Dear Adjunct Faculty Member!

The Adjunct Faculty of Great Basin College is an integral part of what GBC is as a community college serving rural Nevada. We appreciate what you do to help GBC fulfill its mission to enrich people’s lives, and we wish to support you in every way that we can. This Handbook has been created to provide you with much of the information you will need to be successful in making our students successful.

This Handbook is generally arranged in the order of need for the typical faculty member. Getting your class started is of course the beginning. Work closely with your Department and its faculty members to assure you are providing the appropriate content for the course. Each course must be accurately described in a correctly constructed syllabus and with text material appropriate for the course. Then provide a stimulating class that engages students in learning, and give them the appropriate grade they have earned. There are many steps and factors to be considered in coming to this conclusion, and helping you through this maze of challenges is the purpose of this Handbook.

Teaching in the current world has many challenges, and the requirements are changing with the times. Rules and regulations that must be followed come from outside of the college and from our own GBC policies. These must be recognized and addressed as they are and as they change. The availability of services and support that you will have must also be known, and are described here.

There is more to know than you can probably remember before you begin teaching, which is why we have information compiled for you here. Please use this to your advantage.

Always remember that your Department and support personnel are here to help you. Never be afraid to ask for help or clarification.

Thank you for what you do to help make GBC and its students successful!

All the Best,

Michael J. McFarlane, Ph.D.
Vice President for Academic Affairs
# Table of Contents

## Essential Information
- Helpful Websites .................................................................................................................. 2
- Frequently Asked Questions ................................................................................................. 3

## Course Planning
- Classes ................................................................................................................................... 5
- Textbooks & Textbook Orders ............................................................................................... 6
- Class Syllabus .......................................................................................................................... 6
- Syllabus Components .............................................................................................................. 8
- Syllabus Archive ..................................................................................................................... 13
- Student Attendance ................................................................................................................ 13
- Grading .................................................................................................................................. 14
- Final Grades ........................................................................................................................... 15
- Student Ratings ....................................................................................................................... 16
- Student Appeals or Professional Conduct .............................................................................. 16
- Test Proctoring ......................................................................................................................... 18
- Creating One’s Own Web Page ............................................................................................... 18
- Canvas Instructor Guide .......................................................................................................... 18

## General Information
- Access to Campus Facilities ............................................................................................... 20
- Audio-Visual Equipment ......................................................................................................... 20
- Computer Access .................................................................................................................... 20
- Email ...................................................................................................................................... 21
- Copy Machine Access ............................................................................................................ 21
- Directories ............................................................................................................................... 21
- Key/Classroom Access ........................................................................................................... 22
- Mailbox/Office Space ............................................................................................................. 22
- WebCampus Login .................................................................................................................. 22
- Supplies/Materials .................................................................................................................. 23
- Travel Procedures ................................................................................................................... 23
- Vehicles ................................................................................................................................. 23

## Compensation, Benefits and Performance Information
- Human Resources Information ............................................................................................... 25
- Part-time Employee Packet Forms ......................................................................................... 25
- Pay Schedule .......................................................................................................................... 25
- Grant-In-Aid ........................................................................................................................... 26
- In-service, Welcome Back, Department, and Faculty Senate Meetings ................................ 27
- Faculty Absence ...................................................................................................................... 27
- Adjunct Faculty Evaluation .................................................................................................... 27
Policies and Procedures

Student Conduct Policy ................................................................. 29
Copyright Policy .............................................................................. 29
Services for Students with Disabilities ............................................ 29
Affirmative Action Policy ............................................................... 29
Alcohol and Drug Abuse Policy ............................................... 30
Family Educational Rights and Privacy Act (FERPA) .................... 31
AIDS Policy ................................................................................. 31
Sexual Harassment Policy ............................................................. 32
Sexual Assault Policy ................................................................. 32
Title IX (Anti-Discrimination Policy) ........................................... 33
Tobacco Free GBC ....................................................................... 33

PeopleSoft Information

MyGBC (PeopleSoft) ...................................................................... 35
Accessing PeopleSoft .................................................................. 35
Student Information ...................................................................... 35
Adding Favorites .......................................................................... 35
Searching for Classes .................................................................. 35
My Schedule ................................................................................ 36
Class Roster .................................................................................. 36
Grade Roster ............................................................................... 37

Safety and Security

Department of Environmental Health, Safety and Security ........... 40
No Children in Classrooms, Labs or Access Areas ....................... 40
Pet Policy ..................................................................................... 40
Reporting an Emergency .............................................................. 40
Emergency Procedures ................................................................ 41
Disruptive Behavior In and Outside the Classroom ...................... 41
Safety in Numbers and Escorts ..................................................... 43
Campus Security Act ..................................................................... 44
Missing Student Policy and Procedure ....................................... 44
Work-Related Injury .................................................................... 44
Essential Information
ESSENTIAL INFORMATION

Helpful Websites

Great Basin College Website
http://www.gbcnv.edu

WebCampus Login
https://gbcnv.instructure.com/login

MyGBC Self-Service Center
https://por.shr.nevada.edu/psp/spporprd/GBC/ENTP/h/?tab=GUEST

Adjunct Faculty Website
http://www.gbcnv.edu/adjunct.html

Faculty & Staff Website
http://www.gbcnv.edu/facstaff.html

GBC Calendar
includes Instruction Begins, Instruction Ends, Final Exam Week, and Grades Due Dates
www.gbcnv.edu/calendar/

Faculty & Staff Events
includes meetings
http://www.gbcnv.edu/calendar/faculty.html

Great Basin College Catalog
http://www.gbcnv.edu/catalog

Campus Maps
includes the GBC Elko Campus plus addresses and hours for all GBC locations
http://www.gbcnv.edu/maps/

Request for a Test Proctor
http://www.gbcnv.edu/asc/testing.html

IAV Faculty Handbook
http://www.gbcnv.edu/distance/IAV_Faculty_Handbook.pdf
ESSENTIAL INFORMATION

► Frequently Asked Questions

“What is my role as adjunct faculty?”
Your task is to facilitate student learning in a specific content area. If the class you have been asked to teach is a three credit hour semester course, it means that students spend three contact hours per week with you and in the class generally in a traditional classroom setting for fifteen weeks of instruction and one week for final exams.

“How much and when will I be paid?”
Compensation guidelines and a current salary schedule for adjunct faculty are located on page 26 of this handbook. If direct deposit is not selected, your pay check will be mailed to the address listed on your W-4. The pay date for adjuncts is the first working day of the month. To avoid delays in payment through the mail, direct deposit is strongly encouraged. Direct deposit forms can be found at http://www.gbcnv.edu/hr/forms.html (under payroll). Return completed forms to Human Resources.

“Does my department have specific guidelines for adjuncts?”
Guidelines for adjunct instructors are at the discretion of individual departments. Contact the department chair or program supervisor for specific information.

“Do I get to choose the textbook?”
Textbooks are at the discretion of individual departments. Contact the department chair for specific information on this. This subject is addressed on page 6 of this handbook in greater detail.

“Do I have an office on campus?”
Office space for adjunct faculty is located across from the Library in McMullen Hall on the Elko campus. Six computer workstations with Internet access, telephones, a refrigerator, microwave and an eating area are also located within this area. The workroom is open from 6:00 a.m. to 9:00 p.m. Monday-Thursday; 6:00 a.m. to 5:00 p.m. Friday; and 8:00 a.m. to 5:00 p.m. on Saturday.

“How do I receive mail on campus?”
On the Elko campus, a faculty mailbox in McMullen hall will be assigned to you if you teach a live class prior to the start of each semester. Check your mailbox regularly for important correspondence. Students may leave assignments there as well. If you have any questions about the mail, contact 753.2108.
If you do not teach at the Elko campus, contact your site administrator for mail delivery.

“Will I be hired again for next semester?”
Adjunct employment is on a one-time semester basis only and teaching one particular semester does not guarantee employment for any future semesters. Scheduling of classes is based on student need and demand determined by the department.
Course Planning
COURSE PLANNING

► Classes

Each semester, department chairs determine which classes are available for adjunct faculty to teach. Center or satellite site administrators may also be involved in this process. GBC considers its adjunct faculty as an invaluable resource for education, but there is no obligation by a department chair or site to employ a particular adjunct faculty at any time. Adjunct faculty employment may also be discontinued at any time without cause. At times, any class scheduled for an adjunct faculty member may be taken over by a full-time faculty member who is contractually obligated to have a full work load.

Adjunct faculty are generally asked to assist in determining the times and places that classes meet. This should take place well before the start of class, generally early in the preceding semester. This involves a discussion with the department chair or site administrator. The following information may be requested about the class:

- What dates will the class run? (A "regular semester" class has predetermined dates.)
- What days will the class be held?
- What time will the class be held?
- Is there a room or building preference?
- Does the class require special equipment? (Examples: TV; VCR; overhead or slide projector; computer; computer with projection capabilities; etc.)
- Does the class involve 50 or more pages of handouts? (If so, we may need to attach a lab fee to student fees.)
- Will the students be required to use Computer Lab facilities? (If so, a lab fee must be added to student fees.)
- Will the class be offered with Internet enhancement?
- Will the class be offered on the Internet (online)?
- Will the class be offered through interactive video (IAV)?

When student supplies are required along with textbooks, these should be specified in the advertised materials for the course. Therefore, let the department support staff and department chair or site administrator know about these items.

If additional room(s) are required at times other than the scheduled class, contact the Elko Facilities Scheduler at 753.2101 or the site administrator to make a room request. *Do not switch rooms with another instructor without having the room request approved.* Make sure to visit the room ahead of time to ensure that all required equipment is present and functioning. Similarly, if the course requires lab work, visit the lab to assure familiarity and proper preparation.

The GBC Library offers many resources that may be helpful, many of which are accessible online. If a particular class requires special audio/visual equipment, make this request at least one week ahead. Interactive forms for Elko can be accessed on the Faculty & Staff website under Library Resources. For other sites, see the site administrator.

It is expected that all GBC classes that proceed as scheduled will have sufficient enrollment and all faculty should be prepared for the first class session. Instructors will be notified as soon as possible whether the
enrollment in the class is sufficient to hold the class. Late registration can affect a class with marginal enrollment. Under no circumstances can a class be cancelled or discontinued by the adjunct faculty member. Only a department chair or site administrator, in consultation with the Vice President for Academic Affairs, is empowered to cancel or discontinue a class.

COURSE PLANNING

Textbooks and Textbook Orders

In some departments, full-time faculty select textbooks. If this is the case, adjunct faculty will use the text chosen by that department. This is not true for all courses or departments; however, an adjunct faculty might be asked to submit a proposed textbook to the department before the class is listed in the schedule. This information must be circulated well ahead of time so the bookstore can order books and students who purchase books online will have time to have them shipped. Book orders are generally due in mid-October for the spring and mid-April for the fall. Students are responsible for purchasing their own textbooks from the bookstore (located in the Community Center in Elko) or from the bookstore link located on the GBC homepage.

If asked by the department to pick appropriate textbooks and supplies for the course, contact the department chair, site administrator, or support staff. Inquire how to preview desk copies in order to choose the most appropriate textbook.

Due to the Higher Education Opportunity Act of 2008 requiring that course schedules must list all textbooks used in teaching a class, orders are now processed by the department support staff or site administrator. View the textbooks ordered for classes by clicking the Schedule button on the GBC homepage at www.gbcnv.edu.

COURSE PLANNING

Class Syllabus

The class syllabus must be provided to students on or before the first class meeting. This is required for all courses except community service courses designated by call numbers ending in a “Z”. Required syllabus components are also listed on the website: http://www.gbcnv.edu/syllabus/. Ask the department chair, site administrator, or support staff to provide a course syllabus from a prior class, if it is available.

Remember that GBC’s semesters are 15 weeks of instruction, plus one week for final exams. If teaching an Internet (online) course, include in the syllabus the specific days of the week that email will be checked by the instructor. By the first week of the course, supply an electronic copy of the syllabus to the site administrator or department support staff. Failure to comply may delay the first pay check.

The following outlines the required information for all course syllabi. Contact the department chair with questions.

- The Name of the College
- Course Number, Title, and Credits
- The Semester and Year being taught
- Instructor Information (Name, Office Location, Phone, Email, Office Hours, etc.)
- Catalog Description, with Prerequisites/Corequisites
- Required and Recommended Texts and Other Materials
Course Description and Catalog Description
Statement of Overall Course Goals and Objectives
Specific Student Learning Outcomes and How They Will Be Assessed
Method of Instruction
Explanation of Grading Components and Computation (Testing Procedures, etc.)
Attendance Policy
Course Outline/Content/Schedule
Additional pertinent course information

Some GBC courses are General Education courses that may require special content. Check to see if your course is one of these on page 11. For these courses, the GBC faculty has established a goal to ensure that all students graduating with an AA, AAS, BA, or BS degree have had the opportunity to develop an awareness of or abilities in the following areas. Consider these General Education Objectives when writing a syllabus, and get approval from the department chair:

- **Communication Skills**: Communicate clearly and effectively in written and oral form, embracing discussion, reading, listening, and accessing information.

- **Critical Thinking**: Integrate creativity, logic, quantitative reasoning, and the hierarchy of inquiry and knowing in social scientific understanding. There are three elements to this objective.
  - **Quantitative Ability**: Understand mathematical principles and integrate quantitative methods into problem solving.
  - **Reasoning/Independent Thought**: Use logic and visual thinking in selecting, analyzing, and presenting information.
  - **Scientific Understanding**: Understand the essential working of natural systems, understand the hierarchy of scientific knowing and the use of the scientific method in its pursuit, and have the ability to use this knowledge productivity.

- **Personal/Cultural Awareness**: Understand the roles of individuals in society, the development of human societies, and the significance of creativity in the human experience. (Sense of the Individual in Society, Sense of the Past, Sense of Accountability, Appreciation of Fine Arts).

- **Personal Wellness**: Develop knowledge, skills, and behaviors which promote well-being.

- **Technological Understanding**: Function effectively in modern society through the use of technology.
Syllabus Components (Both Mandatory and Optional)

The following syllabus component list is based on the GBC Comprehensive Faculty Evaluation Program’s list, which requires specific inclusions in all syllabi. Required elements are labeled "mandatory." It is assumed that syllabi are presented professionally, and that they are well organized, correctly spelled, and grammatical.

All faculty, including adjunct faculty, may upload syllabi on the web server as part of creating a faculty web page. This is a useful way to link to all of your syllabi with one single, non-changing web address. There is an easy-to-use method for creating such a page – read the "Your Own Web Page" on page 18. A video tutorial for creating a page is also available.

College Information

MANDATORY: Include the whole name, Great Basin College.

OPTIONAL: College mailing address, phone, and web address:
1500 College Parkway, Elko, Nevada 89801 • 775.738.8493 • www.gbcnv.edu.

Instructor Information

MANDATORY: Name, office location, work phone, work email, and office hours.

OPTIONAL: Instructor’s web page address, fax number.

Basic Course Information

MANDATORY: Course title, course number, section number[s], number of credits.
Optional: Meeting dates, times, places, including any dates when classes will not be held.
MANDATORY: Course catalog description, including prerequisites and corequisites.
Optional: Expanded course description.

Required Student Purchases/Acquisitions

MANDATORY: Required texts, including author name, copyright year, title, edition, publisher, and ISBN.

Example excerpted from a PSC 101 syllabus by Danny Gonzales


Required Materials

MANDATORY: Required tools, materials, and/or supplies, if relevant.

Learning Outcomes and Measurements (Both Mandatory)

These may be presented in tabular format, for example:

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognize the thermal structure of the atmosphere and the gaseous composition of the atmosphere.</td>
<td>Quizzes</td>
</tr>
<tr>
<td>Explain why air over landmasses heats and cools faster and to a greater degree than that over oceanic areas.</td>
<td>Quizzes, Laboratory</td>
</tr>
<tr>
<td>Describe what controls the global distribution of precipitation.</td>
<td>Quizzes, Laboratory</td>
</tr>
<tr>
<td>Be able to diagram nutrient cycles and human impacts of nutrient cycles.</td>
<td>Quizzes, Laboratory</td>
</tr>
</tbody>
</table>

Example excerpted from a GEOG 103 syllabus by Carrie Bruno
Or they may be presented sequentially:

**Expected Learner Outcomes**
Upon completion of this course, the students will:
- Add, subtract, multiply, and divide whole numbers, with and without a calculator.
- Use a standard ruler and a metric ruler to measure.
- Add, subtract, multiply, and divide fractions.
- [...]  

**Measurement of Learner Outcomes**
1. Written Examination
2. Practical Evaluation – Students will be asked to show competence by kinesthetic demonstration.
3. Verbal – Students will demonstrate competence by presenting oral demonstrations in groups and individually.

Students will be tested for knowledge and skill attainment through written tests comprised of questions taken from handouts, reading assignments, homework and lectures. Quizzes may be unannounced, but tests will be announced at least one class period before they are given.

*Example excerpted from a WELD 103 syllabus by Richard Barton*

**Method of Instruction** (MANDATORY)

Each week, there will be assigned readings from the book, which will be contained on each course lecture. I will provide lectures on the central points in each section that we cover. Portions of these lectures will be written with Microsoft Word, using the Equation Editor. Feel free to ask questions on the phone, via email, by fax, or (preferred) by attaching MS Word files to email. I plan to answer all questions within 24 hours.

*Example excerpted from a Math 283 syllabus by Frank Daniels*

**Course Requirements**

MANDATORY: A list of required examinations, quizzes, reports, laboratory work, research papers, projects, and the like you required of students.

OPTIONAL: Attendance policy and policy on missed examinations and assignments.

**Grading Criteria** (MANDATORY)

Describe how letter grades are determined. Include point values and/or percentages for course requirements. For general information about grading, reference www.gbcnv.edu/academics/grades.html
Student drawings are graded on craftsmanship, following directions of the lesson and whether the student challenges oneself in the lesson. All general education classes have a written paper requirement.

Grading is based on a percentage of total points possible.
- 20% — Participation and attendance
- 70% — Exercises (in class and homework)
- 10% — Written paper and drawings

Grading Scale
- A=90-100
- B=80-89
- C=70-79
- D=60-69
- Below 60 is failing.

A "W" will only be given up until the 13th week. Incomplete grades will become an "F" if not completed. Incomplete grades are permitted only for medical reasons. Please let me know if you have signed up as an “audit” student. Sometimes this does not get recorded.

Example excerpted from an Art 101 syllabus by Patty Fox

Course Outline/Schedule (OPTIONAL)

<table>
<thead>
<tr>
<th>Week</th>
<th>Subject</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New World Encounters, Chapter 1</td>
<td>Quiz</td>
</tr>
<tr>
<td>2</td>
<td>The English Colonies, Chapter 2</td>
<td>Quiz</td>
</tr>
<tr>
<td>3</td>
<td>Putting Down Roots, Chapter 3</td>
<td>Quiz</td>
</tr>
<tr>
<td>4</td>
<td>Experience of Empire, Chapter 4</td>
<td>Quiz</td>
</tr>
<tr>
<td>5</td>
<td>The American Revolution, Chapter 5</td>
<td>First Test covers Chapters 1-5</td>
</tr>
<tr>
<td>6</td>
<td>The Republican Experiment, Chapter 6</td>
<td>Quiz</td>
</tr>
<tr>
<td>7</td>
<td>Democracy in Distress, Chapter 7</td>
<td>Quiz</td>
</tr>
<tr>
<td>8</td>
<td>Jeffersonian Ascendancy, Chapter 8</td>
<td>1st Book Review Due</td>
</tr>
<tr>
<td>9</td>
<td>Nation Building and Nationalism, Chapter 9</td>
<td>Quiz</td>
</tr>
<tr>
<td>10</td>
<td>The Triumph of White Man’s Democracy, Chapter 10</td>
<td>Second Test covers Chapters 6-10</td>
</tr>
<tr>
<td>11</td>
<td>Slaves and Masters, Chapter 11</td>
<td>Quiz</td>
</tr>
<tr>
<td>12</td>
<td>The Pursuit of Perfections, Chapter 12</td>
<td>2nd Book Review Due</td>
</tr>
<tr>
<td>13</td>
<td>The Age of Expansionism, Chapter 13</td>
<td>Quiz</td>
</tr>
<tr>
<td>14</td>
<td>The Sectional Crisis, Chapter 14</td>
<td>Quiz</td>
</tr>
<tr>
<td>15</td>
<td>Secession and the Civil War, Chapter 15 and Reconstruction, Chapter 16</td>
<td>Quiz</td>
</tr>
<tr>
<td>16</td>
<td>Finals Week</td>
<td>Third Test (Final Exams) covers Chapters 11-16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TEST</td>
</tr>
</tbody>
</table>

Example excerpted from a History 101 syllabus by Squy Wallace
**General Education Objectives** (MANDATORY FOR SPECIFIC COURSES)

General Education course objectives, as described in the General Education Course Submittal Form, must be addressed in syllabi for all of the following courses: AMS 310, AGSC 100, ANTH 101, ANTH 102, ART 100, ART 101, ART 103, ART 107, ART 160, ART 260, ART 261, ART 297, AST 101, BIOL 100, BIOL 190, CHEM 100, CHEM 121, COM 101, CRU 104, ECON 103, ECON 311, EDU 214, ENG 102, ENG 203, ENG 223, ENG 333, ENV 100, FIS 111, FREN 112, FREN 111, FREN 112, GEOG 103, GEOG 106, GEOL 101, GIS 109, GRC 119, HIST 101, HIST 102, HIST 105, HIST 106, HMS 200, HUM 101, INT 100, INT 339, INT 349, INT 359, INT 369, IS 101, MATH 120, MATH 126, MATH 181, MUS 101, MUS 121, MUS 125, NRES 150, NUTR 121, PHIL 102, PHIL 129, PHYS 100, PHYS 151, PSC 101, PSC 210, PSY 101, SOC 101, SPAN 111, SPAN 112, SPAN 211, STAT 152, THTR 100, THTR 105, and THTR 221.

<table>
<thead>
<tr>
<th>Objective 1: Communication Skills—Strong</th>
<th>Learner Outcomes</th>
<th>Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1) Definition</td>
<td>Class discussions, exam scores, and class projects</td>
</tr>
<tr>
<td></td>
<td>of major views</td>
<td>class project</td>
</tr>
<tr>
<td></td>
<td>(2) Understanding of the five major institutions in any society and how each fits into the “whole”</td>
<td>Class discussions, exam scores, and class projects</td>
</tr>
</tbody>
</table>

**Objective 2: Critical Thinking—Strong**

_There is a strong emphasis on looking at issues from many different vantage points. Reasoning and independent thought will be stressed as well as experiences in analyzing data in research._

<table>
<thead>
<tr>
<th>Learner Outcomes</th>
<th>Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Assess pros and cons of different research methods</td>
<td>Assigned readings, review research from past, discussion and presentation of current issues</td>
</tr>
<tr>
<td>(2) Identify ethical issues inherent in research</td>
<td>Assigned readings, review research from past, discussion and presentation of current issues</td>
</tr>
</tbody>
</table>

**Objective 3: Personal and Cultural Awareness—Strong**

_Understand the roles of individuals in society._

<table>
<thead>
<tr>
<th>Learner Outcomes</th>
<th>Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Trace development of human societies</td>
<td>Personal journals, class projects (“words”), and tradition assignments</td>
</tr>
<tr>
<td>(2) Identify significance of creativity in the human experience</td>
<td>Personal journals, class projects (“words”), and tradition assignments</td>
</tr>
</tbody>
</table>

**Objective 4: Personal Wellness—Moderate**

_This concept is implemented through the examination of demographic variables including equality, gender, and social class as it relates to issues around personal well-being._

<table>
<thead>
<tr>
<th>Learner Outcomes</th>
<th>Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Appraise larger issues of health and well-being as it relates to personal well-being</td>
<td>Videos, class projects, and journal responses</td>
</tr>
</tbody>
</table>

**Objective 5: Technological Understanding—Some Degree**

_Students will learn to utilize and use technology to enhance the human experience._

<table>
<thead>
<tr>
<th>Learner Outcomes</th>
<th>Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Develop ability to discriminate between reliable and non-reliable information</td>
<td>Photo exercise, discussion of current events, reflections in journal</td>
</tr>
</tbody>
</table>

*Example excerpted from a SOC 101 syllabus by Karen Martin*
ADA Statement (OPTIONAL)

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Students with Disabilities Office, located in Berg Hall, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.

From the 2009-2010 GBC Catalog, page 37

Academic Honesty Statement (OPTIONAL)

Great Basin College considers academic honesty one of its highest values. A student who obtains academic credit for work that is not the product of his or her own effort is being dishonest and undermining the academic integrity of the college. Students are expected to be the sole authors of their work. Use of another’s ideas must be accompanied by specific citation and reference. In addition, a learner may not submit the same work for credit in more than one course. The disciplinary consequences of plagiarism and other forms of academic dishonesty include non-acceptance of work submitted, a failing grade in the course, and/or or other disciplinary action as outlined in Great Basin College’s Student Conduct Policy.

Example excerpted from a NURS 140 syllabus by Tami Gailey

Note: In addition to or instead of your own comments, reference the online GBC Student Conduct Policy at /rights_responsibilities/conduct.html.

Cell Phone Policy (OPTIONAL)

Cell phones must be turned off before class and left off during class. Neither phoning nor text messaging is permitted.

Example

Other Comments About Student Conduct, including Classroom and Email Etiquette (OPTIONAL)

Additional Information Helpful to Students (OPTIONAL)

- Bibliography of literature or other sources relevant to the course
- Student resources, suggestions for success, and/or learning advice

Note: Including comments about and/or links to the Academic Success Center (http://www.gbcnv.edu/asc) and/or the Student Peer Mentor program (http://www.gbcnv.edu/retention) can also be of benefit to students.
COURSE PLANNING

► Syllabus Archive

To view an archived syllabus log on to MyGBC. There are several years of syllabi posted in this area for advising, information, and instructional use in teaching classes at GBC. Consult with the author of the syllabus or the department chair before incorporating the intellectual property from the syllabus into a class. Department members or the support staff may also help access existing syllabi.

COURSE PLANNING

► Student Attendance

Students are expected to attend all classes and to be on time. If a student has an excess amount of unexcused absences, that student may be dropped from the class at the instructor’s discretion. An excess amount of absences is more absences than the course has credits, e.g. four absences in a three-credit course. Be prepared for how to address students who are late, particularly those who are habitually late. Be consistent and fair.

It is advisable to attempt to contact the student before dropping him or her. Absences due to religious holidays or observances have been authorized by the Board of Regents. Make arrangements with students for make-up work if they miss class for religious activities. Other make-up work is at the instructor’s discretion.

Student attendance may be treated slightly differently by different faculty members. Some make it part of the grade, some do not. State the attendance policy in course syllabus. It must be known by faculty members that federal financial aid rules affect the recording of attendance by instructors. If a student does not complete a class, the instructor will be required to report the last day of the student’s attendance. Please be prepared to do this if necessary.

Unusual attendance patterns or unfavorable conduct may indicate a student needs special assistance to succeed academically. Consult with the department chair or the site administrator for guidance. For special assistance, the student may contact his/her site administrator or one of the following in Elko:

- Academic Success Center at 753.2149 (tutoring in English, writing, math, science, accounting, economics, and foreign languages)
- Career Center at 753.2168 (academic and career advisement)
- Student Financial Services at 753.2399 or Student Employment Services at 753.2255 (financial advisement)
- Student Services at 753.2184 (general assistance)
COURSE PLANNING

Grading

GBC has two methods of grading:

1. By letter grades (A, B, C, D, F, or W); or
2. A pass/withdraw (P or W) grade.

The method of grading for the class is predetermined and indicated at the top of the class list. The grading system is to be explained the first day of class as well as including the grading system in the course syllabus. There should never be a mixture of letter grades and pass/withdraw grades within one class.

The following table indicates the general meanings of letter grades, and the values assigned to students for grades to calculate grade point averages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Pass – Student has passed satisfactorily but grade points do not accumulate on a transcript</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete – See below</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>In progress (research projects or courses extending beyond one semester)</td>
<td></td>
</tr>
<tr>
<td>AD</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported – Pending faculty submission of final grade</td>
<td></td>
</tr>
</tbody>
</table>

The grading system may not be changed after the start date of the class. Plus (+) and minus (-) grades are optional for use by instructors. It is up to the individual faculty member to exercise this option. The class syllabus must clearly indicate if plus (+) or minus (-) grades will be used with the letter grades, and how they will be used.

“F” grades are part of the grading scale, and should be given if appropriate. After the 13th week of the semester, students may not be given “W” grades, but must be given an “F”.

The grading policy has very recently undergone significant revisions. Please see www.gbcnv.edu/academics/grades.html for the changes. For Fall 2013, the deadline for a W grade will change again (from the 13th week of instruction to 60% of instruction complete).
“I” (Incomplete): Instructors may give an "I" (Incomplete) if the student has completed 3/4 of the course with a grade of "C" or better, but is unable to complete the course for good cause. However, an instructor is not obligated to give a grade just because the student wants one. The student must arrange for the incomplete with the instructor and acknowledge the statement of work that must be completed to receive a final grade. Students have until March (check for the exact date) for the fall semester and October (check for the exact date) for the spring and summer semesters to complete the work for a final grade. An incomplete not made up within this time period will have a grade assigned by the instructor which could be an "F" or "W".

If a student receives an “I” (Incomplete) on the grade reporting form, a Record of Incomplete form must be completed. This form is available from Admissions and Records or department support staff. An unattended “I” becomes a W by March 15 for the fall semester courses and October 15 for the spring and summer semester courses. It is the instructor’s responsibility to change an “I” to a grade by filling out the proper form.

“AD” (Audit): Review the class roster and see if there is an “AD” in the column for grades. An “AD” indicates that the student is taking the class as an audit which means that they will not receive a grade, and they do not have to do homework or take tests. GBC’s policy is that students can change from credit to audit by the end of the thirteenth week of instruction. Ask any student signed up for audit if that is what they want. If not, they must go to Admissions and Records or the site administrator immediately and get their class standing changed by the dates published in the class schedule.

“NR” (Not Reported Grade): Rather than giving a student an “NR” (not reported grade) on their grade report and/or official transcript, it is better to either give the student an “I” (Incomplete) or a “W” (Withdraw). Please avoid “NR” grades.

“F” (Failing grade): A student may officially withdraw by the end of the 13th week of class. If a grade is given to reflect non-attendance, the date of the last class attended or the last date the student participated online should be provided with the “W” or “F”.

The most difficult challenge in grading is consistency. If previous experience has indicated problem areas in individual grading practices, this is the time to modify practices. If +’s and -’s are used on assignments and tests, they should also be used in the final evaluation process for the final grades.

Prior to the completion of the syllabus for the semester, review the grading statements carefully. If applying any changes, sample grades recently issued to see what questions or problems may arise. If there are additional questions regarding the grading policy, contact the department chair, site administrator, or the Admissions and Records Office at 753.2102.

COURSE PLANNING

Final Grades

Final grades will be issued promptly after completion of the class, with finals taking place the last week (16th week) of the semester following the same time schedule as the class met during the semester. All classes are expected to meet and complete the class during the last week of the semester. Finals week is not to be used as a "week off."

During the course of the semester instructors are required to maintain an accurate record of the grading of all student work and other expectations. This information must be used as described in the syllabus to determine final student grades. At the end of each class, it is the responsibility of each individual faculty
member to obtain student rosters online and enter final grades into the PeopleSoft system through MyGBC. All grades must be entered no later than the Tuesday following finals week. For classes not on the regular semester schedule, grades must be reported no later than the Tuesday following the completion of the class. For all grades of “W”, “F”, or “I”, it is required to provide the date the student last attended or participated in the course.

A Record of Incomplete form is required for all “I” grades, and this form is due to Student Records no later than the Tuesday following finals week.

COURSE PLANNING

► Student Ratings

It is required that all students have the opportunity to rate their classes and instructors. The information from the ratings is used as student input for the continuous improvement of the class. This information allows instructors and supervisors to understand the student perspective of the class, and to react appropriately to this perspective in future classes.

Student rating forms will be administered during the 14th and 15th weeks of the semester for regular semester courses. GBC uses professionally designed forms created by IDEA. Internet courses will be evaluated online using the same rating form. Short-term classes must be completed prior to the last day of class.

Contact the site administrator or department support staff for course rating packets and more information on the process. Student confidentiality must be maintained in this process, and the instructor may not be present in the room while students complete the forms. Also, the instructor may not collect or view the forms before the official compiled results are received after the end of the semester. Instructions for administering the student ratings are located on the packet containing the forms.

Instructors are required to complete a Faculty Information Form (FIF) for each class taught. This form should be completed before the form is administered to students. Please consult with the department to determine the appropriate information to put into this form. If the FIF is not completed properly the score could be compromised and this counts in the overall evaluation. Also, the form allows for a comparison between a GBC instructor’s course and instruction in similar courses taught by others, and the ability to do this is again compromised if the form is not correctly used.

Most credit classes are required to use the provided student rating forms from IDEA. However, community service, contract training, and certain credit classes (PEX) will use alternative forms for student response. The appropriate forms for these classes will be provided through the department. The FIF is not used for these course ratings.

Student rating results will be distributed to adjunct faculty by the department support staff or campus director. Results will be released approximately six weeks after the semester. The results are not distributed until after final grades have been posted. The department chair may review the results.

COURSE PLANNING

► Grade Appeals or Professional Conduct

Great Basin College respects an instructor’s qualifications and supports latitude for an adjunct instructor to determine academic standards. With department approval, an instructor establishes the scope, objectives, and methodology of the course being taught, and is responsible for informing students of the requirements for
completion of the course of study in the class through the syllabus. The instructor evaluates student performance according to written grading criteria made available to students at the beginning of the class.

Should students question a grade or an instructor’s professional conduct, the following published procedures shall be followed. Failure to initiate these procedures within 30 calendar days of the end of the semester will result in the forfeiture of the student’s right to challenge a grade or lodge a complaint against an instructor.

These are the steps that must be taken:

**Step One:** The student must first communicate with the instructor to discuss the complaint and attempt satisfactory resolution. If successful, no further action need be taken.

**Step Two:** If unsuccessful in Step One, the student will write a letter to the Chair of the instructor’s department (this information is available at the Admissions and Records Office in Elko or from the Center) requesting a meeting between the student, the instructor, and the department chair. The department chair will respond within 15 days of receipt of the written request and establish a mutually agreeable date and time for the resolution meeting. After hearing both sides, the department chair will recommend a solution. Acceptance of this solution by both the student and the instructor ends the complaint procedure and no further action will be taken. (Note: In the event that the instructor is also the department chair, the student will write the request for a resolution meeting to the Chair of the Faculty Senate. The Senate Chair or a designee of the Senate Chair will fulfill the responsibilities of a department chair as outlined above.)

**Step Three:** Failure of remedy in Step Two requires a written complaint to be submitted to the Academic Standards Committee of the Faculty Senate. This complaint may be submitted by either the student or the instructor if either is not satisfied by the recommended solution of Step Two. (If requested, this will be done by the department chair or the Senate Chair or designee. This action must be accomplished within five days of the failure of Step Two.) Within 15 days of receipt of the written complaint, the Academic Standards Committee will arrange for the student and the instructor to be heard before a full or quorum meeting of the Academic Standards Committee; the Chair involved in Step Two will be in attendance if deemed necessary by the student or the instructor. Within 15 days of this meeting the Chair of the Academic Standards Committee will provide a written recommendation to resolve the issue. Copies will be given to the student, the instructor and the department chair or Senate Chair designee (as appropriate).

**Step Four:** If the issue is still unresolved to the satisfaction of either party, a written request of review must be lodged in the Office of the Vice President for Academic Affairs within three calendar days of issuance of the Academic Standards Committee’s recommendations. The Vice President for Academic Affairs will, after reviewing the documentation of the previous three steps, issue a written decision which will be the final solution.

**Note:** During summer months, faculty may not be available to complete the appeal process. The student still must initiate the appeal within 30 calendar days of the end of the semester, but it is possible that an appeal relating to spring semester may not be resolved until fall semester.

State the attendance policy in the syllabi.
COURSE PLANNING

► Test Proctoring

On the Elko campus, if a student needs to take a make-up test outside of the regularly scheduled class time, arrangements can be made to have the Academic Success Center (ASC) proctor the test. The Testing Center requires that the Testing Center Form be completed prior to a test being proctored. The form can be accessed at the following website: [http://www.gbcnv.edu/asc/testing.html](http://www.gbcnv.edu/asc/testing.html)

The Center’s staff will administer the make-up test using the instructions provided by the instructor and retain the completed test once it is completed. On other campuses, check with site administrator for test proctoring information.

COURSE PLANNING

► Creating Your Own Web Page

Creating a web page will allow an instructor to upload class syllabi, provide supplemental material, and comment on their classes. Web page, syllabi, and comments will be linked to the Browse for Classes schedule entries that students see while selecting classes. To create a web page, first contact the GBC Webmaster for a password by emailing gbcweb@gbcnv.edu. Once a password is in place, use the “Your Own Web Page” tool at: [http://www.gbcnv.edu/facstaff.html](http://www.gbcnv.edu/facstaff.html)

COURSE PLANNING

► Canvas Instructor Guide

The Canvas Instructor Guide is available through the Adjunct Faculty Orientation website on WebCampus: [https://gbcnv.instructure.com](https://gbcnv.instructure.com)
General Information
GENERAL INFORMATION

► Access to Campus Facilities

Great Basin College maintains open campuses available to faculty, staff, students and the local community during normal business hours. During these times when classes, meetings, or special events are scheduled, Security and/or Buildings and Grounds will have staff on campus to provide assistance.

Open access to campus facilities is provided with the understanding that:

- All persons will be treated with courtesy and respect;
- All buildings and equipment are used in the manner originally anticipated;
- All persons will comply with any posted signage;
- All persons will follow normally accepted safety and behavior standards.

The offer of open access may be revoked should any person be found to cause damage to any GBC property or be involved in harmful, unsafe, or illegal behavior while on campus property.

All labs (science, occupational, and art) should be secured when scheduled classes are not in session. During open lab times, either a faculty member or a teacher’s assistant must be present to ensure the safety of all students. Faculty and staff entering buildings after hours by use of key access are responsible for ensuring that the building is secured while they are inside for their own safety. Upon departing a building after hours, faculty and staff must ensure that all exits are locked as they leave.

GENERAL INFORMATION

► Audio-Visual Equipment

If audio/visual equipment or equipment repair is required on the Elko campus, access the interactive forms through the Faculty & Staff website at http://www.gbcnv.edu/library/faculty under Library Resources. Submit the request at least one week in advance. For technical assistance, call the Office for Classroom Technology at 753.2306.

GENERAL INFORMATION

► Computer Access

Each instructor is entitled to receive a login to the College network and to PeopleSoft. This will provide access to necessary programs and file storage for instructors while on campus. On the Elko campus, computer access is available in the Adjunct Faculty and Employee Lounge, Computer Labs and the Library.

Access cannot be granted until all personal information is entered by Human Resources. The application form for a system account must be signed by the site administrator or department chair before access is granted. The user name will be the 10 digit PeopleSoft number. Instructors can obtain a System Account application at the following website, from the site administrator or department support staff

As a security measure, passwords to the College network expire every 90 days, so be sure to mark the calendar and enter a new password before access to the account is denied.
GENERAL INFORMATION

► Email

A college email account is required for each adjunct faculty member. GBC uses Google Gmail as its primary source of communication with adjunct faculty. Each instructor is assigned an email account free of charge. Before an account can be created, a "Universal Access" form, also known as a "System Accounts Information" form, must be completed. This form is located on the Faculty and Staff webpage at http://www.gbcnv.edu/facstaff.html. Contact the department support staff, Human Resources, or site administrator to begin the process of obtaining a username and password.

- If a College email account was previously assigned, then the old username and password should still work.
- Passwords will expire every 90 days.
- For more information about user names and passwords, visit http://www.gbcnv.edu/passwords/.
- If problems occur contact the Elko Help Desk for assistance at helpdesk@gbcnv.edu or by calling 753.2167.

GENERAL INFORMATION

► Copy Machine Access

In order to make photocopies, please request a Zerox-Auditron ID from the site administrator, support staff, or from Media Services in Lundberg Hall. On the Elko campus, copies can be made in Media Services or in the Library.

It is the policy of GBC to comply strictly with the copyright law of the United States, Title 17, and United States Code. This information is available online at Title 4 – Chapter 12 – Intellectual Property Policy: www.gbcnv.edu/senate/archives/2005.../Textbook_Policy_Info...doc

In general, be judicious in the use of photocopying. Avoid large volumes of copying, and if there is a need for this scale, contact the department first for direction. Also, do not encourage students to print large volumes of material in GBC computing labs. Use electronic links to information in websites or WebCampus when possible.

GENERAL INFORMATION

► Directories

The directories website, available under Quick Links on the GBC home page, provides:

- Faculty and staff contacts including phone numbers, addresses, and emails
- An Adjunct Faculty Directory
- A directory of departmental web pages and contacts, along with other campus offices
GENERAL INFORMATION

► Key/Classroom Access

For most classes instructed by adjunct faculty, classrooms should be open during the regular operating hours of the campus. If a key is required for a classroom, contact the department support staff or site administrator. A key request form (http://www.gbcnv.edu/hr/forms.html under Misc Forms) must be completed and submitted to the Human Resources department in Elko or to the site administrator for regional centers. Your signature, along with the department chair’s or site administrator’s signature, will be required prior to a key being issued. Requests may take up to three days to process.

Duplication of keys is not allowed. In the event that keys are lost or stolen due to the key holders’ negligence, replacement fees will be adhered to as outlined on the key request. After completing the last course of the term and prior to leaving the College, all building keys and classroom keys must be returned to Human Resources. An adjunct faculty member at a center must return keys to the site administrator. Keys belonging to departments such as cabinet keys, closet keys, tool box keys, etc. must be returned to the department chair. Employees failing to return their keys before leaving the college may have a financial hold placed on their final paycheck.

GENERAL INFORMATION

► Mailbox and Office Space

At the Elko campus, adjunct faculty mailboxes and office space are located across from the Library in McMullen Hall. Six computer workstations with Internet access, phones, a refrigerator, microwave and an eating/lounge area are also located within this area. The workroom is open from 6:00 a.m. to 9:00 p.m. Monday-Thursday; 6:00 a.m. to 5:00 p.m. Friday; and 8:00 a.m. to 5:00 p.m. on Saturday. At the centers, check with the site administrator.

If you teach a live class in Elko, a faculty mailbox will be assigned prior to the start of each semester. If you don’t teach a live class but would like a mailbox contact your department support staff. For adjunct nursing and PEX instructors, your mailboxes are located in the health science and fitness center respectively. Check mailboxes regularly for important correspondence. If any questions arise about the mail, contact Institutional Research at 753.2108.

GENERAL INFORMATION

► WebCampus Login

Contact the Instructional Technology Specialist at 753.3511 or techdesk@gbcnv.edu in the Curriculum Development Department to set up a class and receive course development assistance. The Instructional Technologist will travel to centers upon request. Students’ WebCampus IDs and passwords will be given directly to the instructor for web enhanced and hybrid courses. Students’ WebCampus IDs and passwords will be mailed to students for Internet (online) courses. If students register less than a week before class starts, they will need to contact the Help Desk to obtain the information.
GENERAL INFORMATION

► Supplies/Materials

In order to purchase supplies, books, or other materials for class, obtain an approval from the department chair or site administrator. The college cannot reimburse for any items bought without a purchase order. Contact the appropriate site administrator or support staff for necessary teaching supplies, such as record books, tablets, highlighters, pens, pencils, dry erase markers, etc. Faculty may NOT sell supplies or materials to students in their courses.

For more specific information concerning the college’s purchasing procedures refer to Section 4.1 of the GBC Administration’s Policies & Procedures, which can be found at http://www.gbcnv.edu/administration/policies.html.

GENERAL INFORMATION

► Travel Procedures

There may be times when an adjunct instructor is asked to travel for the college. The department chair, support staff, or site administrator will provide guidance with travel procedures. An "Employee Travel Request Authorization" form must be completed and approved prior to travel taking place. Upon returning from the trip a "Travel Claim" form must be completed, approved, and turned in to the Controller’s Office within 15 days to receive reimbursement.

For more specific information concerning the college’s travel procedures refer to Section 4.9 of the GBC Administration’s Policies & Procedures, which can be found at http://www.gbcnv.edu/administration/policies.html.

GENERAL INFORMATION

► Vehicles

The Branch Center Administrator or the Elko Controller’s Office will schedule the use of a college vehicle on a first-come, first-serve basis for field trips or off-campus classes. Only GBC employees or students may use or be in college vehicles and they are only to be used for college business. An Employee Driver’s Acknowledgement Form/Work Related Business form must be completed and turned in to the Controller’s Office prior to reserving a vehicle. A copy of the form is located on the Controller's Office website at http://www.gbcnv.edu/controller/.

A vehicle may be scheduled up to six weeks in advance by calling 753.2251. Keys can be picked up at the Controller’s Office in Berg Hall prior to your trip. At that time, the school credit card for fuel purchases will be issued. Vehicles should be re-fueled and trash disposed of before it is returned to the compound. Return the fuel receipts along with the vehicle keys and credit cards when returning from the trip. Regional Centers may not have a GBC vehicle available in which case you can be authorized to use a personal vehicle and receive reimbursement. Discuss vehicle use with the site administrator well in advance of the trip.

If any problems occur with a vehicle while traveling, notify the Controller’s Office immediately so repair work can be scheduled. If travel plans are cancelled or need to be rearranged, notify the Controller’s Office right away to allow other employees access to the vehicles.
Compensation, Benefits, and Performance Information
Human Resources Information

Payroll information, including the GBC Employee Self Service, can be found at www.gbcnv.edu/hr/links.html

Part-time Employee Packet Forms

Below are the forms that must be completed BEFORE payment can be processed or user ID and passwords can be generated. The forms can be found at http://www.gbcnv.edu/hr/pep.html

- Application for Part-time Employment
- NSHE Pre-Employment Certification Form
- Equal Employment Opportunity Data Collection Sheet
- Oath/Affirmation (for Adjunct Instructors and Tutors)
  THIS MUST NOTARIZED
- Personal Data Form
- Form W-4 – Complete all applicable information (including mailing address), sign and date
- Direct Deposit – Attach voided check or verification of account
- Form I-9, Employment Eligibility Verification – Complete section #1, sign and date
  YOU MUST PROVIDE THE REQUIRED DOCUMENTATION LISTED IN SECTION 2
- Enrollment form for FICA Alternative Plan
- Statement concerning employment in a job NOT covered by Social Security
- Windfall Elimination Provision
- Designation of Beneficiary for Unpaid Compensation
- Policy Statement – Alcohol/drug Free Workplace
- Acknowledgment Form – Sign indicating receipt of policy statements
- System Accounts Application

Return completed documents to:

Battle Mountain Employees – Ami Rogers
Elko Employees – Human Resources Department
Ely Employees – Mary Swetich
Pahrump Employees – Diane Wrightman
Winnemucca Employees – Lisa Campbell
Center Employees – To the local Center Coordinator

If there are any questions, please contact:

Human Resources Office
Great Basin College
1500 College Parkway
Elko, NV 89801
775.753.2194
**Pay Schedule**

Upon receipt of all required payroll documents, the Human Resources Department will prepare and email a Letter of Appointment (LOA) to the designated Google Gmail account. If the Google Gmail account hasn’t been assigned at the time of contract issuance, the LOA will be mailed to the address that appears on the W-4. If a Google Gmail account is needed, contact the department support staff, Human Resources, or site administrator. The LOA is a temporary contract that must be signed, dated and returned to Human Resources before payment can be issued. Read this document carefully to verify all information is correct. The signed and dated LOA can be returned physically to Human Resources, via mail (GBC/Human Resources, 1500 College Pkwy, Elko, NV 89801), faxed to 775.753.5428 or emailed to hr-payroll@gbcnv.edu. For any questions, contact the Human Resources Department at 753.2194.

Adjunct faculty are paid $800 per credit regardless of experience or degrees held.

Payment for wages during the fall semester will occur on the first working calendar day of October and on the first working calendar day of March for the spring semester. These days may vary depending upon the timely submission of the payroll documents and the start date of classes. All paychecks will either be mailed to the current address listed with Human Resources or directly deposited. Contact Human Resources for questions or concerns regarding wages.

**Grant-In-Aid**

Adjunct faculty members are encouraged to enroll in classes. Temporary adjunct faculty (as defined in Title 4, Chapter 3 of the Board of Regents Handbook) are eligible to receive grant-in-aid for credit classes up to the number of credit hours the adjunct faculty member has taught the previous or current semester. The eligibility based on credit hours shall not be cumulative from semester to semester. Adjunct faculty can register for credit or audit in any credit course with the limitations as noted below.

The grant-in-aid is applicable only to courses taken during the fall and spring regular semesters and must be taken at GBC.

- The grant-in-aid is not applicable to courses offered by the Division of Continuing Education.
- Lab fees and other special fees are not included in grant-in-aid.
- Nonresident adjunct faculty shall not be assessed nonresident tuition for fall or spring semester registration under grant-in-aid.
- Grant-in-Aid cannot be used by spouses or financially dependent children.
- Instructors employed through Continuing Education are not eligible for grant-in-aid.

For questions, contact the center administrator or the Vice President for Student Services Office at 753.2184.
In-service, Welcome Back, Department, and Faculty Senate Meetings

The purpose of the Adjunct Faculty Committee is to represent adjunct faculty interests and concerns to both the Faculty Senate and administration. Adjunct faculty are encouraged to attend Faculty Senate meetings. Refer to the Faculty & Staff webpage at [http://www.gbcnv.edu/senate/](http://www.gbcnv.edu/senate/) for information and meeting schedules.

Several in-service activities are held during the week prior to the semester start date. There are a wide range of sessions scheduled that will assist adjunct instructors with teaching methods, policies and procedures, and professional enrichment.

Departments often schedule several meetings for their faculty throughout the fall and spring semesters. Contact either the department chair or support staff for more information.

Faculty Absence

If a class must be cancelled due to an emergency or illness, notify the department chair, support staff, site administrator, or the Academic Affairs office at 753.2187 or 753.2266 as soon as possible. An effort will be made to notify students of the cancellation.

If advance notice is known, then let students know as early as possible; plan to reschedule the missed class or arrange for a substitute. Notify students that were absent of the change in schedule. As a reminder, missed classes must be made up by rescheduling the session. Since such changes can cause scheduling conflicts with other classes, it is imperative to coordinate changes with the site administrator or the Elko Facilities Scheduler at 753.2101. The Interactive Video Office must be contacted if the course taught using IAV technology. The IAV office can be contacted at 753.2306.

Adults are serious minded, and they want their money's worth from the class. Immediate complaints are received when an instructor is late, dismisses class early, or does not make arrangements for a substitute. Make every effort to give students full value for their money.

Adjunct Faculty Evaluation

Because of instructional funding requirements, community colleges rely upon adjunct faculty for a substantial portion of instruction. The importance of these faculty is particularly true for smaller colleges and for colleges serving a large geographic area, like GBC. Adjunct faculty provide much more diversity in GBC’s offerings than would be possible with full-time faculty only. Many GBC adjunct instructors have a long, valued history in teaching for the College and representing the College in their communities.

For new adjunct instructors, evaluations are required the first semester of instruction. An observation is to be completed no later than November 30th of the fall semester or April 30th of the spring semester. The observer/instructor conference is to be held within two weeks of the observation. A final copy of the paperwork will be sent to the faculty member.

Following Northwest Commission on Colleges and Universities accreditation requirements, all adjunct faculty will be evaluated every fifth year thereafter or as deemed necessary.

The forms used for the Observation/Appraisal and for the Conference can be found at [http://www.gbcnv.edu/administration/policies.html](http://www.gbcnv.edu/administration/policies.html) under Section 5.25 of the GBC Administration’s Policies & Procedures.
Policies & Procedures
Student Conduct Policy

Great Basin College (GBC) is a member institution of the Nevada System of Higher Education (NSHE) and encourages all students to pursue academic studies and other College-sponsored activities that promote intellectual growth and personal development. Students are responsible for complying with NSHE and College guidelines and meeting the appropriate College requirements. In joining the academic community, the student enjoys the right of freedom to learn and shares responsibility in exercising that freedom. Students are expected to conduct themselves in accordance with College standards.

When a complaint or charge of student misconduct is brought forth, it shall be processed in accordance with the policies and procedures prescribed in the NSHE Board of Regents Handbook Title 2, Chapter 6. For purposes of this document, the term “member of the College community” as it applies to students includes all persons taking courses at GBC, both full-time and part-time students. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College are considered “students.”

For a complete information visit: http://www.gbcnv.edu/catalog/catalogs/catalog2012.pdf

Copyright Policy

It is the policy of Great Basin College to comply strictly with the copyright law of the United States Code, Title 17. For detailed information, visit http://www.copyright.gov/title17/

Services for Students with Disabilities

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Students with Disabilities Office, located in the Leonard Center for Student Life, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.

For more information or further assistance, contact the ADA Officer, at 753.2271.

Affirmative Action Policy

Great Basin College, a member of the Nevada System of Higher Education, is an Affirmative Action/Equal Employment Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, age, religion, color, gender, including pregnancy related conditions, sexual orientation, disability, whether actual or perceived by others and including service related disabilities, national origin, military status or military obligation, gender identity or expression or genetic information. This principle is applicable to every member of the GBC/NSHE community, both students and employed personnel at every level, and to all facilities and services. Questions regarding the compliance with Equal Opportunity Law should be referred to one of the following:
POLICIES & PROCEDURES

► Alcohol and Drug Abuse Policy

Great Basin College has joined other colleges and universities across the nation in encouraging the elimination of alcohol and other drug abuse on our campuses and in our communities. While the majority of adults who drink do so in an acceptable and responsible adult manner, there is a substantial number who misuse and abuse alcohol with resulting problems in health, academic and vocational performance, social and personal relationships, and financial and legal matters.

GBC values the right for anyone to make personal choices. As with any privilege, there is a responsibility. To those choosing to drink alcoholic beverages comes the duty of doing so in a manner that is consistent with the laws of the state and community norms, and with respect for the rights of others.

In order to reduce and prevent alcohol-related problems, we have developed a substance abuse prevention program. During the academic year, GBC will offer information and programs which will include:

- Identification of the values and attitudes related to drinking.
- Recognition of one’s own motives for choosing to drink and development of appropriate decision-making skills.
- Presentation of information regarding alcohol and its potential effects on the individual and society.
- Intervention and referral services including pamphlets, films, posters, and other information on alcohol and other drugs.

In addition, as part of the Drug-Free Schools and Communities Act, campuses are asked to provide students with information on campus rules and regulations pertaining to alcohol and other drugs, the health and social effects, legal sanctions, and counseling and treatment programs available.

Standards of Conduct

The Board of Regents Handbook, Title 4, Chapter 20, Section 4, states the NSHE’s alcoholic beverage policy. It governs storage, possession, and use of alcoholic beverages by people of legal age. It also mandates disciplinary action against “any student who exhibits offensive behavior on University owned or supervised property while under the influence of alcoholic beverages.” The complete policy can be found at [http://www.gbcnv.edu/hr/admin/pep/docs](http://www.gbcnv.edu/hr/admin/pep/docs).

Legal Sanctions

Legal sanctions are governed by the Nevada Revised Statutes. Such sanctions result from a police report filed with the District Attorney’s Office. Legal action may take place concurrently with campus disciplinary action.
**Campus Disciplinary Sanctions**

**Alcohol**
Counseling and assessment; campus probation; campus disciplinary probation; extended probation with counseling; suspension and/or expulsion: for violations of campus policy which include other offensive or recidivist behavior.

**Drugs**
Disciplinary probation and referral to assessment/ treatment; suspension and/or expulsion: for violations involving possession or use. For more information or to arrange for program services and assistance, contact 775.753.2271.

**POLICIES & PROCEDURES**

**Family Educational Rights and Privacy Act (FERPA)**
Each semester, GBC informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, in the Class Schedule and Catalog. This act was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. (This does not, however, include challenging the fairness of a grade.)

The law also provides the student with the right to inspect and review all information in his/her educational record. Under the provisions of FERPA, institutions may disclose, without consent, directory information to individuals upon request.

At GBC, directory information is defined as name, address, dates of attendance, full-time/part-time status, degree awarded, major filed, and date of graduation.

**POLICIES & PROCEDURES**

**AIDS Policy**
The Nevada System of Higher Education (NSHE), in order to address the personal, administrative medical and legal problems associated with the Acquired Immune Deficiency Syndrome (AIDS), has established the following guidelines. The complete policy can be found at [http://www.gbcnv.edu/hr/admin/pep/docs](http://www.gbcnv.edu/hr/admin/pep/docs). These are intended to provide direction for our institutions when dealing with the disease of AIDS and AIDS related issues.

The primary response of NSHE institutions to AIDS should be increasing awareness and education – for students, employees, faculty and others. Effective education based upon the best currently available information will aid in preventing the spread of the disease.

Individuals will not be required to undergo screening for AIDS as a condition of enrollment, employment or financial services. Faculty, students and staff who are diagnosed as having AIDS, AIDS related complex, or a positive antibody test, and who are otherwise qualified, should be afforded normal classroom attendance, working conditions, student housing, benefits and participation in curricular and extracurricular activities in an unrestricted manner, as long as they are physically and psychologically able to do so. Decisions regarding such individuals will be made on a case-by-case basis, taking into account the individual’s behavior and physical condition.

The American College Health Association special report entitled *AIDS on the College Campus* contains guidelines based on current knowledge of AIDS-related issues. It is suggested NSHE institutions refer to this report for guidance in addressing local needs.
It is also recommended that the Center for Disease Control guidelines be used to insure the safety of students, staff and faculty when handling human blood, blood products and other secretions.

Each NSHE institution will establish procedures to respond to AIDS-related concerns as well as to public inquiries.

These guidelines will be revised as necessary in response to the release of new scientific information.

POLICIES & PROCEDURES

► Sexual Harassment Policy

The Nevada System of Higher Education (NSHE) and Great Basin College are committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, GBC will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. The complete policy can be found at http://www.gbcnv.edu/hr/admin/pep/docs.

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

Sexual harassment is a form of discrimination; it is illegal.

It is expected that students, faculty and staff will treat one another with respect.

POLICIES & PROCEDURES

► Sexual Assault Policy

Great Basin College has a zero tolerance policy for any type of assault including sexual assault. Anyone who believes they may be a victim of assault should contact the police department by calling 911 first, and then contact security or the site administrator to respond to the specific location on campus. The Director of Safety & Security and the Vice President of Student Services must be notified either by security, the site administrator or directly by the victim.
Title IX (Anti-Discrimination Policy)

Title IX of the Education Amendments prohibits sex discrimination in federally-assisted programs. Specifically, the law reads: “No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Equal educational opportunity includes admission, access to College activities, facilities, courses, financial assistance, employment, and counseling.

Great Basin College interprets Title IX to include sexual harassment (http://www.gbcnv.edu/rights_responsibilities/harassment.html). The College affirms that no person shall, because of sex be denied participation in, or be denied benefits, or be subjected to discrimination in any educational program or activity.

Grievance procedures are clearly defined and available to all students and employees. In keeping with the policy of Great Basin College against unlawful discrimination, all inquiries and complaints of alleged discrimination based on race, age, religion, color, sex, sexual orientation, disability, and national origin should be directed to the following:

**Vice President for Student Services**
Great Basin College
1500 College Parkway
Elko, Nevada 89801
775.753.2282

Those wishing to pursue a civil rights complaint beyond the local level should direct their inquiries to the following:

**Office for Civil Rights**
United States Department of Education
50 United Nations Plazas, Room 239
San Francisco, California 94102

---

Tobacco Free GBC

In response to student surveys and NRS 202.249 which states, “It is the public policy of the State of Nevada and the purpose of this statute to place restrictions on the smoking of tobacco in public places in order to protect the human health and safety...” the Administration of Great Basin College has approved “smoke free” campus. Smoking areas are designated as outside all buildings. The policy is based primarily on state statute which says, in general, that smoking tobacco in any form is prohibited in any public building.

The complete policy is available online at http://www.gbcnv.edu/rights_responsibilities/facilities.html.
PeopleSoft Information
MyGBC (PeopleSoft)

MyGBC provides adjunct faculty with improved online information and self-service capabilities 24 hours a day. The system allows access to class rosters input grades. MyGBC is Great Basin College's version of the PeopleSoft system used by all Nevada System of Higher Education (NSHE) institutions. The PeopleSoft system uses the User IDs for both students and employees that are universal across NSHE institutions.

For assistance with MyGBC, please read the Frequently Asked Questions (FAQs) found on the MyGBC Self-Server Center login Web page. More information is available to help specifically about obtaining rosters and inputting grades in the Faculty Center Help area on the home page of MyGBC Faculty Self-Service Center.

Accessing PeopleSoft

- To access PeopleSoft, start with the GBC home page at www.gbcnv.edu
- Click on MyGBC
- Type in your 10-digit User ID and password

Student Information

To begin, click on Campus Community > Student Services Ctr (Student). The easiest way to retrieve information is to use the student’s 10-digit ID number. If that is not available, enter the last and first names, and press Search. If there is more than one student listed with the same name, click on your student.

Adding Favorites

To save time for tasks done routinely, utilize the Add to Favorites feature. For example, to get to your schedule quickly, take the following steps.

1. Click on Self Service
2. Click on My Schedule
3. In the upper right corner, click on Add to Favorites
4. A pop-up will ask for a name, such as Richard’s Schedule and click OK. Once that is complete, the new link is now in the Favorites list pull-down menu in the upper left corner.

Searching for Classes

From the MyGBC home page, click on Self-Service > Class Search / Browse Catalog > Class Search. Once there, complete the following selections.

- Term: Use the pull-down menu to choose the term.
- Select Subject: Click on this button to see the alphabetized list of subjects.
- Instruction Mode/Location: OPTIONAL: Can be included to refine the search.
- Search: Click on the button for the search to run. In the new window, click on the arrow to the left of the class to see complete class information.
- Select Class: This will give the individual class details and enrollment information.
PEOPLESOFIT INFORMATION

► My Schedule

From the MyGBC home page, click on Self Service > Faculty Center > My Schedule. The available choices include:

- **Change Term**: The current semester is the default so in order to see an upcoming semester, for example, click on the Change Term button and select a different term.

- **Select display option**: Choose Show All Classes to view all your classes or choose Show Enrolled Classes Only to see classes with enrolled students only.

- **My Exam Schedule**: The current semester will be displayed as well as any final exams scheduled. The default is ‘You have no final exams scheduled at this time’.

- **Class Roster Icon**: Click on the class roster icon: 📚 to see the students enrolled.

- **Grade Roster Icon**: Click on the grade roster icon: ✍️ to assign grades and post the grade rosters.

- **View Weekly Teaching Schedule**: Located at the bottom left, this allows weekly schedules to be both displayed and printed.

PEOPLESOFIT INFORMATION

► Class Roster

The class roster allows for viewing and printing the roster, emailing students either individually or collectively, and submitting Early Alert forms for those students at-risk of academic failure or dropping out.

QUICK TIP: By clicking on the student’s name, an email addressed to the student will open in the window. This function, however, does not work from home computers or computer labs.

From the MyGBC home page, click on Self Service > Faculty Center > Class Roster. The available choices include:

- **Change Class**: Clicking this button will return to My Schedule to allow selection of a different class and class roster.

- **Select All/Clear All**: All students can be selected (or unselected by using Clear All).

- **Notify Selected Students**: Use the checkboxes to choose the students first, and click this button to open an email screen with the select students’ email addresses as recipients.

- **Notify All Students**: An email screen will open with all the students’ email addresses as recipients.

- **Printer Friendly Version**: In addition to printing, from here the roster can be copied to a spreadsheet.

- **Early Alert**: There is a link to the Early Alert form for each student. Once the form has been completed with detailed information, click on the Send Alert button.
PEOPLESOFT INFORMATION

Grade Roster

Step 1: From the MyGBC home page, click on Self Service > Faculty Center > Grade Roster.

Step 2: To add grades, begin by clicking on the Grade Roster icon: to the left of the list of classes.
   • If the icon is not visible, your roster is not yet available. Semester class grade rosters will open the end of April or November. Classes that are dynamic dated (any dates other than the traditional semester) will open 24 hours after the last class date.
   • To view all students, scroll to the bottom of the page and click on View All.
   • You can also download your roster by clicking on Download at the bottom of the page. The roster will open in MS Excel. We recommend downloading before and after grading.

Step 3: Set Grade Roster Type to Final Grade.

Step 4: Leave Not Reviewed as the Approval Status as grades are entered.

Step 5: To assign a grade to each student, use the pull down menu and select the grade.
   • Students can be graded individually or as a group. To assign a grade to a group, check the selected students’ names, scroll to the bottom and use < - add this grade to selected students.
   • If the grade is “W”, the date of withdrawal is required.
   • If the grade is “I”, the last date attended is required. Also, if an Incomplete is assigned, a hard copy Record of Incomplete Form must be completed and submitted to Admissions & Records.
   • If the student has never attended, then check Never Attended and the date will be entered automatically.
   • If the Grade Roster type is incorrect (P-W-I instead of A-B-C, for example), please let the support staff know.

Step 6: Before proceeding to the next step, Save the Grade Roster.

Step 7: Approving the Grade Roster: When grade rosters are generated, the initial approval status is Not Reviewed. The other status options are Ready for Review when grades have been entered and the roster is pending approval by the instructor. Approved is where grades have been entered for all students, the roster has been approved by the instructor, and it is ready to be posted through Student Services.

To approve a grade roster:
   a. In Not Reviewed status, continue to add and update student grades.
   b. When finished entering grades for all students on the roster, select Approved.

   • Approved is only an available option for the instructor and placing your roster in Approved status and savings the file is equivalent to signing off on your roster.
   • All roster grade boxes must be populated (all students have a valid grade) before you can change the roster status to Approved.
   • Once Approved, the roster grade boxes are disabled, disallowing changes. All rosters that have been put into an Approved status will be automatically posted. Please note that this means that all rosters in an Approved status are subject to being posted even before the final grading deadline.
   • If changes are required to a grade roster once it has been put into an Approved status, change the roster status to Not Reviewed and make changes. When finished, change the status back to
Approved (remember to press the Save button, bottom left corner of screen) and grades will be posted that evening.

- Once the roster is Posted, changes can only be made by submitting a Grade Change Form to Admissions and Records.

Step 8: Click Save. When the save process completes, Saved temporarily appears at the top right corner of the screen. Check to make sure no error messages display after your click Save.

Step 9: Finally, confirm that the grades were saved by verifying the following that the Approval Status field displays Approved.
Safety and Security
SAFETY AND SECURITY

 ► **Department of Environmental Health, Safety and Security**

   The mission of the Department of Environmental Health, Safety and Security at Great Basin College is to provide a safe and secure environment for all staff, faculty, students and visitors on all of the college campuses.

   The Department encourages all faculty and staff to be active in helping to keep the Great Basin College campuses a safe place for all. Be aware of the surroundings, use common sense precautions for personal safety, lock vehicles when parking and when possible at night, walk with friends. If any suspicious or unusual activity is observed, contact security or the site administrator so the situation can be investigated. If suspected criminal activities are seen, report it immediately.

SAFETY AND SECURITY

 ► **No Children in Classrooms, Labs or Access Areas**

   Great Basin College (GBC) is committed to providing a place of instruction that is conducive to learning; and that is, to the greatest extent possible, free from distractions. Only enrolled students should be present in classrooms, field trips, fitness center(s) and lab facilities.

SAFETY AND SECURITY

 ► **Pet Policy**

   The only pets (dogs, cats, birds, rabbits, ferrets, etc.) that are allowed inside our campus buildings are those trained and licensed as handicapped assist animals. It is not okay to bring a pet to work or class and expect others to be as happy about it as you are. Some members of the campus community are not pet people, some are allergic to fur and some just think this is a distraction to the work and learning setting. Please be courteous to our faculty, staff and students and leave pets at home.

SAFETY AND SECURITY

 ► **Reporting an Emergency**

   Our primary objective is to make visitors, students and staff feel safe and secure while on any GBC campus. At the Elko campus all security officers carry mobile radios to provide instant communication with campus staff and outside emergency service agencies. Security officers carry a campus cell phone for immediate contact by anyone requiring security assistance at the Elko campus, 775.934.4923. At Battle Mountain, Ely, Pahrump and Winnemucca assistance is available by contacting the front desk or site administrator. On the Elko campus, call boxes are located in convenient locations along the main pathways between buildings. It should be noted that Berg Hall and the High Tech Center do not have call boxes because of the location of the switchboard and easy access to staff and telephones. All call boxes provide direct contact with the on-duty Security and Buildings & Grounds radios. Call boxes may be used to summon assistance during a medical or other type of emergency, lost individuals, or by those who may require key assistance for building or office access.

   **Contact numbers to know:**
   - Security On-Duty Staff cell 934.4923
   - Director of Environmental Health, Safety and Security 753.2115
   - Vice President for Student Services 753.2282
SAFETY AND SECURITY

► Emergency Procedures

GBC is committed to ensuring the safety and security of faculty, staff, and students. Any member of the campus community who observes a criminal action or an emergency situation is responsible for immediately reporting the situation to the Security Department in Elko or the site administrator.

Security/Buildings & Grounds in Elko can be contacted by dialing the campus operator (Dial “0”) from any campus extension. On the Elko campus, assistance may also be obtained by activating any of the call boxes located on the campus pathways. If the police department, fire department or an ambulance is required, dial 9-911 from any campus extension and notify the dispatcher of the emergency.

For non-emergency reports, Security is available seven days a week during the semester. On the Ely, Battle Mountain, Pahrump and Winnemucca campuses, non-emergency reports may be filed with the site administrator during normal business hours. All reports are forwarded to the Director of Safety and Security for review and she will also be responsible for any investigation required after the incident.

Annual training for emergency procedures is a requirement for all GBC employees. Training sessions will be scheduled periodically throughout the semester. Topics covered include fire procedures, bomb threats, workplace violence, earthquakes, and any other unexpected emergencies that may arise.

The Safety and Security website is available at http://www.gbcnv.edu/security/ where campus safety programs, policies and reporting procedures may be reviewed.

SAFETY AND SECURITY

► Disruptive Behavior In and Outside the Classroom

Do not be concerned that you will violate confidentiality by contacting response personnel or that you are overreacting. Your information will be taken seriously and investigated as discreetly as feasible.

Level I  Examples

- Repeated requests for special consideration, extensions, etc.
- Unusual or exaggerated emotional responses.
- Withdrawn from activities or decreased participation in class.
- Feeling “stressed-out” or overwhelmed with the college experience.
- Homesickness/death in family.

Response

- Faculty member talks to the student after class.
- Faculty member calls Julie Byrnes 753.2271 or 397.1349 or Jennifer Pierce 753.2255 or 397.8868 and discusses the concern. Julie or Jennifer contacts the student, sets an appointment, and meets with the student.

LEVEL II  Examples

- Habitual interference with classroom environment.
- Appears troubled or confused.
- Persistent and unreasonable demands for time and attention.
- Demonstrates bizarre behavior.
- Intimidating or harassing another person through words and/or actions.
Response

- Faculty member contacts VPSS Lynn Mahlberg 753.2282 or 340.2047 and/or their site administrator and reports concern. (If the faculty member feels the need for immediate assistance in the classroom, call security at 934.4923.)
- Non-emergency, Lynn calls Julie Byrnes, Jennifer Pierce, and/or Pat Anderson, if necessary.

LEVEL III Examples

- Physical violence.
- Bringing/displaying a weapon.
- Discussing a plan for self or other harm.
- Obvious self-abuse.
- Disconnection with reality.
- Display of severe physical or mental illness.
- Suicidal Ideation.

Response

- Remain calm – do not raise your voice or challenge the student.
- If emergency, call 911.
- Call Security at 934.4923 or contact the site administrator. Pat Anderson and Lynn Mahlberg are notified by security or the site administrator. President is notified.

LEVEL IV Examples

- Active Shooter
- Shelter in Place (caused by chemical spill, gas leak, or unbalanced person).

Response

- Assess the situation!
- If safe, evacuate yourself and students to a safe location.
- If not safe:
  a. Lock the door of the classroom
  b. Close windows, blinds, drapes, etc.
  c. Keep everyone calm, quiet, and inside the room.
  d. If you have the ability, call 911.
  e. Do not leave the room unless emergency personnel instruct you.

- Notification is the same as Level III.

POINTS TO REMEMBER

Site Administrators

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battle Mountain</td>
<td>775.635.2318</td>
</tr>
<tr>
<td>Ely</td>
<td>775.289.3589 (office)</td>
</tr>
<tr>
<td></td>
<td>775.293.2065 (cell)</td>
</tr>
<tr>
<td>Pahrump</td>
<td>775.727.2017 (office)</td>
</tr>
<tr>
<td></td>
<td>313.549.4424 (cell)</td>
</tr>
<tr>
<td>Winnemucca</td>
<td>775.623.4824 (office)</td>
</tr>
<tr>
<td></td>
<td>775.304.5940 (cell)</td>
</tr>
</tbody>
</table>

Counseling

Currently, GBC has an agreement with UNLV for counseling via interactive video. This is arranged through Julie Byrnes at 775.753.2271 (office) or 775.397.1349 (cell). In her absence, please call Jennifer Pierce at 775.753.2255 (office) or 775.397.8868 (cell).
Setting the Tone

Please discuss general classroom expectations (excessive lateness, cell phone usage, etc.) the first day to set the tone for the course. Faculty may request a student to leave a class session.

Withdrawing a Student

By GBC policies, a student may be withdrawn from a class for one of the following reasons:

1. Unexcused absence in excess of the number of course credit hours, e.g., two hours of absence for a two-credit class, three hours of absence for a three-credit class. An instructor may drop any student who has excessive unexcused absences as posted each year in the Great Basin College Catalog(s).

2. Along with imposing a disciplinary sanction (below) of reprimand (formal censure) or probation, a student’s enrollment in a course(s) may be withdrawn by the Administrative Officer (Lynn Mahlberg) at the request of the instructor and approval of the President.

   Disciplinary sanctions range from oral or written warning, to reprimand, to probation to suspension to expulsion. The Nevada System of Higher Education (NSHE) policies regarding behavior are defined and established in the NSHE Code, Title 2, Chapter 6, Section 6.2.2. In addition to address inappropriate on-line behavior, Great Basin College (GBC) policy states:

   "Messages, attitudes, or any other form of communication deemed to be outside the bounds of common decency/civility as judged by common standards of classroom behavior (determined, as they would be in a regular classroom by the instructor) will not be tolerated."

   All complaints of alleged misconduct as defined by NSHE and GBC policies made against a GBC student should be submitted to the administrative officer who is the Vice President for Student Services, Lynn Mahlberg, lynn.mahlberg@gbcnv.edu or 775.753.2282.

SAFETY AND SECURITY

► Safety in Numbers and Escorts

When leaving evening classes it is a good idea to walk with others when possible. There is always more safety in groups than a single person walking alone at night. If you feel uncomfortable and would like an escort to your vehicle, feel free to contact the site administrator or in Elko, the Security Department. If there are concerns about a single person contact the site administrator, Safety & Security Director or Vice President of Student Services to discuss the situation.
SAFETY AND SECURITY

► Campus Security Act

In compliance with the crime awareness provisions of the Campus Security Act of 1990, each year by October 1 or before October, Great Basin College files a crime report with the U.S. Department of Education. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response, respectively. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation. This report may be reviewed by anyone seeking this information on file at the following website http://www.gbcnv.edu/security/crime.html. For additional information please contact the Director of Environmental Health, Safety & Security via phone at 775.753.2115 or by email at patricia.anderson@gbcnv.edu.

SAFETY AND SECURITY

► Missing Student Policy and Procedure

Great Basin College is committed to the safety and security of all students attending each campus and center. A student will be determined to be missing if they are absent from their College residence or campus for more than twenty-four (24) hours without any known reason. This policy has been developed in order to assist in locating any student determined by the College to be missing upon completion of the investigative procedures listed below. This policy complies with Section 488 of the Higher Education Act of 2008.

Anyone who believes a student is missing should report their concern immediately. On the Elko campus reports should be made to the Director of Environmental Health, Safety and Security, a Security Officer, the Housing Coordinator or the Vice President of Student Services. Concerns at all Centers should be reported to the Center Director or Manager, the Director of Environmental Health, Safety and Security or the Vice President of Student Services. Upon receipt of a report of concern that a student may be missing, if the report was not directly to them, both the Vice President of Student Services and the Director of Environmental Health, Safety and Security shall be notified so an investigation may be conducted. The full policy, notification procedures and actions to be taken are available from the Director of Environmental Health, Safety & Security.

SAFETY AND SECURITY

► Work-Related Injury

Should you or a student be injured in the classroom, it is your responsibility to report the injury to the site administrator or department chair. The site administrator is responsible for completing, signing, and submitting the Employer Report of Industrial Injury for employees within the time frame required by law (within 24 hours).