

# Academic Faculty Handbook

## Welcome to the Kirk Kerkorian School of Medicine at UNLV

Dear Faculty Members,

Welcome to the Kirk Kerkorian School of Medicine at UNLV. Whether you are new to our community or a long-standing member of our faculty, I want to take a moment to express my deep gratitude for your commitment to our mission of advancing healthcare, education, research, and service in Southern Nevada and beyond.

As an esteemed member of our academic team, you play a vital role in shaping the future of medicine and the success of our students, trainees, and colleagues. To support you in your work, I am pleased to introduce the Academic Faculty Handbook — a comprehensive resource designed to guide you through the policies, procedures, and expectations that define our shared professional environment.

This handbook is more than a reference tool; it represents the collective commitment of our institution to fostering a culture of excellence, collaboration, and respect. Within its pages, you will find essential information to help you navigate your responsibilities, understand institutional processes, and access the resources available to support your growth and success. Whether it's guidance on academic appointments, promotion criteria, or research protocols, this document is designed to empower you with clarity and confidence in your role.

Our school of medicine thrives on the dedication, innovation, and expertise of its faculty. The Academic Faculty Handbook reflects our commitment to providing you with a framework that ensures consistency and transparency while allowing for the creativity and excellence that make our institution unique.

Thank you for being an integral part of this remarkable community. Together, we are building a legacy of care, discovery, and education that will have a lasting impact on the health and well-being of those we serve. I encourage you to explore the handbook, and I welcome any questions or suggestions you may have as we continue to evolve and grow.

With warm regards and best wishes for your continued success,

A handwritten signature in cursive script, appearing to read "Alison Netski".

Alison Netski, MD

Interim Dean, Kirk Kerkorian School of Medicine at UNLV

Interim Vice President for Health Affairs, UNLV

Professor, Department of Psychiatry and Behavioral Medicine

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## Preface

We hope this handbook serves as your convenient and essential reference for faculty policies and information related to employment and professional activities at the Kirk Kerkorian School of Medicine at UNLV. While many of the policies outlined here are published in full in other sources, such as the bylaws of the school, this handbook is designed to complement those resources. It works in conjunction with the broader policies of the school of medicine, the university, and the Nevada System of Higher Education (NSHE) to provide clarity, consistency, and support for your role as a faculty member.

### Governance Documents

1. [Kirk Kerkorian School of Medicine at UNLV Bylaws](#)
2. [UNLV Bylaws](#)
3. [Board of Regents Handbook/NSHE Code](#)

We encourage you to review the handbook and the governing documents listed above. The university reserves the right to expand upon, alter, amend, or delete any provisions contained herein. The online version of this handbook will be updated as policy changes are approved.

The Kirk Kerkorian School of Medicine at UNLV Office of Faculty Affairs maintains the faculty handbook. Revisions to the handbook are reviewed and approved by the senior associate dean for faculty affairs, the associate dean of human resources and compliance, the Kirk Kerkorian School of Medicine Executive Committee, and the dean. When the school of medicine needs a significant reorganization of this handbook, the senior associate dean for faculty affairs and the associate dean of human resources and compliance will convene a faculty committee.

The committee will invite comments and recommendations for changes from all stakeholders. Recommended changes in policies and procedures shall be made only after they are adopted through appropriate approval processes, including but not limited to, compliance, associate dean of human resources and compliance, senior associate dean of faculty affairs, legal counsel, the executive committee, and the dean of the school of medicine.

Changes in policies and procedures adopted after the publication of any edition of this handbook are effective upon adoption and will be included in the next revision. The official version of the handbook will be available on the [faculty affairs web page](#).

## CHAPTER 1: Overview of the Kirk Kerkorian School of Medicine at UNLV

### 1.1 Driving Factors

#### 1.1.A Vision

The Kirk Kerkorian School of Medicine at UNLV will deliver high-quality, innovative education, research, and superb clinical care to meet the healthcare needs of the growing and diverse population of Nevada.

#### 1.1.B Mission

The Kirk Kerkorian School of Medicine at UNLV will serve our patients, students, medical professionals, and community as a transformational force for improving healthcare in Nevada. This mission is accomplished by delivering evidence-based, innovative centers of excellence in medical education and research, coupling cost-effective, high-quality care that improves the health of our community members throughout their lifespan, becoming an integral contributor to an academic health center, and creating a culture of collaboration through inclusion and excellence.

#### 1.1.C Values

The Kirk Kerkorian School of Medicine at UNLV's core values are the guiding principles for its culture and apply across all four missions of its enterprise: education, clinical, research, and community service.

#### WHAT WE DO

**STRIVE FOR EXCELLENCE:**  
Expect a culture of continued professional improvement individually and across the collective organization.

**DRIVE INNOVATION:**  
Reimagine medicine to streamline, build upon, and disrupt current thinking.

#### HOW WE DO IT

**DEMONSTRATE INCLUSION:**  
Treat everyone with dignity and respect and create opportunities that foster a united culture.

**ACT WITH INTEGRITY:**  
Ensure that words, deeds, and actions are aligned.

**SERVE WITH COMPASSION AND HUMILITY:**  
Act with genuine care.

### 1.1.D Strategic Plans

The Kirk Kerkorian School of Medicine's strategic plan describes its direction and goals. UNLV's institutional strategic plans also guide us.

1. Kirk Kerkorian School of Medicine at UNLV Strategic Plan
2. [UNLV Top Tier 2.0 Strategic Plan](#)

### 1.1.E Governing Bodies

1. The Board of Regents - Exclusive control and administration of the Nevada System of Higher Education (NSHE) is vested in a nonpartisan, elected Board of Regents, per the Nevada State Constitution. NSHE is considered a state agency, and its employees are defined as state employees, but the board has constitutional autonomy to evaluate, approve, and coordinate policies for the system institutions. The Board of Regents represents all regions of Nevada. The current listing of the Board of Regents can be found on the [NSHE website](#).

The regents are elected for staggered six-year terms and do not receive compensation for their service as regents. The board holds four regular meetings each year in addition to committee meetings. The meeting locations vary among the system institutions, with most meetings held in Las Vegas and Reno. All regular and committee meetings are open to the public, and agendas and minutes are posted on the [NSHE website](#). Because NSHE is a state agency, some provisions governing employees' benefits are governed by the Nevada Revised Statutes. For more information see the [Nevada Law Library](#).

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 includes the NSHE Code (Title 2), which defines basic personnel policies for the faculty and professional staff, as well as the Legal Status of the University (Title 3) and the Codification of Board Policy Statements (Title 4). See the [Nevada System of Higher Education website](#) for more information.

2. Nevada System of Higher Education - A thirteen-member Board of Regents governs the Nevada System of Higher Education (NSHE) with the guidance of the Chancellor and other officers. These officers oversee the administration of eight system institutions.

The NSHE website provides additional information on each school within NSHE, 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 4300 S. Maryland Pkwy., Las Vegas, NV 89119.

## 1.2 History

The Kirk Kerkorian School of Medicine at UNLV has quickly evolved into a cornerstone of medical education and innovation in Southern Nevada. The school was officially established on August 22, 2014, when the Nevada System of Higher Education (NSHE) Board of Regents approved funding for the school's start-up costs, marking the beginning of an ambitious journey.

### 1.2.A Key Milestones

1. 2014-2015: Foundational Leadership and Vision
  - May 2014: Dr. Barbara Atkinson was hired as the planning dean, tasked with laying the groundwork for the school.
  - September 2014: The school initiated the 18-month accreditation process with the Liaison Committee on Medical Education (LCME).
  - June 2015: Governor Brian Sandoval signed Senate Bill 514 into law, securing \$27 million in funding. A founding scholarship campaign raised \$13.5 million in just 60 days, providing full four-year scholarships for the inaugural class.
2. 2016: Accreditation and Infrastructure
  - October 2016: Preliminary LCME accreditation was granted, allowing the school to launch its admissions process.
  - November 2016: Renovations of building B at the Shadow Lane campus were completed, providing 20,000 square feet of classrooms, labs, and student facilities.
3. 2017: Welcoming the Charter Class
  - July 2017: 60 students of the charter class began their medical education at the Shadow Lane campus, while the associated practice plan, formerly known as UNLV Medicine, commenced operations.
4. 2019-2021: Growth and Recognition
  - October 2019: The school achieved provisional accreditation from the LCME.
  - February 2021: Full accreditation was granted, marking a significant achievement in the school's history.
  - May 2021: The school celebrated its first Commencement and Academic Hooding Ceremony, graduating its charter class, and was renamed the Kirk Kerkorian School of Medicine at UNLV.
5. 2022-2023: A Permanent Home
  - October 2022: Completion of the state-of-the-art medical education building established a permanent campus for the school.
  - 2023: The school continued its momentum, celebrating the Match Day and commencement of its third cohort of students.

The Kirk Kerkorian School of Medicine at UNLV has grown from an ambitious vision into a thriving institution, producing highly skilled medical professionals while contributing to advancing healthcare in Nevada and beyond. With a strong foundation, the school continues to achieve new milestones, shaping the future of medicine.



## 1.3 Organization of the Kirk Kerkorian School of Medicine

### 1.3.A Primary Administrative Officer

The dean of the Kirk Kerkorian School of Medicine is the primary administrative officer for the school. The dean is appointed by and serves at the pleasure of the UNLV President. The dean is assisted in the administration of the school of medicine by the vice deans, associate deans, and department chairs.

The dean directs, coordinates, and supervises the Kirk Kerkorian School of Medicine's academic programs and activities. The academic faculty establishes admission standards, curricula, educational standards, and degree requirements.

### 1.3.B UNLV Health

In March 2016, the NSHE Board of Regents approved the framework and creation of the non-profit corporation UNLV Health, the associated practice plan of the Kirk Kerkorian School of Medicine at UNLV.

[UNLV Health](#) has over 400 employees and 17 clinic locations staffed by over 150 physicians and advanced practice providers. UNLV Health combines education, research, and exceptional care to provide the best outcomes for patients and the community.

### 1.3.C Graduate Medical Education

Graduate medical education programs in the school of medicine are established and supervised by the department chairs with concurrence by the associate dean for graduate medical education and the dean of the medical school. Such programs are subject to the Accreditation Council for Graduate Medical Education (ACGME) review.

### 1.3.D Doctor of Medicine Program

The Doctor of Medicine (MD) program is rooted in relationships between faculty and students, physicians and patients, and school and community. Its mission is to educate physicians who will improve the health of Nevadans and recruit a diverse and talented student body that reflects the community it will serve.

### 1.3.E Dual Degree Programs

1. [Master of Business Administration and Doctor of Medicine](#) – The UNLV Lee Business School offers this dual degree in conjunction with the Kirk Kerkorian School of Medicine.
2. [Master of Public Health and Doctor of Medicine](#) – The UNLV School of Public Health offers this dual degree in conjunction with the Kirk Kerkorian School of Medicine.

### 1.3.F Certificate Programs

Certificate-granting programs may be established in each school by the appropriate department chair and/or program director with concurrence from the dean of the school of medicine. All proposed certificate-granting programs will be submitted through the normal administrative channels and reported to the Board of Regents.

### 1.3.G School of Medicine Departments and Units

The school of medicine is currently comprised of both academic and administrative departments.

#### 1. Academic Departments:

- [Brain Health](#)
- [Emergency Medicine](#)
- [Family and Community Medicine](#)
- [Gynecologic Surgery & Obstetrics](#)
- [Internal Medicine](#)
- Medical Education
- [Orthopaedics](#)
- [Otolaryngology - Head & Neck Surgery](#)
- [Pediatrics](#)
- [Psychiatry and Behavioral Health](#)
- [Surgery](#)
- [Plastic Surgery](#)

#### 2. Administrative Units:

- [Budget and Finance](#)
- [Compliance](#)
- [Development and Alumni Relations](#)
- [Diversity, Equity, and Inclusion](#)
- [Office of Faculty Affairs](#)
- [Graduate Medical Education](#)
- [Human Resources](#)
- [Information Technology](#)
- [Marketing and Communications](#)
- [Space and Facilities Management](#)

## CHAPTER 2: Academic Faculty Lifecycle

### 2.1 Recruitment, Selection, and Appointment of Faculty

For this document, "faculty" shall refer to academic faculty unless otherwise specified. Policies concerning administrative faculty are provided in the [UNLV Bylaws](#) and on the [UNLV Human Resources website](#).

#### 2.1.A General Recruitment Guidelines

Faculty recruitment and selection at UNLV is initiated by the chair of the academic departments or other hiring authority with the approval of the dean of the school of medicine.

Hiring authorities and search committees in each hiring process are responsible for complying with the university's recruitment and selection policy and procedures ([Academic and Administrative Faculty Search Guidelines](#)) through human resources. All search and hiring processes will comply with affirmative action, equal opportunity, and nondiscrimination policies. These search guidelines are adopted under the authority of the NSHE Code Title 2, Chapter 5, Subsection 5.4.1.

#### 2.1.B Faculty Selection

The hiring authority and the search committee will establish the criteria and processes for selecting each new faculty member, consistent with the mission and goals of the hiring unit and the school of medicine. Some differences in the process between units are permitted. However, each hiring authority and/or selection/search committee is responsible for complying with the university's policies and procedures as referenced above.

#### 2.1.C Academic Appointments, Ranks and Tracks

All full-time appointments are for 12 months. The school of medicine faculty includes tenured/tenure-track and non-tenure tracks. In addition, in the school of medicine, academic faculty may be assigned a working title of "clinician-educator" or "medical-educator." Clinician-educators are individuals who hold a medical license and practice medicine on behalf of the school of medicine. These individuals also teach the Kirk Kerkorian School of Medicine trainees (e.g., medical students and residents) in matters related to clinical education. Medical-educators are individuals who do not practice medicine on behalf of the school of medicine. These individuals teach the Kirk Kerkorian School of Medicine trainees but do not instruct trainees regarding clinical practices.

##### 1. Tenured and Tenure-Track Academic Appointments

Chapter III, Section 16 of the UNLV Bylaws stipulates that these guidelines and standards apply to the recommendation of tenure and/or academic rank, either through hiring a faculty member into academic rank or an internal promotion or tenure process.

- a. Unless specified in writing by the unit appointing authority upon request by the candidate, an untenured assistant or associate professor shall be

evaluated for tenure and/or promotion based on the standard in place at the date of hire (UNLV Bylaws Chapter III, Section 16.1.1).

- b. A tenured applicant for professor (Rank IV) shall be evaluated based on the standard in place at the date of application (UNLV Bylaws - Chapter III, Section 16.1.2).
- c. When promotion to professor (Rank IV) coincides with the granting of tenure, an applicant may choose to be evaluated under either standard in place at the time of hire or standards in place at the time of application (UNLV Bylaws Chapter III, Section 16.1.3).
- d. Tenured/tenure-track faculty appointments require individuals to meet all the following essential qualifications:
  - i. Possession of the appropriate terminal degree.
  - ii. Demonstrated effectiveness as a teacher or promise of becoming an effective teacher, or a promise of effectiveness in other assigned duties when a faculty workload assignment does not include instruction.
  - iii. Satisfactory professional growth and development in research and scholarship.
  - iv. Appointment considerations may also include additional criteria as defined by the department.
  - v. Tenured and tenure-track appointments will be renewed annually unless the faculty member separates through proper actions and procedures as outlined in UNLV Bylaws and the NSHE Code.

## 2. Tenured and Tenure-Track Academic Faculty Ranks

There are four ranks of tenured and tenure-track academic faculty, designated by Roman numerals as follows: professor (IV), associate professor (III), assistant professor (II), and instructor (I). Tenured and tenure-track academic faculty may be employed at rank IV, III, or II. The rank of instructor (I) is used for appointments where the individual does not possess a terminal degree in the discipline or field in which appointed. It is intended and expected that a person holding an instructor appointment will complete the requirements for the terminal degree and be promoted to assistant professor (II). Each department may specify the time allotted for obtaining the terminal degree but cannot exceed the six-year time period for probationary employees. If the terminal degree has not been received by this time, the individual will not be considered for tenure. As defined in NSHE Code Title 2, Chapter 3, Subsection 3.2.1, Rank I positions are not eligible for appointment with, nor shall have, tenure under any circumstances.

## 3. Non-Tenure Track Academic Appointments

The Kirk Kerkorian School of Medicine may appoint personnel in non-tenure track faculty positions. As stipulated by Chapter I, Section 4.1.1.C, of the UNLV Bylaws, non-tenure track faculty are defined as Rank 0. Rank 0 positions are not eligible for appointment with tenure, nor shall they have tenure under any circumstances as defined in NSHE Code Title 2, Chapter 3, section 3.2.1, but are eligible for promotion. These appointments will vary in faculty workload

expectations but may include clinical service, clinical education, clinical administration, teaching, education administration, research and/or scholarship, and academic and professional service.

For all faculty appointments, at the time of offer for initial hire, the faculty track and specific scope of responsibilities is outlined to the individual and is discussed with the hiring authority. The signed hiring contract represents a mutual agreement between the faculty member and the department regarding the faculty track and the specific scope of responsibilities. In addition, the mutually agreed upon responsibilities will be reviewed annually and, if necessary, updated to form the basis for renewal or non-renewal of the faculty appointment.

- a. As stipulated in the School of Medicine Bylaws, Article IV, Section 4.6, the Faculty Appointments, Promotion, and Tenure Committee will review and make recommendations regarding individuals considered for appointment at the associate or professor levels and promotion at the same levels.
- b. Non-tenure track faculty appointments are required to meet the following essential qualifications:
  - i. Possession of the appropriate terminal degree.
  - ii. For the MD degree, board certification and excellent clinical competence as documented from residency and/or fellowship.
  - iii. In the case of physicians from clinical practice, letters of reference from highly qualified peers will be used to assess clinical competence.
  - iv. Demonstrated effectiveness as a teacher or promise of becoming an effective teacher.
  - v. Satisfactory professional growth and development in research and scholarship.
  - vi. Appointment considerations may also include additional criteria as defined by the department.

#### 4. Non-Tenure Track Academic Faculty Ranks

Non-tenure track faculty may be assigned titles of professor, associate professor, assistant professor, and instructor. The instructor rank is used for appointments where the individual does not possess board certification or the defined terminal degree in the discipline or field in which appointed. It is intended and expected that a person holding an appointment as an instructor will complete the requirement for the terminal degree and be promoted to assistant professor.

## 2.1.D Other Appointments

Physicians, other clinicians, and non-clinicians teaching students and/or residents of the Kirk Kerkorian School of Medicine who volunteer or are employed by UNLV at less than 50% time may be assigned other appropriate titles.

### 1. Affiliate Faculty

Affiliate faculty appointments are for individuals working less than 50% time and who receive compensation for their contributions to the school. The titles affiliate professor, affiliate associate professor, affiliate assistant professor, and affiliate instructor are non-tenure-track appointments designated for individuals with exceptional qualifications to teach advanced, specialized courses. These titles are reserved for those who do not meet traditional academic rank guidelines but possess unique experience, training, or talents that make them particularly suited to contribute to the Kirk Kerkorian School of Medicine.

### 2. Community Faculty

Community faculty are individuals who volunteer their time to help the medical school in aspects of education, research, community engagement, or care of others. For more information, please visit our [Community Faculty webpage](#).

- a. Community faculty physicians or other clinicians who teach medical students and/or residents of the Kirk Kerkorian School of Medicine as faculty volunteers may be assigned other appropriate titles such as clinical assistant professor, clinical associate professor, or clinical professor.
- b. Other volunteer faculty who regularly provide curricular or expert consultation, serve on committees, guest lecture, and/or conduct Kirk Kerkorian School of Medicine-related research may be assigned titles such as adjunct assistant professor, adjunct associate professor, or adjunct professor. For more information, please visit our [Community Faculty webpage](#).

### 3. Emeritus Faculty

Emeritus status is a rank awarded by the university president according to NSHE Code Title 4, Chapter 3, Section 39, to full-time academic faculty and administrative faculty at the time of retirement in recognition of distinguished service to the university in teaching, research, service, or administration in a professional field. Emeritus status may also be granted to administrative officers upon retirement from NSHE.

Consistent with the Board of Regents policy, eligibility for emeritus status typically requires full-time employment by the university for at least ten (10) years. Employees awarded emeritus faculty status by the president have lifetime faculty status at UNLV. For more information, please visit the [UNLV Emeritus/Emerita Status webpage](#).

## 2.2 Review and Evaluation of Faculty

The Kirk Kerkorian School of Medicine is committed to recruiting excellent faculty and ensuring their excellence in performance through mentorship and faculty development. Regular, rigorous faculty review is also part of the university's commitment to faculty development and supporting all its faculty. Therefore, every faculty member's performance is subject to annual review.

The Kirk Kerkorian School of Medicine provides for differential effort allocations among faculty in their academic responsibilities. Faculty should discuss their effort allocation with their chair or supervisor upon hire and during the annual evaluation process. Effort allocation may be modified by mutual agreement between the faculty member and their chair or supervisor with the approval of the dean of the school of medicine. Annual reviews and evaluations are based on individualized effort allocation within the unit's established responsibilities and mission.

### 2.2.A Academic Faculty Annual Evaluation Process

1. The Kirk Kerkorian School of Medicine will develop and systematically review and approve its faculty evaluation system and statements defining the expected level of performance required to meet faculty academic responsibilities at least once every five years.
2. Each faculty member's academic performance shall be evaluated annually by the department chair or their supervisor with input from additional sources as appropriate. Evaluation is conducted according to criteria and methods established by the school of medicine and the department for teaching, research and scholarly activities, clinical activities (when appropriate), and academic and professional service. Feedback is also given to faculty members on career development and readiness for promotion.
  - a. If the department chair deems a faculty member ready for promotion in the upcoming cycle, the chair will submit the faculty member's name to UNLV faculty affairs to create a promotion case on their behalf.
3. Department criteria for evaluating faculty performance should describe performance indicators in relation to each descriptor within the NSHE four-point performance scale for tenure-track and non-tenure track faculty (excellent, commendable, satisfactory, and unsatisfactory) for each workload area.
4. Tenured faculty (Rank III and Rank IV) work performance will be evaluated using a two-point scale (satisfactory and unsatisfactory). Departments should describe performance indicators using this scale for each workload area.
5. The UNLV office of faculty affairs will create annual evaluation cases in the faculty information management system (Interfolio) to perform evaluations. Faculty affairs and the chair or supervisor shall request that the faculty member complete their annual evaluation within the information management system by updating their annual activities and outcomes in their case. In addition, within the system, the faculty will reflect on their performance and development goals

in each area of their assigned workload from the previous evaluation period and detail their goals and planning for the next period. Faculty will provide additional information as needed, such as an updated curriculum vitae (CV), and submit their case to their chair or supervisor on or before the institutionally defined due date.

6. The chair or immediate supervisor will schedule a performance evaluation meeting with each faculty member to review their accomplishments and to discuss performance goals and strategies to support the growth and development of the faculty member. During the annual evaluation, the department chair or supervisor will discuss expectations for the future, review the assignment of differential effort with the faculty member, and decide what changes are appropriate and practical.
7. Annual evaluation reports for the previous calendar year will be available for download or printing from the information management system until June 1 of the following calendar year. After this time, the faculty member may request a copy of any annual evaluation report from the office of faculty affairs.
8. Faculty members who disagree with their annual evaluation report can submit a written response to the evaluation to be incorporated within their evaluation case. Per school of medicine bylaws and UNLV Bylaws, Chapter 3, Section 8.3, if the faculty member disagrees with the evaluation, then they (a), within 30 calendar days after notification, may submit a written response to the evaluation to be incorporated therewith, and (b) within 15 calendar days after notification, may request in writing a formation of a committee of peers to conduct a separate annual evaluation to the school of medicine dean or appropriate vice president. See School of Medicine Bylaws, Article IV, Section 4.9 for Peer Review Committee guidelines.
  - a. If an evaluation report reveals that a faculty member's performance is unsatisfactory in one or more areas, the report shall provide sufficient detail to describe the problem(s) with performance and provide a specific remediation plan. Per UNLV Bylaws, Chapter III, Section 8.5 (Specifications for Improvement), if an annual evaluation identifies unsatisfactory performance or finds a significant need for improvement, a proposed remedial course of action and a reasonable time limit must be added to the evaluation for mutual collegial benefit and be undertaken during the period before the subsequent evaluation. Both the evaluatee and the department will thus have the force and content of the shortcoming on record. In principle, this allows for a wide range of evaluations and/or warnings. This remediation plan may include provisions for faculty development, corrective action, or other changes as warranted. The chair/immediate supervisor or faculty member may request assistance from the senior associate dean for faculty affairs or university administration in constructing the remediation plan, including provision for additional resources where needed.



- b. A faculty member may reject any remediation plan, but the faculty member must understand that failure to meet academic responsibilities based on articulated performance criteria will lead to disciplinary sanctions established in Title 2, Chapter 6, Section 6.3 of the NSHE Code.

## 2.2.B Department Chair Annual Evaluation Process

### 1. Department Chairs

Chairs shall complete an annual report of their departments, which will be included in their Interfolio annual evaluation case. The chair's report and their calendar-year annual evaluation will be submitted to the dean by the last day of January. In collaboration with the vice dean of clinical affairs, the dean will prepare a written evaluation of each chair's performance and meet with each chair to discuss their annual evaluation.

#### a. Chair Report Content

The chair's annual report should summarize key departmental activities and performance indicators for the calendar year. For areas tied to the fiscal cycle, such as budgeting and clinical operations, a brief mid-year update (reflecting July-December) should be included to ensure information is current and actionable at the time of the January evaluation.

- i. **Budget Overview** – A mid-year update on the current fiscal year's budget, including major trends, challenges, and anticipated needs.
- ii. **Clinical Activity** – A summary of departmental clinical operations, including growth, changes, and challenges (based on fiscal year data, if applicable).
- iii. **Faculty Workforce** – Updates on recruitment, retention, and turnover.
- iv. **Faculty Achievements** – Notable honors, awards, publications, and grant activity.
- v. **Service Contributions** – Faculty participation on departmental, school, hospital/clinic, and national committees.
- vi. **Chair Self-Evaluation** – A reflection on leadership, administration, research, education, and clinical service. The self-evaluation is completed during the first three years of appointment, then every three years following or at the dean's discretion.
- vii. **Goals for the Year Ahead** – A statement of key performance goals for the next calendar year.

#### b. Faculty Evaluation of Chairs

- i. The department chair evaluation will include anonymous feedback by the faculty in the following circumstances:
  - Chairs will be evaluated annually by their faculty for the first three years of their term, then every three years thereafter. However, faculty evaluations will continue, if either of the following occurs: (1) a previous evaluation is

below the average for chairs, (2) the dean requires it. Each annual evaluation will include a summary of the faculty evaluations.

- ii. Faculty affairs will facilitate the chair evaluation process to assure standardization, consistency, confidentiality, anonymity, objectivity, and impartiality.

## 2.3 Principles and Guidelines for Promotion and Tenure

The awarding of tenure to a faculty member is the most pivotal point in the process of selection and reward for achievement that maintains and improves the quality of the faculty. The review of candidates for a tenured appointment, beginning at the department or unit level and moving through channels to the university level, must be a careful and deliberate examination to determine if the standard of excellence for the award of tenure has been attained. The same considerations apply to recommendations for promotion in rank. The criteria for tenure and promotion are teaching, research, and service. The award of tenure will take into account any prior service credited but will be based principally on evidence of achievement since joining the faculty at the Kirk Kerkorian School of Medicine. Promotion to a new rank must be based principally upon evidence of achievement in accordance with department, school, and university standards.

### 2.3.A Tenure and Promotion Guidelines

1. [Tenure and promotion guidelines](#) for tenured or tenure-track faculty can be found on the [UNLV Office of Faculty Affairs website](#).
2. Guidelines for promoting non-tenure-track academic faculty can be found in the [Kirk Kerkorian School of Medicine Bylaws](#). Some school of medicine departments have developed department-specific promotion guidelines. Please consult your chair or supervisor to determine which guidelines are appropriate for your appointment.

### 2.3.B Tenure and Promotion Primary Criteria

1. **Teaching.** Teaching is a prime responsibility of the university. Evidence of effective teaching must be furnished for promotion to a higher academic rank. This evidence may take several forms, including learner and peer evaluations. Department or unit standards should provide procedures to evaluate teaching to ensure an equitable and substantive review process (i.e., individuals in the same field should be assessed by the same means).

Teaching excellence requires continual application and effort. The faculty member must keep abreast of new developments in their field and related fields. Faculty members must maintain scholarly credentials and contribute to the creative process by which the frontiers of knowledge are continually being expanded and translated into the education of learners.

Faculty members should be enthusiastic about their discipline and be able to communicate this enthusiasm to the learner, thus stimulating both the faculty

members and the learner to achieve greater success. The university prides itself on having exceptional faculty members whose merit and service to the university in teaching earn them a well-deserved place of honor and respect in the institution. However, this criterion alone, to the exclusion of consideration of the other criteria, does not serve as a basis for promotion or tenure.

2. **Research.** A faculty member's accomplishments and contributions as a scholar bring vital recognition to both the individual and the university. The university exists to create, preserve, and transmit knowledge. Scholarly productivity is an integral and indispensable part of the university's role as an educational institution. Promotion in academic rank is a testimony to, and recognition of, professional competency and productivity. The standards for measuring scholarly and creative productivity may differ throughout the various disciplines of the medical school.

In many areas, the evidence for competence is research conducted by faculty members. The results of this research are then submitted to peers for professional evaluation and review, through recognized processes and then disseminated through established media. Among the various media outlets, publication in peer-reviewed journals and books is the most significant measure of scholarly productivity. Competitive awards and grants from agencies of national standing are equally critical and required for those in the research faculty track. Local, regional, or internal grants and contracts are also valuable but generally not as prestigious.

Scholarly productivity can also take the form of preparing published reports, studies, and other material for governmental agencies and non-governmental organizations concerned with the discipline's operation, evaluation, or improvement. Participation in symposia, conferences, and professional meetings is another outlet for publicizing and testing the results of one's research. Members of professional or practitioner-oriented disciplines share scholarly obligations with the rest of the faculty. However, in cases where administrative or clinical responsibilities involve a disproportionate amount of the candidate's time, the required extent of written scholarship may be modified. Some measures of scholarly productivity may be demonstrated through the results of professional consulting, but these activities are insufficient themselves.

In terms of research, the award of tenure or promotion to assistant or associate professor should be based on sufficient evidence of scholarly productivity to document a successfully developing career. For promotion to professor, evidence must be conclusive that this objective has been realized. Consequently, the scholarly and creative productivity record should be substantially more significant than expected at the lower ranks. Continuing productivity from the time of one's formal entry into a professional academic career is expected. As in the case of service and teaching, excellence in research alone is insufficient to ensure promotion.

3. **Service.** Service is highly valued and encouraged at the school of medicine. Engaging in various forms of service enhances an individual's professional skills, expands their network, and raises the university's profile. Service adds to the individual's professional competence, provides contact with a larger circle of peers, and brings greater visibility to the university. Service comes in different forms, such as participating in professional organizations, public bodies, and outreach activities. In the Kirk Kerkorian School of Medicine, direct and indirect patient care are also considered as a form of clinical service. Additionally, participating in faculty governance and committee work is considered a form of service.

Administration is essential to institutional well-being; therefore, administrative service is another form of contribution a faculty member may make to the university. Administrators must also meet the standards of academic excellence.

As with teaching and scholarship, service must be evaluated in terms of quality and quantity with respect to its contribution to the university's performance of its mission. Since neither service nor administrative duties alone may serve as the basis for promotion, faculty members should be cautioned against taking on greater proportions of service activity than the assigned percent allocation of time.

### 2.3.C Tenure Policy

Tenure rewards achievement and commitment to continued teaching, scholarship, and service excellence. The granting of tenure is an acknowledgment by faculty and the university of significant contributions and sustained effectiveness within a discipline. The tenure and promotion processes at UNLV are outlined in university policy documents. These include the Board of Regents Handbook, Title 2, Chapter 3, and the UNLV Bylaws, Chapter 1, Section 4, and Chapter 3, Section 16.

1. Only faculty with appointments as academic faculty as defined in Chapter I, Section 4.3.1 of the UNLV Bylaws and who are in Rank II or above are eligible for tenure. Administrators are eligible for tenure only in the capacity of academic faculty. The total probationary period for all academic faculty eligible for such appointment shall not exceed seven years of uninterrupted full-time employment in Ranks I through IV. An assistant professor is typically considered for tenure and promotion at the beginning of the sixth year but may be considered earlier in exceptional circumstances.
2. As described above, tenure-track faculty are expected to hold an appointment rank for six years, although they may elect to be considered for promotion sooner. In early tenure and promotion cases, the faculty member must submit a [Tenure Flexibility Request](#) for review by the UNLV Office of Faculty Affairs (OFA).
  - a. The tenure flexibility workflow begins when the faculty member submits the request form to the OFA. The faculty member's chair/supervisor is

automatically notified when the form is submitted. OFA reviews the request, and after a successful review, OFA prepares the Tenure Flexibility Form and sends it to the faculty member for appropriate signatures. The faculty member signs the document, obtains appropriate signatures, and returns the form to OFA, who will then submit the request for review and recommendation by the provost. The provost then submits the request for review by the president. Notifications are then made by the provost's office.

- b. A faculty member may apply for and be reviewed for tenure only once, so that an unsuccessful tenure review at any point during the probationary period will result in the issuance of a terminal contract for the next academic year.
3. The president may reduce the probationary period at the time of appointment if it has been determined that the faculty member has served a partial probationary period at a comparable institution and such reduction is in the institution's best interest. Up to three years of uninterrupted full-time employment in the former position may be counted. See NSHE Code, Title 2, Chapter 3, Section 3.3.3.
  - a. Authorized periods of leave, paid or unpaid, may be excluded from service toward the seven-year probationary period upon the faculty member's written request and the president's approval. The decision of whether to grant the faculty member's request to exclude periods of leave shall be based upon the president's sole discretion. See NSHE Code Title 2, Chapter 3, Section 3.3.
  - b. The probationary period may exceed seven years upon the faculty member's written request and the president's approval. The decision of whether to grant the faculty member's request to exceed the seven-year probationary period shall be based upon the president's sole discretion, and the president's decision is final. See NSHE Code Title 2, Chapter 3.
  - c. In exceptional cases, the president may hire faculty members with tenure without completing a probationary period. See NSHE Code Title 2, Chapter 3, Section 3.3.

#### 2.3.D Mid-Tenure Review

In addition to the annual reviews conducted by chairs/directors and deans, every candidate will have a pre-tenure review at the midpoint of the probationary period.

1. For the mid-tenure review, the department committees will review the materials submitted by the candidate (including but not limited to annual evaluations and other appropriate materials) and advise the chair in writing of their opinion of the candidate's progress toward tenure in terms of the criteria outlined in the NSHE Code, the university, and the school.
2. The department chair will review the department committee recommendation, provide their recommendation on the candidate's tenure progress, and submit

the recommendations to the Faculty Appointments, Promotion and Tenure Committee (FAPT).

3. The FAPT will review the materials submitted, along with the department committee and chair's recommendations, and provide the dean with its recommendation about the faculty member's progress toward tenure.
4. The dean makes the final decision on tenure readiness. If the progress is unsatisfactory, after conferring with the chair and/or the faculty committees, the dean may recommend remediation or non-reappointment in a summary report to the executive vice president and provost (EVPP).
5. When the likelihood of meeting tenure standards as defined in the NSHE Code Section 3.4.2 is negative, the member shall be notified per the NSHE Code Title 2, Chapter 5, Sections 5.2.3, 5.2.4, and 5.9.

### 2.3.E Workflow and Process for Promotion and Tenure

A notification from the office of faculty affairs will go to all faculty members in April of each year advising of deadlines for that year's promotion cycle. The notification will include deadlines for submitting intent for promotion during the current cycle, applicant dossiers, external letters of reference, and department committee and department chair recommendations. Deadlines for the FAPT and the dean's recommendations to the EVPP will also be included.

1. Any faculty member applying for promotion must attend the UNLV and/or school of medicine promotion workshops that occur during the spring semester of each academic year. After attending the workshop, the faculty member, in consultation with their chair, should start completing their promotion dossier in the faculty evaluation system for review.
2. The criteria for tenure and promotion for all faculty tracks are defined in guidelines provided by the department, the medical school, and the university. Promotion is an acknowledgment of meritorious professional accomplishment in one's discipline. The prestige and recognition that promotion and tenured status confer on an individual are highly beneficial, indeed essential to the morale and luster of the school of medicine faculty and the university. Neither tenure nor promotion are automatic for a faculty member, they must be earned.
3. Promotion recommendations originate in the department through the department chair. Once the faculty dossier is complete in the evaluation system, the department chair will solicit four external letters supporting the faculty member's promotion. Once the chair receives the four promotion letters, the candidate's case is sent to the department committee for review and recommendation.
4. The department committees and their procedures shall be established in accordance with the department and school's decision-making process. Using the promotion criteria, the committee of peers evaluates the candidate's application and makes a recommendation to the department chair on promotion.

5. The chair reviews the department committee information and makes a recommendation to the school of medicine's FAPT.
6. Following the specific promotion guidelines established by the school, the FAPT reviews the candidate's qualifications in conjunction with the external review letters and the recommendations of the department committee and department chair and then makes a recommendation to the dean.
7. The dean reviews the candidate's qualifications in conjunction with the external review letters and the recommendations of the department committee and department chair and makes a recommendation to the EVPP. However, if the dean decides against promotion/tenure, he or she shall inform the faculty member of that decision in writing.
8. The EVPP's recommendations are then sent to the president for final action.
9. If a faculty member's promotion is denied, the faculty member has 15 calendar days after being notified of such denial to submit a written request to the department chair, supervisor, or dean who rendered the unfavorable decision, asking for a written statement of the reasons for the denial. A response must be received by the faculty member within 15 calendar days after the appropriate administrator receives the written request for reasons. Faculty wishing to pursue an appeal of a promotion decision should follow the procedures outlined in the UNLV Bylaws Chapter III, Sections 6 and 16.9 and the NSHE Code, Title 2, Chapter 5, Section 5.2.
10. Final action shall be taken within a reasonable time by the president after receipt of the recommendations. If the president decides to recommend tenure or promotion to associate professor (Rank III) or professor (Rank IV), the final decision must be made by the Board of Regents. If the denial is not reversed after reconsideration, the faculty member may petition the Faculty Senate Grievance Committee, except in cases of denial of reappointment, which are not subject to grievance. (See NSHE Code, Title 2, Chapter 5, Section 5.2.4, UNLV Bylaws, Chapter III, Section 16.10, Chapter I, Section 4.6.6, and Chapter III, Section 20).
11. All promotions and/or tenure become effective July 1 of each fiscal year.



## CHAPTER 3: Academic Faculty Responsibilities and Rights

### 3.1 Faculty Academic Responsibilities

The responsibilities of the faculty are multiple and are not to be construed as narrowly limited to any specific list. The same is true of the responsibilities of individual faculty members. Nonetheless, the primary responsibilities are traditionally divided into teaching or its professional equivalent, research, and service. These are the criteria used in awarding promotion and tenure, and they are also the criteria used in faculty evaluations. Each faculty member shall be evaluated annually and receive a written statement from his or her department chair or dean assessing the performance of the faculty member during the preceding year. Typically, the faculty member will be evaluated on teaching and education or its professional equivalent, research and scholarship activities, clinical activities, as well as academic and professional service as appropriate.

#### 3.1.A Teaching

Faculty who have teaching assignments are expected to teach courses as assigned and in accordance with the school/department's needs, requirements, and expectations. Teaching duties are not limited solely to classroom activities but also include preparing course syllabi and examinations, providing supervision and mentoring, and developing and assessing curriculum for learners. Instruction of learners in these areas can also include work conducted in a clinical environment.

Teaching excellence requires continual focused effort and refinement. Keeping abreast of new developments in the field and maintaining scholarly credentials are prerequisites to effective teaching. The school of medicine expects teachers to be engaged with their discipline and able to convey to students the value of the subject.

School of medicine faculty members are expected to treat learners with courtesy and to respect their rights, including, but not limited to, academic freedom and those rights outlined in the [medical student handbook](#) and [resident handbook](#). The assistant dean of student affairs oversees medical students, while the associate dean for graduate medical education and designated institutional official (DIO) is responsible for residents. These individuals will monitor trends in departments, as well as by individual residents and faculty, and may report issues involving faculty/staff to the appropriate department chairs (or a designee) and/or to the associate deans so that an appropriate investigation and action can occur.

Academic advising is also part of the teaching faculty's responsibilities. For non-teaching faculty, comparable professional responsibilities shall be those defined by their departments and the relevant standards of their disciplines.

The curriculum of the school of medicine is the collective responsibility of the faculty as a whole. The curriculum includes both the content and teaching methodologies. As indicated in the Kirk Kerkorian School of Medicine Bylaws Article IV Section 4.4, the Curriculum Oversight Committee has authority and accountability for overseeing the curriculum's design, implementation, and evaluation procedures for the entire four-year curriculum. The committee has responsibility for the curriculum improvement process. Hence, proposed modifications to the number of course hours, the scope of content, or



the format of instruction must be submitted to the curriculum oversight committee for review and approval.

### 3.1.B Research

Research includes scholarly inquiry, grant writing, publication, research supervision, and participation in research-related committees and initiatives. Each department or field defines research appropriate to its department and field in its criteria for promotion and tenure. For more information on the research promotion and tenure criteria, refer to Chapter 2, Section 2.3.B of this handbook.

### 3.1.C Service

Service covers faculty activity in several areas, including:

1. **Clinical Service.** Faculty clinical activities and patient care occur through the associated practice plan for the school of medicine (UNLV Health). Faculty are considered members of UNLV Health and will abide by all policies and procedures.
2. **Academic Service.** It is essential that faculty participate in the decision-making necessary to foster an innovative academic environment within the medical school and all departments. Faculty members are expected to attend faculty and unit meetings, serve on committees, and contribute to the planning, development, and scheduling activities of the academic unit. Other service activities could include performance reviews for medical students, graduate students, residents, and fellows. University-level committee work is also encouraged.
3. **Professional Service.** Faculty members are expected to be active in their professional fields. This includes belonging to and participating in professional activities on the local, regional, national, and international levels, although not all faculty members will be active on all these levels.
4. **Community Service.** Using one's academic expertise to help the community, including the local community, state, nation, and global communities, is valued. The level of external contribution may vary based on one's academic discipline, interest, and available opportunities.

### 3.2 Faculty Professional Responsibilities

A faculty member is expected to meet all obligations at their regularly scheduled time and carry out their other responsibilities. If prevented from carrying out these and other academic responsibilities, a faculty member must, if able, make satisfactory advance arrangements and communicate, preferably in writing, the nature of these arrangements to their chair/supervisor or the course director. Such arrangements are subject to the approval of the course director and/or chair. Each department must define what arrangements are considered "satisfactory" in that unit and appropriately publicize its definition. Failure to comply with the procedures outlined in this paragraph may result in disciplinary action as outlined in NSHE Code, Title 2, Chapter 6.

### 3.2.A Maintenance of Appropriate Faculty-Learner Relations

1. **Protection of Improper Disclosure.** Information about learners' views, beliefs, and political associations that professors acquire as instructors, advisors, and counselors should be considered confidential. Improper disclosure is a serious professional offense. Judgments of learner ability and character may be provided under appropriate circumstances, generally with the learner's knowledge or consent.
2. **Privacy of Records.** Faculty members shall respect the confidential relationship between the faculty/staff and learners by preserving the privacy of all records relating to learners to the maximum extent possible.
3. **Interpersonal Relationships.** Faculty members are expected to avoid romantic, sexual, or other relationships that may lead to potential conflicts of interest in their roles as teachers, advisors, and evaluators of learners. For a detailed description, see Chapter 4, Section 4.2 of this handbook.

### 3.2.B Reporting Conflicts of Time and Interest

University faculty, staff, and student employees are encouraged to participate in outside activities, provided they do not conflict with the fundamental obligation to act in the best interest of the university. Conflicts can arise in two major areas: conflict of time and conflict of interest. Attempts to balance university responsibilities with consulting, public service, or pro bono work can result in actual or apparent conflicts regarding commitment of time and effort. Whenever a faculty member's external activities exceed reasonable time limits, or whenever a faculty member's primary professional responsibility is not to the institution, a conflict of time commitment exists. Hence, conflicts of commitment usually involve issues of time allocation.

Faculty members of state universities owe their primary professional responsibility to their employing institutions, and their primary commitment of time and intellectual effort must be to those institutions' education, service, research, and scholarship missions. Hence, not only should these faculty members meet their professional obligations as specified in their employment contracts, but they should also keep regular office hours and maintain a consistent presence on campus or at the assigned clinical site.

Based on federal, state of Nevada, NSHE, and UNLV requirements, all faculty and professional staff must identify all potential conflicts of interest and all compensated outside service through the annual submission of a completed disclosure form. They must also submit an updated form and obtain supervisor approval before either participating in any new activity that may lead to a conflict of interest or agreeing to perform any new compensated outside service. Individuals affiliated with the university through sponsored projects must disclose potential conflicts of interest before participating in such projects. Additional information on the disclosure and review processes is listed below.

- [UNLV Conflict of Interest/Compensated Outside Services](#)
- [Conflict of Interest/Compensated Outside Services Policy](#)
- [Conflict of Interest Rules and Procedures](#)

- NSHE Code Title 4, Chapter 3, Section 9 of the [NSHE Board of Regents Handbook](#)
- [Kirk Kerkorian School of Medicine Bylaws](#) Article II, Sections 2.1.1 - 2.1.3

All conflicts of interest must be managed (through management plans, reduction, or elimination), and all employees must comply with NSHE policies regarding compensated outside services. UNLV must report conflicts of interest associated with sponsored projects to the relevant federal funding agencies, and both conflicts of interest and compensated outside services must be reported to the Board of Regents.

1. **Reporting Outside Activities.** For all activities faculty and professional staff must complete an [Outside Activity Request Form](#) and receive approval for compensated outside activities. Requests must be made for each activity, including those listed on the [pre-approved list](#).
2. **Annual Disclosure.** All faculty and professional staff must provide an annual disclosure that discloses all outside activity or professional involvement. These disclosures shall be made annually and upon application for a sponsored project. All disclosures must be made using the UNLV [Outside Activity Request Form](#).
  - a. Each university employee is responsible for requesting approval for compensated outside services.
  - b. It is the responsibility of the university and designated official to review disclosures and determine if the disclosed interests could directly and significantly affect the employee's performance of university responsibilities.
  - c. If a conflict of interest or commitment and/or excessive compensated outside services appears to exist, the supervisor and/or dean shall attempt to negotiate and document a management plan, which is a mutually acceptable course of action to manage, mitigate, or alleviate the conflict of interest due to compensated outside services.

### 3.2.C Political Activity and Lobbying

1. **Political Activity.** Nevada Administrative Code [284.770](#) specifies that employees may vote as they choose and express their political opinions on all subjects without recourse, except that no employee may:
  - a. Directly or indirectly solicit or receive or be in any manner concerned in soliciting or receiving any assessment, subscription, monetary or nonmonetary contribution for a political purpose from anyone who is in the same department and who is a subordinate of the solicitor.
  - b. Engage in political activity during the hours of their state employment to improve the chances of a political party or a person seeking office or at any time engage in political activity to secure a preference for a promotion, transfer, or increase in pay.
2. **Partisan Political Activity.** The [UNLV Partisan Political Activity Policy](#) states explicitly that “nonpartisanship and neutrality will govern the university at all

times in its relationship with elected officials or persons campaigning for public office.” It also states:

- a. UNLV will not sponsor or support political candidates, ballot initiatives, or questions.
  - b. UNLV campus mail and email will not be used to distribute political materials. This applies to both members and nonmembers of the university community.
  - c. If the titles of faculty and staff used in political correspondence might reasonably be construed as implying support, endorsement, or opposition of the university regarding any non-university activity or issue, the identification shall be accompanied by an explicit statement that the individual is speaking for himself or herself and not as a representative of the university or any of its offices or units.
3. **Lobbying Regulations.** For lobbying regulations, refer to the Board of Regents Handbook, Title 4, Chapter 1, Section 26, which stipulates:
- a. A member institution or particular unit of the system may not engage the services of an independent entity or person to perform lobbying services within the State of Nevada without obtaining the prior approval of the chancellor.
  - b. A member institution or particular unit of the system may not assign an employee to perform lobbying duties without obtaining the prior approval of the chancellor. If the chancellor approves, the employee must be officially registered as a lobbyist with the State of Nevada. The chancellor may revoke authorization at any time.
  - c. A NSHE registered lobbyist shall provide a copy of the required State of Nevada expense reports to the chancellor and the board chair when the reports are submitted to the state.
  - d. The chancellor shall have the authority to establish internal policies governing the activities and reporting relationships of any persons approved to perform lobbying services.

Any faculty efforts to support or oppose legislation or regulatory action that ties the faculty member's identity to the university should only be carried out after consulting with the UNLV Office of Government and Community Engagement.

### 3.3 Faculty Rights

The following enumeration of rights shall not be construed to deny or disparage other rights retained by faculty members as members of the university community or as citizens.

#### 3.3.A Academic Freedom and Responsibility

Per NSHE Code Title 2, Chapter 2, Sections 2.1 to 2.3, a member of the faculty has the freedom and an obligation, in the classroom or in research, to discuss and pursue the faculty member's subject with candor and integrity, even when the subject requires

consideration of topics which may be politically, socially, or scientifically controversial. The concept of academic freedom is accompanied by the equally demanding concept of academic responsibility. A member of the faculty is responsible for maintaining appropriate standards of scholarship and instruction. The special position of a faculty member imposes special obligations and responsibilities. As a person of learning and an employee of an educational institution, a faculty member should remember that the public may judge the profession and the institution by the faculty member's utterances and acts. Therefore, a faculty member should always be accurate, exercise appropriate restraint, show respect for the opinions of others, and indicate clearly that the faculty member is not an institutional spokesperson. Faculty enjoy the following freedoms:

1. Freedom in research and in the professional publication of the results.
2. Freedom to publish literary, academic, technical, or other noteworthy works.
3. Freedom in the classroom in discussing a subject, but the faculty member should be careful not to persist in discussing matters that have no relation to the subject taught.
4. Freedom from institutional censorship or discipline for speaking, writing, or acting as a citizen of the community.

### 3.3.B Personnel Actions

In accordance with NSHE Code, Title 2, Chapter 5, Subsection 5.2, all recommendations for personnel actions shall be directed through regular administrative channels. The president must approve all recommendations concerning appointments to employment, non-reappointment to employment of nontenured faculty members, salary, promotion, or appointment with tenure within the president's system institution. However, an appointment with tenure shall also require, before becoming effective, the approval of the Board of Regents. The president must provide five working days' notice to the institutional faculty senate before approving a promotion to the position of associate professor (Rank III) or professor (Rank IV).

1. **Denial of Appointment with Tenure, Promotion, or Reappointment.** Per NSHE Code Title 2, Chapter 5, Subsection 5.2.3, a faculty member who has been denied appointment with tenure, promotion, reappointment to employment, or who has received a notice of termination may, within 15 calendar days after notification of such denial or termination, provide a written request to the department chair, supervisor, or dean who rendered the adverse decision asking for a statement in writing of the reasons for the denial or notice of termination. The response must be received by the faculty member within 15 calendar days after the appropriate administrator receives the written request for reasons.
2. **Reconsideration of Personnel Action.** Within 15 calendar days after receipt of the written reasons for denial of appointment with tenure, promotion, or reappointment to employment or for the issuance of a notice of termination, a faculty member may request reconsideration. The request shall be submitted in writing to the faculty member's department chair, supervisor, or dean who rendered the adverse decision, together with the reasons, arguments, and documentation supporting the request for reconsideration. The request for reconsideration shall be promptly directed through regular administrative

channels with recommendations for or against reconsideration of the decision. Final action shall be taken within a reasonable time by the president after receipt of the recommendations, except that if the president, after reconsideration, decides to recommend that an appointment with tenure should be granted, the final decision must be made by the Board of Regents. See NSHE Code Title 2, Chapter 5, Subsection 5.2.4.

### 3.3.C Disciplinary Action and Faculty Rights

In accordance with NSHE Code Title 2, Chapter 6, Subsection 6.6, in the case of a reprimand or warning for conduct other than Title IX Sexual Harassment, a faculty member has:

1. The right to notice in writing at least fifteen (15) calendar days before the issuing of a warning or reprimand.
2. The right to mediation.
3. The right to accept the reprimand or warning, or within ten (10) calendar days after receiving the notification to respond, in writing, to the warning or reprimand and to have that response immediately placed in their personnel file.
4. The right to grieve the warning or reprimand unless mediation is selected. If the affected person elects to grieve the warning or reprimand, mediation may not be used.

### 3.3.D Grievance Procedures

Grievable issues are any alleged violation, questionable interpretation, or administration of any existing university regulation. Pursuant to Title 2, Chapter 5, Subsection 5.7.2 of the NSHE Code, a grievance is an act or omission to act by the respective administration of the system institution, allegedly resulting in an adverse impact on the employment conditions of a faculty member relating to salary, promotion, appointment with tenure or other aspects of contractual status, or relating to alleged violation of the code or institutional bylaws.

1. **Filing a Grievance.** A grievance, in the form of a petition and supporting documentation, must be filed within 15 calendar days (UNLV Bylaws, Chapter III, Section 20) from the date the faculty member becomes aware of the grievable act, omission, or violation and has exhausted all administrative remedies. In cases of merit, the deadline for filing a grievance will be 15 calendar days after the faculty senate office publishes the merit list.

### 3.3.E Notice of Non-Reappointment and Notice of Termination

In accordance with NSHE Code Title 2, Chapter 5, Subsection 5.9.3 and except as provided in subsections 5.4.2, 5.9.1, 5.9.2, 5.9.4 and 5.9.6, of the NSHE Code, and, unless provided otherwise in an employment contract, non-tenured faculty hired on or after March 1, 2005, have the right to notice as follows:

1. If in the first academic or fiscal year of service, shall be given at least 90 calendar days in advance of the date of termination.

2. If in the second academic or fiscal year of service, shall be given at least 180 calendar days in advance of the date of termination.
3. If in the third and subsequent years of service, shall be given at least 365 calendar days in advance of the date of termination.
4. For employment contracts of less than one academic or fiscal year's duration, for a period of time which may be mutually agreed upon by the parties to such employment contracts, but, in all events, shall be given no less than 14 calendar days in advance of the termination of such contracts.



## CHAPTER 4: Faculty Conduct

### 4.1 Misconduct Disclosure Policy

Misconduct does not only apply to perceived actions that may violate state or federal law. Instead, the term “misconduct” means any action, whether or not such action is taken within the scope of a person’s employment, which violates any state or federal law or regulation or any Nevada System of Higher Education (NSHE), University of Nevada Las Vegas (UNLV), or Kirk Kerkorian School of Medicine at UNLV policy. Examples include but are not limited to: unprofessionalism; bullying; academic or research misconduct, corruption; bribery; theft of UNLV, school of medicine, or UNLV Health property; fraudulent claims; misappropriation of funds; coercion; discrimination; sexual assault; sexual harassment; quid pro quo; violation of civil rights; and other illegal, improper, or unethical practices.

The full policy can be reviewed by visiting the medical school’s Policies and Procedures webpage and selecting [Misconduct Disclosure Policy](#) under the compliance dropdown.

#### 4.1.A Types of Misconduct

The following conduct is a summary of activities incompatible with the purposes of an academic community and prohibited for all members of the faculty of NSHE. Engaging in these activities shall constitute cause for discipline and may lead to the procedures and disciplinary sanctions established in the NSHE Code Title 2, Chapter 6. For a complete list of prohibited activity, please review NSHE Code Title 2, Chapter 6, Section 6.2.

1. Sustained overall failure to meet academic responsibilities. This may constitute a willful failure of a faculty member to carry out their academic responsibilities. Repeated infractions of one’s responsibilities, regardless of whether informal or formal warnings or reprimands have occurred, are more severe than initial infractions of the same type. Also, cumulative unapproved absences or failures to perform in less significant matters are more serious than occasional lapses over long periods of time.
2. Violation of published school of medicine regulations.
3. Behavior that violates commonly accepted standards of professional ethics. [Refer to the American Association for University Professor’s Statement on Professional Ethics](#). The statement was originally adopted in 1966 and revised in 1987 and 2009.
4. Knowingly furnishing false information to the school of medicine by forging, altering, or misusing documents or instruments of identification with intent to defraud.
5. Abusive or unprofessional treatment of students, residents, fellows, faculty/staff, or other members of the university. Any form of sexual harassment or discrimination on the basis of sex, race, religion, age, national origin, disability, or sexual orientation is prohibited.
6. Plagiarism, misrepresentation, or fraud in classroom presentations, published works, or published presentations.



7. Committing an act that involves moral turpitude means intentional conduct that is gravely detrimental to another person or society and constitutes a substantial deviation from the accepted standards of duty owed by a person to other people and society. Committing an act that involves moral turpitude may render the faculty member unfit for their position.

#### 4.1.B Rules and Disciplinary Procedures for Faculty

Unless stated otherwise in an employment contract, NSHE Code Title 2, Chapter 6 outlines the procedures and sanctions for addressing charges against faculty members of NSHE who are accused of engaging in conduct that is prohibited by the NSHE code or by other relevant policies, rules, regulations, or bylaws of UNLV or the school of medicine.

Instances of misconduct may result in the dean of the school of medicine recommending to the executive vice president and provost (EVPP) that the faculty member be disciplined or dismissed. Disciplinary sanctions are described in the NSHE Code, Title 2, Chapter 6, Section 6.3.

The following sanctions apply to faculty of NSHE for conduct prohibited by Section 6.2 of the NSHE Code. Depending on the seriousness of the misconduct, these sanctions may be imposed in any order.

1. **Warning.** Notice, oral or written, that continuation or repetition of prohibited conduct may be the cause for more severe disciplinary action.
2. **Reprimand.** A formal censure or severe reproof is administered in writing to a person engaging in prohibited conduct.
3. **Restitution.** The requirement to reimburse the legal owners for a loss due to defacement, damage, fraud, theft, or misappropriation of property. The failure to make restitution shall cause more severe disciplinary action.
4. **Reduction in Pay.** A reduction in pay may be imposed at any time during the term of an employment contract upon compliance with the procedures established in this chapter.
5. **Suspension.** Exclusion from assigned duties for one or more workweeks without pay, as set forth in a written notice to the employee. The phrase "workweek" has the meaning ascribed to it in the Fair Labor Standards Act, 29 U.S.C. § 207(a).
6. **Termination.** Termination of employment for cause. A hearing held under the procedures established in the NSHE Code Title 2, Chapter 6 Section 6.11, and other applicable provisions of this chapter shall be required before an employee's employment may be terminated for cause.

#### 4.1.C Reporting Alleged Misconduct

The Kirk Kerkorian School of Medicine requires employees, volunteers, and learners to promptly disclose suspicion of alleged misconduct to the proper individuals for assessment, inquiry, and/or investigation. It is not your responsibility to determine if a

situation constitutes misconduct, but it is your personal responsibility to disclose those concerns. The school of medicine has an obligation to assess, review, and adjudicate each disclosure of alleged misconduct in accordance with the requirements of the law, our ethical commitments, and the values of the Kirk Kerkorian School of Medicine.

An alleged instance of misconduct by a faculty member is initially directed to the department chair and then to the dean. Alleged instances of academic misconduct by a department chair are initially directed to the dean. In cases of academic misconduct allegations against a dean, or in other extraordinary cases, the matter may be taken to the president.

#### 4.1.D Guidelines for Conduct of Research and Publication

1. Medical students, graduate students, postdoctoral associates, and other research trainees should be guided by a faculty member who is responsible for supervising the trainee's research.
2. The ratio of trainees to faculty preceptors should be small enough to encourage close interaction in all aspects of the research, including concepts, experimental design, techniques, data analysis, and the preparation of data for publication.
3. Interaction among trainees and faculty in the form of discussion and presentation of research in progress should not be limited to one faculty member and their trainees but should involve members of associated research groups. Often, this interaction will be along departmental lines, but interdepartmental interactions in research are also encouraged. Such interactions should be directed both to contribute to the research efforts of the groups and to provide informal peer review.
4. Custody of all original experimental data must be retained by the unit in which they are generated. Copies may be made by the research investigators for personal use. The retention of original data and approvals for the research study should comply with Institutional Research Board (IRB) policies and any other time frame indicated on participant informed consent forms.
5. The main criterion warranting manuscript authorship is that an individual has significantly contributed to the research. Technical services are not a sufficient reason for authorship unless there has been substantive scientific interaction between the individuals involved.
6. When a trainee prepares a manuscript, the faculty member responsible for the trainee should review the manuscript and give advice before approving the final draft. Faculty members should discourage trainees from preparing manuscripts without adequate tests of reproducibility or assessment of significance or from preparing multiple manuscripts differing only slightly in content. All authors should review and approve the final draft before submission for publication.

#### 4.1.E Standards of Conduct in the Clinical Setting

1. The clinical faculty and staff have a duty to conduct themselves in a manner that demonstrates competence, adherence to the school of medicine's core values, observance of the ethical standards of their profession, and the ability to work harmoniously with others to ensure that patients receive safe, high-quality medical care. Faculty will abide by all provisions in the member agreement, the UNLV Health Code of Conduct, and the clinician discipline policy.
2. The Kirk Kerkorian School of Medicine is committed to respecting the rights of each patient. An essential aspect of professional conduct in the clinical setting is the expectation that practitioners will identify and report deviations from standards that may impact patient care so that problems can be resolved, improvements can be made, and patients will be assured of high-quality healthcare. Removal of a faculty member's clinical privileges would also constitute grounds for removal of clinical teaching privileges in the school and university and/or discipline up to and including termination. The operational links among the quality improvement functions relating to patient care, risk management, and safety functions place specific reporting responsibilities on staff members.

#### 4.2 Potential Conflicting Relationships

The Kirk Kerkorian School of Medicine is committed to providing an academic community environment that fosters intellectual, professional, and personal growth without discrimination. Central to preserving this environment is the trust that should characterize all interactions between learners and faculty working toward the common educational goal of the institution. Details of the policy are stipulated in the School of Medicine Respectful Learning Environment Policy in the [Medical Student Handbook](#).

##### 4.2.A Interpersonal Relationships

Faculty members are expected to avoid relationships that may lead to potential conflicts of interest in their roles as teachers, advisors, and evaluators of learners. Trust is put at risk when members of the university community engage in romantic or sexual relationships that involve individuals of unequal power, whether they be students, trainees, staff, or other faculty members. Examples of unequal power relationships include: administrators and faculty members, faculty members and students, and supervisors and employees. Avoiding these kinds of conflicts supports the Nevada's Commission on Ethics statement.

1. The Nevada Commission on Ethics, by the authority granted to it under chapter 281A of NRS, strives to enhance the public's faith and confidence in the government by ensuring that public officers and public employees uphold the public trust by committing themselves to avoid conflicts between their private interests and their public duties.
2. 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. In that circumstance, both the university and the person in the position of influence are vulnerable to

charges of sexual harassment from the person in the position of lesser power and/or by third parties.

3. Consensual relationships between individuals, neither of whom has direct professional influence or authority over the other, are not prohibited by this policy. A member of the university community is considered to have direct professional power or direct authority over another individual when they are in the position to do any of the following:
  - a. If the other person is a student, supervise the student in any capacity, including evaluating any academic work, assigning grades, academic advising, formal psychological counseling, or serving on thesis, dissertation, or scholarship committees.
  - b. If the other person is a student, influence the student's employment, graduate assistantship, housing, participation in athletics, or any other university activity.
  - c. If the other person is a faculty or staff member, supervise and/or evaluate the work performance of the member of the faculty or professional or classified staff.
  - d. If the other person is a faculty or staff member, recommend or award merit or promotions to the member of the faculty or professional or classified staff.
  - e. If the other person is a faculty or staff member, serve on promotion or tenure committees under whose authority the other person may be considered for promotion or tenure.
4. When a romantic or sexual relationship exists, both parties may be subject to disciplinary action. Both parties are equally responsible for reporting the existence of the relationship to the appropriate supervisor at the beginning of the relationship. The supervisor will keep a self-report confidential unless university policy requires him/her to divulge it.
5. Once the university administration learns of a romantic or sexual relationship, whether through self-reporting or otherwise, it will take immediate steps to eliminate the power and authority of one individual over the other. This may be accomplished by reassigning duties or responsibilities or requiring withdrawal from a committee. If the individuals involved fail to comply with this policy or if the relationship is not self-reported, the university may impose one or more of the sanctions available through its disciplinary procedures, as outlined in the NSHE Code (for faculty and professional staff), the Nevada Administrative Code (for classified staff), or the UNLV Student Conduct Code (for students).
6. For more information regarding related State of Nevada, NSHE, and UNLV policies, see the [UNLV Nepotism Policy](#).

## CHAPTER 5: Additional Information and Policies

### 5.1 Individuals with Disabilities

The [UNLV Able and Active](#) is a resource group for those in the UNLV community with disabilities. The able and active team leads efforts to recruit, retain, and advance world-class faculty and staff with lived experience of disability as self-advocates and allies. They support advocacy efforts to increase awareness, knowledge, and acceptance of disability and diversity issues that impact the UNLV campus. We have provided links below to available resources.

#### 5.1.A Disability Resource Center

Supports students with disabilities at UNLV through advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities.

#### 5.1.B [UNLV Americans with Disabilities Act \(ADA\) Process](#)

Any questions regarding workplace accommodations should be directed to the ADA administrator, Austin Connell, at [austin.connell@unlv.edu](mailto:austin.connell@unlv.edu).

#### 5.1.C American Association of People with Disabilities (AAPD)

Professional and advocacy organization for people with disabilities.

#### 5.1.D [Job Accommodation Network \(JAN\)](#)

The leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues.

### 5.2 Title IX Compliance at UNLV

UNLV does not discriminate in its employment practices or its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX or on the basis of any other legally protected category as is set forth in the [NSHE Handbook Title 4, Chapter 8, Section 14](#). UNLV's Title IX coordinator monitors and oversees the university's compliance with Title IX and related laws in the prevention of sex harassment and discrimination, including the coordination of education and training activities and the response to Title IX complaints. More information can be found on the [Title IX Compliance website](#).

#### 5.2.A Report a Title IX Concern

Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator or UNLV's Title IX Deputy Coordinators.

#### **The Title IX Coordinator's contact information:**

- Online: [Online Reporting Form](#)
- Email: [titleixcoordinator@unlv.edu](mailto:titleixcoordinator@unlv.edu)
- Phone: [702-895-4055](tel:702-895-4055)
- Mail: 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person: [Frank and Estella Beam Hall \(BEH\)](#), Room 555

### 5.3 Human Resources (HR) Department

The [Kirk Kerkorian School of Medicine at UNLV Office of Human Resources](#) (HR) is the liaison with the UNLV Human Resources Office and the first point of contact for the school of medicine employees. HR is responsible for processing all human resources transactions in Workday, assisting you with multiple services, and answering any questions you may have.

#### 5.3.A HR Services

1. [Benefits Consultations](#)
2. [Salary and Compensation Information](#)
3. Employee Evaluations
  - [Academic Faculty](#)
  - [Classified Staff and Administrative Faculty](#)
4. [Onboarding](#) and [Offboarding](#)
5. [Recruitment and Hires](#)
6. Employment Changes
7. [Compliance](#)
8. [Workday Training](#)
9. Resident Services
10. Employment Verifications
11. [Employee Relations](#)

#### 5.3.B HR Contact information

1. For questions or services, email: [hr.som@medicine.unlv.edu](mailto:hr.som@medicine.unlv.edu).
2. [UNLV Main Campus HR](#)

#### 5.3.C Leave Policy

1. The [Annual Leave Policy](#) can be found on the Kirk Kerkorian School of Medicine website by selecting [Policies and Procedures](#), then Human Resources.

#### 5.3.D Flexible Work Policy

The [Kirk Kerkorian School of Medicine Flexible Work Policy](#) is a modified version of UNLV's Flexible Work Policy that sets forth additional limitations and requirements based on the unique needs of the school of medicine.

1. The policy can be found by selecting the flexible work policy link above or navigating to the school of medicine website, selecting [Policies and Procedures](#), then Human Resources.
2. To obtain a flexible work schedule, follow the [Flexible Work Procedure](#) and complete the [Flexible Work Arrangement \(FWA\) Agreement Form](#).

## 5.4 REBELPeople

REBELPeople is a comprehensive umbrella system platform that allows convenient access to our employee learning management system and employee performance management and evaluation systems.

### 5.4.A REBELearn

[REBELearn](#) is UNLV's enterprise-wide employee learning management system within REBELPeople, which is focused on employee professional development. This platform delivers, consolidates, and tracks campus training activities, including required compliance-based courses and professional development offerings.

### 5.4.B REBELPerform

[REBELPerform](#) is an advanced module within REBELPeople that provides an employee performance management and evaluation system for classified staff and administrative faculty. The REBELPerform platform includes all aspects of the evaluation process, from self-assessment to final evaluation.

## 5.5 Office of Faculty Affairs

The [Kirk Kerkorian School of Medicine at UNLV Office of Faculty Affairs](#) has the mission to improve the lives of all those associated with the school of medicine through education, advancement, and support. The overarching goal of faculty affairs is to provide an environment for faculty to feel welcome, empowered, and supported in their growth and contribution. In addition, faculty affairs can assist individuals having difficulty in achieving their professional responsibilities.

The office of faculty affairs has two main units, which include [Governance](#) and Professional Development, through [The Academy](#).

### 5.5.A Governance

The Kirk Kerkorian School of Medicine utilizes a shared governance approach that relies on collaborative decision-making processes that involve input from various stakeholders, including faculty, administrators, and students. Shared governance distributes the decision-making process across multiple levels of the institution, fostering inclusivity and transparency in the decision-making process. This collaborative approach strengthens trust and communication within the school of medicine and promotes a culture of continuous improvement and innovation for our mission.

At the Kirk Kerkorian School of Medicine, participation in shared governance typically involves serving on committees composed of representatives from the stakeholders listed above. Governance areas could include contributing to the school's strategic plan, faculty appointments, tenure and promotion, and annual evaluations, to name a few. By bringing together individuals with diverse perspectives and expertise, the shared governance process ensures that decisions reflect the values and priorities of the entire school of medicine community.



### 5.5.B The Academy

The Academy is the personal and professional development program of the Kirk Kerkorian School of Medicine. The Academy offers growth opportunities through various forms of content, including accredited and non-accredited courses.

1. **Accredited Courses.** Consistent with the Association of American Medical Colleges (AAMC) guidelines, The Academy offers a broad range of professional development opportunities catering to the learning needs of academic medical professionals in all stages of their careers. This is the [Continuing Medical Education \(CME\) Program](#), which provides education and CME certification for physicians.
2. **Non-Accredited Courses.** The Academy's non-accredited courses are not specific to medicine and include a variety of topics, such as leadership development, career advancement, communication, and compliance. These topics are generally set up as podcasts or short courses designed to facilitate growth through quick, easy-to-digest videos. To learn more about their offerings, please visit The [Academy website](#).

### 5.5.C Community Faculty

Building strong partnerships with the community is one of the main objectives of the school of medicine. This commitment is reflected in the many initiatives the school is involved in, including the community faculty program. Community faculty are individuals who volunteer their time to help the medical school in aspects of education, research, community engagement, or care of others. Community faculty candidates can help the school in several ways, including research collaboration, student mentorship, and community and committee support. Please see the [community faculty website](#) for more information.

## 5.6 Interfolio (Folio) Information Management System

Interfolio is the university and school of medicine's information management system for academic faculty members. It is a secure, web-based platform that provides a database and reporting tool for faculty to document their teaching, scholarship, and service. This platform is used for academic faculty processes, including annual evaluations and promotion and tenure reviews. It also incorporates a personal document curation platform for faculty to maintain their professional materials.

### 5.6.A Interfolio System sign-on

The Interfolio system is configured for sign-on through the ACE authentication process. Academic faculty can access the tool anytime from a computer with an internet connection.

1. [Log into your school of medicine Interfolio account with your ACE ID.](#)
2. Information and resources to navigate Interfolio can be found at the links below.
  - Interfolio [Resources and Training Materials](#)



- Interfolio [Frequently Asked Questions](#)
- For Interfolio help, contact the school of medicine office of faculty affairs at [SOMFacultyAffairs@medicine.unlv.edu](mailto:SOMFacultyAffairs@medicine.unlv.edu)

### 5.7 Graduate Medical Education (GME)

The Kirk Kerkorian School of Medicine at UNLV [Office of GME](#) aims to train residents and fellows to become outstanding specialists and subspecialists. The school currently sponsors 11 residencies and 13 fellowships accredited by the Accreditation Council for Graduate Medical Education (ACGME).

Residents and fellows have the opportunity to provide supervised patient care at the University Medical Center (UMC), our primary teaching hospital, as well as other community sites, such as the Veterans Affairs (VA) Southern Nevada Healthcare System, Sunrise Hospital and Medical Center, Mike O'Callahan Military Medical Center, surgical centers, and community physician offices. These patient care experiences allow our trainees to become familiar with different populations of patients and their unique healthcare needs.

### 5.8 Information Technology

The [Kirk Kerkorian School of Medicine at UNLV Information Technology \(IT\) Department](#) is a shared-services unit and strategic partner in adopting and implementing innovative and secure technologies to support our academic, administrative, clinical, and research missions.

The IT department provides technical assistance and expertise, reviews and guides technology implementations, and supports the wide range of computing and telecommunications services used by the organization.

#### 5.8.A Information Technology Resources

1. IT Help Desk – Phone: 702-895-0451 or Email: [help@medicine.unlv.edu](mailto:help@medicine.unlv.edu)
2. [ACE Account](#) – Your ACE account gives you access to campus technology services.
  - [Activate Your ACE ID](#)
  - [Change Your ACE Password](#)
  - [Setting Up Okta Verify](#)
3. [IT Knowledge Base](#) – Contains guides designed to help you accomplish your technology goals.
4. [Setting up Okta Verify](#) – Okta Verify is an app that authenticates when logging in with your ACE credentials. This is recommended over the text option for speed and convenience.
5. UNLV Health IT Resources – The school of medicine IT department supports all UNLV Health faculty and staff. The links below contain information on how to log into UNLV Health computers and EPIC electronic health record resources, among other useful resources.

- [UNLV Health Resources](#)
  - [Mail Accounts, Computer, and Help Information](#)
  - [UNLV Health New Employee Resources](#)
  - [Healthicity Training Log-In](#)
6. [Google Workspace Information](#) – Your UNLV mail account gives you access to many different applications within Google Workspace, such as Google Drive, Google Meet, and Google Chat.
  7. [Connecting to Wi-Fi](#) – While on campus, Wi-Fi can be accessed with your school of medicine password. This is the same password account you use to log into your work computer.
  8. [UNLV Workday](#) – Workday is a cloud-based application that automates, streamlines, and standardizes human resources and financial management business processes at UNLV. Typical uses include requesting leave and getting tax documents.

## 5.9 UNLV Faculty and Staff Professional Development

The Provost's office is dedicated to enhancing the professional growth and career advancement of our faculty and staff. These endeavors are supported through professional development, leadership, and capacity building. UNLV has invested in various programs and resources that are tailored to help our campus community members thrive in their roles and develop as higher education professionals.

### 5.9.A Professional Development Resources

1. [UNLV Leadership Pathways](#) is an initiative designed to help emerging leaders expand their knowledge and skills while providing a glimpse into university administration.
2. [Strategic Leadership Training Series](#) consists of online professional development workshops for UNLV leaders, designed to expand their awareness of best practices in higher education.
3. [Academic Impressions](#) offers a comprehensive library of resources for learning best practices on a wide variety of topics in higher education and receiving skill-based training for professional, leadership, and personal development.
4. [The Education Advisory Board \(EAB\)](#), a leader in higher education consulting, offers research, technology resources, and strategic support. Through the EAB website, UNLV faculty and staff can access various research reports, white papers, webinars, and other materials on best practices in higher education.
5. [Academic Analytics](#) is a leading provider of academic business intelligence information to research universities. UNLV has a licensed suite of tools from Academic Analytics to strengthen our capacity to promote and support the research, scholarship, and creative work of our faculty.

6. [The National Center for Faculty Development and Diversity \(NCFDD\)](#) provides on-demand access to resources and support for academic success. It also offers professional development, training, and mentorship opportunities for faculty, including tools for increasing research and writing productivity while maintaining a healthy work-life balance.