



DATE: January 5, 2010
TO: UNLV Full-time, Part-time Faculty and Teaching Staff
FROM: Michael W. Bowers, Executive Vice President & Provost
RE: UNLV Policies for Faculty and all Teaching Staff – Spring 2010

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

Please review all of these items carefully. This memo is posted electronically on the Executive Vice President and Provost Office's website at http://provost.unlv.edu/policies.html#list_s, (Semester Memo, UNLV Policies for Faculty, Spring 2010). If you have any questions, please feel free to contact my office.

ADA Accommodations – For all faculty and staff (professional and classified) ADA accommodation determinations, please contact EEO/AA Compliance Office, located in Flora Dungan Humanities (FDH), Room 514, (702) 895-3656. See http://hr.unlv.edu/Diversity/Policy_Statements/ADA_Policy.html for additional information.

Classroom Policies/Rules – It is a faculty member's discretion and prerogative to determine what is and is not acceptable behavior in his or her classroom (i.e., late arrival, wearing hats). Also, classroom occupants are at the discretion of the instructor (per UNLV General Counsel). If faculty do not wish to permit students to bring their children to class, they may want to note it on their syllabus. Although there is no policy prohibiting bringing children to class, it falls within the Student Conduct Code, Section Two, III. K. and L. relating to "disrupting" the classroom and/or university operations. See <http://studentlife.unlv.edu/judicial/student.html>.

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

Final Examinations – The University requires that final exams given at the end of a course occur at the time and on the day specified in the class schedule. See the schedule at: http://financialaid.unlv.edu/apps/Academic_Calendar/Calendars.asp

General 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 (see complete policy at: http://provost.unlv.edu/policies.html#list_m);
- Maintain a predictable number of office hours which shall be posted and the faculty shall be available to students, colleagues, and others;
- Evaluate academic performance fairly;
- Counsel students;
- Carry through with their workload commitment in accordance with UNLV, college/school, and department/unit bylaws. Faculty members should have prior approval from their supervisor before missing/rescheduling classes and/or missing other scheduled duties, with the exception of emergencies (see complete policy at: http://provost.unlv.edu/policies.html#list_m);
- Continue their professional development; and
- Meet their obligations to the university community.

Grading/Exams/Grade Posting – 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. Please remember that Social Security numbers are not adequate protection of privacy. The preferred method for posting grades is to assign random numbers to the students and scramble the listings so that they are not in alphabetical order.

Mid-term Grades – Student retention and providing the interventions necessary to promote student learning are common challenges in higher education today, in particular at campuses similar to ours in size and complexity. In order to operationalize one of UNLV's retention initiatives, starting in Fall 2008, all students enrolled in 100 or 200 level courses will be awarded a mid-term grade. For the Spring 2010 semester, it is preferable that this mid-term grade be awarded by March 12, 2010, two weeks before the final day to drop or withdraw from classes. The grading scale could be either pass/fail, or an estimate of the letter grade the student has earned in the course to date. Due to its ease of use, WebCampus (the course management system used by faculty and supported by OIT) has been selected for the posting of mid-term grades. Once stored on WebCampus, these early academic indicators will be visible to students, giving them critical, early feedback on their academic performance. We will also provide these early grades to academic advisors who can proactively contact students and help them identify resources to support their academic achievement. Although assignment of midsemester grades is not required, the Executive Vice President and Provost strongly urges faculty teaching these courses to participate.

Missed Class(es)/Student – As a general rule, a student missing a class or laboratory assignment because of observance of a religious holiday shall have the opportunity to make up missed work. Students must notify the instructor of anticipated absences by the last day of late registration, January 15, 2010, to be assured of this opportunity. Faculty may give students an additional week, but are encouraged to set a clear deadline.

NOTE: Students who represent UNLV at any official extracurricular activity shall also have the opportunity to make up assignments, but the student must provide official written notification to the instructor no less than one week prior to the missed class(es).

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

For purposes of definition, extracurricular activities may include, but are not limited to; band, drama, intercollegiate athletics, recruitment, and any other activity sanctioned by a college/school dean, and/or the Executive Vice President and Provost.

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

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 Policy" in the alphabetical listing, http://provost.unlv.edu/policies.html#list_s.

Student of Concern – Faculty may come in contact with students whose behavior may cause concern. A process has been developed to deal with such situations and training is also available by contacting the Office of Student Conduct at 895-2308. To report an issue, go to <http://studentlife.unlv.edu/judicial/studentofconcern.html>. For immediate, emergency assistance from UNLV Police Services, dial 911 on a UNLV land-line phone or 895-3669 from a cell phone.

Teaching Evaluations – In order to evaluate the effectiveness of teaching at UNLV, course evaluations are required to be administered at the end of each course. Teaching evaluations are a very important piece of

assessment data and it is important that the reliability, validity, and legitimacy of these instruments be maintained. The minimum standards for administering these evaluations (Anonymity, Objectivity and Post-Evaluation Procedures) are outlined in the document “Minimum Standards for Teaching Evaluation by Students.” This document has been approved unanimously by the Academic Council of Deans and the Executive Vice President and Provost as reflecting the minimum standards that apply to all departments/schools/units when administering student evaluations of teaching.

To review the policy, please see “Evaluations by Students - Minimum Standards for” in the alphabetical listing at: http://provost.unlv.edu/policies.html#list_e

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, it must be approved by the faculty member’s dean. These guidelines were developed to protect both faculty and students. The policy and form can be found at: http://provost.unlv.edu/policies.html#list_t. Approval is granted by completing the request form and obtaining the requisite signatures prior to submitting book orders each semester. An approval is good for three years, so it will not be necessary to complete a form for the same book/class during that time period. The offices of the deans maintain these records.

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

UNLV Today – This is an e-mail communication that all faculty members are encouraged to subscribe to and open. It is a daily publication and has an area specific to faculty. It is an important communication tool that UNLV has developed to keep you informed and replaces individual emails sent throughout the day.

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