133 or 895-2191/ <http://www.library.unlv.edu/cd/>

Each academic discipline is assigned a liaison librarian who offers in-depth research assistance in their subject areas to members of the university community, collaborates with faculty to design and conduct library instruction sessions, and selects books and other library materials. Purchase suggestions are encouraged. Liaisons and their contact information are listed by subject at <http://www.library.unlv.edu/about/biblio.html>.

5. Requesting Materials from other Libraries

Self-Service Option (for books) – Use LINK+

Membership in the LINK+ Consortium allows UNLV students, faculty, and staff to borrow books from over 50 consortial libraries in California and Nevada. LINK+ books generally arrive within 2-4 business days. Users place item requests either through a link in our Online Catalog or through the LINK+ catalog at <http://csul.iii.com>.

Mediated Service (for books or articles) – Uses Interlibrary Loan (ILL), 895-2152

<http://www.library.unlv.edu/dd/index.html>.

ILL obtains materials not owned by UNLV Libraries or LINK+ member Libraries. Register for the document delivery system at <http://unlv.illiad.oclc.org/illiad/logon.html>. Once registered, students, faculty, and staff can either complete online request forms manually or by clicking on the “Get Text” button in most databases. ILL articles generally arrive in 3-5 days and books take about 1-2 weeks.

6. Research and Information

895-2100 or 895-2200

The Libraries' research and information faculty and staff offer direct, one-on-one assistance in locating, evaluating, and using information resources, both print and online. Telephone, e-mail, chat research, text-messaging research and information assistance are also available, through the *Ask a Librarian* link on the Libraries homepage at <http://www.library.unlv.edu/ask>. There are full-service research and information service desks in Lied Library on the first floor and in the branch libraries.

7. Instruction

895-2123 / <http://library.unlv.edu/inst/>

The Libraries' Instruction Department, located in the Collaborative Learning Center on the first floor of Lied Library, works with faculty to ensure students develop a variety of research skills. The department offers online tutorials and customized sessions with Libraries staff. It also offers regularly scheduled workshops and tours designed for both students and faculty.

8. Special Collections

895-2234 / <http://www.library.unlv.edu/speccol/>

Located on the third floor of Lied Library, Special Collections houses rare and unique materials that chronicle the history and culture of Las Vegas and Southern Nevada, along with the world's largest collection on gaming. The collections include photographs, maps, architectural drawings, unique manuscript collections containing letters and personal papers from historic Las Vegas figures, and more. Special Collections also houses the University Archives, the Preservation and Conservation Laboratory, the Center for Gaming Research, and the Oral History Research Center.

9. Periodicals/Journals

895-2100 or 895-2200

Print periodicals/journals from 2003 forward are located on the second floor of Lied Library, either in the Current Periodical Room or the periodical stacks. Issues prior to 2003 are located in LASR (see #16 below). Microform periodicals (all dates) are also located on the second floor of Lied Library. Faculty may arrange to borrow bound volumes of periodicals on a one-week checkout basis.

10. Microforms

895-2100 or 895-2200/ <http://www.library.unlv.edu/collections/>

The microform collection is located on the second floor of Lied Library. Contents of several of the large research collections are accessible using the Libraries' catalog via author, title, keyword, and subject. Other microforms include newspapers, Nevada historical newspapers, ERIC (education) microfiche, periodicals, and government publications.

11. Media Resources

895-2122 / <http://www.library.unlv.edu/media>

Housed on the first floor of Lied Library, the media and computer services department collects media in all subject areas in support of the University curriculum. The collection includes videocassettes, DVDs and audiocassettes, for use in the library and the classroom. A media distribution system is available that enables the electronic delivery of selected media directly to specific desktop computers or viewing stations in the library. Media also can be checked out for classroom use by faculty. Media materials can be accessed through the Libraries catalog. Faculty input is welcome for collection development.

12. Government Publications/Research and Information Service Desk

895-2200 / <http://www.library.unlv.edu/govpub/index.html>

The print Government Publications collection is located on the second floor of Lied Library. UNLV Libraries selects and houses nearly 40 percent of the titles distributed by the U.S. Government Printing Office under the depository library program. Over 90% of all federal government publications are now published electronically and many can be accessed from the Libraries' Gateway to Government Information page at <http://www.library.unlv.edu/govpub/index.html>. The rest of the collection is comprised of documents from all levels of Nevada government, selected documents from adjacent states, United Nations publications, technical reports, and maps.

13. Computer Workstations and Laptop Use

<http://www.library.unlv.edu/services/>

UNLV students, faculty, and staff with current library-registered RebelCard IDs have full access to more than 300 computers in Lied Library and the branch libraries. All computers offer access to library research databases, full-text collections, the Internet, and the full Microsoft Office suite. Select computers have additional hardware and software for scanning and video capture. Internet access for personal laptop computers is available to UNLV students, faculty, and staff. Laptops are available to borrow, for use in Lied and the branch libraries. Computer technical assistance is available at Lied Library's first floor research and information desk, or the main desk in any branch library.

Copying and Printing Photocopiers and laser printers are available in all campus libraries. A cash-activated RebelCard or a Rebel Guest Card is required at all University Libraries' printing stations and photocopiers. Rebel Guest Cards are available at the value transfer stations located in the Lied Library or they may be purchased at the circulation desks at all university libraries.

14. Media Lab

<http://www.library.unlv.edu/media/medialab.html>

The studio at Lied Library provides current UNLV students, faculty and staff with a self-service facility to create multimedia presentations for class use. In addition to the standard software found on all library computers, the studio includes hardware and software to convert analog video to digital video; perform advanced editing of digital video; and scan documents, negatives, and slides. In-depth assistance is available by appointment.

15. Assistive Technologies.

Specialized equipment is available in the Lied Library Disability Resources Room (located on the first floor near Media and Computer Services). For more information see

<http://www.library.unlv.edu/services/disablt.html>. TDD (Text Telephone) service is available at Lied Library and at the Architecture Studies Library and Curriculum Materials Library branch locations.

16. Lied Automated Storage and Retrieval System (LASR)

Located on the first floor of Lied Library, LASR is an automated system that allows on-site storage of back issues of journals, lesser-used government publications, and selected archives. Materials are retrieved automatically by cranes in response to a request made through the Libraries' online catalog.

D. Other Libraries on Campus

Wiener-Rogers Law Library – William S. Boyd School of Law (BSL), Third Floor
895-2404 / Law Library Circulation Desk 895-2400 / FAX 895-2416
<http://www.law.unlv.edu/library.html>

The Wiener-Rogers Law Library, located inside the William S. Boyd School of Law, is administered independently of the University Libraries. The collection consists of primary sources of law at both the federal and state level and includes a wide range of secondary legal sources.

2.38 Maps / Building Information

Web Communications – Marketing and Public Relations
Richard Tam Alumni Center (TAC), Second floor
895-3963 / FAX 895-1596 / Web Help Desk 895-2886
<http://web.unlv.edu/> and <http://maps.unlv.edu/>

UNLV has developed several maps to help you find your way around campus. There are interactive maps and virtual tours of the campus, as well as downloadable maps. Refer to the “maps” website and choose the map or building information that best suits your needs.

2.39 Missed Class(es) Due to Faculty Absence

Office of the Vice Provost for Academic Affairs
Flora Dungan Humanities Building (FDH), Room 703
895-1267 / FAX 895-3670 / <http://provost.unlv.edu/vpaa/>

The following is UNLV's Policy Statement regarding faculty absences. To review the entire policy, see “Missed Classes and/or Other Absences From Duty Policy (Academic Faculty)” in the alphabetical listing at http://provost.unlv.edu/files/Missed_Classes_Policy_for_Academic_Faculty-UNLV.pdf.

Although it is the responsibility of the instructor to meet all scheduled classes, there may be occasions when it may be necessary for an instructor to miss a class or other obligation. Faculty members should have prior approval from their supervisor before missing/rescheduling classes or missing other scheduled duties, with the exception of emergencies.

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.

2.40 Missed Class(es) - Students

Office of the Vice Provost for Academic Affairs
Flora Dungan Humanities Building (FDH), Room 514
895-1267 / FAX 895-3670 / <http://provost.unlv.edu/vpaa/>

Faculty Senate Office
Academic Standards Committee
Flora Dungan Humanities Building (FDH), Room 220

895-3689 / FAX 895-3609 / <http://facultysenate.unlv.edu/>

Office of the Vice President for Student Affairs
Flora Dungan Humanities Building (FDH), Room 330
895-3656 / FAX 895-4148 / <http://studentaffairs.unlv.edu/>

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 you of anticipated absences by the last day of late registration to be assured of this opportunity.

Students who represent UNLV at any official extracurricular activity shall also have the opportunity to make up assignments, but the student must provide official written notification to you as soon as possible of his / her intention to participate in a university-sponsored event, but no less than one week prior to the date of the missed class(es).

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 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; band, drama, intercollegiate athletics, recruitment, and any other activity sanctioned by a college/school dean, and/or the Executive Vice President and Provost.

2.41 New Faculty Department / Unit Checklist

Office of the Executive Vice President and Provost
Flora Dungan Humanities Building (FDH), Room 752
895-3301 / FAX 895-4054 / http://provost.unlv.edu/policies.html#list_c

The New Faculty / Department / Unit checklist provides a guideline to ensure important aspects of a new faculty member's orientation are covered.

2.42 Non-Admitted / Non-Degree Seeking Students

Academic Success Center
Claude Howard Building
Phone: 702-895-3177 / E-Mail: asc@unlv.edu
<http://academicsuccess.unlv.edu/>

A non-admitted / non-degree seeking student is any person 18 years of age or older or any person who presents evidence of high school graduation. Students may enroll without official admission for a maximum of eight credits per semester.

Although there is no limit to the total number of credits one may earn as a non-admitted student, no more than 24 credits may be applied toward a bachelor's degree upon admission. See <http://catalog.unlv.edu/content.php?catoid=4&navoid=163>.

2.43 Office Hours, Faculty

Office of the Vice Provost for Academic Affairs
Flora Dungan Humanities Building (FDH), Room 704
895-1267 / FAX 895-3670 / <http://provost.unlv.edu/vpaa/>

In accordance with UNLV Bylaws:

“Each academic unit shall establish guidelines to ensure that all academic faculty maintain a predictable number of office hours during the regularly scheduled semesters. Office hours shall be posted and the faculty shall be available to students, colleagues, and others during these times.”

See Title 5 NSHE Governing Documents, Ch. 6, Ch. III Policies and Procedures Relating to Faculty Rights and Duties located at http://provost.unlv.edu/policies.html#list_m. Faculty should also check applicable policies of their governing units.

2.44 Part-Time Instructors (PTIs)

Office of the Vice Provost for Academic Resources

Flora Dungan Humanities Building (FDH), Room 703

895-1267 / FAX 895-3670 / <http://provost.unlv.edu/vpaa/> and <http://provost.unlv.edu/pti/>

Part-time instructors (PTIs) play a variety of roles on campus and assist UNLV in meeting its obligations to its students.

PTIs:

- bring specialized knowledge, often from the professions, to the classroom to enrich students' experiences;
- assist directly in the transition from classroom to the workplace by supervising students in practicum courses, such as teacher preparation; and
- help the university meet its obligation to provide a sufficient number of entry-level classes to incoming students.

Like full-time faculty, PTIs fill a variety of roles that have a variety of expectations and requirements. It is essential that all faculty learn the specific requirements, policies, guidelines, and practices of the departments / units in which they work. However, there are a number of university-wide policies, guidelines, and practices pertaining to all faculty members, and those that are relevant to part-time instructors are detailed in this handbook.

Throughout this handbook there are specific sections with additional information related to PTIs (i.e., Library, Information Technology, and University Policies). If you are a PTI and have questions about the information provided in this handbook, first talk to your administrative staff or department chair/unit director in the department / unit in which you are teaching; they are usually the best and quickest source(s) of information.

Some general information related to part-time instructors:

1. May teach up to 12 credits per semester; but typically fewer than 8.
NOTE: Part-time instructors who also teach at another system institution (i.e., CSN or NSC) must inform the department / unit they are teaching for at UNLV of the teaching workload at the other institution(s).
2. Educational requirements: generally a master's, Ph.D., or terminal degree in his/her field of study.
3. Identification card / RebelCard: contact the department / unit administrative assistant for this information.
NOTE: Part-time faculty cannot be issued RebelCards until two or three weeks after the semester begins.
4. Keys / Marlock cards (also known as "General Use Access Cards"): contact the department/unit administrative assistant for this information.
5. Office space and related equipment (i.e., computer, telephone): each department/unit makes the arrangements for offices, computers, telephones, etc.
6. Parking: anyone who visits campus regularly must purchase a parking permit to park on campus. Go to <http://parking.unlv.edu/> for more information.
7. Syllabus: see the "Syllabus" section.

8. Teaching assignments: these are determined by each department / unit. NOTE: Teaching assignments may be changed at any time right up to the start of the semester. This may be due to scheduling changes, issues of enrollment, space, and availability of full-time faculty members. This may require changes in part-time faculty member's assignments (as well as full-time faculty members' assignments).

2.45 Plagiarism Policy – See 2.2, Academic Integrity / Misconduct, Student

2.44 Posting Grades

Office of the Registrar

Student Services Complex-Building A (SSC-A), Room 103

895-3443 / FAX 895-4987 / <http://registrar.unlv.edu>

Student grades are available online to the students via their MyUNLV accounts (registration system) upon being posted by faculty. Faculty members are not required to post grades publicly in any other format. For any student requesting a hard copy final grade before it is posted online, you may ask the student to provide you with a self-addressed, stamped envelope. Grades should NOT be given out over the telephone or e-mail because of the inability to verify the identity of the person.

When grades or other evaluations of student work are posted publicly, in keeping with the Family Educational Rights and Privacy Act (FERPA), a method should be used to ensure that no individual student can be identified from the list by anyone but the student. The preferred method for posting grades is to assign random numbers to the students and then post the grades in other than alphabetical order. Faculty members are asked to be mindful that social security numbers are not an adequate protection of privacy.

To find out more about how to post grades in the new MyUNLV system, visit:

<http://aboutmyunlv.unlv.edu/tutorials/faculty.html>

Please Note: Grading tutorials and instructions may not be available until mid-semester (Fall 2010).

2.47 Private Professional Work (Consulting), see 2.49, Research Compliance, Office of

2.48 Professional / Ethical Standards

Faculty Senate Office

Flora Dungan Humanities Building (FDH), Room 220

895-3689 / FAX 895-3609 / <http://facultysenate.unlv.edu/>

A. Professional Standards

Faculty are expected to conduct themselves in an ethical and professional manner both in public and in the academic community. Academic freedom is guaranteed to all faculty in order that they may operate effectively in their work. Two sources that provide guidance for professional standards are:

Council of the American Association of University Professors (AAUP). UNLV faculty are encouraged to follow the ethical guidelines adopted by the Council of the American Association of University Professors. The guidelines recommend that faculty respect the dignity of students and fellow faculty and their rights to express differing opinions, and that they defend intellectual honesty and freedom in inquiry. Academic freedom means that faculty may objectively and without interference carry out their work. Faculty are expected to create an atmosphere conducive to learning and to behave fairly and honestly in all aspects of the student-teacher relationship.

Professional Associations. Most faculty belong to professional societies or associations in their respective fields. These institutions have established guidelines for professional conduct of their

members. UNLV faculty are urged to review and adhere to the guidelines of their respective associations.

B. Ethical Standards

The purposes of education are intellectual development, acquisition of tools required for scholarly and creative work, personal growth, and preparation for lifelong learning. Quality education at UNLV demands that both faculty and students behave in accordance with the highest ethical standards. These standards have been articulated by the faculty, the administration, and the NSHE Board of Regents. The general guidelines for faculty and procedures for dealing with alleged violations are contained in the "Ethical Guidelines for UNLV Faculty" adopted by the Faculty Senate and in the "Rules and Disciplinary Procedures for Members of the University Community" adopted by the Board of Regents. Although instances of academic dishonesty or questionable behavior are rare, all faculty should be aware of the limits within which they must operate.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, must recognize the special responsibilities placed upon them. Their responsibility to their discipline is to seek and state the truth as they see it. They must accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. Their responsibility to their students is to hold before them the highest scholarly standards of the discipline, to respect each student as an individual, and to adhere to appropriate limits in serving as mentors, intellectual guides, and counselors. Their responsibility to their colleagues is to respect and defend the free inquiry of associates, to acknowledge intellectual debts, and to be objective in their professional judgments.

Faculty should be particularly aware of the following unethical situations:

- Dishonesty in research or creative activity including such acts as falsification, misuse, misrepresentation, tampering, or plagiarism;
- Inappropriate teaching behavior including such acts as not meeting classes, delays in grading, improper level of instruction, or the sole use of subjective evaluation criteria;
- Interference with the rights of others through such acts as physical intimidation, sexual harassment, vandalism, or trespassing; and
- Unauthorized use of another's property including such acts as stealing, fraud, computer piracy, forgery, or false accusations.

Conduct deemed to be unethical in any of these areas will be handled in accordance with established due process procedures. These procedures and appeal processes are described in detail in Chapter 6 of the *NSHE Code*. In addition, as state employees, faculty and staff members are bound by the provisions of the Nevada Code of Ethical Standards.

C. Collegiality

Collegiality may be defined as the ability to work productively with students, colleagues, staff members, and administrators. Irrespective of personalities, faculty cooperatively develop and apply department, program, institute, school, college, division, university, and system policies concerning such questions as faculty evaluations; faculty vacancy announcements; graduation criteria; standards for admission; tenure, promotion, and merit appeals procedures; and search criteria for positions in higher administration. Each member of the faculty and professional staff must interact with colleagues in accord with civility and professional respect.

Although a faculty member may not place high regard on another faculty member's teaching, scholarship, or creative endeavors, it is expected that all evaluations, positive or negative, spoken or written, to colleagues or to students, be made through the proper channels and not be expressed in personally harmful language. For example, it might be conscientious to advise a student not to take a colleague's class, but this judgment should be based on, and articulated in terms of, scholarly or curriculum reasons, not personal ones. Collegiality encompasses the basics of the professional ethics of the academic world: respect for persons, integrity of intellectual inquiry, and concern for the needs and rights of students. Above all, collegiality means the

overriding concern to establish and maintain the ethical conditions and moral climate that promote faculty interdependence and interaction.

Collegiality is essential to maintain or improve the academic quality of the university. For these reasons, collegiality is a basic expectation of faculty and professional staff members, whether specified (as in bylaws) or not, and separate and apart from academic credentials. Bylaws, standard goals, and initiatives of the faculty and professional staff are paralyzed without collegiality.

2.49 Research Compliance, Office of

Flora Dungan Humanities (FDH) 331

895-5948 / FAX 895-5464 / <http://research.unlv.edu/compliance/>

The mission of the Office of Research Integrity (ORI) is to create and support an environment that promotes the ethical and responsible conduct of research while assisting researchers to comply with federal, state, NSHE, and local regulations with regard to research.

Through key committees, related programs, and administrative activities, the ORI oversees UNLV policies related to research integrity, including the coordination of policy development and policy implementation. The ORI also provides support for the responsible conduct of research.

UNLV is committed to performing high-quality research in an ethical manner and in compliance with relevant regulations and policies. Key research integrity areas include:

- [Human Subjects Research](#)
- [Animal Care Services](#)
- [Institutional Biosafety Committee](#)
- [Export Control](#)
- [Conflict of Interest and Commitment](#)
- [Research Misconduct](#)
- [Research Participant Incentives](#)
- [Responsible Conduct of Research Training](#)

UNLV encourages and supports community and outside interactions of its faculty and staff. Real or perceived conflicts of interest become a concern because they can cause the public's confidence in the integrity of research activities and the institution to be questioned. UNLV addresses this concern via annual and new project disclosures of potential conflicts of interest. All faculty and staff participating in sponsored research are required to complete disclosures of potential conflicts of interest. The policy can be found at http://research.unlv.edu/compliance/coi/coi_policy.pdf

All compensated outside service, including consulting, must be disclosed and reviewed via the UNLV Conflict of Interest / Compensated Outside Service form annually and prior to initiation of any new outside compensated service. Further details of the process are contained in this policy http://research.unlv.edu/compliance/coi/coi_policy.pdf.

2.50 Retaining Course Work Records

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

895-1267 / FAX 895-3670 / <http://provost.unlv.edu/vpaa/>

All instructors are encouraged to retain records of completed course work and grades for a period of one calendar year from the date of the last day of the term/semester. Part-time, relocating, and retiring instructors should provide these materials to their respective department's / unit's administrative staff.

2.51 Sabbatical Leaves – See 1.17 Sabbatical Leaves

2.52 Saturday Classes, Holiday Schedule

Faculty Senate Office

Academic Standards Committee

Flora Dungan Humanities Building (FDH), Room 220

895-3689 / FAX 895-3609 / <http://facultysenate.unlv.edu/>

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 Policy" in the alphabetical listing at <http://provost.unlv.edu/policies.html>.

2.53 Supplies (office) – Employees

Check with your department's / unit's administrative assistant(s) regarding what supplies are provided by the department / unit, the location(s), and ordering requests/guidelines.

2.54 Syllabus

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

895-1267 / FAX 895-3670 / <http://provost.unlv.edu/>

Faculty must create and distribute (or post online) a course syllabus for their students within the first week of the semester and there are minimum criteria for syllabi. A syllabus is a record of the course terms between the faculty member and the student. Therefore, everything in the syllabus must be accurate and clear, particularly the grading criteria. An organized, well thought-out, detailed syllabus protects both faculty and students from ambiguous interpretations of work and grade expectations.

Each semester, the Executive Vice President and Provost distributes an updated policies memorandum related to academic issues for teaching faculty and the minimum criteria for syllabi. Many of the areas addressed are policies or guidelines that could be included in each faculty member's syllabus. The topics range from the policy on missed classes (for both faculty and students) to the copyright guidelines. The memorandum is distributed via UNLV Official email prior to the semester starting, as well as being posted on the Executive Vice President and Provost office's website so faculty may "cut-and-paste" portions to include in their syllabus. Download the memos related to academic issues for teaching staff and minimum criteria for syllabi at http://provost.unlv.edu/policies.html#list_s.

2.55 Tenure & Promotion

Office of the Executive Vice President and Provost

Flora Dungan Humanities Building (FDH), Room 752

895-3301 / FAX 895-4054 / <http://provost.unlv.edu/>

Faculty Senate Office

Flora Dungan Humanities Building (FDH), Room 220

895-3689 / FAX 895-3609 / <http://facultysenate.unlv.edu/>

General guidelines pertaining to tenure and promotion of UNLV faculty are contained in the Board of Regents Handbook located at <http://system.nevada.edu/Board-of-R/Handbook/>. The specific sections related to tenure are in the NSHE Code. See Title 2, Ch. 3, <http://system.nevada.edu/Board-of-R/Handbook/TITLE-2---/T2-CH03---Tenure-for-University-Facu.pdf>

General guidelines for promotion in rank are contained in the UNLV Bylaws. More specific criteria may be found in the Bylaws and governing documents of each of the faculty member's governing units. See the UNLV Bylaws found on the Faculty Senate website, <http://facultysenate.unlv.edu/>.

For tenure and promotion, which is effective July 1, applications are due in electronic format to the Office of the Executive Vice President and Provost generally in October. See <http://provost.unlv.edu/pandt.html>.

Promotion and tenure forms are available in the “Policies, Procedures, and Forms Library” in Microsoft Word (.doc) and Adobe (.pdf) file formats. See http://provost.unlv.edu/policies.html#list_p.

2.56 Testing (of students)

*Academic Success Center
Claude Howard Building
895-3177 / E-Mail: asc@unlv.edu
<http://academicsuccess.unlv.edu/>*

The ASC has a testing center that offers a variety of computer and paper based exams. CLEP, ACT, and many other exams are offered. For more information call the Testing Manager at 895-0667 or visit our website at <http://academicsuccess.unlv.edu/>.

2.57 Textbooks, Faculty Requiring Own Textbooks for Class

*Office of the Vice Provost for Academic Affairs
Flora Dungan Humanities Building (FDH), Room 703
895-1267 / FAX 895-3670 / <http://provost.unlv.edu/>*

In order for faculty members to assign their own textbook for use in one of their classes, it must be approved by the faculty member’s dean. These guidelines were developed to protect both faculty and students. In order to implement the approval process, the faculty member should complete a form requesting approval. The policy and form can be found at http://provost.unlv.edu/policies.html#list_t.

Please be sure to get the requisite signatures prior to submitting your book orders for each semester. The deans’ offices should keep the approved forms for three years, so it will not be necessary to complete a form for the same book/class each semester.

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. These are covered by another policy, see http://repro.unlv.ath.cx/print/academic_printing_service.php.

2.58 Textbooks, Orders

*Office of the Vice Provost for Academic Affairs
Flora Dungan Humanities Building (FDH), Room 703
895-1267 / FAX 895-3670 / <http://provost.unlv.edu/vpaa/>*

*UNLV Bookstore/Barnes & Noble
Located just south of the Student Union
736-3955 / FAX 895-1610 / <http://unlv.bkstore.com/>*

The UNLV Bookstore sets the deadlines for faculty textbook orders. Meeting these deadlines (i.e., mid-October for the following Spring semester) enables the bookstore to hit the used book market early and attempt to find used books, which are less expensive for our students. This also lets them know which books to buy back from students at the end of the semester.

2.59 Travel

Individual department / unit

The individual department / unit should be the first point of contact for travel. Additionally, the Accounts Payable Travel Team can assist individuals needing to travel. Contact information is:

Accounts Payable
Campus Services Building (CSB), Room 245

2.60 Workload Assignment Policy & Guidelines, Faculty

Office of the Vice Provost for Academic Affairs
Flora Dungan Humanities Building (FDH), Room 703
895-1267 / FAX 895-3670 / <http://provost.unlv.edu/>

UNLV has a general policy on workload assignments and distribution for full-time faculty members. A copy of the current policy may be found on the office of the Executive Vice President and Provost website under the link "Policies and Procedures", http://provost.unlv.edu/policies.html#list_w. The following is an excerpt from the current policy (Section I.A.2):

- The standard University instructional requirement for all full-time, tenure-track faculty is three (3) courses per semester (one course equals three credits). Some units may define workload assignments in terms of contact hours rather than credit hours. The specific formula based on contact hours must be specified in the applicable governing Workload Policy(ies). The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).
- Faculty in the schools of Dental Medicine and Law shall be exempted from the standard University instructional requirement of three (3) courses per semester (one course equals three credits) in accordance with the Board of Regents' Faculty Workload Guidelines. See Title 4, Ch. 3, Sec. 3. It is recognized that the unique nature of the teaching programs in the professional schools does not fit into these standardized credit-hour guidelines. The Workload Policies for the professional schools shall parallel the University Workload Policy and Guidelines, differing where appropriate and justified.
- In recognition of the fact that there is a great diversity among units as to the specific nature of their work, the UNLV Workload Assignment Policy and Guidelines is intended to provide the basic principles on which faculty workload assignment and distribution decisions are based. Each Unit shall develop a Workload Policy consistent with these guidelines; except for departments, schools, programs, or equivalent units that choose to defer in writing to their governing Unit's Workload Policy (i.e., college, division, or equivalent unit). All workload policies for colleges, divisions, or equivalent-level units must be approved by the Executive Vice President and Provost and the President of the University. All departments, schools, programs, or equivalent units' workload policies or deferrals must be approved by its dean, vice provost, or school director. Copies of all workload policies will be kept on file in the Executive Vice President and Provost's Office. These policies will be accessible to members of the President's Office at all times.
- The workload policy guidelines apply to full-time, academic tenure-track faculty, with teaching responsibilities. Part-time tenure-track faculty with teaching responsibilities will have workload assignments prorated to the percentage of their appointment. It shall not apply to nontenure-track (Rank 0) appointments, those who have administrative or nonteaching appointments, part-time instructors, or support staff. Nontenure-track (Rank 0) employees with teaching responsibilities generally will teach four courses per semester. Nontenure-track workload assignments, however, may be negotiated to include other responsibilities, such as directing a laboratory, advising, or other duties. The reassignment and other teaching assignment categories may be used to designate the other responsibilities negotiated in the nontenure-track employees' workload assignments.

CHAPTER 3: MISCELLANEOUS TOPICS

3.1 Academic & Research Space

Flora Dungan Humanities (FDH), Room 522
895-0484 / <http://provost.unlv.edu/ARS/>

Academic & Research Space is responsible for the efficient and effective utilization of space on campus and all associated owned and leased properties. This is accomplished through diligent space planning and programming efforts, space utilization studies, and maintenance of the UNLV Facilities Space Inventory database, Archibus, and building floor plans. ARS is responsible for the stewardship of relocation, renovation and construction projects that affect academic and administrative divisions and departments. In this capacity, ARS serves as the liaison between the units and the various on- and off-campus service providers.

Space requests should be routed through department and dean's offices.

3.2 Accounts Payable

Accounts Payable Department
Campus Services Building (CSB), Room 245
895-3822 / FAX 895-1519 / <http://accountspayable.unlv.edu/>

The Accounts Payable Department website contains many informative and useful links for university policies and procedures regarding the payment of vendors and independent contractors, non-travel reimbursements, and other related topics. The Accounts Payable Department also handles all employee travel reimbursements.

The Accounts Payable website has a variety of helpful resources such as:

- Forms, Resources, and Links
- Policies and Procedures
- Travel Program
- Training Workshops
- Frequently Asked Questions

3.3 Auditors

Campus Audit Department
COX C-219 / M/S 0003
895-4720 / FAX 895-1029 / <http://audit.unlv.edu/>

Audit is a relatively new department with a true service objective. Rather than taking a judgmental attitude, Campus Audit is here to help the university improve the overall operations of its departments / units by improving our internal controls. The website includes information related to what the Nevada System of Higher Education (NSHE) auditors look for when they visit; a list of common mistakes found when they review procurement card records, a list of NSHE audits, helpful hints for controlling cash in your unit, and self-assessment checklists (asses your unit's compliance with UNLV policies and procedures).

3.4 Copyright Policy and Fair Use Laws

Reprographics/Design Services
Reprographics/Design Services Building (PRO), Room 101
895-3213 / FAX 895-4649 / <http://repro.unlv.edu/>

Although UNLV encourages its faculty and staff to engage in a wide variety of activities related to education, it respects the legal right to intellectual and creative property in all media. Such educational activities must therefore be performed within the bounds of copyright law. Faculty and staff that utilize

walk-up copiers or take materials to off-campus vendors assume all responsibility and liability for copyright compliance. See http://repro.unlv.edu/print/academic_printing_service.php

Reprographics / Design Services has contracted with the Copyright Clearance Center for help in obtaining permission for course materials duplicated in Reprographics. Since most course packs are systematically duplicated from semester to semester and are sold commercially, they do not fall under fair use guidelines. Copyright clearance must be obtained from the publisher each semester. University policy does not permit educational materials to be sold directly by faculty members. See Copyright Policy information located at http://repro.unlv.edu/print/academic_printing_service.php

It is recommended that faculty include the following statement in their course syllabi:

The university requires all members of the university community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

3.5 Copy / Printing – Reprographics / Design Services (R/DS)

Reprographics Building (PRO)

895-3213 main number / 895-0948 copy center / FAX 895-4649 / <http://repro.unlv.edu>

Reprographics / Design Services is responsible for supporting the teaching and learning mission of UNLV by providing high quality and cost-effective design and printing services. On-site experts in printing have a keen awareness of emerging technologies combined with many years of higher education and printing industry experience.

The department website, <http://repro.unlv.edu>, currently serves more than 300 on-line clients who order business cards, stationery, stock forms, and basic copying from their office desktops. Faculty and staff also have access to a full-service copy center offering color and black and white prints, wide-format posters, lamination, and bindery services. Design Services offers campus clients estimates, assistance, and services in designing cost-effective print-ready publications that comply with postal regulations and UNLV standards and graphics.

Faculty can produce customized course packs through Academic Printing Services (APS), which coordinates copyright clearance. Currently, Reprographics / Design Services oversees the University Copier Program, which facilitates the leasing, installation, servicing, and billing for departmental office and public copiers. Guidelines for these programs are available on our website. The department keeps on the "technological edge" with the most up-to-date digital technologies, allowing it to provide leadership in such areas as variable data printing, standards & graphics, printing application development, copyright clearance for academic course packs, forms management, and design consulting.

3.6 Delivery and Facilities Management Services

Property / Surplus / Inventory / 895-0859 / <http://www.unlv.edu/depts/delivery/inventory.html>

Central Receiving / 895-3212 / <http://www.unlv.edu/depts/delivery/receiving.html>

Mail Center / 895-3786 / <http://www.unlv.edu/depts/delivery/mailroom.html>

Delivery Services has three main divisions; Central Receiving, Mail Center, and Property Control. Central Receiving will receive materials and equipment, inspect items received for quantity, quality, condition and any special specifications as indicated on the purchase order, and distribute the incoming packages. The Mail Center provides metered mail service for outgoing USPS mail and distribution of all incoming mail. Property Control is responsible for the accountability of all university Fixed Assets. Facilities Management responsibilities include custodial services, recycling, facilities maintenance and landscape and grounds. Non-Chargeable Core Responsibilities include maintenance and repair activities on state-supported facilities, grounds, building systems, equipment, components, and utility systems.

Chargeable services are all non-maintenance services on state-supported facilities and all activities on non state-supported facilities are billable to the requesting department.

A. Facility Use Permits

Policies and forms on Facility Use are available at http://facilities.unlv.edu/administrative/building_use.html. The UNLV Committee on Facility Use has compiled a number of policies and procedures related to the scheduling of university facilities for activities. More information is available on the UNLV webpage <http://www.unlv.edu> at the index link "Policies, Facility Use."

B. Inventory, University Property

Herman Westfall Building (HWB), Room 128
895-3786 / FAX 895-1833 / <http://www.unlv.edu/depts/delivery/inventory.html>

Department administrators are responsible for maintaining an accurate departmental property inventory and are expected to reconcile the property inventory with listed property control records each year. Equipment that is subject to be tracked per Board of Regents policy is equipment with an original acquisition cost of \$5,000. In addition, certain sensitive equipment valued at \$2000 or more must also be tracked. The list of sensitive equipment is as follows:

- Computers (regardless of value)
- Cameras
- Firearms (regardless of value)
- Printers
- Fax machines
- Microscopes
- Video Cameras
- Cell Phones
- Telescopes
- Video Monitors
- Video Projectors
- Bicycles
- Two-way Radios
- Videocassette Recorders
- Individual Communication Devices

Please contact the Property Control Office for assistance in reconciling your records or visit the web at <http://www.unlv.edu/depts/delivery/inventory.html> to request a barcode. Complete the request for bar code form at: <http://www.unlv.edu/cgiwrap/delivery/rfb.php>

C. Key / Card Requests

Keys and cards are subject to the provisions of the Campus Key Policy, which can be viewed at <http://facilities.unlv.edu>. Faculty and staff should contact their department / unit administrative assistant with any key and/or Marlok card request or issue (i.e., ordering, replacing). For the instructions, forms, and policies related to ordering office keys and Marlok cards, see <http://www.unlv.edu/facilities/workcontrol/keyform.html>. Faculty, staff, and graduate teaching assistants should refer to the "Classroom Security" on the Executive Vice President and Provost's website: http://provost.unlv.edu/policies.html#list_c.

Maintenance and Service Requests must be routed through the Customer Service Help Desk in one of the following ways:

- Telephone: 895-HELP (4357)
- Fax: 895-4174
- Email: facilities_help_desk@unlv.edu
- iService Desk (Web): <http://iservicedesk.unlv.edu:81/>
- Location: Campus Services Building Room 132

D. Delivery Services

Herman Westfall Building (HWB), Room 128

895-3786 / FAX 895-1833 / <http://www.unlv.edu/depts/delivery/mailroom.html>

The UNLV Mail Center is responsible for providing the university with prompt cost-effective, efficient internal mail delivery as well as processing for out-going campus mail. The Mail Center also provides the general campus population with convenient U.S. Postal Services.

The primary responsibility of the mail center is to pick up and distribute campus mail between various locations throughout the university, to receive and distribute incoming U.S. mail, and to deliver prepared outgoing U.S. mail to the United States Post Office.

UNLV Mail Center does not handle personal mail for faculty, staff or students. A full-service U.S. Post Office is located at 4632 S. Maryland Parkway, Suite 10, across from the UNLV campus.

For stamped, outgoing mail, there are several outgoing U.S. mail boxes located on campus. They are:

- in front of Flora Dungan Humanities building facing Maryland Parkway
- in front of Herman Westfall Business Services building on Harmon Avenue
- at the southeast corner of the UNLV parking garage, off Cottage Grove Avenue

For your convenience, stamps may be purchased in the Student Union.

To have mail addressed to your campus / office address, it must include your four-digit UNLV mailstop. For example:

Your Name

UNLV Department/Office of XXXXXX (name of your department/office)

Box 45XXX (your four-digit UNLV mailstop)

4505 S. Maryland Parkway

Las Vegas NV 89154-XXXX (your four-digit UNLV mailstop)

E. Surplus, University Property

Herman Westfall Building (HWB), Room 128

895-3786 / FAX 895-1833 / <http://www.unlv.edu/depts/delivery/inventory.html>

Disposal of University equipment and property is coordinated through the Surplus Property Department. Unauthorized dispositions could have serious consequences for those who direct disposition or take such equipment and/or property. To process property for disposal, a Property Movement Request (PMR) must be completed. The PMR form can be located on-line via the Delivery Services webpage at: <http://www.unlv.edu/cgiwrap/delivery/pmr.php>

For disposition of Federally funded equipment to other institutions and specific compliance requirements please call 895-0859 for further information.

A campus viewing is available on the 2nd and 4th Tuesdays of the month from 2:00 to 4:00 and personal sales are conducted on the 2nd and 4th Thursday from 1:30 to 4:00. To view items online, go to http://spo.sysapps.unlv.edu/public/auct_online_info.aspx

3.7 Diversity & Inclusion

Office of the Vice President for Diversity and Inclusion

Flora Dungan Humanities (FDH), 552, 562

UNLV Multicultural Center (Houssels House)

895-5580 / FAX: 895-5977 / <http://diversity.unlv.edu>

The Office of the Vice President for Diversity and Inclusion, through leadership and collaboration, contributes to campus-wide diversity efforts for students, faculty, and staff at all levels of education and

employment. Community engagement is a priority, thus these efforts extend off-campus into the greater Las Vegas area for the broad array of community-based university stakeholders.

Diversity at the University of Nevada, Las Vegas (UNLV) is conceptualized as a “community responsibility,” therefore our diversity efforts are deliberately expansive. They include, but are not limited to, examinations of race; color; ethnicity; Deafhood; geographic origin; immigration status; language; socioeconomic class; employment status; sex; gender; gender identity and expression; family configuration; sexual orientation; physical, developmental, and psychological ability; Veteran’s status; age and generation; religious, spiritual, faith-based, and secular belief; physical appearance; environmental concern; political affiliation; and, the exercise of rights secured by the First Amendment of the Constitution of the United States.

With a Carnegie ranking of “high research,” diversity and excellence at UNLV are integrally linked—each *requiring* the other. Accordingly, the Office of the Vice President for Diversity and Inclusion works to ensure that educational and employment equity exists for all of its constituents through the provision of a dynamic range of outstanding access, support, development, research, and entrepreneurial initiatives. Research on the educational benefits of diversity shows that *all* students who are educated in robustly diverse scholastic settings do better academically, are more likely to graduate in four years, and, upon graduation, are hired first, promoted faster, and earn more money sooner than peers who attend more racially and ethnically homogenous institutions. By building student, faculty, staff, and community constituents’ skill for, and comfort with, meaningful engagement with individuals and groups from across the spectrum of rich human uniquenesses, UNLV and Las Vegas build capacity for the kind of professional excellence that the domestic and global multi- and plural-cultural workplace of the 21st century expects and necessitates.

Beyond the current economically driven diversity imperative, there exists a more far-reaching ethically driven one. By actively creating and sustaining a welcoming and affirming campus climate, we not only equip all members of the UNLV campus community—especially our students—to compete in society the way it is currently set up, but to contribute to the development of a globally diverse world that benefits all. It is toward this end in particular that the work of the Office of the Vice President for Diversity and Inclusion is dedicated.

3.8 Educational Outreach

Division of Educational Outreach

Paradise Campus at the corner of Swenson Street and Tropicana, across from the Thomas & Mack Center.

895-3394 / FAX 895-4195 / <http://edoutreach.unlv.edu/>

UNLV’s Division of Educational Outreach (UNLVEO), a part of the Office of the Executive Vice President and Provost, is an integral part of the university’s education, research and service mission. UNLVEO works with the deans and faculty of UNLV’s seventeen academic colleges and schools to shape the university’s outreach to government, business, and the community in general and serves as the university’s main point of access for non-traditional students, particularly adult and part-time learners.

The UNLVEO has as its core mission to extend UNLV’s educational resources in support of and partnership with the community, state, region and beyond in an effort to serve learner needs and interests through innovative courses and comprehensive programs and services. Adult, senior and part-time students; military personnel; government employees; and learners who are unable to attend traditional campus-based credit courses and programs constitute the student populations served by the division. We draw upon the expertise of UNLV’s outstanding academic and administrative faculty, along with experienced community members, to offer high quality and innovative educational opportunities, programs, and services for credit and non-credit, using a variety of locations, schedules, and technologies. Programs are provided in face-to-face, completely online, and blended-learning formats.

Units that are part of the UNLVEO include Continuing Education and its Professional Development Center, Distance Education, Summer Term, Community2Campus, the Cannon Survey Center, the Osher

Lifelong Learning Institute (OLLI at UNLV), the Institute for Security Studies, and the Public Lands Institute. The division's main offices are located on the Paradise Campus at 851 E. Tropicana, at the corner of Swenson and Tropicana, directly across from the Thomas and Mack Center.

3.9 Employee Information Records

Human Resources

Campus Services Building (CSB), Room 237

895-3504 / FAX 895-1545 / <http://hr.unlv.edu/>

Employee Query and Update System (EQUUS): <https://mustang.nevada.edu/hrip/unlvlog.htm>
EQUUS is available Monday thru Friday – 7 a.m. to 7 p.m. and weekends – 12 p.m. (noon) to 5 p.m.

An employee's individual *personal* contact information is obtained upon employment for the EQUUS system. Employees must notify Human Resources of changes either through the Employee Query and Update System (EQUUS), <https://mustang.nevada.edu/hrip/unlvlog.htm>, or by completing the Personal Data Sheet available from the human resources' office. Remember to verify the information listed for you in the EQUUS on a regular basis. This online database contains your personal contact information, including work and home addresses, pay rate, tax withholding information, and tenure status.

NOTE: EQUUS is located on a site external to the UNLV Human Resources website (see above).
EQUUS is administered by NSHE System Computing Services.

3.10 Fundraising

UNLV Foundation – Foundations Building (FND)

895-3641 / FAX 895-1010 / <http://foundation.unlv.edu/>

The UNLV Foundation, incorporated in November 1981, is a 501(c)(3) organization that serves as the fundraising and gift management agency for the university. The 62-member UNLV Foundation Board of Trustees oversees the management of the Foundation and provides important links between the university and the community.

Fundraising Policy. It is university policy that all fundraising activities be coordinated through the UNLV Foundation. No member of the campus community is authorized to raise funds for any program without the prior approval for that activity from the Foundation. Faculty and staff should direct their inquiries about fundraising to the Foundation, their deans, or supervisor before any contact with potential donors occurs.

Gifts. A gift is defined as a benevolent donation that does not require any commitment of institutional resources or services other than normal commitments made to carry out the agreed-upon intent of the donor for the use of and reporting on the gift funds. Because gifts generally require IRS charitable deduction receipts, all gifts must be received through the UNLV Foundation. This includes cash and non-cash gifts.

3.11 General Counsel, Vice President

Office of General Counsel (including Ad Hoc Administrative Code Officers)

Flora Dungan Humanities Building (FDH), Room 320

895-5185 / FAX 895-5299

Email: richard.linstrom@unlv.edu

The Vice President and General Counsel reports to the University President, with "dotted line" reporting to the Chief Counsel of the Nevada System of Higher Education. Attorneys in the Office of General Counsel serve as the legal advisors to UNLV. The Vice President and General Counsel is primarily responsible for planning, organizing and guiding the University's legal representation, in addition to providing advice and counsel to senior academic and administrative officers of the University concerning the legal rights and obligations of the University and litigating on its behalf.

Attorneys in the Office of General Counsel are prohibited from providing legal advice to members of the campus community regarding personal or business legal issues, including grievances or complaints against UNLV. When appointed by the President as Ad Hoc Administrative Code Officers, they have various duties relative to disciplinary sanctions for professional employees, as described in Chapter 6 of the NSHE Code.

Absent other arrangements or established procedures, requests to the Office of General Counsel for legal advice should be in writing (e.g., e-mail) and approved by an appropriate cabinet-level administrator (i.e., Executive Vice President and Provost, Vice President, Director of Intercollegiate Athletics, etc.).

3.12 List Serve, University

Office of Information Technology (OIT)
Herman Westfall Building (HWB)
895-0777 / IThelp@unlv.edu / <http://oit.unlv.edu>

The UNLV Official list serve includes all UNLV employees, is automatic, and employees are subscribed to the list at the time their e-mail accounts are created. Removing oneself from the UNLV Official list is not possible. The UNLV Official list is used to disseminate information that the entire campus needs to receive. Examples of appropriate postings to this list include notices about building power outages and parking lot closings.

UNLV Today is an optional daily newsletter for employees that communicates non-essential, but helpful, UNLV business. For more information, visit <http://facultystaff.unlv.edu/unlvtoday/>

3.13 Mailboxes – U.S. Mail

UNLV Mail Services does not handle personal mail for faculty, staff or students. A full-service U.S. Post Office is located at 4632 S. Maryland Parkway, Suite 10, across from the University.

For stamped, outgoing mail, there are several U.S. mail boxes located on campus. They are:

- in front of Flora Dungan Humanities building facing Maryland Parkway
- in front of Herman Westfall Business Services building on Harmon Avenue
- at the southeast corner of the north UNLV parking garage, off Cottage Grove Avenue

3.14 Maps / Building Information

Web Communications – Marketing and Public Relations
Richard Tam Alumni Center (TAC), Second floor
895-3963 / FAX 895-1596 / Web Help Desk 895-2886
<http://web.unlv.edu/> and <http://maps.unlv.edu/>

UNLV has developed several maps to help you find your way around campus. There are interactive maps and virtual tours of the campus, as well as downloadable maps. Refer to the “maps” website and choose the map or building information that best suits your needs.

3.15 Merchandise Sales

UNLV Committee on Facility Use

Any sales of merchandise for profit by a non-university organization or individual must be sanctioned, and sales are restricted to certain locations. A full description of UNLV’s policy on merchandise sales may be found at Section II.14 http://www.unlv.edu/policies/facilities_use.html#merchandise.

3.16 Non-Reappointment

Human Resources
Campus Services Building (CSB), Room 237
895-3504 / FAX 895-1545 / <http://hr.unlv.edu/>

When a notice of non-reappointment is to be issued, the first step is to contact the appropriate Vice President's Office to alert them. That office will coordinate with Human Resources to obtain the form and confirm when the employee must be notified. Additional information can be obtained at <http://hr.unlv.edu/Professional/nnr.html>.

3.17 Outdoor Areas, Use of

UNLV Committee on Facility Use

http://www.unlv.edu/policies/facilities_use.html

For UNLV's policy on the use of outdoor areas, refer to the "Guidelines for Scheduling University Facilities" on the website noted above. The "Use of Outdoor Areas" guidelines are found in Section II.F. at http://www.unlv.edu/policies/facilities_use.html#outdoorareas. Also see **3.25 Scheduling and Conferences**

3.18 Outdoor Noise

UNLV Committee on Facility Use

http://www.unlv.edu/policies/facilities_use.html

UNLV's primary mission is to serve as an academic institution. As a result, outdoor events should not be held which disrupt the academic schedule of the university. Outdoor events which use amplified sound equipment are prohibited on campus, except in designated areas. A full description of the Outdoor Noise Policy may be found Section II.G. at http://www.unlv.edu/policies/facilities_use.html#outdoornoise.

3.19 Parking and Transportation Services

Claude I. Howard Public Safety Building (PSB), Room 100A

895-1300 / FAX 895-4951 / <http://parking.unlv.edu/>

Parking Permit online purchase site: <http://parking.unlv.edu/>

Parking Map: <http://parking.unlv.edu/>

Parking and Transportation Services strives to make parking your vehicle as efficient and convenient as possible. We are committed to improving campus parking by researching solutions, evaluating their effectiveness, and making recommendations and adjustments. University parking lots are restricted and controlled through the purchase and use of appropriate parking permits. This permit will allow authorized users to park on the campus in accordance with published parking regulations. Due to the numerous construction projects on campus, regular notices are sent via "UNLV Official" e-mail whenever parking is affected.

Parking permits are available for purchase on the Internet at <http://parking.unlv.edu/>. Parking permits are also available at the Parking and Transportation Services Office. For more information, refer to the website above.

- Parking is enforced 7 a.m.- 7 p.m. Monday-Thursday and 7 a.m.- 1 p.m. Friday. Handicapped and reserved parking is enforced 24 hours a day.
- Motorist assistance is available for students, faculty, and staff who either need a jump start, tire inflation, or accidentally lock themselves out of their vehicles 7 a.m. to 7 p.m., Monday through Friday by calling 895-1300.
- Escort: The Police Services Department will provide a student security officer to escort you to your vehicle after dark by calling 895-3668.
- Parking enforcement officers are available while on patrol to assist those in need of information related to parking on the campus or those who may need directions.
- Visitor parking lot and information booth at Maryland Parkway and Harmon Avenue at the main entrance is available 7 a.m. to 5 p.m., Monday through Friday.

Rules and regulations govern the parking of vehicles on the campus of the University of Nevada, Las Vegas in accordance with the provisions of NRS 396.110. Nevada state law and Clark County codes governing parking of motor vehicles shall apply on University property. The Board of Regents of the Nevada System of Higher Education has further delegated the responsibility to establish, approve, and enforce parking regulations to the President of each institution (BOR Handbook Title 4, Chapter 1, Section 11). These regulations and laws are enforceable 24 hours per day throughout the calendar year.

3.20 Performing Arts Center (PAC)

General Information 895-3535

Box Office 895-ARTS (2787) / FAX 895-4714 / <http://pac.unlv.edu/>

The PAC schedules the Artemus W. Ham Concert Hall, Judy Bayley Theatre, and the Black Box Theatre located in the Alta Ham Fine Arts Building

The Performing Arts Center at UNLV has long been the home of arts and cultural programming in Southern Nevada. Located on the northeast corner of the university campus, the center is bustling with activity nearly every day of the year.

In the Center's performance spaces, three of the valley's top-producing organizations – the Las Vegas Philharmonic, the Nevada Ballet Theatre, and the Nevada Conservatory Theatre – perform full seasons of the finest in dance, theatre, and music. The Center is also home to the UNLV Symphony Orchestra, UNLV Jazz Ensembles, the UNLV Wind Orchestra, and the UNLV Department of Dance. In addition, the Performing Arts Center hosts its own season of performances bringing the best international classical musicians and artists along with popular arts programming from a broad range of genres, including stars of Broadway and jazz, vocal groups, and the best names in modern dance. For further information, refer to the PAC website.

Scheduling: The Paul Harris Theatre located in the Alta Ham Fine Arts Building is scheduled by the Theatre Department; the Beam Music Center Recital Hall is scheduled by the Music Department; and the Dance Studios are scheduled by the Dance Department.

3.21 Publications

The website related to UNLV Publications is: <http://cms.unlv.edu/newscenter/pubs.dot>.

Links to community publications and websites may be found at <http://communityrelations.unlv.edu/community.html>.

A. Faculty / Staff Publications

Faculty/Staff webpage – located at <http://facultystaff.unlv.edu/>, the webpage includes information and resource links specifically for UNLV employees.

UNLV Today — a daily e-newsletter that delivers information to UNLV faculty and staff via their Lotus Notes e-mail account. Information includes upcoming events, training, benefit changes, organizational changes, and more. To read, submit or subscribe, visit <http://facultystaff.unlv.edu/unlvtoday/>.

B. Other Publications

Rebel Yell – the student newspaper is distributed on campus, or you may visit <http://unlvrebelyell.com/>.

UNLV Magazine – is published two times a year by UNLV's marketing and public relations office. Its website is <http://magazine.unlv.edu/>.

UNLV Innovation Magazine – is published once a year by the Division of research and graduate studies. Its website is <http://research.unlv.edu/innovation/>.

UNLV Impacts – an e-newsletter to inform the community about campus news and initiatives that affect Southern Nevada. To read or subscribe, visit <http://impacts.unlv.edu/>.

News Center – The online News Center brings together news and features from a number of UNLV sources, including print publications, news releases, and e-newsletters. Its website is <http://cms.unlv.edu/newscenter/>.

3.22 Purchasing and Contracts

Campus Services Building (CSB,) Room 235
895-3521 / FAX 895-3859 / <http://purchasing.unlv.edu/>

The purchasing department website contains information regarding who to contact and the steps to follow when purchasing goods and services, preparation of contract documents, and Purchasing Card transactions.

3.23 Recycling

UNLV Solid Waste and Rebel Recycling Program
895-3760 / FAX 895-4174 / tara.pike@unlv.edu / <http://facilities.unlv.edu/recycling/>

The Rebel Recycling Program is committed to providing the UNLV campus with comprehensive waste reduction, recycling, and resource management in an efficient, timely manner. The foundation of its mission is based on the 3Rs of REDUCE, REUSE and RECYCLE.

- REDUCE the amount of things you throw away.
- REUSE the things you have until they can no longer be reused.
- RECYCLE once you have completed the first two Rs.

Recycling is picked up on a weekly route. Each building has a different scheduled day(s). Call or email to request a special pick of a large amount of materials, to get an office clean out bin or a desk-side recycling bin and/or to request free shredding service. All special requests will be completed within 24 hours of the request. Suggestions for ways to increase waste reduction, reuse and recycling on campus are appreciated. Thank you for reducing and recycling!

3.24 Risk Management and Safety (RMS)

UNLV Risk Management & Safety
895-4226 / FAX 895-4690 / <http://rms.unlv.edu>

RMS is responsible for administering programs on the UNLV Main Campus, Shadow Lane Campus, Nevada State College and the College of Southern Nevada campuses. For additional information on any of our programs, or to contact RMS please call 895-4226 or visit our website at <http://rms.unlv.edu/>

A. Insurance

The Insurance function of RMS is responsible for protecting the welfare of students, staff, patrons, and assets of UNLV, CSN, and NSC from risk and financial loss. It assists in the procurement of insurance and/or development of self insured programs for property, general liability, auto liability and auto property damage, professional liability and crime.

B. Claims Administration

Claims Administration processes and / or administers automobile, general liability, property, workers' compensation, professional and crime claims.

C. Environmental Management & Laboratory Safety (EM & LS)

The EMLS function focuses on health and safety issues related to hazardous/regulated materials and environmental compliance for the University. Services provided include: Laboratory Safety, Environmental Compliance, and Special Projects. The EMLS function coordinates and participates on the Institutional Bio-Safety Committee (IBC), Institutional Review Board (IRB), Institutional Animal

Care and Use Committee (IACUC), the Harry Reid Center Safety Committee (HRC) and the Chemical Safety Advisory Committee (CSAC).

D. Occupational Safety and Health (OSH)

The OSH function administers the requirements of Federal and State OSHA programs with regard to compliance, investigation and training. Indoor air quality, mold, and other health and safety issues brought to the attention of OSH are thoroughly investigated by this function. As a means of facilitating these responsibilities, OSH coordinates and participates on the following committees: RMS/FM Safety Committee, SLC Dental School Safety Committee, T&M/SBS Safety Committee.

The OSH function also conducts audits and building inspections to determine compliance with OSHA regulations and to make certain that safe work practices are followed.

Safety Training is provided to UNLV personnel via online and classroom training courses. There are more than 50 different training classes.

E. Fire and Life Safety

The Fire and Life Safety function conducts building fire safety inspections to reduce or eliminate fire and other exiting hazards, conducts fire drills, assists in the development, implementation and monitoring of building evacuation plans and provides AED, first aid and fire extinguisher training.

F. Emergency Planning

Emergency Planning works closely with UNLV Police Services, Valley Law Enforcement, Fire, and Homeland Security agencies in the development, implementation and monitoring of UNLV's emergency planning and response documents.

G. Chemical Inventory Management (CIM)

The CIM function assists faculty and staff in maintaining a user friendly, up-to-date inventory that provides easy access reporting. The program is designed to track all chemical movements from delivery to waste, as well as, provide federal, state, and local regulators chemical hazard information through online services.

H. Radiological Safety (RS)

The RS function administers the University Radiological Safety Program in compliance with the Nevada Administrative Code, Chapter 459 (NAC 459), and maintaining Nevada Radioactive Material Licenses 03-13-0305-01 and 03-13-0305-02 issued by the State of Nevada Radiological Health Section, Bureau of Health Protection Services. These licenses allow faculty, staff, and students to work with radioactive materials at specific UNLV locations. It registers the University's X-ray equipment and all other machines that produce ionizing radiation with the State of Nevada Radiological Health Section, Bureau of Health Protection Services. All campus departments or units that acquire or use sources of radiation (ionizing or non-ionizing) must comply with established University Radiation Safety Policies and Procedures. The function provides training, dosimetry and radiation detecting instrumentation, conducts safety surveys and audits, maintains records, and provides services for handling radioactive materials and disposal of radioactive waste. This helps the University community retain its license privileges and meet any other regulatory obligations. RS strives to provide faculty, staff, students and campus visitors with a radiological safe environment and protects the community from unnecessary exposure to radiation.

I. Risk Management & Safety Contacts

Executive Director	Johnny Centineo	895-5522
Administrative Office	Receptionist	895-4226
Administrative Assistant II	Eliza Ferreras	895-1738
Environmental Management & Laboratory Safety Manager	Gary Snodgrass	895-0463
Insurance & WC Officer	Michael Means	895-5735
Occupational Safety Prog. Off.	Bill Murray	895-4860
Occupational Safety Tech.	John Tomola	895-4943
Radiological Safety Officer/Manager	Tom McGiff	895-4419
Fire and Life Safety	Larry Warkentin	895-2990
Emergency Management	Johnny Centineo	895-5522
Risk Management & Safety	http://rms.unlv.edu/	
Environmental & Lab Safety	http://rms.unlv.edu/biosafety/labsafety.php	
Fire/Life/Occupational Safety	http://rms.unlv.edu/fls/fls.php	
Insurance	http://rms.unlv.edu/insurance/insurance.php	
Workers' Compensation	http://rms.unlv.edu/workerscompensation/workerscompensation.php	

3.25 Scheduling and Conferences

Division of Student Affairs Campus Life

Student Union 315

895-4449/FAX 895-1609 / <http://eventservices.unlv.edu/>

The Office of Scheduling & Conferences is responsible for the management of the scheduling and reservation process for all the facilities within Student Affairs as well as year-round Overnight Accommodations. These spaces include the Student Union, Student Recreation & Wellness Center, Overnight Accommodations, Residential Life Conference Rooms, and UNLV Campus Green Space. This office provides a structured one-stop location for groups or individuals (students, staff/faculty, and community) planning meetings, conferences, and other events within Student Affairs Facilities. The office receives and processes over 10,000 reservation requests per year. Services provided through the office include pre-event planning, audio/visual/lighting equipment, overnight accommodations (<http://eventservices.unlv.edu/conferencehousing.html>), catering coordination, event security, registration services, and coordination with UNLV Facilities Maintenance and Grounds for event-related needs. For information on scheduling an event, please visit <http://eventservices.unlv.edu/contact> or contact us at 895-4449 or eventservices@unlv.edu.

3.26 Women's Center, Jean Nidetch

Student Services Complex (SSC)

Room 255 (down the hall from Financial Aid & Scholarships)

895-4475 / FAX 895-0601 / <http://womenscenter.unlv.edu/>

Monday through Friday 8 a.m. to 5 p.m.

The UNLV Jean Nidetch Women's Center is a resource center that strives to be responsive to UNLV students, faculty, staff, and the community-at-large. We have learned that the people who walk through our doors often bring with them a unique set of life journeys which in turn create a host of differing responses. Our motto has always been to "support, motivate, educate and empower." We have responded by providing workshops and seminars, scholarships, special events, advocacy and academic involvement opportunity to apply theory to practice. We promote self-awareness, healthy relationships,

and community collaboration through a variety of programs that strive to be diverse, purposeful and creative through service and shared learning.

CHAPTER 4: SAFETY AND SECURITY

4.1 Building / Classroom Security

UNLV Police Services

Three Locations: *Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)*
Claude I. Howard Public Safety Building (PSB), located on UNLV's Maryland Parkway Campus
Shadow Lane Campus (Building C)
895-3668 / FAX 895-3660 / <http://police.unlv.edu/index.htm>
911 Emergency only / 311 Non-emergency calls

The mission of the UNLV Department of Police Services is to ensure the safety and security of all individuals on campus and the protection of all university and personal property. A full description of the policies and procedures related to building security may be found on the UNLV website under "Policies, Facility Use." See www.unlv.edu/policies/facilities_use.html

4.2 Campus Safety and Security

A. UNLV Police Preparedness

Since the tragic events of September 11, 2001 and Virginia Polytechnic Institute on April 6, 2007, UNLV Police Officers have increased their armament, regularly undergone scheduled active shooter and disaster training, and have managed a program for notifying the campus whenever an immediate emergency or crime trend impacts the campus community through an emergency notification system (E.N.S.). This system serves as a "reverse 9-1-1" system in the event of an emergency on campus. Members of the campus community who enroll in the system at <http://www.unlv.edu/main/ens.html> can receive these warnings via text messaging on their cell phone and/or e-mail on their computer. All interested individuals will have to provide their UNLV e-mail address during registration in order to demonstrate they are a member of the campus community.

In addition, police officers patrol the campus during weekends and off hours in a Homeland Security Detail to address security concerns on the campus. Finally, Police Services has developed an Emergency Operations Center (EOC). This EOC is activated in the event of a large-scale emergency in order to provide clear communication between university officials, emergency responders, and the community.

B. Contact numbers for Police Services are:

Emergency (from any on-campus land line telephone): **911**
Emergency (from a non-campus telephone): **895-3668**
Non-emergency (from any on-campus land line telephone): **311**
Non-emergency (from any non-campus) telephone): **895-3668**

C. Emergency telephones on campus

106 highly visible emergency telephones are located around the campus mall, parking lots, and parking garage on all three UNLV campuses (Maryland, Paradise, and Shadow Lane) allowing the public to contact UNLV Police Services 24 hours a day, 7 days a week. These are direct-connect ADA approved telephone devices for use in case of emergency. Upon activation, officers are dispatched immediately while dispatchers speak with the caller and attempt to learn why the call box was activated.

D. Crime prevention programs

For Crime Prevention Tips, please see <http://police.unlv.edu/prevention.htm>. UNLV Police Services believes it is more beneficial to prevent crime than to react after the occurrence. A primary method for accomplishing this goal is the department's comprehensive crime prevention strategy. This

strategy is based on a multi-layered approach that includes proactive area patrol of the campus and crime prevention education and training. Modeled after the “community policing” concept, this strategy allows Police Services officers to listen closely to the students, staff, and faculty of UNLV in order to provide services that fulfill their needs. To accomplish this goal, the department participates in all student, parent, faculty, and staff orientations to ensure that people are educated regarding the importance of looking out for each other as well as current security procedures and practices. Police Services also holds an annual Police Awareness Day, where civilian employees and police officers display department equipment, meet personally with members of the UNLV community, and educate those individuals about how to prevent themselves from becoming victims of crimes.

Police Services conducts gatherings for the UNLV community called “Rebel Roundtables” that offer an opportunity for students, staff, and faculty to voice concerns, ask questions, and become familiar with our police officers. Presentations regarding crime prevention and security procedures and practices are made at each “Rebel Roundtable” gathering whose specific topics are based on surveys completed by the public at previous “Rebel Roundtables.”

The UNLV Annual Campus Safety and Security Report, which fulfills the requirements of the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Act**, is now available to the campus community and the public. There are several ways to obtain a copy of this report: on the internet at <http://publicsafety.unlv.edu/report.htm>, in hard copy form at the UNLV Department of Police Services, Police Headquarters Building (1325 Harmon Avenue near Maryland Parkway, adjacent to the Carl’s Jr. restaurant), and through the mail, free of charge, by calling the UNLV Department of Police Services Records Office at (702) 895-4747. Annual Security Reports are issued yearly by October 1st.

4.3 Emergency Protocols

UNLV Police Services

*Three Locations: Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)
Claude I. Howard Public Safety Building (PSB), located on UNLV's Maryland Parkway Campus
Shadow Lane Campus (Building C)*

895-3668 / FAX 895-3660 / <http://police.unlv.edu/index.htm>

911 Emergency only / 311 Non-emergency calls

In the event of an emergency, staff, faculty, and students have a quick and efficient means for communicating with the UNLV department of Police Services. By dialing “911” on any campus land line telephone you will be put in contact with the UNLV Police Communications Dispatch Center on campus. It should be noted that anyone dialing “911” from a cell phone on campus will be connected directly with the Las Vegas Metropolitan Police Department, and their police dispatchers will connect these calls with the UNLV Police. The “911” number should only be used in the case of an immediate emergency or crime in progress. All other calls for non-emergency police assistance should be made by dialing “311” or 895-3668.

4.4 Rebel Roundtables

UNLV Police Services

*Three Locations: Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)
Claude I. Howard Public Safety Building (PSB), located on UNLV's Maryland Parkway Campus
Shadow Lane Campus (Building C)*

895-3668 / FAX 895-3660 / <http://police.unlv.edu/index.htm>

911 Emergency only / 311 Non-emergency calls

Rebel Roundtables are an open forum to discuss the issues that matter to you (UNLV's students, staff and faculty) coupled with an informative presentation from the police officers of the UNLV Department of

Police Services. Learn about crimes (and prevention) on and around campus and get a chance to air your concerns about safety and security.

Rebel Roundtable events are typically scheduled for the first Wednesday of every month during the fall and spring semester with event notifications sent out regularly to the faculty, staff and students via email.

4.5 Security Tips

UNLV Police Services

*Three Locations: Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)
Claude I. Howard Public Safety Building (PSB), located on UNLV's Maryland Parkway Campus
Shadow Lane Campus (Building C)*

895-3668 / FAX 895-3660 / <http://police.unlv.edu/index.htm>

911 Emergency only / 311 Non-emergency calls

Risk Management and Safety

Campus Services Building (CSB), Room 119

895-4226 / FAX 895-4690 / <http://rms.unlv.edu>

There are a number of ways to protect UNLV property and your property when you are on campus. You can develop barriers and protect property by:

- Locking doors and cabinets where equipment and valuables are stored
- Storing electronic equipment and other valuables out-of-sight in a locked desk or cabinet
- Minimizing assignment of keys to buildings, offices, rooms; and maintaining records of key assignments
- Periodically changing locks and access or alarm passwords
- Follow equipment check-out or borrowing procedures by using the form located at <http://www.unlv.edu/depts/delivery/forms/ela.pdf>
- Swipe Marlock card when leaving TEC rooms to lock them.

4.6 UNLV Police Services

*Three Locations: Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)
Claude I. Howard Public Safety Building (PSB), located on UNLV's Maryland Parkway Campus
Shadow Lane Campus (Building C)*

895-3668 / FAX 895-3660 / <http://police.unlv.edu/index.htm>

911 Emergency only / 311 Non-emergency calls

The Department of Police Services is divided into three units: police patrol, police administration and records, and police emergency communications & dispatch. All are service-oriented resources for the university community.

A. Police Patrol Unit (stationed in all 3 locations)

The Police Patrol Unit provides police service to the university 24 hours a day, 365 days per year. Officers are certified by the State of Nevada. UNLV officers have the same authority and arresting powers in their defined jurisdiction as all other Southern Nevada police agencies. They are available for emergency assistance by calling 911 from any campus land line telephone. Other services include crime prevention presentations, residence hall patrols, and property registrations.

B. Police Administration and Records Unit

Police Headquarters (1325 E. Harmon Avenue)

- Administration and Accounting 895-3668

- Office of the Chief 895-1302
- Police Records and Evidence 895-4747

Personnel are responsible for providing and maintaining: the lost and found program, police report copying services, fingerprinting services, notary services, crime-tracking program, and police evidence storage and tracking program. The Administration and Records Unit is responsible for administrative support for Police Services including departmental accounting, purchasing, billing, and community relations. The UNLV Annual Campus Safety and Security Report, which fulfills the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Act*, is published by this unit. It may be accessed on the internet at <http://www.unlv.edu/studentlife/dps/report.htm> or in hard copy form by contacting Police Services.

C. Police Emergency Communications & Dispatch Unit

Claude I. Howard Public Safety Building (PSB) (located on the Maryland Parkway Campus)

The Emergency Communications & Dispatch Unit handles all emergency 911 and non-emergency 311 communications for the university. Its staff are responsible for monitoring UNLV's surveillance camera system, alarm system and all emergency call boxes. The division is in operation 24 hours a day, 7 days a week, 365 days of the year.

The Emergency Communications & Dispatch Unit is also responsible for managing the Police Services Student Security Unit. Personnel within this unit are uniformed student employees who carry police radios and serve as the "eyes" and "ears" of Police Services' Police Patrol Unit. They will also escort members of the campus community to their vehicles during evening hours; call 895-3668 and a student security services team member will respond, based on availability.

Police Services provides "311" telephone service for non-emergency calls anywhere on campus. By dialing "311" on any campus landline telephone you will be put in contact with the Police Communications Dispatch Unit. It should be noted that anyone calling from a cell phone should still dial 895-3668 for non-emergencies in order to directly connect with Police Services. Any attempts to dial "311" from your cell phone will put you in contact with the Las Vegas Metropolitan Police Department's non-emergency line instead of UNLV's police non-emergency line.

4.7 Weapons on Campus Policy

UNLV Police Services

Three Locations: Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)

Claude I. Howard Public Safety Building (PSB), located on UNLV's Maryland Parkway Campus

Shadow Lane Campus (Building C)

895-3668 / FAX 895-3660 / <http://police.unlv.edu/index.htm>

911 Emergency only / 311 Non-emergency calls

Dangerous weapons policy. <http://housing.unlv.edu/housing-policies.htm#weapons>

By policy of the University, dangerous weapons, including handguns, are not permitted on campus without the express written approval of the Chief of Police (*restriction includes those with valid Nevada CCW Permits*). This policy shall apply to all persons on the campus except law enforcement officers in the performance of their duties. Facsimile weapons are also banned. Any person found with such weapons on their person may be prosecuted for carrying concealed weapons. If the weapons are found on campus, they will be seized by university police. If the weapon, by its nature, is not illegal, it shall be returned to its owner when the owner has made arrangements for its removal from campus. For further information, contact Police Services.

CHAPTER 5: STUDENT RESOURCES AND PROCEDURES

5.1 The Academic Success Center

Academic Success Center

Claude Howard Building

Phone: 702-895-3177 / E-Mail: asc@unlv.edu

<http://academicsuccess.unlv.edu/>

The Academic Success Center provides an array of learning support and academic services. Dedicated to providing ongoing academic partnerships with students, faculty, College/School Advising Centers, Student Affairs, the Library, Enrollment Management, Student-Athlete Academic Services and the UNLV Community, the Academic Success Center provides a hub for useful and vital connections, including:

- Advising students on courses to explore majors and complete degrees
- Helping students design well-balanced schedules based on their unique circumstances
- Information on how transfer credits are accepted and applied to the general core requirements
- Assisting students with the exploration between UNLV's majors and career goals
- Educating undergraduates about university policies and procedures
- Assisting non-admitted students with course selection and advice about future opportunities
- Advising prospective students on educational opportunities at UNLV
- Encouraging student involvement in resources and activities
- Offering tools to help students make decisions regarding majors and careers
- Offering scholarships to qualified students
- Offering testing for placement into classes and entrance into programs
- Offering First Year Experience courses in conjunction with academic departments
- Providing Academic Success Coaching for students
- Providing tutoring for UNLV courses

For further information, call the Academic Success Center at 895-3177.

5.2 Appeals and Other Undergraduate Student Issues

Faculty Senate Office

Flora Dungan Humanities Building (FDH), Room 220

895-3689 / FAX 895-3609 / <http://facultysenate.unlv.edu/>

For information regarding student appeals and other issues, contact the Faculty Senate office and/or refer to the Faculty Senate website for information. This includes:

- Academic suspension/readmission after university suspension
- Admission denial / Alternative Admission criteria
- Administrative drop for classroom conduct
- Credit overloads, including summer school
- Financial aid – appeals, denial, employment, grants, loans, payments, registration, suspension
- Grade changes
- Grade grievances
- Undergraduate graduation appeals
- Registration adds, drops, changes
- Removal of failing grades, incompletes
- Residency credit waiver
- Withdrawal from classes
- Transfer credit / denial of

5.3 Campus Life

Campus Life Office

UNLV Student Union, Room 315

895-4074 / FAX 895-1609 / <http://studentaffairs.unlv.edu/units/campuslife/index.html>

Campus Life has primary responsibility for campus traditions, activities and recreation, leadership development, diversity education, and student housing. Campus Life consists of Housing and Residential Life, Office of Civic Engagement and Diversity (Leadership Development, Service Programs, International Programs, Multicultural Programs, Student Activities, and Fraternity and Sorority Life), Campus Recreation (Intramurals, Fitness), Student Union Events and Services, Business and Administrative Services, Campus Life Assessment, and Student Affairs Maintenance. Campus Life in collaboration with the College of Education, oversees the Leadership and Civic Engagement Minor. Finally, Campus Life and University faculty develop and oversee University Days, Second Year Experience course, and a Community of Learners on Service Learning.

5.4 Career Services (Student)

Student Services Complex (SSC-A), Room 301

895-3495 / FAX 895-4661 / <http://hire.unlv.edu>

Career Services is designed to educate and assist students in all majors with career planning, professional development and the job search process. Programs and services are set up to enhance career planning and decision-making, career-related experience prior to graduation, and professional opportunities upon or after graduation. Career Services facilitates a variety of employer events and educational activities.

Key programs and services include:

- Career Counseling, resume reviews and job search coaching by appointment or walk-in hours
- *Backpacks to Briefcases* –UNLV’s comprehensive Career Services handbook
- Online job and internship recruiting system (on-campus/off campus jobs, internships, career positions)
- On campus Interviewing
- Mock interviewing & coaching
- Career Resource Center – computer lab, career publications, employer contacts, on-line links
- Career Fair events, mixers and employer panels
- Classroom and student group presentations
- Information on Career Outcomes of graduates, salaries and job market demand

Faculty can integrate career and professional development into their classroom. Career Services staff can assist through presentations, employer events and Career Center resources. If there is a need for career-related material to compliment a topic or if a faculty member anticipates missing a class session, Career Services may provide a guest speaker to fill in. There are a number of presentations from résumé and cover letter development to networking and/or preparing for graduate school. If you are a faculty advisor for a student organization, keep in mind that you can utilize Career Services for meetings and events. Contact their offices to discuss these options.

5.5 Commencement

Office of the President

Flora Dungan Humanities Building (FDH), Room 756

895-3202 / FAX 895-1088 / <http://president.unlv.edu/>
<http://commencement.unlv.edu/>

Please refer to the commencement website for information regarding UNLV’s Winter and Spring commencement ceremonies. Commencements are held at the Thomas & Mack Center. Graduates and faculty should report one hour prior to the ceremony for line-up. Ample parking is available outside the

Thomas & Mack Center. Seating is on a first-come, first-served basis. The length of the ceremony is approximately two and a half hours.

Faculty may custom order rental regalia or rent standard UNLV Faculty regalia from the UNLV Bookstore. Academic faculty members should particularly note that their attendance is expected at Winter Commencement in December and Spring Commencement in May.

5.6 Class Concierge

*Dr. Gayle Juneau, Executive Director of Academic Advising
Office of the Senior Vice Provost for Academic Affairs
Direct Line (702) 895-5951 / Main Office (702) 895-1267
Fax (702) 895-3670 / FDH 733 / Mailstop 1099
gayle.juneau@unlv.edu / <http://advising.unlv.edu>*

The UNLV class concierge will assist students with processes regarding enrollment, course scheduling and graduation. Specifically, this position is designed to troubleshoot and document situations in which students need special assistance to continue taking classes and progress toward graduation. In addition, the class concierge will assist UNLV transfer students with various impediments related to course scheduling and related difficulties that prevent forward academic movement at the university.

The class concierge will develop relationships with directors of college academic advising centers and associate deans to build models of resolution. Student issues and resolutions will be tracked in a central database for the purpose of identifying themes related to problems with course scheduling and other impediments that negatively affect the experiences of transfer students. Each year a summative report will be submitted to the Provost and university community so that any institutional planning may include information about correcting the problems that interfere with retention and graduation of UNLV students.

Learn more about the class concierge at: <http://classconciierge.unlv.edu/>.

5.7 Class Schedules

*Office of the Registrar
Student Services Complex-Building A (SSC-A), Room 103
895-3443 / FAX 895-4987 <http://registrar.unlv.edu>
<http://www.myunlv.nevada.edu>*

Class schedules are available online. When the new [class schedule](#) becomes available, advise students to:

- Check if there are any holds on their accounts. If there is a hold, the hold notice should give some indication of what the hold is for. If the student is unaware, refer him/her to their advising center or the Office of the Registrar to find out what needs to be done to have it removed.
- Students should check the [registration guide](#) for a detailed registration checklist and policy notices.
- Students should also review their degree checklist by viewing their Degree Audit report when signed into the MyUNLV registration system or by meeting with their advisor.
- Select "Enroll" in the MyUNLV Student Center, select the specific course they want to register for (paying attention to any course details ("Footnotes") related to the course) and follow the prompts.

5.8 Counseling and Psychological Services (CAPS), Students

*Student Recreation and Wellness Center, 3rd floor
895-3627 / FAX 895-0149 / <http://studentlife.unlv.edu/caps/>*

Pursuing a university education can be exciting and challenging. It can also be highly stressful since social and personal concerns can interfere with academic work and emotional well being. Student Counseling & Psychological Services (CAPS) is committed to helping students benefit fully from their college experience at UNLV. Our psychologists, psychiatrist, and counselors specialize in dealing with the problems commonly experienced by college students of all ages and backgrounds. Our staff collaborates

with students to increase their self-understanding and develop the skills necessary to overcome personal concerns and achieve their academic goals.

To access services, admitted UNLV students who have paid their current Health Fee can call or walk-in to schedule an initial appointment during our regular hours, Monday through Thursday, 8:00 am to 6 pm and Friday, 8 am to 5 pm. On-call counselors are also available during open hours to meet with students who have urgent issues. All services are strictly confidential. Services:

- Time-effective individual and group counseling
- Couples counseling (at least one member of the couple must be a currently enrolled UNLV student)
- Crisis assessment and intervention
- Medication evaluation and management
- Psychological assessment and testing
- Drug and alcohol use assessment
- Consultation services for faculty, staff, and students
- Referrals to community services
- Educational outreach workshops and presentations

5.9 Dining / Eating and Catering on Campus

Finding your favorite foods on campus is easy. UNLV is proud to offer a dining program complete with signature brands and menu selections that include just about every item you can imagine. For information regarding campus dining at UNLV, refer to UNLV Dining's website at <http://www.unlvdining.org/locations.html>

UNLV Catering handles catering for on-campus events and can be contacted at 895-2650, emailed at unlvcatering@unlv.edu, or contacted through the website at <http://www.unlvdining.org/catering.html>.

5.10 Disability Resource Center (DRC)

*Reynolds Student Services Complex, Room 143
895-0866 / FAX 895-0651 / <http://drc.unlv.edu>*

The Disability Resource Center (DRC) coordinates all academic accommodations for students with documented disabilities. This is the official office to review and house disability documentation for students, and to provide them with an official service letter to present to the faculty if an accommodation is warranted.

The Executive Vice President and Provost and Faculty Senate have endorsed the following statement to be included in all course syllabi. Over two-thirds of the students in the DRC reported that the syllabus statement, often read aloud by the faculty during class, directed them to the DRC office for assistance.

"The Disability Resource Center (DRC) coordinates all academic accommodations for students with documented disabilities. The DRC is the official office to review and house disability documentation for students, and to provide them with an official Academic Accommodation Plan to present to the faculty if an accommodation is warranted. The DRC strongly encourages faculty to provide accommodations only if and when they are in receipt of said plan. Faculty should not provide students accommodations without being in receipt of this plan."

UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, offering reasonable accommodations to qualified students with documented disabilities. The provision of reasonable accommodations is a shared responsibility between Faculty, the DRC, and students with disabilities. If you have a student with a disability that needs assistance, refer them to the DRC for the coordination of services. The DRC is located in the Student Services Complex (SSC), Room 137, and the contact numbers are: (702) 895-0866, fax (702) 895-0651.

Additional information about the DRC, disability issues, processes and procedures can be found on the Faculty pages of the DRC website.

5.11 Distance Education

Central Desert Complex (CBC), Building 11
895-0334/ FAX 895-0637 / <http://distance.ed.unlv.edu/>

As a unit within the Division of Educational Outreach, Distance Education (DE) works with academic and academic support units to provide comprehensive services for the development and delivery of credit courses and programs using state of the art learning technologies and methodologies based on best practices and current research in the field.

Among the vast array of services offered are:

- Instructional Design -- Providing individual consultation with Professional Instructional Designer throughout the course development cycle.
- Visual Design -- Providing audio, video, and graphical design services including interactive learning elements to enhance visuospatial thinking for today's student.
- Student Services -- Facilitating seamless support for students interested in learning online in collaboration with several student support units.
- Research -- Partnerships in RFP submissions across disciplines that are relative to educational technologies.

If you are interested in teaching a distance education course, call 895-0334. More information concerning distance education may be found by directly accessing the DE website. Policies governing all aspects of the delivery of distance education, including faculty compensation, intellectual property, and curriculum are available at http://distance.ed.unlv.edu/info/faculty/official_policies.html.

NOTE: Approval for a DE course must be arranged through chair/director.

5.12 English As a Second Language

English Language Center (ELC)
Central Desert Complex (CDC) Bldg. 1
895-3925 / FAX 895-1264/ <http://elc.unlv.edu/about.html>

The English Language Center (ELC), part of the College of Liberal Arts, prepares students to use English effectively in all situations, whether they are academic, professional, or everyday. The ELC helps students make a smooth transition from their English As a Second Language courses to their academic studies within chosen degree programs at UNLV. In addition to a full schedule of credit classes, convenient schedules, and an advising program, the ELC offers students an opportunity to experience the language, culture and people of the United States.

In the ELC, students study in a class with others at the same level of English proficiency determined by the placement test. This test provides information about a student's proficiency in grammar, listening comprehension, reading and vocabulary, writing, and speaking. Following testing, students are interviewed and placed accordingly.

5.13 Grades

Office of the Registrar
Student Services Complex-Building A (SSC-A), Rm. 103
895-3443 / FAX 895-4987 / <http://registrar.unlv.edu>

Students can access their grades when logged into the registration system through: <https://my.unlv.nevada.edu/>. *Students can order official transcripts at the same link.*

Refer to undergraduate and graduate catalogs for detailed information about academic policies.

5.14 Health Center, Student

Student Health Center (SHC)
Student Recreation and Wellness Center
895-3370/ FAX 895-4316 / <http://studentlife.unlv.edu/shc/>

The Student Health Center is part of a dynamic, integrated service delivery unit which includes a counseling center (CAPS), women's center, and a wellness promotion department. The SHC provides a

comprehensive array of health and wellness services that are responsive to the health and wellness needs of a diverse student population. The student health program provides prevention and educational opportunities in an accountable health care setting that is accessible and cost effective to UNLV students. The program promotes a balance between mind, body, spirit, and community through the development of self-responsibility and life-style choices in a diverse population.

The Student Health Center services are available to registered and enrolled UNLV students by appointment, most of our appointments are for the same day. The Center is staffed with physicians, nurse practitioners, physician assistants, registered nurses, medical assistants and support personnel to provide essential health services on an outpatient basis. Faculty and staff are an important source of referrals to the Health Center.

Services include:

Primary Care Services

- Treatment of minor illnesses and injuries
- Immediate first aid
- Repair of minor lacerations
- **Immunizations/Vaccinations** (MMR, Tdap, Meningitis, Flu, Gardasil (HPV), Varicella (chickenpox), Hep A, Hep B, HepA/B): *All are available on walk-in basis with RN/MOA.*
- TB Testing: *Available on walk-in basis with RN/MOA.*
- Contraception evaluation, pap smears and pregnancy testing
- Female and male wellness exams
- Testing for sexually transmitted infections including HIV testing
- Referrals to specialists for chronic and complex illnesses
- Tobacco cessation treatment and education
- Evaluation and referral for sexual assault and domestic violence
- Allergy antigen treatment/injections
- Physical exams for DMV, travel abroad, sports programs, ROTC, academic programs (e.g, nursing, P.T.)
- On site high-complexity **laboratory** offers variety of tests with practitioner's order.
- On-site full service licensed **pharmacy** with prescription and over-the-counter medications. RX accepted from on and off -campus providers
- **Care Manager** available to assist students in applying for RX patient assistance programs, following up on referrals, and obtaining community resources.
- **Health Information Management** department manages students' medical records and assists students and outside providers/agencies in obtaining copies of records when needed.

SHC Specialty Services

- **Sports Medicine**- offers assessment and treatment for orthopedic concerns
- **Dermatology** - offers assessment and treatment for skin related concerns
- **Gynecology** -offers specialty services for female reproductive system concerns (e.g, colposcopy, cervix biopsies, IUD placement, abnormal menses)
- Outreach programs available for student groups by clinical staff
- **Community outreach events (e.g., flu shot clinics for faculty/staff and community)**

5.15 Housing and Residential Life, Office of

Tonopah North 1st floor

895-3489 / FAX 895-4332 / <http://housing.unlv.edu>

UNLV's Office of Housing and Residential Life provides the programs and services that make living on campus a unique college experience for its students. For more information regarding housing and residential life programs, contact the office or visit the website.

5.16 International Programs (IP)

*Carol C. Harter Classroom Building Complex (CBC-B), Room B325
895-3896 / FAX 895-4147 / <http://internationalprograms.unlv.edu>*

The Office of International Programs is the centralized academic support unit that assists UNLV in the planning and development of cooperative agreements, programs abroad, faculty exchange, field study projects, and other initiatives that foster internationalization. Faculty or staff considering the development of new programs must first contact the Office of International Programs.

The international study experience is an important part of any college education. Study abroad helps students to understand our changing society and planet from a global perspective. International education and foreign language skills are also important in many careers. Living in a foreign country provides UNLV's students, faculty, and staff an opportunity to see our culture, themselves, and others from a new perspective.

NOTE: 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 Nevada System of Higher Education (NSHE) policies on foreign study, research, or travel. UNLV employees have a contractual obligation to comply with UNLV policies and the NSHE Code.

5.17 Office of International Students and Scholars (OISS)

*Student Services Complex A (SSC-A), Room 311
895-0143 / FAX 895-0169 / <http://www.unlv.edu/studentlife/international/>*

This office assists all UNLV international students and scholars to make smooth transitions into successful academic, professional, and social experiences. Our services include providing assistance with employment, visa and travel issues as well as immigration advising and related documents. If you intend to invite or hire an international person, please contact our department before making an offer or invitation to ensure the person is eligible to visit or be employed.

5.18 Student E-mail / Rebelmail

*Student Union, Room 231 or CBC B133
ithelp@unlv.edu
895-0777, <http://rebelmail.unlv.edu/>*

It is UNLV policy that faculty and staff should e-mail only students' Rebelmail accounts. Rebelmail is UNLV's official e-mail system for students and is powered by Google. It is one of the primary ways students will 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.

5.19 Summer Term

*Summer Term
Rogers Center for Administration and Justice (RAJ) 135
(702) 895-3711 / Fax: (702) 895-4636 / <http://summerterm.unlv.edu/>*

The Summer Term policies regarding curriculum, scheduling, compensation, faculty workload, and student credit loads are detailed on the Summer Term website at <http://summerterm.unlv.edu/> under Faculty/Staff.

5.20 Tutoring

UNLV offers tutoring for almost every subject taught on campus. Some options are free of charge, and others have a small fee. Contact the individual office below for more information.

- A.** The Academic Success Center (ASC) provides a variety of tutorial services for students taking UNLV courses. Students may stop by the ASC to learn more about tutoring locations, subjects, times

and other academic resources. Faculty are encouraged to meet with ASC Learning Support staff to explore options for **tutoring, modified supplemental instruction, and/or recitations** that can be offered for specific UNLV courses. Tutoring is provided year round. Current information is also available on the web at: <http://academicsuccess.unlv.edu/tutoring/> or may be obtained by calling 702-774-4623.

B. [UNLV Math Tutoring Clinic](#)

The UNLV Math Tutoring Clinic offers tutoring for Math 095 through Math 182 classes. The Clinic works on a first-come, first-serve basis. For information about the location, hours, and information about the math clinic, visit the clinic's website at http://www.unlv.edu/math/math_clinic.html.

C. [Writing Center](#)

UNLV Writing Center

Central Desert Complex (CDC), Bldg 3, Room 301

895-3908 / FAX 895-4480, <http://writingcenter.unlv.edu/>

The Writing Center can help you with any writing assignment, and can help you at any stage of the writing process. The staff can help you brainstorm, make an outline, work on your drafts, or just be a second set of eyes for that final draft. You can get assistance in person, or you can send your paper using the simple form on our Online Writing Lab (OWL) page.

The Writing Center offers free assistance with any project that requires writing to all undergraduate and graduate UNLV students. Consultants work with students individually (or in small groups as appropriate), usually on writing tasks assigned by the instructor. Consultants are trained to help students by asking open-ended questions that encourage students to think about their assignments/topics in new ways. Consultants offer more direct guidance only as appropriate (such as helping non-native speakers of English with issues in grammar and usage).

Appointments are taken on a first-come, first-served basis and last 45 minutes. Walk-in visits may be available as well. An online writing lab is accessible through our website, where students can post questions about their writing or submit drafts for response via our easy-to-use form.

Consultants are also available to work with staff and faculty on a space-available basis. Watch for notices regarding upcoming workshops that are sent via e-mail. For more information, see the "Frequently Asked Questions" on the Writing Center website.

5.21 Student Recreation and Wellness Center (SRWC)

Student Recreation and Wellness Center

774-7100 / FAX 774-7101/ <http://srwc.unlv.edu>

The Student Recreation and Wellness Center, opened in 2007, includes a variety of recreation and wellness opportunities including:

- Circuit training machines
- Cardio equipment
- 1/8 mile indoor jogging track
- 6-lane, 25-yard lap pool
- Whirlpool and leisure pool
- Assessment room with massage chairs
- Group Fitness Classes including: Indoor Cycling, Pilates, Yoga, kickboxing, step, martial arts and circuit training classes
- Multi-purpose activity courts
- Four-court gymnasium with basketball, volleyball, and badminton set-up
- Healthcare services (accessible for students only)

CHAPTER 6: TELEPHONES

6.1 Telephones

Telecommunication Services

Campus Services Building (CSB), Rooms 158A

00 or 895-1363 / FAX 895-3588 / <http://telecom.unlv.edu/>

Telephone installations, moves, changes in telephone programming, long-distance services, operator services, rates, and voice mail are administered by telecommunication services. When using UNLV's on-campus telephones or fax machines, you will need to dial only the last five digits of the telephone or fax number. Dial "8" to access an outside line. Telephone use instructions can be found at:

<http://telecom.unlv.edu/training>.

6.2 Voice Mail

"Call Pilot" Voice Mail – Telecommunications Services

Voice Mail Services 895-4146

Repair Service/Campus Operator 00

Telecommunications - <http://telecom.unlv.edu/>

Voice Mail User Guide - <http://telecom.unlv.edu/>

Voice mail for your on-campus telephone is provided and serviced by the telecommunications services department. To access voice mail, dial 5-4900 from a campus phone or 895-4770 from off-campus. A voice mail user guide, with instructions about log-on, setting up your voice mailbox, and accessing messages, may be found at <http://telecom.unlv.edu/training/manuals>.

CHAPTER 7: UNIVERSITY POLICIES

7.1 UNLV Employee ADA Policy

The University is committed to providing accommodations for eligible individuals with documented disabilities as defined by federal and state law in the most timely and effective manner possible under applicable laws and regulations. The University's intent is to ensure every employee (faculty, professional staff, classified staff, student employees) who makes a request for accommodations under the Americans with Disabilities Act (ADA) or the Rehabilitation Act is promptly and properly advised of the accommodation process. The University is committed to following the requirements of the ADA and all appropriate federal and/or state laws, rules and regulations.

All requests for accommodation(s) from faculty and staff are to be submitted in writing on the appropriate form(s) and with the appropriate supporting documentation to the University's ADA Officer for consideration and review. The review of the request may, at the discretion of the University, include an evaluation and determination of the scope of the disability and, if appropriate, requests for additional medical documentation, examinations and/or opinions. The accommodation decision shall be transmitted to the employee, the person or persons who need to implement the decision and the appropriate Vice President/Provost. Accommodation decisions may be appealed through the designated appeals process. (from http://hr.unlv.edu/Diversity/Policy_Statements/ADA_Policy.html)

NOTE: For all faculty and staff (professional and classified) ADA accommodation determinations, please contact Dr. Juanita P. Fain, Vice President of Student Affairs and Institutional EEO/AA Compliance Officer, located in FDH 514, (702) 895-3656.

7.2 Affirmative Action / Equal Education and Employment Opportunity (AA/EEEE)

The University of Nevada, Las Vegas (UNLV) is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation – except where sex, age, or ability represent bona fide educational or employment qualifications or where marital or veteran status are statutorily defined eligibility criteria for Federal or State benefit programs. Further, the university seeks to promote campus diversity by enrolling and employing a larger number of minorities and women where these groups have historically been and continue to be under-represented within the university in relation to availability and may extend preference in initial employment to such individuals among substantially equally qualified candidates, as well as to veterans, Nevada residents, and current State employees seeking promotion.

This affirmation is published in accordance with 41 CFR 60 and is in keeping with Title VII & Title IX of the Civil Rights Act of 1964, as amended; Executive Order 11246; the Rehabilitation Act of 1973; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; the Civil Rights Restoration Act of 1988; Nevada Revised Statutes; and the Code and Policies of the Board of Regents of the Nevada System of Higher Education.

To ensure that equal educational and employment opportunity exists throughout the university, a results-oriented equal opportunity/affirmative action program has been implemented to overcome the effects of past discrimination and to eliminate any artificial barriers to educational or employment opportunities for all qualified individuals that may exist in any of our programs. The university aims to achieve, within all areas of the university community, a diverse student body, faculty, and staff capable of providing for excellence in the education of its students and for the enrichment of the university community. This statement, along with additional Official University statements, may be found at <http://www.unlv.edu/about/statements.html>

7.3 Alcohol Events Policy

Office of the Vice President for Student Affairs

Flora Dungan Humanities Building (FDH), Room 514

895-3656 / FAX 895-4148 / http://eventscheduling.unlv.edu/pdf/policies/UNLV_Alcohol_Policy.pdf

<http://eventscheduling.unlv.edu/policies.html>

Storage, possession, and use of alcoholic beverages are not allowed on the UNLV campus or other university property unless prior application has been made to and approval has been granted by the Office of the Vice President for Student Affairs.

Pursuant to Nevada Revised Statutes (NRS) 202.020 and Clark County Code (CCC) 8.20.020.355, the UNLV Alcohol Events Policy, http://eventscheduling.unlv.edu/pdf/policies/UNLV_Alcohol_Policy.pdf, provides guidelines for the campus community, guests, and visitors sponsoring events involving alcohol; whether in university facilities, on university premises, or at off-campus locations when the event is authorized, sponsored, or in any way affiliated with UNLV.

Approval may be granted by the Vice President for Student Affairs for an event after completing and complying with all requirements outlined in the Alcohol Permit form "Notice of Sale or Distribution of Alcoholic Liquor upon University Property" and supporting documents. Forms are available in the Office of the Vice President for Student Affairs, located in FDH room 514.

7.4 Consensual Relationships Policy

Human Resources

Campus Services Building (CSB), Room 237

895-3504 / FAX 895-1545 / <http://hr.unlv.edu>

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://hr.unlv.edu/Policy/consensual.html>. If such relationships evolve, university employees must report consensual relationships to their supervisor, so that appropriate steps may be taken to resolve potential conflicts of interest.

7.5 Copyright Policy and Fair Use Laws

Reprographics/Design Services

Reprographics/Design Services Building (PRO), Room 101

895-3213 / FAX 895-4649 / <http://repro.unlv.edu>

Although UNLV encourages its faculty and staff to engage in a wide variety of activities related to education, it respects the legal right to intellectual and creative property in all media. Such educational activities must therefore be performed within the bounds of copyright law. Faculty and staff that utilize walk-up copiers or take materials to off-campus vendors assume all responsibility and liability for copyright compliance. See http://repro.unlv.edu/print/academic_printing_service.php

Reprographics/Design Services has contracted with the Copyright Clearance Center for help in obtaining permission for course materials duplicated in Reprographics. Since most course packs are systematically duplicated from semester to semester and are sold commercially, they do not fall under fair use guidelines. Copyright clearance must be obtained from the publisher each semester. University policy does not permit educational materials to be sold directly by faculty members. See http://repro.unlv.edu/print/academic_printing_service.php

It is recommended that faculty include the following statement in their course syllabi:

The university requires all members of the university community to familiarize themselves and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of

copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

7.6 Drug-Free Schools and Communities Act

Human Resources

Campus Services Building (CSB), Room 237

895-3504 / FAX 895-1545 / <http://hr.unlv.edu/>

UNLV is committed to a drug-free workplace. Within the context of the university's educational mission, the focus will be placed upon educated choices and the exercise of personal responsibility as applied to the use/misuse of alcohol and other drugs. UNLV accepts the responsibility to guarantee that adequate information and positive support are accessible to all employees of the university. Primary goals are to:

- Create an environment that will be free from drug/alcohol abuse; and
- Educate employees on available assistance.

Also see <http://hr.unlv.edu/Policy/drugfree.html>.

7.7 Family Education Rights and Privacy Act of 1974 (FERPA)

Office of the Registrar

Student Services Complex-Building A (SSC-A), Rm. 103

895-3443 / FAX 895-4987 / <http://registrar.unlv.edu>. Coming soon: <http://ferpa.unlv.edu>

In accordance with the UNLV policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), UNLV vigorously protects the privacy of student education records. The university's policy is to comply fully with all provisions of the Act. Because of its complexity, faculty members with questions about what information can and cannot be released to students and others should direct their questions to *Katie Collins, Associate Registrar 895-4043*. UNLV does not release private records of individual students, such as grades and class schedules, without prior written consent of the student.

As permitted under federal law, the sole exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be an invasion of privacy. At UNLV, the following categories are defined as "directory" information: *Name, address, e-mail address, telephone number, dates of attendance, full-time/part-time status, academic major, college/school and grade level, heights and weights of members of athletic teams, academic honors, other academic institutions recently attended, participation in UNLV organizations, and degrees earned and dates attended.*

Students have the right to request that UNLV not release directory information for commercial and/or non-commercial purposes. It is important for students to consider carefully the potential consequences of restricting the release of his/her directory information. For example, if students restrict release for non-commercial educational purposes, UNLV will be unable to place the student's name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers; to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships.

Coming Fall 2010: All UNLV FERPA related information and forms can be found at: <http://ferpa.unlv.edu>.

7.8 Harassment, Personal Discrimination, and Unlawful Retaliation

The University of Nevada, Las Vegas affirms that students and employees are entitled to an educational and employment environment free from unlawful harassment or personal discrimination and expressly prohibits unlawful harassment or personal discrimination of any individual among the university community engaged in educational or employment pursuits based on that individual's race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation. Further, no student or employee shall be subject to

retaliation for bringing a good faith complaint pertaining to unlawful harassment or personal discrimination or for protesting such behavior directed against another member of the university community. For more information concerning ways in which our multicultural learning community may be nurtured and protected or complaint resolution procedures, contact the Committee for an Inclusive and Just University, the Office of Student Conduct, Human Resources, or the Office of the Vice President for Diversity & Inclusion. (From: <http://www.unlv.edu/about/statements.html#unlawful>)

7.9 HIV/AIDS Policy

Human Resources

Campus Services Building (CSB), Room 237

895-3504 / FAX 895-1545 / http://hr.unlv.edu/Policy/aids_hiv.html

The university considers people with HIV/AIDS to have a disability if they meet the guidelines of the Americans with Disabilities Act of 1990, Federal Rehabilitation Act of 1973, and Occupational Safety and Health Act. UNLV prohibits discrimination against those with disabilities. UNLV administrators, faculty, staff, and students may not refuse to work with or withhold their services from a person with HIV infection and/or AIDS, nor may they harass or otherwise discriminate against such an employee or student. The university will treat all information about persons with HIV and/or AIDS as confidential. Members of the UNLV community are expected to take appropriate precautions to protect the confidentiality of information regarding an employee/student with HIV or AIDS. Failure to maintain confidentiality may result in disciplinary action.

7.10 Nepotism

Human Resources

Campus Services Building (CSB), Room 237

895-3504 / FAX 895-1545 / <http://hr.unlv.edu/Policy/nepotism.html>

It is the policy of UNLV that no employee may hire or cause to be hired, nor supervise, any relative of the employee otherwise employed by UNLV within the third degree of consanguinity or affinity, regardless of the source of funds for either position, except with prior approval of the president. In enforcing this policy, it is important to keep in mind that any appearance of impropriety should be avoided. The policy is located at <http://hr.unlv.edu/Policy/nepotism.html>. All questions concerning the hiring of a person who may be related to another university employee should be referred to Human Resources.

7.11 No Smoking Policy

Human Resources

Campus Services Building (CSB), Room 237

895-3504 / FAX 895-1545 / <http://hr.unlv.edu/>

Smoking tobacco and carrying lit tobacco products are prohibited in all buildings and elevators on the campus, except within a separate, designated room or area of the building. Pursuant to Nevada Revised Statutes, persons violating the statute may be charged with a misdemeanor. In addition, employees and students who violate this policy are subject to the disciplinary rules and procedures set forth in the Board of Regents Handbook at <http://system.nevada.edu/Board-of-R/Procedures/P-Gchap4R.pdf>

The full text of the policy may be found at http://hr.unlv.edu/Policy/no_smoke.html. All questions regarding this policy should be referred to Human Resources.

7.12 Political Activity

Office of Public Affairs

Flora Dungan Humanities Building (FDH), Room 716

895-3102 / FAX 895-4057 / <http://publicaffairs.unlv.edu>

Inquiries about political activities on campus should be directed to the Office of Public Affairs using the contact information shown above.

A policy of nonpartisanship shall at all times govern the university in its relationship with elected officials or persons campaigning for public office. UNLV will not sponsor or support political candidates. Elected officials or persons campaigning for public office will not be introduced at UNLV functions such as basketball or football games. Campaign signs and handbills for public officials are not to be posted on university grounds or campus buildings. UNLV campus mail and e-mail are not to be used by members or non-members of the university community for political materials of any form. Fliers of a political nature or nonprofit nature may be passed by hand in the academic mall area only. A full description of UNLV's policy on partisan political activity may be found at http://www.unlv.edu/policies/facilities_use.html#partisan.

7.13 Posting, Distribution, and Exhibition of Printed Materials

Office of Public Affairs

Flora Dungan Humanities Building (FDH), Room 716

895-3102 / FAX 895-4057 / <http://publicaffairs.unlv.edu>

Inquiries about posting, distribution or exhibition of printed materials on campus should be directed to the Office of Public Affairs using the contact information shown above.

Posting of signs, fliers, placards, or any similar printed material is prohibited on the UNLV campus, except in the following locations:

- 1) Sites available to members of the campus community and general public:**
 - Academic mall area – fliers of a political nature or nonprofit nature may be passed by hand in the academic mall area only.
 - Lied Library bulletin boards with the permission of the Lied Library Administration and in accord with the library's posting policy.
 - UNLV Student Union bulletin boards with permission of the UNLV Student Union office and in accord with the Student Union posting policy.
 - Residence halls' posters are to be left with the Campus Housing office, which will post them.
 - Thomas & Mack Center (TMC) with permission of the TMC director's office and in accord with the TMC posting policy.

- 2) Sites available to members of the campus community only:**
 - Department/unit bulletin boards located in office and classroom areas (with the permission of the appropriate department or administrative unit).

- 3) Sites available to campus and non-campus organizations for banners:**
 - Banners may be hung at appropriate locations, in accordance with the applicable policies, including the advertising and marketing policy. Locations include UNLV Student Union, with permission of the Student Union director or designee; and interiors and exteriors of other campus buildings, with the permission of the facilities management and planning department.

- 4) Absolutely no posting is allowed in the following areas:**
 - On trees or other plants or objects in the landscape, lamp posts, exterior or interior walls, sidewalks, benches, windows, or other surfaces not specifically designed for posting printed materials.
 - Automobiles in university parking lots.
 - Freestanding signs on university property.
 - A full description of UNLV's policy on posting, distribution and exhibition of printed materials may be found at http://www.unlv.edu/policies/facilities_use.html#posting.

7.14 Sexual Harassment Policy

Human Resources

Campus Services Building (CSB), Room 237

895-3504 / FAX 895-1545 / <http://hr.unlv.edu/>

A copy of UNLV's Sexual Harassment Policy may be obtained from the Human Resources website at <http://hr.unlv.edu>. It is the policy of the Nevada Systems of Higher Education that all employees receive a copy of the Nevada System of Higher Education, (NSHE) Sexual Harassment Policy and Complaint Procedure and acknowledge receipt of the policy.

NSHE is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance. It is expected that students, faculty, and staff will treat one another with respect.

If you think you are being sexually harassed, ask the offender to stop, and/or report the matter to a supervisor / faculty member or other member of management to ensure the matter is handled appropriately.

7.15 Solicitations

UNLV Police Services

895-3668 / FAX 895-3660 / <http://police.unlv.edu/index.htm>

911 Emergency only / 311 Non-emergency calls

Door-to-door solicitations or sales of goods or services on the UNLV campus are expressly forbidden. Faculty and staff should report all incidents to the Police Services Department, 895-3668.

Solicitation of signatures for petitions or other statements of support for public issues is permitted free of charge in academic mall areas. A full description of UNLV's policy on solicitations may be found at http://www.unlv.edu/policies/facilities_use.html#solicitation.