

**Great Basin College  
FACULTY SENATE 2022-2023  
Friday, April 21, 2023  
9:00 am**

*Elko –GTA 130; Ely – GBC 118; Pahrump- PVC 122; Winnemucca – GBC 123/124.*

**To Join Zoom Meeting  
Contact Kevin Seipp for Zoom Information**

**AGENDA**

1. Roll Call
2. Call to Order
3. Updates from President Helens –
4. Updates from Vice President of AA/SA, Jake Hinton-Rivera –
5. Senate Chair Report – Verbal Report
6. Approval of March 17, 2023, minutes - For Possible Action
7. Standing Committee Reports:
  - a. Academic Standards & Assessment..... Written Report
    - i. Report – Information Only
  - b. Bylaws..... Written/ Verbal Report
    - i. Proposed Bylaws Committee Changes – For Possible Action
  - c. Compensation & Benefits.....Written Report
    - i. Report – Information Only
  - d. Curriculum Review..... Written Report
    - i. Report – Information Only
  - e. Instructional Technology.....Written Report
    - i. Report – Information Only
  - f. General Education Committee.....Written Report
    - i. Report – Information Only
  - g. Personnel.....Written/ Verbal Report
    - i. Proposed Personnel Committee Changes – For Possible Action
  - h. Strategic Planning, ad hoc..... No Report
8. Unfinished Business:
  - i. Nominations for Vice Chair – For Possible Action
9. New Business:
10. Information Items (5 minute time limit):
  - i. Accreditation Visit Information - Mary Doucette
  - ii. Committee Selection Survey

**11. Announcements:**

**12. Good of the Order:**

**13. Adjournment.....Action**

**Great Basin College**  
**FACULTY SENATE 2022-2023**  
**Friday, March 17, 2023**  
**9:00 am**  
**Draft Minutes**

**1. Roll Call:**

**Samuel Lackey, Dean Straight, Thomas Bruns (Proxy Matt Nichols), Veronica Nelson, Madison Arbillaga, Brian Dankowski, Jamie Wilkerson, Karrie Barrett, Tami Potter, Eric Walsh, Ping Wang, Konstantinos Travlos, Tawny Crum (Proxy Jason Brick), Ryan Hathaway, Brenda Gonzales (Proxy Meachell Walsh), Kimberly Noah, Donald Jones (Proxy Tim Beasley)**

**Absent Voting Representatives: Glen Tenney, Duncan Morris, Daniel Bergey**

**Other members present: Kevin Seipp (Chair), Dave Sexton (Vice-Chair), Nick Cooley, Erica Salazar, Laurie Walsh, John Rice, Eleanor O'Donnell, Trina Castonguay, Jared Keller, Jen Stieger, Ethan Hawkley, Sam Leyba, Deanna Hamilton, Michelle Husbands, Laura Debenham, Xunming Du, Lizette Lyon, Krishna Subedi, Mardell Dorsa, Steven Hrdlicka, Jessica Lynch, Oscar Sida.**

**Others Present: President Helens, Vice President Rivera, Kimberly Myers**

**2. Call to Order: 9:03am**

**3. Updates from President Helens –**

Congrats to our newly tenured faculty. President Helens asked if there were any questions regarding her email of updates she sent out. A member asks for an update on the Governor's proposed budget and for pay raises for faculty and staff, and second question is where graduation will be held. President Helens doesn't have anything specific from the Governor's office. Nothing is for certain yet, but word is that NSHE will not be included, even though NSHE is included in furloughs. It's important when faculty leadership show at the Legislature, and Kevin Seipp will be going to Carson City to attend. Doesn't have a definitive answer; will wait until Kevin returns from Carson City.

The Graduation Committee is meeting soon and details of graduation locations will be emailed out to all campuses. A member from the Committee confirms that Elko's graduation will be held here on campus. Winnemucca's at the Boy's and Girl's Club. Ely is undecided. Pahrump's details will be on the website.

**4. Updates from Vice President of AA/SA, Jake Hinton-Rivera – Boards of Regents meeting.**

All curriculum requests were approved: AS degree in Computer Technology for Network Specialists; GBC organizational unit change - Business and Computer Technology will now be separate from CTE along with Online Education; 2 Mining certificates were approved – one for 33 credit hours and the other for 17 credit hours; 2 other curriculum items were approved and will need Board of Regents' approval – the Mining Center of Excellence was approved by AAC and moves forward to Board, and the last item approved was a program elimination for AAS Computer Technology for Graphic Communication, which will move forward to the Board for approval.

Congrats to our newly tenured faculty. Career fair April 19<sup>th</sup> at the Fitness Center. First time we are partnering with Greater Nevada Credit Union who will be hosting a financial session called "Bite of Reality".

GBC did receive another \$455,000 in SANDI Grant funding. If there are any workforce certificate programs – can be non-credit or credit – that are not currently receiving any SANDI Grant funding for their students, get in contact with Vice President Rivera. SANDI Grant funding want to know if there are any additional programs GBC would like to fund.

**5. Senate Chair Report – Verbal Report:**

Collective Bargaining Bill AB 224 – Chancellor has reached out to all Senate Chairs for sense of faculty support or not support of AB 224, mostly for testimony to take back to the Legislature when they discuss this bill. Please respond to Chair Seipp's email regarding your decision to support or not support. Kent

Ervin drafted a condensed version of AB 224 for review. Chair Seipp will send out the link after this meeting.

GBC and NSC are the only two in Nevada that do not have Collective Bargaining. This bill will put into law that every campus will have the right to Collective Bargaining.

One member asks: Do department heads fall under managerial employees as defined in section 12.2.a in NSHE Code? Answer is uncertain and will be addressed later.

NFA is 100% supportive of the AB 224 bill.

One member asks if AB 224 bill is essentially a state version of the National Labor Relations Act, specifically for state employees? Answer is uncertain but the bill will be a law that will now give us that right as professional employees of NSHE, so it might be structured very closely to the National Labor Relations Act.

New AB 268 will provide retention incentives to state employees. NSHE was cut out entirely. The vote passed out of assembly 42 – 0. Everyone in the democratic assembly supported the exclusion of NSHE. On Monday, March 20<sup>th</sup>, it will head into the Senate Finance Committee and will be up for discussion. NSHE is viewed as a whole, and because NSHE is exempt from a law saying that state employees are not allowed to make more than 95% of the governor’s salary, they might be using this as grounds for exclusion. However, 75% of NSHE make *less* than almost *half* of the governor.

One member mentioned that Community Colleges with Collective Bargaining are receiving the retention incentive, which is another benefit for pursuing Collective Bargaining for GBC.

Another member clarified that amongst the democratic assembly vote of 42 – 0 to exclude NSHE from AB 268 included our President.

Encourage reaching out to your representatives, both senators and assembly, to express your thoughts in this decision regarding the exclusion of NSHE.

A member asks if it would help to have a vote from the senate if we are all in favor today? They want to make a concession that everyone who doesn’t make more than the governor would be eligible for the retention incentive and exclude all those who do make more than the governor. Another member does not support the compromise, as the governor’s salary is a token one and he doesn’t depend on his salary.

Chair Seipp, as Senate Chair and voice of the faculty at GBC, asks a sense of the Senate of him traveling to Carson City to testify in the Senate Finance Committee in support of adding NSHE back into AB 268. All members at present were in favor of Chair Seipp traveling to Carson City.

Chair Seipp will be sure to update everyone. The Legislature is trying to move this bill very quickly, because the first payments are scheduled to distribute on March 31<sup>st</sup> and June 16<sup>th</sup>, so we have to stay on top of it.

Great return rate on the NFA survey. The website for the survey and results is: [nevadafacultyalliance.org](http://nevadafacultyalliance.org). Response results were close to last survey.

**6. Approval of February 17, 2023, minutes - For Possible Action:**

**A motion to approve the minutes of February 17, 2023, was made by Ryan Hathaway a, seconded by Donald Jones. Motion passed unanimously.**

**7. Standing Committee Reports:**

a. Academic Standards & Assessment..... **Written Report**

**i. Report – Information Only**

b. Bylaws..... **Written/ Verbal Report**

**i. Report – Information Only**

*The attached document is for review and possible action in April with any changes that may be discussed.*

Bylaws is proposing 3 changes to Bylaws:

- i. Mission statement that says the Bylaws are a governing document and it supersedes anything else on the GBC website.
- ii. The Senate Faculty does not write reports for administration.
- iii. Bylaws may be reviewed by administration, but they do not approve.

**Will discuss and come back next month for possible action.**

Look at your webpages and make sure they are up to date, so we have the most accurate information to the public.

- c. Compensation & Benefits.....**Written Report**
    - i. **Report – Information Only**
  - d. Curriculum Review..... **Written Report**
    - i. **Report- Information Only**
  - e. Instructional Technology.....**Written Report**
    - i. **Report – Information Only**
  - f. General Education Committee.....**Written Report**
    - i. **Report – Information Only**
  - g. Personnel.....**Written Report**
    - Report – Information Only**
  - h. Strategic Planning, ad hoc..... **No Report**
- 8. Unfinished Business: None.**
- 9. New Business: It is time to look for a new Vice-Chair – looking for nominations and will vote in May. Nominees will need to be present at the meeting to accept.**
- 10. Information Items:**
- i. **Reminder: Emeritus applications are due at the end of the month.**
  - ii. **Volunteers needed for the Outstanding Student Awards. Please contact Ryan Hathaway. If we get more submissions, we have more of a reason to put these on.**
- 11. Announcements: Vice-Chair is starting to work on committee assignments for next year and will be sending out a survey before summer. Moving forward with zoom but would like for everyone to try to be here. Asks that zoom is only used for special reasons.**
- If you have any questions about NFA or would like to join, please reach out to John Rice.**
- 12. Good of the Order:**
- 13. Adjournment.....Action:**
- Konstantinos Travlos moved to adjourn. 9:43am.**

# ***Academic Standards and Assessment Committee Chair Report***

Dates and Time: January through April 2023, Asynchronous

Meeting Type: Email

Meeting Facilitator: Susanne Bentley, committee chair

Committee members - Stephanie Davis, Ethan Hawkley, Daniel Murphree, Dean Straight, Glen Tenney, Eric Andersen, Staci Warnert, Yvonne Naungayan, Susanne Bentley.

## I. Item 1:

The Academic Standards Committee members developed a methodology and gathered data for the General Education Assessment Report from January through April. The report spans August 2020 – April 2023 and includes reviews of the following General Education objectives:

Year 1: Communications and Expressions.

The Assessment of Written Communications, Oral Communications, Evidence-Based Communications, and Fine Arts.

Year 2: Logical and Scientific Reasoning

The Assessment of Mathematical Reasoning, Scientific Reasoning, and Scientific Data Interpretation.

Year 3: Human Societies and Experience

The Assessment of Structure of Societies, American Constitutions and Institutions, Humanities.

## II. Item 2:

Committee members were assigned to review data and determine if the General Education objectives had been met for specific classes. Department chairs from Arts and Letters, Science, Social Science, and

Math reviewed the data and wrote plans and recommendations for future assessment collection and reporting. Susanne Bentley reviewed the data from the Humanities classes and worked with department faculty teaching those classes to revise an assessment plan and recommendations.

III. Item 3

Chair Bentley submitted a draft of the 27-page report to committee members, who reviewed it and made additions. A draft was sent to Dean Doucette. Bentley is updating the report pending the recent submission of data from some faculty members. The committee will submit the final draft of the report to Dean Doucette during the week of April 17.

Respectfully submitted by Susanne Bentley

April 17, 2023

**ACTION ITEM**  
**BYLAWS COMMITTEE APRIL 2023**

Committee: Nick Cooley, John Rice, Kevin Seipp, Dave Sexton and Laurie Walsh  
Email meeting: April 10, 2023

The Bylaws Committee submitted the below proposed changes for comment at the April meeting of Faculty Senate. No comments have been received so the committee has moved to advance the proposed changes for action by Faculty Senate.

The revisions are all caps with highlights; included with the proposed changes are the relevant sections of bylaws where revisions would appear.

ITEM 1 REVISION

2 .2 FUNCTION OF FACULTY SENATE

Revisions approved FS Nov 19, 2021

The functioning of the senate is predicated on several important perspectives delineated in NSHE code, GBC Bylaws, and these faculty senate bylaws, including, but not limited to the following ideals: academic freedom, faculty welfare, and shared governance. These elements are vital to the functioning of the college and its faculty. Each are briefly discussed here.

All officers, members of senate, faculty and visitors to senate are encouraged to be transparent, honest, productive, and engage in civil behavior in all senate settings and communications including meetings, emails, and reports (written or oral). These qualities are key elements to the functioning of senate.

**THESE BYLAWS REFLECT THE GOVERNING PRINCIPLES THAT GUIDE FACULTY AND THE SENATE IN EXECUTING ITS MISSION. THESE BYLAWS SUPERCEDE DOCUMENTATION THAT MAY EXIST ON COMMITTEE OR OTHER GBC WEBPAGES .**

ITEM 2 REVISION

2 .3 ORGANIZATION B .

Faculty Senate

2. A primary function of the senate rests in its involvement with the formation, revision, and implementation of policies/procedures, plans, guidelines and other documents and practices that relate to faculty and the function of GBC. These tasks often are the

responsibility of committees. **HOWEVER, THE SENATE AND ITS COMMITTEES ARE NOT RESPONSIBLE FOR PRODUCING REPORTS ON BEHALF OF ADMINISTRATION.** The senate chair may coordinate with LC and faculty to identify potential goals and activities for committees. The senate chair will then present potential goals for each committee at senate. Through the process of debate and consultation, the senate, through simple vote, will decide on the goals of committees. The senate has the authority to reject potential tasks if that body deems the workload as too significant or if other parties are better suited to performing the task.



### ITEM 3 REVISIONS

#### 1 . Academic Standards and Assessment

Charges:

- a. Review and/or recommend policies on academic standards such as, grading, course or semester forgiveness, and academic dishonesty;
- b. Conduct grade appeals as detailed in GBC Policy;
- c. Provide policy guidance on course and program level student learning outcomes and assessment issues;
- d. Establish and/or review the program evaluation process **DELETE>>and results** , in conjunction with the appropriate dean;
- e. Evaluate course and program level assessment processes and make recommendations as needed;
- f. Communicate with the appropriate deans in order to coordinate assessment issues;
- g. Review and make recommendations on other topics as assigned by the Faculty Senate Chair, the Faculty Senate Executive Board, or the Faculty Senate Body;
- h. Recommends policies regarding grade appeals, admissions, transfers, and general academic regulations;
- i. Reviews departmental recommendations regarding requests for nontraditional credit; **AND**

**J. WHILE THE ACADEMIC STANDARDS AND ASSESSMENT COMMITTEE DOES NOT PRODUCE REPORTS ON BEHALF OF ADMINISTRATION, THIS COMMITTEE MAY BE ASKED TO REVIEW A REPORT WHEN THE CONTENT RELATES TO THE CHARGES OF THIS COMMITTEE.**

### ITEM 4 REVISIONS 4 .

#### Curriculum Review

Charges:

- a. Review and recommend policy for required course syllabi components including updated policy links;
- b. Reviews syllabi for new courses, regular and approved general education, including recommendations for the required components, organization, and clarity;
- c. Reviews and recommends major requirements of degree and/or certificate program proposals in coordination with the appropriate dean;
- d. Reviews and recommends new degree and/or certificate program proposals in coordination with appropriate dean;
- e. Reviews and recommends the elimination of degree and/or certificate programs in coordination with appropriate dean;

- f. Reviews and recommends program review protocol and reporting requirements for each division, degree and/or certificate program review processes, and reporting in coordination with the appropriate dean;
- g. Reviews and recommends degree and/or certificate program review reports;
- h. And the committee does not conduct administrative tasks such as: pre-requisite changes, credit hour changes, repeatability of a course, NSHE common course numbering, course articulation, etc.; AND

ADD:

I. WHILE THE CURRICULUM REVIEW COMMITTEE DOES NOT PRODUCE REPORTS ON BEHALF OF ADMINISTRATION, THIS COMMITTEE MAY BE ASKED TO REVIEW A REPORT WHEN THE CONTENT RELATES TO THE CHARGES OF THIS COMMITTEE.

ITEM 5 REVISIONS 6 .

General Education

Charges:

- a. Recommends and reviews policies and procedures for lower and upper-division general education objectives and assessment plans in consultation with relevant departments;
- b. Reviews general education syllabi for lower and upper division courses including objectives and assessment plans in consultation with relevant departments;
- c. Reviews and makes recommendations for proposed lower- and upper-division general education (learning objectives and assessment plans) courses in consultation with relevant departments;
- d. Recommendations by the committee for a course are submitted to the appropriate dean. If the dean approves the course for inclusion on the general education grid, the form is submitted by the dean to the Curricular Review committee;
- e. Reviews and makes recommendations for program/certificate learning outcomes and assessment plans in consultation with relevant programs/departments;
- f. Reviews and recommends the removal of general education courses;
- g. Recommended assessment plans for courses and/or programs/certificates are forwarded to the appropriate dean;
- h. And coordinates with the appropriate department and Admissions and Records regarding transfer and articulation issues for general education courses; AND

ADD :

I. WHILE THE GENERAL EDUCATION COMMITTEE DOES NOT PRODUCE REPORTS ON BEHALF OF ADMINISTRATION, THIS COMMITTEE MAY BE ASKED TO REVIEW A REPORT WHEN THE CONTENT RELATES TO THE CHARGES OF THIS COMMITTEE.

ITEM 6 REVISIONS

ARTICLE 8: DELETE: 'AMENDMENT' CHANGE TO: 'APPROVAL' OF THE BYLAWS

The bylaws may be amended by a two-thirds majority of the Senate, provided the amendment has been circulated to the Faculty by the Secretary of the Senate at least one week before it is placed on the agenda. Amendments to these bylaws are subject to Faculty review, and may be vetoed by a majority vote of the total membership of the Faculty. A majority of those present and voting at a Faculty meeting may call for a written ballot of the entire Faculty.

**ADD:**

**THE FACULTY SENATE BYLAWS MAY BE REVIEWED BY GBC EXECUTIVE LEADERSHIP TO ENSURE LEGALITY AND CONSISTENCY WITH GBC AND NSHE POLICY AND CODE, BUT GBC ADMINISTRATION DOES NOT APPROVE SENATE BYLAWS.**

# April Compensation and Benefits Committee Report

Committee met on Thursday April 6<sup>th</sup> at 2:15 pm by zoom. The meeting was rather quick since we are still waiting on final approval for some items from Leadership council and the committee agreed it was best to make sure all items that we had approved so far this year through the committee and faculty senate be finalized before starting new work. We did discuss a faculty salary review that was completed by a sub committee in March and discussed the idea of having documentation or possible procedure for justification in the future. The chair will reach out to Human resources and see what is available currently and hope to have some information for the committee to tackle in fall semester.

Respectfully submitted,

Thomas Bruns

Compensation and Benefits Committee chair

3/3023 The committee recommended for approval the following:

1. New Courses
  - a. HSC300 - Statistics for the Health Sciences
2. Change Programs Sent back to HSHS due to INT requirement for graduation from GBC
  - a. Bachelor of Science Nursing
    - i. Remove INT339 and INT449
    - ii. Add INT359 and HSC300

**GREAT BASIN COLLEGE**  
**General Education**  
**Committee**

AGENDA  
DATE: 03/16/2022  
TIME: 10 AM

<https://gbcnv-edu.zoom.us/j/85775125656?pwd=anjjenVGa2pMeTh6SHFTb1pRRm5rQT09>

**ROLL CALL:**

Chair:

Ryan Hathaway -Present

General Committee Members:

Brandy Nielsen

Daniel Bergey

John Rice -Present

Ping Wang -Present

Robert Hunton -Present

Tamara Mette -Present

Di Li -Present

Steven Hrdlicka -Present

Oscar Sida -Present

Ex-Officio:

Mary Doucette -Present

Deanna Hamilton

Guests:

Kevin Seipp -Present



1. **Roll Call:** **Information Only**
2. **Chair Reports and Ex-Officio Reports** **Information Only**
3. **Committee Comments** **Information Only**
4. **Phil 129 Removal from Gen Ed** **Possible Actionable Item**
  - a. Joshua Webster would like to remove Phil 129 as a general education as this course is no longer taught (2024-2025 academic year).  
**Passes unanimously**
5. **Embedment process for future requests.** **Possible Actionable Item**
  - a. John Rice would like to discuss possible changes to the embedment process for future requests.  
Please see attached supplemental material.  
**-Rice discussed wanting more discussion do be done on the department level.**  
**-Doucette brought up the discussion on assessment. Wording specific to Rigorous, rare, and the pre-amble should be removed.**  
**-Rice brought up annual assessment for these courses (listed in the catalog)**  
**-Sida brought up forming a packet that's required to be filled to ensure everything is all in one location.**  
**-Mette embedded in program vs course came up.**  
**-Hrdlicka discussed making sure a curriculum map should work to show what items are being implemented in which courses and how they are being assessed.**  
**-Which course, courses, or program will these items be embedded into.**
6. **Substitution request Art 101 -> Art 243** **Possible Actionable item**
  - a. Amanda Sprayberry is requesting a substitution for Art 101 (3 credits) for the course Art 243 (3 credits). Joshua Webster has agreed to this substitution  
**unanimously approved**

## Instructional Technology Committee Meeting Report to Faculty Senate

April 11, 2023

10:00 – 11:00 a.m.

Location: Zoom

Committee Members: Madison Arbillaga, Stacy Crouch, Jonathan Foster, Michelle Husbands, Reme Huttman, Roger Long, Jessica Lynch, Karl Stevens, Jennifer Stieger, James Stugelmayer, Eric Walsh, Josh Webster

Present: Madison Arbillaga, Stacy Crouch, Jonathan Foster, Michelle Husbands, Jessica Lynch, Jennifer Stieger, Eric Walsh, Josh Webster

Absent: Roger Long, Karl Stevens, James Stugelmayer

The Committee discussed the following item:

Committee website links for resources addressing copyrighted video use in classrooms.

The committee viewed a brief video created by U.S. Copyright Office that addressed the use of copyrighted videos in the classroom and online. The committee agreed that the video could be of use to faculty, and that it should be linked on the committee's website. The committee also reviewed a Marymount University site that addressed the use of copyrighted video in the classroom. It was decided that the site in whole should not be linked on the committee's website. However, two sections of the page included useful information. The chair agreed to use information from those sections and other sources to create a document that may be placed on the committee's website. This document will clearly state that all information included is intended as an informational guide only and does not carry the weight of policy. Josh Webster also suggested that the website include a very general definition of resource that falls in the public domain. He agreed to work on developing such a definition.





# GBC April Personnel Committee Report

Thursday, 04.06.2023 (11:00 am to 12 pm)

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## Members in Attendance

Arysta Sweat, Jason Brick, Erica Salazar, John Rice, Xunming Du, Tim Beasley, Mike McGhee

## Agenda Items

### Emeritus Application Review

- Committee reviewed one emeritus application and forwarded the application on to VP Rivera.

### Sabbatical Policy

- Sabbatical policy draft finalized and will be an action item for the May faculty senate meeting.
- Significant changes:
  - Criteria changes for approval of sabbatical leave
  - Specific deadlines for review/approval of applications by Personnel Committee (third Friday of November) and President (third Friday in December)
  - Form added for President's use when notifying applicants of decision
  - Request for notification of sabbatical leave application to department chairs and deans prior to or at time of application submission
  - Copy of President's final decision to the Personnel Committee

### Changes to Committee Agenda Items

- Addressing changes to tenure policy will require more work than what can be accomplished in a single meeting, so it will be bumped for review during the 2023-2024 academic year.
- Committee will review desired topics for committee training for the 2023-2024 academic year during the May meeting.

## Important Dates

Apr 21, 2023 - April Faculty Senate meeting - Sabbatical Policy draft will be action item

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## POLICY AND PROCEDURE

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<b>Procedure:</b>	<b>Sabbatical Leave</b>
<b>Policy No.:</b>	<b>2.21</b>
<b>Department:</b>	<b>Academic Affairs</b>
<b>Contact:</b>	<b>Vice President for Academic Affairs</b>

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### Policy

The major purpose of a sabbatical leave is to provide faculty an opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work, and travel so that teaching effectiveness may be enhanced. The term “faculty” refers to full-time counselors, librarians, instructors, and professors whose primary responsibility is teaching. The number of sabbatical leaves per year is equal to two percent of the academic faculty of the previous academic year.

In evaluating sabbatical proposals, the GBC Faculty Senate Personnel Committee is charged with determining how the sabbatical leave will enhance the faculty member’s professional effectiveness.

### Procedures

#### **1.0 Guidelines**

Guidelines for Sabbatical Leave are listed below:

- Eligibility for sabbatical leave commences at the end of the sixth year of service whether or not it coincides with the end of the academic year.
- Sabbatical leave is awarded either for one year at two-thirds salary or for one-half year at full salary.
- Faculty members awarded leave will agree to return to the college for one year upon completion of sabbatical.
- Acknowledgement of sabbatical assistance shall be given in any publications resulting from work accomplished during the leave.

- A written report concerning sabbatical leave activity shall be submitted to the President, dean, and Faculty Senate by the end of the subsequent fall or spring semester after returning from leave.
- Completed applications from eligible professional staff members must be submitted to the Chair of the Faculty Senate Personnel Committee by 5 p.m. PDT on or before the last Friday of October in the year prior to the academic year for which the sabbatical leave is being requested. Those received after this deadline will not be considered. The applications will be reviewed and ranked by the Faculty Senate Personnel Committee and then submitted to the GBC President for a final decision. Faculty should notify deans and department chairs of their request for sabbatical prior to or at the time of their application.

## **2.0 Eligibility**

- Any tenured faculty member who has served full-time for six or more years at GBC without a sabbatical leave is eligible to apply for sabbatical leave.
- Eligibility for sabbatical leave commences at the end of the semester in which the sixth full year of service at GBC is completed. A faculty member can apply during their sixth year of service at GBC. Only years of service at GBC will count toward sabbatical leave.
- Accumulation of time at GBC toward the next sabbatical leave shall not begin until the date of completion of the prior sabbatical leave.
- A faculty member who has resigned or has been terminated for reasons other than financial exigency or curricular reasons and subsequently rehired at GBC must have six full-time years of service from the time of rehiring.
- Authorized leaves (teaching, formal education, work experience, personal, medical/emergency/maternal) will not break the continuity of service, but these years shall not be credited toward sabbatical leave.
- Any faculty member whose primary responsibility is administrative is not eligible for sabbatical leave. (B/R 12/98)
- Years spent in administrative work will not be credited toward sabbatical leave.
- Short-term temporary contract supplements for special services, such as those for teaching summer sessions, shall not be considered in establishing the base for sabbatical leave.
- Time will not count toward sabbatical leave if the individual spent 51% or more of his/her work time on administrative duties for that year.

### **3.0 Criteria to be Used in Awarding Sabbatical Leave**

In evaluating sabbatical proposals, the Personnel Committee will use the following criteria:

- Applicant's accomplishments and leadership within the college or community and the proposal's inclusion of research, publication, scholarly presentation, or creative activity – worth up to 10 points.
- For every year of service, one point will be awarded up to 10 points OR For every year of service since the applicant's last sabbatical, one point will be awarded up to 10 points. Years of service must be confirmed by Human Resources.
- Likelihood that the conditions of the proposal will be met in the granted leave – worth up to 10 points.
- Benefits of the project to GBC: Project will benefit GBC students – worth up to 5 points. Project will benefit the institution/meet GBC's mission – worth up to 5 points.
- Potential for growth: Project will benefit applicant's primary responsibilities – worth up to 4 points. Project will benefit intellectual development – worth up to 4 points. Project will include community service – worth up to 2 points.

There are 50 points possible and the applicant must receive at least 35 to be recommended for sabbatical. If there are more applicants than sabbatical positions the committee will rank the candidates by their points and recommend based on that.

### **4.0 Application Process**

Applicants must submit a Sabbatical Leave Application Form available in the human resources office or attached to this policy. All required information and supporting documentation requested on the form shall be furnished by the applicant, whose responsibility it is to see that a complete application is submitted to the Chair of the Faculty Senate Personnel Committee. Faculty should notify deans and department chairs of their request for sabbatical prior to or at the time of their application.

The completed application and all supporting materials called for in the application form must be properly prepared and filed by 5 p.m. PDT on the last Friday in October in the academic year prior to the effective date of the requested leave.

Applications will be reviewed and ranked by the Faculty Senate Personnel Committee and forwarded to the GBC President. The decision to award or deny sabbatical leave ultimately rests with the GBC President.

## **5.0 Rights of Faculty on Sabbatical Leave**

The taking of sabbatical leave shall in no way interfere with the continuing employment of an individual by the college, with any possible promotion or salary increases, or with any other rights normally associated with work at the college. Sabbatical leave, in some cases, may reduce retirement benefits. Persons taking sabbatical leave may wish to check with the human resources office in this regard.

Additional income, grants-in-aid, or fellowships may be accepted during the leave provided the activity for which the income is received contributes to the individual's professional development or his/her future usefulness to the college. (B/R 1/92)

## **6.0 Obligations of Faculty Who Take Sabbatical Leave**

- The most important obligation of a sabbatical leave recipient is to make every effort to accomplish the tasks set out in the application. If circumstances occur before the start date of the sabbatical which make it impossible to fulfill the approved sabbatical proposal the recipient will be expected either to relinquish the awarded sabbatical and perform normal duties during that year or to request authorization from the Senate Personnel Committee to proceed with an alternative project. If the Personnel Committee is not available, authorization should come from the appropriate academic administrator.
- Upon completion of the sabbatical leave, the recipient must return to college duties for a period of one year.
- A written report of sabbatical leave activities shall be submitted to the President, appropriate dean, and Faculty Senate. This report must be submitted by the end of the subsequent fall or spring semester after returning from leave. The report should address the proposal in the application for leave, describe what was accomplished, explain the current status of the project, and future status if applicable. It may also describe other professional accomplishments during the time of the leave. It will be the task of the appropriate academic administrator to assess whether the sabbatical report is satisfactory.
- Acknowledgment of sabbatical assistance shall be given in any publications, performances, or other professional activities accomplished during the sabbatical.
- A signed sabbatical leave application shall constitute acceptance of all obligations on the part of the faculty member taking sabbatical leave.

## **7.0 Sabbatical Leave Committee**

The Personnel Committee of the GBC Faculty Senate is the Sabbatical Leave Committee.

Applicants for sabbatical leave may not serve on the Personnel Committee during the year of the application.

## **8.0 Procedures of Sabbatical Leave Committee**

- All deliberations of the committee shall be confidential.
- Sabbatical leave applications are available in the human resources office or attached to this policy posted online. These applications must be submitted to the Chair of the Personnel Committee by 5 p.m. PDT on or before the last Friday of October in the academic year prior to the effective date of the requested leave.
- The committee shall, after thorough deliberations during which all applications are reviewed in detail, send forward the Committee's review and ranking of sabbatical application to the GBC President no later than the third Friday in November. The GBC President shall notify the applicants in writing whether their request for sabbatical has been approved or denied no later than the third Friday in December.

## **9.0 Responsibilities of the President**

- The ultimate responsibility for approving or denying sabbaticals rests with the GBC President.
- The President shall notify applicants of their decision to approve or deny the applicant's request for sabbatical leave in writing by the third Friday of December in the year the application was submitted and submit a copy of the decision to the Personnel Committee.

**GREAT BASIN COLLEGE**  
**Sabbatical Leave Application Form**

Submit your application to the Chair of the Faculty Senate Personnel Committee. Applications must be submitted no later than 5 p.m. PDT on the last Friday in October in the academic year prior to the effective date of the requested leave.

- I. Complete and sign the accompanying cover form. Arrange the items listed below in the order listed and attach to the cover form.
  
- II. Write a separate and detailed description of how you propose to spend your sabbatical leave. The Personnel Committee will evaluate your proposal based on the criteria outlined in the Sabbatical Leave Criteria Evaluation Form provided at the end of this application. You must provide sufficient detail for the Committee to make a proper evaluation. Discuss any pending or planned applications for additional monetary support for the proposed sabbatical leave project. Other pertinent information may be appended to the proposal.
  
- III. Attach letters from no more than three colleagues/department members in support of your leave proposal. The letters may address themselves to the following matters, singly or in combination:
  - a. An evaluation of the proposal and its potential benefit to you and GBC.
  - b. Support of the faculty member's sabbatical leave.
  
- IV. Provide the following information:
  - a. Education
  - b. Professional experience
  - c. Accomplishments on any previous sabbatical leave
  - d. Job responsibilities
  - e. Other data which would suggest success in the project you are proposing.
  - f. A timeline for which you expect to be able to complete the activity you've requested sabbatical for academic year

**GREAT BASIN COLLEGE**  
**Sabbatical Leave Application Form**

*Return this form to the Chair of the Faculty Senate Personnel Committee.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Position held at GBC \_\_\_\_\_

"A" Contract

"B" Contract

Request Leave:

½ year at full salary

full year at two-thirds salary

Years of full-time salaried service at GBC since initial employment or since last sabbatical leave, including the present academic year, but not including leave of absence without pay \_\_\_\_\_.

Date of last sabbatical leave if any: \_\_\_\_\_

½ year

full year

Notification of application for sabbatical leave:\*

\_\_\_\_\_  
Signature, Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Department Chair

\_\_\_\_\_  
Date

***FOR COMMITTEE USE ONLY:***

Personnel Committee Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Confirmation of years of service for Sabbatical:  _____ (Signature, Human Resources Department)

*\*Recommended*



**Great Basin College**

**Sabbatical Leave Criteria Evaluation Form (to be filled out by Personnel Committee Chair after discussion with committee)**

Candidate: \_\_\_\_\_

<b>Criteria Category</b>	<b>Subcategories to consider</b>	<b>Points Awarded</b>
<b>Accomplishments &amp; Leadership - 10 points possible. Points may be awarded in any one of the subjects listed or a combination thereof.</b>	College Leadership Activities: senate committee assignments, leadership within the department, Faculty Senate/committee/department chair	
	Intellectual Leadership: research, publication, scholarly presentations, or creative activity	
	Community activities that are related to the teaching profession or show exceptional community accomplishments	
<b>Years of Service - 10 points possible (only put points in either A or B, not both)</b>	A. If the applicant has not received a previous sabbatical leave, one point will be awarded from every year of service at GBC to a maximum of 10 points.	
	B. If the applicant has received a previous sabbatical leave, one point will be awarded for every year of service since the completion of the applicant's most recent sabbatical leave to a maximum of 10 points.	
<b>Adequate Timeline - 10 points possible</b>	The likelihood that the conditions of the proposal will be met in the granted leave. The timeline is to be reasonable and appropriate for the type and scope of the project proposed, if applicable.	
<b>Benefits of Project to GBC - 10 points possible</b>	Project will benefit students - 5 points possible	
	Project will benefit institution/meets GBC's mission - 5 points possible	
<b>Potential for Growth - 10 points possible</b>	Project will benefit applicant's primary responsibilities - 4 points possible	
	Project will benefit intellectual development - 4 points possible	
	Project will include community service - 2 points possible	
<b>Total points awarded must be more than 35 to earn recommendation.</b>		0

**Comments:**

**Recommended**    Yes \_\_\_\_\_  
                              No \_\_\_\_\_

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Chair, Personnel Committee

Date



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# President's Sabbatical Decision

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The President shall notify applicants of their decision to approve or deny the applicant's request for sabbatical leave in writing by the third Friday of December in the year the application was submitted and submit a copy of the decision to the Personnel Committee.

Date (mm/dd/yyyy) Click or tap here to enter text.	Last Name: Click or tap here to enter text.	First Name: Click or tap here to enter text.	Middle Initial: Click or tap here to enter text.
The applicant's sabbatical leave application is hereby: <input type="checkbox"/> Approved. <input type="checkbox"/> Denied for the reasons listed below.			
Click or tap here to enter text.			
President's Signature:		Date:	