DATE: July 3, 2018
TO: UNLV Full-Time Faculty, Part-Time Faculty, and Teaching Staff
FROM: Diane Chase, Executive Vice President & Provost
RE: UNLV Policies for Faculty and all Teaching Staff—Academic Year 2018–2019

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

Please review all of these items carefully. This memo is posted on the University Policies webpage (https://www.unlv.edu/about/policies/current-policies), in the Executive Vice President and Provost Policies & Forms section, Academic Year Memos, UNLV Policies for Faculty and all Teaching Staff. If you have any questions, please contact Rainier Spencer, rainier.spencer@unlv.edu.

ADA Accommodations
For all Americans with Disabilities Act (ADA) accommodation determinations, please contact the Compliance Office, located in Flora Dungan Humanities (FDH), Room 635, 702-895-4055. See https://www.unlv.edu/compliance/ada for additional information.

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

Classroom Procedures
Faculty members are expected to:

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

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

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

Notetaking Services: It is mandatory that faculty assist in the recruitment of notetakers for their classes should notetaking accommodations be requested by the DRC. Instructors are obligated legally to assist the DRC in the
recruitment process and to actively ensure that the accommodation need for class notes is being met consistently. In partnership with the DRC, if you receive an email notification from the Rebel Access Portal (RAP) system that a notetaker is needed for your class please follow the detailed instructions contained in that email. Please always refer any students interested in notetaking to the DRC. If a DRC student makes an inquiry of you regarding their notetaking services, please refer them to the DRC notetaking unit at notetaking@unlv.edu.

Adaptive Furniture: If you see tables and chairs with DRC identification on them placed in your classroom, please do not move, remove, or alter their placement in your class. The furniture is placed in the room for a student whose disability precludes her or him from sitting in a conventional table/chair or at a tablet desk and is considered an official DRC accommodation. The furniture may or may not be used by a student in your class; however, the student needing that furniture has a class in that same classroom. If there are issues regarding the placement please, contact the DRC immediately for an initial consultation, and we will do our best to remedy any issues.

Testing Accommodations: In order to expedite and streamline the process for administration of examinations and quizzes for students requiring testing accommodations, it is imperative that faculty do their best to adhere to the procedural guidelines of the DRC for the provision of examinations and associated materials. Again, faculty are partners with the DRC in the accommodation obligations. To that end:

- Testing Accommodation Forms (TAFs) must be completed by the instructor of record in entirety and submitted through the RAP system within one business day of receipt of the link on the Faculty Notification Letter (FNL). Further, it is necessary that the DRC has a means to contact the instructor or responsible department official, should the student have questions, or if there are issues with the examination, for purposes of mandated access. Please consider providing a cell number for calling/texting to the DRC testing coordinator, or on the TAF, should there be a problem or question during testing.
- Examinations/Quizzes must be received by the DRC a minimum of 24 hours in advance by uploading to the RAP portal, sending by email to drctesting@unlv.edu, or dropping off the exam at the DRC mail office SSC-A Suite 143. If a faculty member has extenuating circumstances and is unable to do so, please notify the DRC immediately. If the DRC has not received a scheduled exam the DRC may contact the appropriate administrator (chair, dean, etc.) to assist with obtaining exams.
- If there are any changes to the exam, (such as allowing a longer time for the class to complete the test once it has commenced, placing information needed by the students to complete the exam on the whiteboard in the room, and/or providing to the class formula sheets upon their arrival to the test, etc.); it is essential that the DRC student, who is testing away from the classroom location be afforded the same access to any additional information and assistance the professor provides the class during the exam. To not provide to the DRC student what is provided to the class could place the DRC student at a disadvantage. For this reason, it is incumbent upon the professor to notify the DRC of any such changes.
- Please do not hesitate to contact the DRC should you have any questions or concerns about policies, procedures, service provision, and/or any issues with students. The DRC is here to assist you and facilitate the accommodations process.

Early Alert Progress Reporting
The Office of the Vice Provost for Undergraduate Education is striving continually to find new methods for making a positive impact on the retention and success of students at UNLV. As part of this effort, the university will be taking a targeted, proactive approach by providing formative feedback to primarily first-year students through Early Alert Progress Reporting. Faculty participation is not required, but is strongly encouraged.

Early Alert Progress Reports will be distributed via email to instructors of select, high-impact general education courses using the Campus Connect platform in the first six weeks of the semester. This email will contain a link to the class roster, where instructors will have the opportunity to denote any students who may be “At-Risk” for success in the course—this will include selecting the reason(s) for the student being marked as at-risk.

In addition to marking students at-risk, instructors will have the opportunity to include any comments they feel relevant to the student’s performance, actions already taken or planned, or any information they would like documented for an academic advisor. Instructors do not need to complete the Absences or Current Grade fields, and only need to mark the students they feel are at-risk. Following submission, students marked at-risk will automatically receive an email regarding their course status, available resources, and other relevant information based on the alert issued (students
not marked at-risk will not receive any correspondence). Additionally, academic advisors in each college will have access to the progress report results and will have the opportunity to complete further outreach.

If you should have any questions, please feel free to contact RPC Initiatives & Analytics Coordinator, Pete Rinto (peter.rinto@unlv.edu).

**Final Examinations and Study Week**
The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. The general schedule is typically available at the start of the semester, and the classroom locations are available about a month before the end of the semester. See the [Final Exam schedule](http://www.unlv.edu/registrar/calendars) at: http://www.unlv.edu/registrar/calendars. **Final exams are not to be given during Study Week, as to do so would shorten the length of the semester by one week and thereby result in a course having fewer than the minimum required contact hours.**

**Grading**
All syllabi should clearly indicate processes for grading, exams, and grade posting. In keeping with the Family Educational Rights and Privacy Act (FERPA), grades should not be posted unless you can ensure complete confidentiality for individual students. The preferred method for posting coursework and exam grades is to use WebCampus. Final course grades must be submitted in the MyUNLV Faculty Center by 4:00 p.m. on the first Tuesday after the end of the semester, except for the few courses that end after that date and are due the Tuesday following course completion. Beyond the professional responsibility to provide final grades to students in a timely manner, late grades have a negative impact on UNLV’s share of the NSHE performance funding formula. It is ultimately the department and college's responsibility to have all final grades posted on time. Following are the grade submission deadlines for the upcoming academic year:

- **Fall 2018** ………………………………December 18
- **Spring 2019** …………………………….. May 14
- **Summer I 2019** …………………………. June 11
- **Summer II 2019** ………………………….July 16
- **Summer III 2019** ……………………..August 20

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

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

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

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

a. physically attending a class where there is an opportunity for direct interaction between the instructor and
students;
b. submitting an academic assignment;
c. taking an exam, an interactive tutorial, or computer-assisted instruction;
d. attending a study group that is assigned by the school;
e. participating in an online discussion about academic matters; or
f. initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do not include activities where a student may be present, but not academically engaged, such as:

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

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

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

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

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

Mid-Semester Courses
These courses allow five weeks of instruction before the full semester final exams begin. These courses should include a minimum of 750 minutes of classroom instruction per credit. Mid-semester courses are designed, approved, and built within academic departments and colleges. This process should be completed as soon as possible to allow for proper scheduling and advertising. Please note that these courses are FTE-generating courses just as any others that are taught in a department. Thus, each department will need to complete the employment documents for its courses. If spring break should ever fall within a mid-semester course, it will not be included as part of the five weeks of instruction. Following are the mid-semester course start dates for the academic year:

Fall 2018 ........................................... November 5
Spring 2019 ............................................... April 1

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

Missed Classwork
Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor within the first 14 calendar days of the course for fall and spring courses (excepting modular courses), or within the first 7 calendar days of the course for summer and modular courses, of his or her intention to participate in religious holidays which do not

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fall on state holidays or periods of class recess. For additional information, please visit Policy for Missed Work section

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

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

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

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

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

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

Students of Concern
Faculty may come in contact with students whose behavior may cause concern. A process has been developed to
deal with such situations and training is also available by contacting the Office of Student Conduct at 702-895-2308.
To report an issue, go to the Office of Student Conduct webpage, found at: https://www.unlv.edu/studentconduct. For
immediate emergency assistance from UNLV Police Services, dial 911 on a UNLV land-line phone or 702-895-3668
from a cell phone. Additional resources may be found on the Student Wellness Center’s Mental Health Resources
webpage, https://www.unlv.edu/studentwellness/caps/mental-health-resources.

Faculty and staff can play an invaluable role in helping students who are in distress. Your expression of interest,
concern, and compassion is an important factor toward a student seeking the assistance they need. The Mental
Health and Suicide Prevention Task Force offers a 50-minute presentation to faculty/staff groups on identifying signs
of distress, approaching students they are worried about, and referring them to support services if necessary. The
presentation includes information on an online training program UNLV recently purchased aimed at increasing the
safety net for students. In this course, titled At-Risk for Faculty & Staff, you also will learn effective listening skills.

- To take the free, online, 45-minute course, follow the instructions online
- Create a New Account

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• Use enrollment key: unlasvegas
• Follow the on-screen instructions
• Choose your course and click "LAUNCH"

Teaching Evaluations
As one component of evaluating the effectiveness of teaching at UNLV, course evaluations are required to be administered at the end of each course. Teaching evaluations are a very important aspect of assessment data and it is important that the reliability, validity, and legitimacy of these instruments be maintained. The minimum standards for administering these evaluations (Anonymity, Objectivity and Post-Evaluation Procedures) are outlined in the document "Minimum Standards for Teaching Evaluation by Students." This document has been approved unanimously by the Academic Council of Deans and the Executive Vice President & Provost as reflecting the minimum standards that apply to all departments/schools/units when administering student evaluations of teaching. The Provost’s Office recommends use of the Blue Explorance teaching evaluation tool.

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

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

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

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

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

If anyone in a supervisory, managerial, administrative or executive role or position, such as a supervisor, department chair, or director of a unit, receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the person must immediately contact one of the identified Title IX Coordinators to forward the complaint, to discuss it and/or to report the action taken. Title IX complaints must be immediately provided to the Title IX Coordinator.
Transparency in Learning and Teaching
The University encourages application of the transparency method of constructing assignments for student success. For further information, please see:
Teaching and Learning Project (https://www.unlv.edu/provost/teachingandlearning)
Transparent Teaching Methods (https://www.unlv.edu/provost/transparency)

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

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

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