

Academic Faculty Manual



Resources for Nontenure-Track Faculty

Letter

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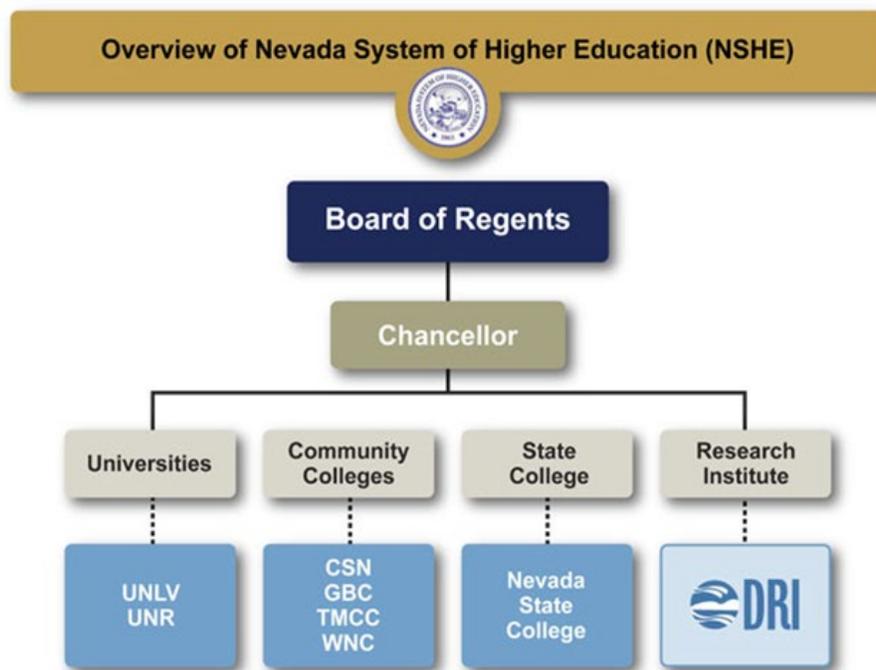
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An Overview of the Institution

The Nevada System of Higher Education

The Nevada System of Higher Education (NSHE) is a governing body that oversees Nevada’s public colleges and universities. The system is comprised of two doctoral degree-granting universities, four community colleges, one state college, and a research institute. NSHE is organized into five key administrative areas: academic and student affairs, government and community affairs, policies and procedures, technology, and workforce development. NSHE operates under the leadership of the Chancellor, who ensures that Nevada’s colleges and universities are implementing the [policies, procedures, and guidelines](#) set by the Nevada Board of Regents. The Chancellor also advocates on behalf of the entire system and works closely with governing officials, the state legislature, and public and community leaders. To learn more about NSHE, visit <https://nshe.nevada.edu/>.



UNLV: University of Nevada, Las Vegas

UNR: University of Nevada, Reno

CSN: College of Southern Nevada

GBC: Great Basin College

TMCC: Truckee Meadows Community College

WNC: Western Nevada College

NSC: Nevada State College

DRI: Desert Research Institute

The University of Nevada, Las Vegas

UNLV is a thriving research institution of approximately 31,000 students and more than 3,900 faculty and staff. In 2012, The University of Nevada, Las Vegas (UNLV) achieved designation from the Department of Education as a Title III & Title V Minority Serving Institution (MSI), and in 2015, UNLV achieved designations as an Asian-American and Native-American, Pacific Islander-Serving Institution (AANAPISI), and as a Hispanic Serving Institution (HSI). UNLV offers traditional and professional academic programs to a diverse student body and encourages innovative, interdisciplinary, and inclusive approaches to teaching, learning, and scholarship.

A Top Tier Institution

In 2018, the Carnegie Classification of Institutions of Higher Education designated UNLV as a doctoral institution with “very high research activity” (R1). UNLV joined 130 other top tier institutions having the R1 classification.

The core themes of UNLV’s Top Tier Initiative, the objectives, and their indicators of achievement, express the mission of the university. The core themes describe what UNLV plans to accomplish and reflect the values that are shared by faculty and staff.

- Core Theme 1: Advance Student Achievement: UNLV recruits, retains, and graduates a diverse body of students through innovative learning experiences, access to mentoring and research opportunities, and the vibrant campus community.
- Core Theme 2: Advance Research, Scholarship, and Creative Activity: UNLV fosters a climate of innovation in which faculty and students produce high-quality, widely disseminated, and influential research, scholarship, and creative activities.
- Core Theme 3: Create an Academic Health Center: The Academic Health Center (AHC) fosters a dynamic, humanistic environment that 1) promotes an innovative curricula that prepares a collaborative practice-ready workforce; 2) advances a synergistic pathway toward excellence in research and scholarship; 3) fosters collaborative, comprehensive person-centered clinical services; and 4) stimulates reciprocal community engagement that enhances the visibility and demonstrates the value of the AHC.
- Core Theme 4: Foster Community Partnerships: UNLV stimulates economic development and diversification, fosters a climate of innovation, and enriches the cultural vitality of the communities that we serve.

To learn more about UNLV’s Top Tier Plan, visit <https://www.unlv.edu/toptier>.

Bylaws & Policies

UNLV's day-to-day operations are guided by a number of bylaws and policies. At the highest level, Nevada System of Higher Education (NSHE) governance outlines the parameters of operation for its constituent members. University-, college-, and unit-level documents govern operations at their respective levels.

- **NSHE Handbook**

UNLV is part of the NSHE system and is therefore governed by the [Board of Regents Handbook](#) and the [Procedures and Guidelines Manual](#). Title 2 of the Handbook is the NSHE Code, which is a faculty member's employment contract.

- **UNLV Bylaws**

The [UNLV Bylaws](#) govern the university and provide detailed procedures and guidelines specific to UNLV's operations. The UNLV Bylaws are managed by the Faculty Senate, which is responsible for their review, update, and implementation.

- **Unit Bylaws**

Supplementing the university bylaws, each college or school and department has its own bylaws, guidelines, and/or procedures that govern its operations. Contact your unit administrator for further information regarding your department and college/school bylaws and policies.

- **Workload Policy**

Each department/school must have, by Regent's policy, a workload policy for its faculty, consistent with the NSHE and UNLV workload policies.

- **Other University Policies**

In addition to the Bylaws, a number of formal policies outline actions and procedures for a number of university functions. These generally govern administrative processes ranging from the Academic Assessment Policy to the University Solicitation and Gift Acceptance Policy. A database of all institutional policies can be found on the [policy website](#).

- **Workplace Policies**

Managed by the Office for Human Resources, UNLV's [workplace policies](#) were established to create a safe and productive academic work environment. The policies are organized into four categories: employment, federal notices, state notices, and disciplinary action.

Institutional Structure

Administration

The [university administration](#) is led by the President, supported by the President's Cabinet and the Executive Vice President and Provost. As the university's chief academic officer, the Provost oversees the Offices for Undergraduate Education, Academic Programs, Faculty Affairs, Student Affairs, Decision Support, Educational Outreach, and Information Technology, and serves as the direct supervisor for the deans of the colleges and schools.

Academic Units

There are [18 colleges and schools](#) and over 50 academic departments at UNLV. The number and structure of these units continually evolve to meet the shifting needs of undergraduate and graduate education.

- Lee Business School
- Greenspun College of Urban Affairs
- College of Education
- College of Fine Arts
- Howard R. Hughes College of Engineering
- College of Liberal Arts
- College of Sciences
- Graduate College
- Honors College
- William F. Harrah College of Hospitality
- William S. Boyd School of Law
- School of Integrated Health Sciences
- School of Nursing
- School of Dental Medicine
- School of Public Health
- University Libraries
- UNLV School of Medicine
- Academic Success Center

Faculty Senate

The UNLV [Faculty Senate](#) represents the academic and administrative faculty in shared governance of the university. The Senate works closely with the university administration to ensure faculty input within institutional planning and decision-making. Senators are elected by their units and serve three-year terms.

The Faculty Senate has a number of committees that help meet its goals of participation in university decision-making. These committees are organized within one of the following areas: curriculum and academic policy, university governance, and personnel and development. Every committee, through its specific charges, contributes to the shared governance, academic rigor, and professional ethos of the university.

Commitment to Diversity

The University of Nevada, Las Vegas recognizes that a student body that is diverse with respect to race, ethnicity, socioeconomic class, sexual orientation, gender identity, and geography, among other dimensions of cultural difference, benefits and enriches the educational experiences of all students, faculty, and staff.

The [Office of Diversity Initiatives](#) partners with academic and administrative units to make equity, diversity, and inclusion on campus and in the community a daily practice of all employees.

Definition of Non-Tenure Track Appointments

The titles “Faculty-in-Residence”, “Lecturers”, and “Research Faculty” are used to classify non-tenure track (NTT) academic faculty. Below is a brief description of each type of appointment.

- **Faculty in Residence**

The title Faculty in Residence is used for an appointment for individuals with a terminal degree. Faculty in residence are instruction intensive faculty typically assigned to teach 12 credit hours per semester but may receive reassigned time with approval of the chair and dean.

Faculty members in residence may be promoted in accordance with the general guidelines for academic rank (i.e., from Assistant Professor in Residence to Associate Professor in Residence and also from Associate Professor in Residence to Professor in Residence).

- **Lecturer**

The title of Lecturer is used for an appointment where a terminal degree is not required. Lecturers are instruction intensive faculty typically assigned to teach 12 credit hours per semester. Lecturers can be promoted to Senior Lecturers.

- **Research Faculty**

The title of Research Faculty is used for an appointment for individuals with a terminal degree. The primary role of research faculty members is to perform scholarly research and disseminate research findings through applicable mediums (e.g., publications, presentations).

Research faculty members may be promoted in accordance with the general guidelines for academic rank (i.e., from Assistant Research Professor to Associate Research Professor and also from Associate Research Professor to Research Professor).

Authority & Reporting

Upon hire, faculty-in residence, lecturers, and research faculty are employees of the university, college, and academic units for which they were hired. The NSHE, UNLV, and college/department bylaws and policies govern all employees and academic matters. The unit supervisor (e.g., department chair/director) serves as the direct authority and point of contact for all administrative matters.

Faculty Participation

Per discretion of the academic unit, generally as stipulated in the unit bylaws, NTT faculty may be invited to participate in faculty meetings, contribute to departmental discussions and decisions, and serve on academic committees.

Responsibilities of the Nontenure-track Academic Faculty Member

The following sections provide information on the resources available to help NTT faculty members successfully perform their job duties in teaching, research, and service.

Teaching

- **Academic Calendars**

The Office of the Registrar maintains the university's [academic calendars](#). The calendars are organized by academic year or semester, and are inclusive of class registration/withdrawal dates, holidays, university closings, study weeks, and final exam weeks. Faculty should consult this in developing their syllabi.

- **Course Catalogs**

[Course catalogs](#) for undergraduate, graduate, and professional studies are available online. The catalogs list the academic colleges, schools, and departments and their respective programs, courses, and course descriptions. The University's academic policies regarding registration, student records, student classifications, grades, academic standing, and graduation are also outlined within each catalog. An archive of UNLV's past undergraduate and graduate course catalogs is also maintained on the website.

- **Course Syllabi**

Faculty are expected to include a [minimum set of criteria](#) on all syllabi, including course name and course number; instructor name, phone, and email; and if applicable, teaching assistant name, phone, and email. Faculty should also include their office hours; learning outcomes for the course; required or recommended textbooks and materials; required reading assignments; in-class and out-of-class assignments and due dates; weight of assignments or evaluation rubric; date, time, and location of final examination; any other class-specific information; and links provided by the Provost's office to useful information and policies for students. To view a comprehensive listing and description of all of the required items, please visit the above web page.

- **WebCampus**

[WebCampus](#) is powered by Canvas and serves as UNLV's academic management software. The system is used to post content and deliver assignments for in-person and online courses. Students are able to retrieve information, submit assignments, and monitor their grades in real time.

● Class Management

- **Class Assignments:** It is the responsibility of the academic departments to schedule all courses, reserve classrooms/technology, and list all course instructors in MyUNLV.
- **Class Cancellations:** The University reserves the right to cancel any class in which the enrollment is insufficient to warrant the offering of the course or for reasons beyond the university's control. The academic department offering the class will notify the course instructor and the students registered of the cancellation.
- **Class Meeting Times:** UNLV offers classes during the day, evening, and on weekends. [Meeting days and times](#) is determined by the number of course credit hours.
- **Class Roster:** The class roster is an official record of student enrollment in a course. The roster contains the student name, ID, email, program plan, and rank. For instructions on how to download a copy of your class roster in MyUNLV, visit <https://www.unlv.edu/aboutmyunlv/faculty-resources>.
- **Copying Materials for Class:** All academic departments have business-class, copy fleet Xerox machines available for use. Some departments require faculty to use an access code; please contact the academic administrator to gain access.
- **Desk copies:** Desk copies of course texts and materials are available through your academic departments. Please contact the department in advance to request a desk copy.

● Grading procedures

UNLV uses the [standard letter grades](#) (e.g., A, B, C, D, F) and a +/- system and calculates grade point average on a 4.0 scale. Some courses are also graded on a satisfactory-unsatisfactory basis. If a student is given an "F" grade, then you will be required to list their last date of attendance when you submit the grades. Incompletes "I" can be given if the student satisfactorily completed at least three-fourths of the semester but for reasons acceptable to the instructor cannot complete the last part of the course. The incomplete work must be made up before the end of the following regular semester or the grade will convert to an "F". Departments, schools, and colleges may have additional criteria for giving Incompletes.

The Dean's office will inform faculty of when their final grades are due; it is usually the Tuesday after the last day of finals. Final grade rosters are available on WebCampus and faculty need to click on Approve in order to submit the final grades.

● Classroom Tech Support

The Office of Information Technology provides [classroom technology services](#) including equipment rentals, instruction and training, software installation, proximity card access

to select rooms, and equipment security. To check-out equipment or request service, please visit the website and submit a request.

- **Course Evaluations**

An assessment of student course experiences must be conducted at the end of each course. Check with your department chair to learn about how courses in your department/unit are [evaluated](#). Feedback from the evaluations should be used to help to improve faculty and student course experiences.

- **Campus Connect (Early Alert System - EAS)**

[Campus Connect](#) is a student success platform targeted at providing academic advisors, faculty, college leadership, and other campus partners with the ability to effectively communicate, monitor, and interact with students in order to promote their retention, progression, and completion. In addition to its enhanced workflow, cross-campus referral system, and case management capabilities, the platform also encompasses predictive analytics based on historical institutional data that can provide insight into identifying and intervening with at-risk and off-path students.

- **Online Education**

The [Office of Online Education](#) works closely with faculty, program heads, and subject matter experts to develop online and hybrid courses. If interested in developing an online or hybrid course, module, or other learning activity, please contact the office to schedule a consultation. The Office also maintains a suite of equipment available for use, and provides best practice tips, guides, and tools on the website.

Student Services

Two of the key roles of a faculty member are teaching and mentoring students. The following services are available to UNLV students; faculty should be aware of these services so they can refer students for additional help as needed.

- **Student Conduct**

The [Office of Student Conduct](#) (OSC) assists students, faculty, and staff with the conduct code and policy enforcement, and serves as a resource to the campus community surrounding student conflict resolution. The OSC also provides an extensive outreach program that includes presentations such as academic integrity and preventing academic misconduct, conflict resolution, and managing disruptive behavior. The goal of the OSC is to foster an environment where students have an opportunity to be accountable for their behavior and continue their education in a supportive atmosphere.

- **Academic Success Center**

The [Academic Success Center](#) (ASC) provides support for students, including advising, coaching, tutoring, bridge programs, and dual enrollment programs. In addition to the

ASC, each college has their own advising center that students can access for support about specific degree programs.

- **Disability Resource Center**

The [Disability Resource Center](#) (DRC) is the officially designated office for supporting students with disabilities through accommodations and services at UNLV. The DRC also provides academic adjustments for pregnant students under Title IX. The DRC collaborates with students, faculty and the university community to facilitate the creation of accessible environments that support student learning and access. Services are provided on a case-by-case basis and may include such supports as testing accommodations, alternative media, assistive technologies, etc. The DRC also offers faculty and staff consultation, workshops, and presentations on working with students with disabilities. To access services through the office, students must apply to the DRC and provide current documentation of disability for review. Applying for services can be done [on-line](#).

- **Counseling and Psychological Services**

Student [Counseling and Psychological Services](#) (CAPS) helps students of all ages and backgrounds work through problems commonly experienced by college students so that they can make the most out of their college experience.

- **Rebel Support Team**

All members of the UNLV community, family, and friends can play an invaluable role in helping students who are in distress. The Office of Student Conduct, Counseling and Psychological Services, Student Health Center, Disability Resource Center, and UNLV Police Services partner with campus administrators as the [Rebel Support Team](#). The above website provides a distress protocol and guidebook, and helps faculty determine which office and resource to employ when a student in distress is encountered.

- **The Intersection**

[The Intersection](#) is an academic multicultural resource center for UNLV's highly diverse student body. The Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. The unit provides students with peer support, networking to people, offices, information and services, and serves as a physical space for students and faculty to exchange ideas and information. The Intersection also partners with administrative and academic units to provide faculty and staff development.

- **Immigrant and DACA students**

The Office of Diversity Initiatives provides resources, advocacy, and referrals to [immigrant and DACA students](#) including assistance navigating campus and community resources, financial aid and scholarships, legal services, mental health services, and admission.

- **Jean Nidetch Women's Center**

The [Jean Nidetch Women's Center](#) (JNWC) cares for any student, faculty or staff member who has experienced sexual assault, stalking, domestic/dating violence, or is concerned for a friend.

Research

For faculty members who conduct research as a component of their job duties, UNLV has a number of offices across campus that support research efforts.

- **Office of Sponsored Programs**

The [Office of Sponsored Programs](#) (OSP) serves as the principal point of contact for individuals seeking and/or managing externally funded research, scholarship, and creative activities. OSP support includes providing assistance for locating funding opportunities, proposal development and submission, award receipt and negotiation, financial administration and monitoring, and closeout coordination.

- **Research Excellence Program**

As part of the effort for UNLV to maintain its R1 status, the Research Excellence Program (REP), expected to open in 2020, will serve as the central hub for faculty research support. The program is designed to provide resources for enabling faculty, staff, and students to be successful in obtaining research funding and conducting their research. Located in the Science and Engineering Building, the REP's primary areas of support will be research methods and grant writing; statistics, evaluation and data management; and general research support services including identifying grant opportunities and collaborators, IRB applications, and grant budgets. Faculty will be able to schedule appointments or drop-in at their convenience for consultations and assistance.

- **Research Integrity**

The [Office of Research Integrity](#) (ORI) oversees UNLV policies related to research integrity. The ORI provides support for the responsible conduct of research in the following areas: human subjects, biosafety, institutional animal care and use, export control, research participant incentives, research misconduct, responsible conduct of research training, conflict of interest and commitment, public land permits, and data management plans.

Institutional Review Board (IRB)

The ORI is also home to the Institutional Review Board (IRB) a committee designated to approve, monitor, and review biomedical and social/behavioral research involving human subjects. The IRB ensures that research involving human subjects follows federal guidelines.

- **Commercialization and Economic Development**

The [Office for Economic Development](#) works with public and private partners to address

real-world needs and assists with bringing cutting-edge faculty products and services to market. The Office also oversees the Harry Reid Technology Park, a 122-acre community sponsored by the UNLV Research Foundation to advance research, business and high-tech economies in Southern Nevada.

- **Office of Undergraduate Research**

The [Office of Undergraduate Research](#) helps students and their sponsoring faculty engage in and celebrate their research and creative activity. The office offers programs for professional development, provides information about research on campus and in the community, and connects undergraduates and faculty with the resources necessary for successful research experiences.

- **UNLV Foundation**

The [UNLV Foundation](#) provides some funding support to faculty pursuing extramural funding from philanthropic organizations. For faculty seeking support for an academic program or project, please contact the director of development assigned to your college/school. For faculty pursuing grant or research opportunities, please contact the grant coordinator or research coordinator at the UNLV Foundation.

- **UNLV Research Centers and Institutes**

UNLV is home to several [centers, institutes, archives, and laboratories](#) approved by the Board of Regents to provide research, specialized scholarly activity, education, and/or public service in furtherance of interdisciplinary study, outreach, and acquisition of extramural funding. Visit the website for a full listing of UNLV's centers and institutes.

Service

Faculty members are required to perform service to the profession, university, department, and community. In addition to the links below, there are many system, university, college, and department committees that faculty can serve on. Faculty should work with their department chair to determine the type of service that would be best suited to their faculty roles.

- **Faculty Senate**

The UNLV Faculty Senate serves students, faculty and the administration through the work of its committees. Faculty of every college/unit elect representatives to each committee. Current [Faculty Senate Committees](#) include Academic Freedom and Ethics; Academic Standards; Admissions; Campus & Fiscal Affairs; General Education; Grievance; Instructional Infrastructure; Intercollegiate Athletic Council; Priority & New Program Review; Program Review; Research Infrastructure; Sabbatical & Faculty Development; Tenure and Promotion; Undergraduate Curriculum; and University Bylaws.

- **Student Organizations**

UNLV has more than 350 [Registered Student Organizations](#) (RSOs) and every RSO must have a full-time UNLV faculty or staff advisor. Often departments will have their own student organizations and encourage faculty members to serve as advisors.

- **Office of Community Engagement**

UNLV is situated in an urban area that is home to over 2 million people. UNLV recognizes its role as not only an educational institution, but also as an active and responsible member of the Las Vegas community. Thus, UNLV welcomes and facilitates faculty engagement in research, teaching, service, and general outreach to [contribute and advance the local community](#).

- **Philanthropy & Alumni Engagement**

The [Office for Philanthropy and Alumni Engagement](#) is dedicated to building meaningful relationships with UNLV alumni, and stewarding private investment in the university. Alumni Engagement coordinates several events on campus for UNLV families including, Rebel Block Parties, Homecoming, football celebrations, Festival of the Communities, and much more.

Academic Faculty General Information

Core Policies and Procedures related to Faculty

There are a number of policies and procedures that faculty must follow to be a successful member of the UNLV campus community. The general NSHE and UNLV bylaws and policies were presented in Section 1. This section highlights specific procedures related to academic faculty.

Annual Evaluations

NSHE requires all faculty to be [evaluated in writing once a year](#). Employees are evaluated on their academic performance and scholarly contributions for the calendar year (January to December). Evaluations are usually conducted within the first three months of the following year.

The evaluation process is conducted through UNLV Folio, an easy-to-use online information management tool for faculty members to organize, track, and report on their instructional, research, creative, clinical, service, and other professional activities. The report on your annual activities (i.e., the Faculty Annual Achievement Report) is submitted to the department chair via UNLV Folio. Check with your chair to get the submission deadline. You should meet with your chair after he/she completes your evaluation to discuss your performance and, where applicable, your progress toward tenure and/or promotion.

Promotion

Promotion processes at UNLV are governed by the [Board of Regents Handbook](#) (Title 2, Chapter 3) and the [UNLV Bylaws](#) (Chapter I, Sec. 4; Chapter III, Sec.6, 8, 9). Section 18.1 states that NTT (Rank 0) faculty members are not eligible for tenure but are eligible for promotion. Each college/school and department/unit have promotion guidelines/standards that govern the promotion process. Contact your department chair/unit supervisor for a copy of the standards/guidelines governing your unit and college/school.

The Office for Faculty Affairs coordinates the promotion process for NTT faculty each review cycle. Working on behalf of the Provost, the Office for Faculty Affairs provides guidance to faculty and administrators about the promotion process, curates forms, manuals, and other resources, and administers the online system (UNLV Folio) for which review occurs.

Applications for promotion move through the following channels with written evaluations provided at each step: department/school to department chair/director to college/school committee to dean. The applications then go to the Executive Vice President and Provost for final review. Faculty members not recommended for promotion may request reasons for denial, request reconsideration, and file a grievance with the Faculty Senate Grievance Committee.

UNLV's promotion process is conducted through UNLV Folio. The UNLV Folio system enables candidates seeking tenure and/or promotion to produce their tenure and/or promotion application, and also enables reviewers to view the candidate's application and issue a vote and recommendation. [Helpful guides](#) for accessing and using UNLV Folio are [available](#).

For a more formal overview of UNLV's NTT Promotion Process, view the *Guide for Nontenure-Track Candidates Seeking Promotion*. To learn about upcoming information sessions and other available resources, guides, forms, and materials, visit the UNLV [Tenure and Promotion](#) webpage.

Conflict of Interest/Compensated Outside Services

UNLV must comply with federal, state, and NSHE regulations related to [conflicts of interest](#) and compensated outside services. Based on these requirements, all faculty and professional staff must identify all potential conflicts of interest and all compensated outside service through annual submission of a completed disclosure form. They must also submit an updated form and obtain supervisor approval prior to either participating in any new activity that may lead to a conflict of interest, or agreeing to perform any new compensated outside services. (Individuals affiliated with the university through sponsored projects must disclose potential conflicts of interest prior to their participation in such projects.) Additional information on the disclosure and review process is available on the above website. All conflicts of interest must be managed (through management plans, reduction, or elimination), and all employees must comply with NSHE policies regarding conflicts of interest and compensated outside services; UNLV must report all conflicts of interest to the Board of Regents.

Campus Travel Policy

All faculty (academic and administrative) are eligible for domestic and international travel on UNLV official business. All travelers must follow the [travel regulations](#) set by the Office of the Controller. For reimbursement of all business related travel, the Office for Accounts Payable requires a faculty member to complete a Travel Document (TD) specifying the business purpose, the dates of travel, the funding source, as well as the estimated costs for lodging, flight, meals/per diem, etc. The TD must be signed by the travelers' supervisor before departure. Upon the traveler's return to campus, the traveler must update the TD with the actual costs of lodging, flight, meals, etc. For international travel, the Office for Accounts Payable provides resources on currency conversion, booking government-rate rooms abroad, language translation tools, and general safety tips.

Grievances, Issues, and Complaints

Several resources are available to academic faculty when personally aggrieved; subjected to adverse personnel actions, discrimination, or sexual harassment; or a witness to inappropriate or prohibited conduct.

- **Faculty Senate**

According to NSHE Code 5.7.2, “a grievance is an act or omission to act by the respective administration of the institution, allegedly resulting in an adverse impact on the employment conditions of the faculty member relating to salary, promotion/tenure, contractual status, or relating to a violation of the NSHE code or UNLV Bylaws.” The [UNLV Grievance process](#) and receipt of grievance materials is coordinated by the chair of the Faculty Senate. The Senate Chair and staff are available to counsel employees about the grievance process and administrative processes that must be exhausted prior to using the grievance process.

- **Office for Equal Employment & Title IX**

The Office for Equal Employment and Title IX ([Office of Compliance](#)) was established to ensure compliance with various state and federal laws including but not limited to Title IX, Equal Employment/Affirmative Action Laws, and the ADA. The Office is charged with all investigations into complaints of discrimination and/or sexual harassment.

- **Employee Relations**

The Employee Relations Group within the [Office of Human Resources](#) is available to help employees and supervisors understand avenues to address their issues, concerns, grievances, or complaints.

- **NAVEX Ethics Point**

[EthicsPoint by NAVEX](#) is an independent reporting system that allows faculty to communicate concerns, report misconduct, or gain clarity on whether or not something is a cause for concern. Faculty can submit their concerns online or through a hotline. EthicsPoint’s website is maintained by secure servers and is not part of any website or intranet affiliated with UNLV or NSHE. Faculty using the EthicsPoint website can remain anonymous and all reported information is confidential.

Resources for Faculty Advancement

The university provides a variety of resources to help faculty to succeed in their UNLV position and broader career. This list presents the primary resources available, but you should keep apprised of additional opportunities by looking at UNLV Today and websites for the Office of Faculty Affairs, UNLV Faculty Center, Office of Research and Economic Development, UNLV Libraries, etc.

Professional Development Resources

The UNLV Faculty Center

The [UNLV Faculty Center](#) coordinates faculty development in the areas of research, teaching, and career planning at UNLV. The Center promotes the professional development of all UNLV educators, researchers and other academic professionals through a program of workshops, consultation, events and resources. Campus units, both academic and administrative, work in collaboration to provide the Center's services. The Faculty Center also coordinates the Faculty Development Fellows Program where fellows loan their disciplinary expertise to inform programming, provide consultations, mentoring and coaching to the campus community.

National Center for Faculty Development and Diversity

UNLV has joined the [National Center for Faculty Development & Diversity](#) (NCFDD) as an Institutional Member. The NCFDD is a nationally-recognized, independent organization that provides online career development and mentoring resources for faculty, post-docs, and graduate students. To take advantage of your free membership, visit the above website for instructions on how to register.

Leadership Development Academy

The Office of the Executive Vice President and Provost established the [Leadership Development Academy](#) (LDA), as a proactive, inclusive, and engaged approach to the development of future campus leaders at UNLV. Available to administrative and academic faculty, the LDA is a one-year program consisting of two components: (1) a curriculum of monthly seminars on issues in higher education, and (2) an internship with a senior administrator. Faculty who are interested should visit the web site for more information on the academy. Applications are generally due in early May for the following academic year.

Leadership Coaching Program

The Leadership Coaching Program provides campus leaders (faculty and staff) with opportunities to refine existing skills and acquire new skills required to develop and lead a successful, effective organization. From a pool of diverse, certified coaches, campus leaders can schedule individualized coaching sessions--for short-term or long-term needs-- that accommodate different learning- and work-styles. Coaching services can be accessed through Human Resources. Because UNLV has established contractual agreements with each of the coaches, campus leaders will be able to purchase coaching and consulting services at an affordable rate using a simplified agreement

University Faculty Travel Program

The [University Faculty Travel Program](#) is sponsored by the Provost's Office and managed by the University Faculty Travel Committee. The UFTP hosts two application cycles each academic year. Faculty can apply for funding to attend or present at regional, national or international conferences and workshops or request support for travel as part of a sabbatical or professional leave. To apply for funding, faculty must prepare and submit a competitive proposal describing the impact the trip will have on faculty teaching, research, or creative endeavors.

Faculty Study Abroad

[Faculty International Development Awards](#) (FIDA) are available through the Office of International Programs to provide faculty the opportunity to study abroad alongside students as part of UNLV's summer intensive language and culture programs in Brazil, Chile, China, Costa Rica, France, Germany, Italy, Spain, and Uruguay.

Mentoring, Advocacy, and Professional Support

A variety of mentoring and advocacy opportunities are available for UNLV faculty. This list summarizes the opportunities available for faculty across campus; in addition, each department and college may have their own mentoring process.

● Faculty Mentoring Groups

The UNLV Faculty Center coordinates [mentoring groups](#) for part-time faculty, faculty-in-residence, tenure-track faculty, and post docs. The Graduate College coordinates a separate mentoring program for faculty supervising graduate students. In addition, several departments and colleges also coordinate mentoring programs for their students and faculty.

● Professional networks.

The University has a number of professional networks that advocate for your rights as a UNLV employee while supporting your success and advancement within the institution. Examples include the [Faculty Senate](#) and [Nevada Faculty Alliance](#).

● Faculty Affinity Groups.

UNLV is home to several identity-based support groups with shared interests, backgrounds, and goals. These affinity groups offer networking opportunities, seminars and workshops, off-campus activities, campus resources, and professional development. Examples include the [American Indian Alliance](#), Asian Pacific American Faculty Staff Alliance, [Alliance of Latino Faculty](#), Black Professional Women's Association, Council of African-American Professionals, Differently-Abled Community, QueerUNLV, [Veterans & Military](#), and [Women's Council](#).

Awards and Recognition

UNLV offers a wide array of awards to recognize faculty achievements. The University recognizes excellence in the areas of teaching, research, service, student mentoring, chair

leadership, and international activities, to name a few. UNLV honors all award recipients at an annual achievement ceremony held each spring. The University also acknowledges faculty length of service to the institution and hosts a separate ceremony to recognize its most long-standing employees. In addition, several colleges, schools, and departments maintain their own awards and honors to recognize their faculty and students.

Faculty Leaves

- **Faculty Development Leave**

The goals of the [Faculty Development Leave Program](#) are: (1) to allow faculty to respond to changes in the goals and mission of a program, department/unit, college/school, or university, and (2) to enhance faculty competencies and areas of expertise. Faculty members may submit proposals involving limited research, specialized instruction, technological training, or creative activity. Faculty Development Leave may not be used to obtain an advanced degree, professional certificate, licensing, or for advancing personal projects. The leave may be conducted at UNLV or another institution. For eligibility requirements, proposal criteria, application forms and deadlines, visit the above website. For both sabbatical and faculty development leaves, faculty can apply for one semester leave at full salary or for a full year's leave at two-thirds salary.

- **FMLA (Family and Medical Leave Act) Leave**

Under the federal [Family and Medical Leave Act](#), all employees can take up to 12 work weeks off for:

- The birth or adoption of a child.
- Serious personal health conditions.
- Care for a family member with a serious health condition.
- Military caregiver (up to 26 weeks).
- Qualifying exigency leave.

FMLA does not provide any additional leave. It does protect the employee's job while on leave. The employee's job responsibilities, pay status, and/or working hours are not to be changed upon their return to work.

- **Sick Leave**

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

- Personal illness.
- Care of family members with illness, injury, medical, optometry, or dental appointments. Up to 15 days of sick leave may be used each year to care for family members.

- Death in the family. Faculty and professional employees may take up to 10 days of sick leave for the death of an immediate family member.
- **Extended Sick Leave**

For faculty and professional employees who have exhausted their sick leave and are unable to return to work, the university offers [extended sick leave](#). Extended sick leave is paid leave granted by the university president. The amount available is tied to years of service.
- **Jury Duty, Civil Leave, and Military Leave**
 - **Jury Duty:** UNLV employees receive paid leave for serving on a jury or as a court witness. Time is never deducted from your leave balance.
 - **Civil Leave (Voting):** UNLV grants all employees paid time off to vote. The amount of time you receive to vote depends on the distance between the polling place and the university.
 - **Military Leave:** Employees who perform active military service in time of war or emergency are entitled to leave with reduced pay.

Work-Life Integration

Living in Las Vegas

One of UNLV's most valuable assets is its [location](#). The Las Vegas Valley's many world-class resorts, desert destinations, and tourist attractions provide adventure, enrichment, and academic opportunities for the UNLV community.

New Resident Essentials

The City of Las Vegas's website provides a list of [basic amenities for new residents](#). Examples include information about registering to vote, the department of motor vehicles, utilities, local neighborhoods, and government sponsored after-school programs.

Public Transportation

There are many several transportation options in Las Vegas. Please see the Regional Transport Commission of Southern Nevada's [website](#) for route and schedule information. Faculty may qualify for [transit passes](#) at reduced rates. Many routes to UNLV terminate at the [UNLV Transit Center \(UTC\)](#), south of Maryland Parkway and University Road. This junction provides access to the Regional Transportation Commission's (RTC) main transit hub, the Bonneville Transit Center.

Family-Friendly Resources

- **Changing Stations/Tables**

There are 28 facilities on campus that have [changing stations/tables](#) for parents and caregivers. The building name and floor for each facility are provided on the website.

- **Lactation Spaces**

UNLV offers six [private spaces for nursing moms](#) that are available to all faculty, staff, and students. The spaces are stocked with nursing products and are available Monday through Friday from 8am - 5pm. Visit the website to view the location of each space.

- **Jr. Rebels Summer Camp**

The [Jr. Rebels Summer Camp](#) is a youth program (for children ages 6 to 12) offered by UNLV Campus Recreational Services that provides a variety of fun activities to allow children to explore new skills, foster new friendships, and promote health and wellness.

- **Parenting Resources**

The Jean Nidetch Women's Center offers programming, advocacy, and [resources for UNLV parents](#). The above website maintains the Center's parenting programs and events offered on campus, as well as those activities co-hosted in partnership with the community.

- **UNLV/ CSUN Preschool**

Situated on campus, the [UNLV/CSUN Preschool](#) is a model inclusive early childhood program that serves children (6 weeks to 5 years of age) of students, faculty, staff, and the surrounding campus community on a year-round schedule. In addition, a variety of choices for childcare are available throughout the valley, and many are within a 5- to 10-mile radius of the main campus.

- **REBEL Family Network**

The [Rebel Family Network](#) is a social and networking program for UNLV families to connect with each other and the university through a variety of events and activities. Follow the above link to register for the REBEL Family Network newsletter and volunteer opportunities.

Dual Career Couples Policy

The NSHE recognizes both the growing frequency and importance of [dual-career couples](#) in the academic workplace and the importance of addressing their needs in order to secure the recruitment and retention of the most highly qualified faculty and staff. Accordingly, if a current employee, or a person who has received an offer of employment, requests assistance in locating employment opportunities for another person, it is the policy of the NSHE to extend limited assistance. To learn more about the institutional guidelines, process, and conditions of eligibility, visit the above website.

Phase-in Retirement Program

The [Phase in Retirement Program](#) allows employees to phase into retirement over an agreed period of time not to exceed 5 years. During the phase in period, the employee works less than full time but equal to or more than half time so that they retain benefits eligibility. Contributions to the employee's retirement account during the phase-in period will be based on the employee's salary at 100% FTE (both employee and employer contributions).

Campus Workplace

Academic Resources & Support Services

ACE Account, Email accounts, MyUNLV

- **ACE accounts**
[Ace Accounts](#) are created automatically after all hire contracts and paperwork are completed. The account credentials provide access to your desktop computer, campus wi-fi, and your university e-mail.
- **MyUNLV**
[MyUNLV](#) is the campus system faculty use to check teaching schedules, class rosters, and course evaluation information. My UNLV is also a student record database maintaining information on student financial aid status, enrollment application status (e.g., ACT/SAT scores, cumulative high school grade point average), course holds, course registration, and academic progress at UNLV (e.g., transfer credits, major and cumulative GPA).

Campus Orientation

- [Interactive Map](#)
- [Directories](#)

Campus Phone & Voicemail

To request a campus phone or mobile phone, or to repair or disconnect phone services, visit the [Telecommunications](#) website and submit a work order. The website also provides user guides to assist with using campus voicemail, making long distance and international calls, and using wireless devices and providers.

IT Help desk

The Information Technology (IT) [Help Desk](#) is part of the Office of Information Technology. The IT Help Desk provides technology support for UNLV faculty, staff, and currently enrolled students. Contact the help desk when you need assistance with password resets, creating new accounts, wireless access, UNLV e-mail, and WebCampus. The Help Desk can also troubleshoot computing problems.

Rebel Card

Use your [RebelCard](#) at the library and many other facilities on campus. You can also deposit money to your RebelCard and use it as RebelCash for dining on campus, for vending machines, and at a number of restaurants and shops both on and off campus.

Parking & Transportation Services

[Parking & Transportation Services](#) issues parking permits to students, faculty, staff, vendors/contractors, visitors, and the press. Permits can be purchased for a day, month, semester or year for a fee. Visit the website to view current permit fees and a map of parking lots and garages nearest you.

Mail Center

The [Mail Center](#) manages incoming and outgoing U.S. mail and also coordinates delivery of inter-campus mail. To simplify the delivery of intercampus mail, every department/unit is assigned a four-digit identifier called a mailstop code. Ask your office administrator for your campus mailstop and be sure to use it following the local zip code (e.g., 89154-XXXX).

Printing/Copying with Integrated Graphics Services

[Integrated Graphics Services](#) (also known as Reprographics) provides enhanced printed and digital communication and instructional support. Services include paper, poster, and media printing, small and large copy orders, publication of brochures, pamphlets, manuals, and booklets, digital media and digital print management, and design services. Design services include consultations on design, budget, and delivery of product. Examples include: publications, postcards, marketing/promotion items, student handbooks, academic journals, event invitations and programs, conference proceedings, surveys, lecture announcements, newsletters, stationary, and business cards. Follow the above link to submit an online order or schedule a consultation.

Division of Integrated Marketing & Branding

The [Division of Integrated Marketing & Branding](#) provides faculty, staff, and units with story and events promotion, branding and identity management, photography and videography services, website and social media strategy and development, media training, and university-level media relations.

Benefits & Payroll

- **Benefits**

During [benefits](#) enrollment upon hire, you will be able to enroll in the university's health and retirement plans. A representative from the UNLV Benefits Office will be available to review your benefits, answer questions, and help you complete enrollment forms. Benefits Managers are available throughout the year to assist with making adjustments to any plan.

- **Payroll**

[Accounts Payable](#), in the Controller's Office, provides financial services to the students, employees, organizations and vendors of UNLV. The Office also develops and

implements effective policies and procedures to ensure accurate payment and financial transaction management in accordance with generally accepted accounting principles. Letters of Appointment, graduate assistants, post-doctoral students, faculty, and professional staff are paid on the first business day of each month. (In the event that a pay date falls on a weekend or holiday, pay distribution will be made on the first business day after the weekend or holiday.)

Grant in Aid Program

As a professional employee, you, your spouse/domestic partner, and your dependents are eligible for educational assistance through the UNLV [grant-in-aid](#) program.

UNLV Employee Discounts

There are numerous [employee discounts](#) available to all State of Nevada employees

- UNLV faculty and staff can also access free and discounted [software](#) and computer hardware
- **Rebel Discounts**
Use your RebelCard to receive [discounts](#) at restaurants and shops both on and off campus.

Campus Safety, Health, and Wellness

Campus Safety

- **Police Services**
[University Police Services](#) is dedicated to providing excellence in protection and service to the university community. As law enforcement officers, the police shall continuously endeavor to ensure a safe and secure environment conducive to a positive social and educational process.
- **RebelSAFE App**
RebelSAFE is the official mobile safety app of UNLV. Among the many features of the app, users can report a tip, chat with University Police Services' dispatchers via text-based communication, and even send their location via GPS to a friend if they're walking alone. To download the free app, visit iTunes or the Google Play Store.
- **Emergency Protocols**
The Office for Risk Management and Safety (RMS) has prepared [safety procedures for emergency situations](#). To view campus fire/evacuation guidelines, information on biological/chemical spills, utility failures, university closings, environmental disasters (e.g., earthquakes, floods), active shooter situations, threats of violence, or serious injury protocols, visit the RMS website.

- **Emergency Telephone System**

The main campus is equipped with an emergency telephone system (ETS) in the event of an emergency, the need for Police, or an ambulance. The ETS boxes are red or black, have a blue light at the top, and are marked “Police” or “Emergency”. To operate the phone, open the door and push the button. A dispatcher will answer and send help.

Center for Individual, Couple, & Family Counseling

<https://www.unlv.edu/cicfc>

The Center for Individual, Couple & Family Counseling serves as a premier training facility for the UNLV Marriage and Family Therapy Program and provides quality, low-cost therapy to residents of the Las Vegas community.

The Employee Assistance Program

The [Employee Assistance Program](#) (EAP) is a confidential assessment and referral program where employees can get assistance in dealing with everyday issues like stress, finances, relationships, parenting, finding child or elder care, and much more. Employees can also get confidential help with personal or work-related difficulties, including depression, addiction, and grief. EAP services are provided through Ceridian Lifeworks. Consultants are available 24 hours a day, every day, all year long. Employees can watch educational videos, read articles, email consultants, and find online resources at Ceridian’s website. (User ID: nshe, Password: eap).

Faculty Dental Practice

The Dental School’s [faculty doctors and hygienists](#) treat patients in a separate, dedicated, private office setting providing dental hygiene, general dental services, and specialty services.

FAST Clinic

Located in the Student Recreation & Wellness Center, the [Faculty and Staff Treatment \(FAST\) Center](#) provides fast and convenient access to medical care for UNLV employees and their dependents (5 years of age and older).

The PRACTICE

[The PRACTICE](#) is a dynamic community mental health clinic located on UNLV’s main campus. Faculty experts in clinical and school psychology and mental health counseling train and supervise advanced graduate students in high-quality mental and behavioral health care. Faculty supervisors are licensed or credentialed in their respective fields. Together, faculty and student clinicians are committed to providing evidence-based care, based on the most up-to-date research and knowledge available.

Student Recreation & Wellness Center

The [Student Recreation & Wellness Center](#) (SRWC) offers personal training, group fitness classes, swimming, and full gym access. Faculty and staff can become members for \$25 a month payable through cash/check or payroll deduction.

Campus Directory

Emergency Contacts

FOR ALL EMERGENCIES, CALL 911 from a campus phone or UNLV Police at (702) 895-3669.

UNLV Police Services for Non-Emergency Calls	(702) 895-3668
Las Vegas Metro Police	(702) 229-3111
UNLV Risk Management and Safety	(702) 895-4226
Facilities Management Help Desk	(702) 895-4357
Student Wellness Center	(702) 895-3370
Rebel Support Team	(702) 895-2308
Evening Security Escort Services	(702) 895-3668, ext. 2
Counseling and Psychological Services	(702) 895-3627
UNLV CARE 24 hour Hotline	(702) 895-0602
Employee Assistance	(877) 234-5151

Other Contacts

Office of Faculty Affairs	(702) 895-3496
Human Resources	(702) 895-3504
Office of Equal Employment & Title IX	(702) 895-4055
FAST Clinic	(702) 895-0630
UNLV Faculty Dental Practice	(702) 774-8000
Student Recreation & Wellness Center	(702) 774-7119
Jean Nidetch Women's Center	(702) 895-4475
Center for Individual, Couple, & Family Counseling	(702) 895-3106
The PRACTICE	(702) 895-1532
Employee Assistance Program	(877) 234-5151

IT Help Desk	(702) 895-0777
Rebel Card	(702) 895-2351
Academic Success Center	(702) 895-3177
Housing & Residential Life	(702) 359-0300
Student Diversity & Social Justice	(702) 895-4102
Center for Academic Enrichment & Outreach	(702) 895-4777
Military and Veteran Service Center	(702) 895-2290
Career Services	(702) 895-3495
Counseling & Psychological Services	(702) 895-3627
Disability Resource Center	(702) 895-0866
Office of Student Conduct	(702) 895-2308
Rebel Support Team	(702) 895-1404



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