

**Great Basin College
FACULTY SENATE 2023-2024
Friday, March 15th, 2023
9:00 am**

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

AGENDA

When speaking or making a motion, please identify yourself.

1. **Roll Call:**
2. **Call to Order:**
3. **Senate Chair Report – Verbal Report –**
4. **Updates from President Helens –**
Updates from Vice President of AA/SA, Jake Hinton-Rivera –
5. **Approval of February 16, 2024 minutes - For Possible Action**
6. **Standing Committee Reports:**
 - a. Academic Standards & Assessment..... **Action Items**
 - i. **Grade Appeal Policy Draft – For Possible Action**
 - b. Bylaws..... **Written Report**
 - i. **Report with Possible Action Items in April**
 - a. **Faculty Senate Potential Action Spreadsheet**
 - c. Compensation & Benefits..... **Action Items**
 - i. **Professional Development Application Revision – For Possible Action**
 - ii. **Professional Development Procedure Draft – For Possible Action**
 - d. Curriculum Review..... **Action Items**
 - i. **Changes to the Curriculum – For Possible Action**
 - e. Gen Ed Committee..... **Written Report**
 - i. **Report – Information Only**
 - f. Instructional Technology..... **No Report**
 - g. Personnel..... **Written Report**
 - i. **Report with Possible Action Items in April**
 - a. **Proposed GBC Tenure Policy**
 - h. AI Committee, ad hoc..... **No Report**
 - i. Emeritus Recognition, ad hoc **No Report**
7. **Unfinished Business:**
 - i. **Faculty Senate Chair and Vice-Chair Nominations**
8. **New Business:**
 - i. **Mental Health Presentation – Gail Rappa**

9. Information Items:
 - i. Brainfuse Usage Stats – Kristin Heath
10. Announcements:
11. Good of the Order:
12. Adjournment:

Great Basin College
FACULTY SENATE 2023-2024
Friday, February 16, 2023
9:00 am

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

DRAFT MINUTES

1. **Roll Call:**
Sam Lackey, Dean Straight, Robert Cowan, Steven Scilacci, Norm Whittaker, Christopher Salute, Madison Arbillaga, Jamie Carlson, Jessica Lynch, Tami Potter, Ping Wang, Vice-Chair Dan Bergey (Proxy for Rita Pujari), Laurie Walsh, Jason Brick, Brenda Gonzales, Kimberly Noah, Tim Beasley.

Voting Representatives Absent: Eleanor O'Donnell

Other Members Present: Carrie Meisner, James Kendall, Nick Cooley, Erica Salazar, Sheila Staszak, Sarah Massie, Cassie Allen, Michelle Husbands, Ethan Hawkley, John Rice, Jen Stieger, Dodi Callander, Laura Debenham, Oscar Sida, Steven Hrdlicka, Xunming Du, Mardell Dorsa, Amy Smith, Krishna Subedi, Daniel Murphree, Mary Swetich

Others Present: Kimberly Myers

2. **Call to Order: 9:06**

3. **Senate Chair Report – Verbal Report** – Safety is a hot topic right now, because of what happened in Las Vegas. The Chancellor has pulled together an ad hoc Safety Committee that meets regularly. It has many people all over NSHE, including Chair Sexton and Jeff Winrod. If anyone has any questions, comments, concerns, please reach out to Chair Sexton. The committee is trying to put together a comprehensive action report and what we should be doing in the future.

Director Salute is concerned about funding. He would really like to make Pahrump a safe campus, especially considering their close proximity to Las Vegas.

Chair Sexton will definitely bring up funding in the next NSHE Safety Committee meeting.

Lots of meetings this month. BOR is meeting all day today. GBC Chapter NFA meeting through zoom. GBC is more than 20% in NFA. President's Leadership Council is scheduled to meet next Tuesday. All the Chairs are getting together to meet with the Chancellor next Wednesday. The Chairs have a meeting with the Board of Regents next Friday.

There's a forum on Question 1 that's coming up. It's the Regent staffing question, which invokes real interest to revise who is or isn't on the Regents – appointed vs elected officials. There's going to be a forum on that via zoom, so if you're interested, Chair Sexton can give the link.

Board of Regents meets in Vegas in two weeks, so Chair Sexton will be in there for four days. The biggest thing of interest to us is the awarding of tenure, so that will be a good thing!

One more announcement: Unfortunately, we are losing our Vice-Chair, Dan Bergey, next year, and according to our Bylaws, the Vice-Chair is supposed to be our incoming Chair. So now we are needing both the Vice-Chair and Chair for the next year. Chair Sexton suggests that we have nominations at the March meeting, announce and vote on them in April, and bring them on in May. He would like to bring in the new Chair for more than only a couple weeks to get them ready, as there is a BOR meeting in the two weeks after they are appointed.

A motion to have nominations in March for Chair and Vice-Chair, vote for them in April, so they can be in place by May was by Dean Straight, seconded by Laurie Walsh. Motion passed unanimously.

4. **Updates from President Helens – Absent**

Updates from Vice President of AA/SA, Jake Hinton-Rivera – Absent

5. Approval of December 15, 2023 minutes - For Possible Action

A motion to approve the December 15, 2023 minutes was by Laurie Walsh, seconded by Jamie Carlson. Motion passed unanimously.

6. Standing Committee Reports:

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

i. Report – Information with Possible Action Items in March

Academic Standards Chair Daniel Murphree – The committee is trying to clarify to students what does and what does not apply for a grade appeal. If you have any suggestions, please reach out. The revised Grade Appeal Policy will be for possible action in March.

b. Bylaws..... **No Report**

c. Compensation & Benefits..... **Written Report**

i. Items for Review for Action in March

Comp and Benefits Chair John Rice – The committee submitted revisions to the application for Professional Development. None of the revisions are a substantial change. Chair Rice said that some applications that were received last semester were incomplete because the instructions weren't clear, so they've fixed it. Another revision is about substitutions. There was a circumstance where a faculty member was teaching two whole cohorts and the compensation for that was inadequate. Our sister institutions who engage in collective bargaining have binding methods for this sort of compensation, which are more attractive than what GBC has currently. We are by no means endorsing collective bargaining as a committee; however, we do believe that there are certain items on contracts of other institutions that are worth looking at and could be helpful to us. We as a faculty need to gather as much information as we can about all these different alternatives.

A member brought up that there was a clause or language put in a couple years ago about pay being commensurate with workload. It was supposed to open a meeting space with the necessary people. Chair Rice said that although that option is still available, it wasn't helpful in this particular case.

Please reach out if you have any suggestions to what the committee has brought forth for the revisions to the Professional Development application or procedure.

d. Curriculum Review..... **Action Items**

i. Proposed Changes to Curriculum – For Possible Action

A motion to approve the Proposed Changes to the Curriculum was by Laurie Walsh, seconded by Madison Arbillaga. Motion passed unanimously.

e. Gen Ed Committee..... **Action Items**

i. Proposed Changes to the Upper-Division General Education Mastery

Courses – For Possible Action

ii. Proposed Changes to the General Education Certificate – For Possible Action

General Education Chair Ethan Hawkley – The first action item is approving the courses that have already been approved by the departments to fulfill those INT classes. The second action item is the revision of the General Education Certificate to match our own General Education grid.

A motion to approve Changes to the Upper-Division General Education Mastery Courses and Proposed Changes to the General Education Certificate was approved by Laurie Walsh, seconded by Jamie Carlson. Motion passed unanimously.

f. Instructional Technology..... **Written Report**

i. Report – Information Only

g. Personnel..... **Written Report**

i. Report – Information Only

There was a concern from a member about the mention of a draft for a tenure policy in the Personnel report, and yet the draft was not attached. If the draft is ready, the Faculty Senate needs to review it.

Personnel Committee member Tim Beasley says that it is ready for review to be approved next Faculty Senate.

The Senate is then reminded by a member that according to the Bylaws, the policy needs to be reviewed before it can be voted on next Faculty Senate, especially something this important.

Chair Sexton summarizes that there was a tenure problem recently that has been resolved, which resulted in the tenure policy needing be revised to meet NSHE standards. The concern he has is if the Personnel Committee is working with the new Policy Committee led by George Kleeb, because there must be only one policy.

The Senate is assured that the two committees have been working together on the tenure policy. It will be submitted for review for the March Faculty Senate and for possible action in April.

h. AI Committee, ad hoc..... **Written Report**

i. Report – Information Only

i. Emeritus Recognition, ad hoc **Written Report**

i. Report – Information Only

7. Unfinished Business: None.

8. New Business:

- i. High School Admins – Karl Stevens – Unfortunately, Dean Stevens was not present for this discussion.
- ii. Proposed Changes to the Part-time Faculty Evaluation Policy and Procedures
Chair Sexton is going to pass this policy on to the Policy Committee.

9. Information Items:

- i. Curricular Review Report Update – Carrie Meisner

Professor Meisner gave a presentation for her update. It is available for review if asked.

The Curricular Review Report was finished and sent to Associate VP Amber Donnelly for review. She did have some minor edits, but nothing that changes the tone, so the report is now being reviewed by the President and the Vice-President.

Prof. Meisner begins her presentation with the purpose for the report. She reminds the Senate of her last presentation which focused mostly on DWFIs and a little about retention. For the first half of her report this time, her focus is on the low-yield programs. She then continues to delve into the concerns for her own low-yielding program – Associate of Science: Pattern of Study Geosciences. Prof. Meisner also mentions that these low-yielding programs have been discussed with the program supervisor and/ or the Deans, so everyone is aware. Also mentioned is the inability to investigate cost of programs, as GBC doesn't currently have an IR director. However, one of the recommendations in the report is to look for a cost benefit. The committee does believe that even if the programs were eliminated, there would be zero cost savings. The second half of the report focuses on students' self-efficacy and student sense of belonging. To help improve students' self-efficacy, Prof. Meisner asks everyone campus-wide to brainstorm ways to boost student confidence and encourage them to perform and overcome academic challenges.

For the focus on students' sense of belonging, Campus Climate is a huge factor. Prof. Meisner believes that all of us can work together to make GBC an awesome collegiate experience for our students and even our faculty and staff.

Prof. Meisner will keep the Senate updated on the status of the Curricular Review Report. Once the committee receives the report back from the President and Vice-President, they will distribute it among faculty, staff, and anyone else interested, so we can all work together to help with student success and success of our programs.

Vice-Chair Dan Bergey would like to comment and agree with Prof. Meisner that with the emphasis of online, it's important for faculty to reach out and connect with our students. He says that he definitely notices a difference in his online class when he tries to interact with his students more. It does take some time, but the students are more interactive and there is more of a sense that they have an investment in the class.

Chair Sexton mentions that VP Rivera has a committee that is working on a campaign on campus atmosphere.

10. Announcements:

Little Shop of Horrors is underway. The production is partnered with Elko Overland Stage Company, and everyone is doing a great job. It opens on the 12th of March, closes on the 16th, and tickets are \$20 each.

Sarah Massie is our new Communications Director. She is excited to be a part of the GBC family. Director Massie has experience in brand identity, marketing, communications, web designs, and strategy. She is very excited to elevate the GBC brand and is looking forward to meeting with everyone to elevate their programs. She and her team plan to lift the brand and bring it into 2024.

11. Good of the Order: None.

12. Adjournment: 10:00am

Academic Standards Committee Meeting Agenda

Friday, February 22, 2024

1. Welcome
 - Meeting began 3:01 pm
2. Discussion and action: New Gen Ed Outcome Assessment Form draft from Yvonne (thank you Yvonne!)
 - The draft can be found at this link:
https://drive.google.com/file/d/1x6PvE3JHLOJ4_OrLszqIKFCYvJP2k9Y0/view
 - There was a short discussion about the education department and embedded general education outcomes. Daniel Murphree wondered if we might have to alter the form if certain programs were not assessing the outcomes using specific classes. It was determined that we would discuss that next year when the assessment process is reviewed after. We will request written plans from all departments about how their general education outcomes are being assessed to help with decisions next year.
The form was discussed, Yvonne shared with the committee the changes to the document which included:
 - The form is now organized according to department rather than Gen Ed outcome areas.
 - The criteria are now in row format, with the courses in column format (this was based on feedback from the committee last year)The courses being assessed this year will be added to the form as it is complete this year. There was not feedback or changes suggested for the form, the committee thanked Yvonne for her hard work. Motion to approve new form: Susanne Bently. Seconded by Dean Straight. Passed unanimously.
3. Members to draft report for AY 2022-2023
 - Susanne Bently and Daniel Murphree agreed to compile the report for this year.
4. New Business
 - None
5. Adjournment
 - Eric Anderson motioned to adjourn, Yvonne Naungayan seconded. Approved, meeting adjourned 3:28 pm.

In Attendance:

Committee Member	Present
Daniel Murphree, Chair	Yes
Susanne Bentley	Yes
Eric Andersen	Yes
Glen Tenney	Yes
Yvonne Naungayan	Yes
Dean Straight	Yes
Sheila Staszak	No
Steven Hrdlicka	Yes
Stephanie Davis	No
Kara Coates	Yes
Rebecca Hawkey	Yes

The current Grade Appeal Policy is not highlighted

Proposed changes are in yellow

Grade Appeals

Great Basin College respects an instructor's qualifications and upholds the right of an instructor to determine academic standards. With faculty 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. The instructor evaluates student performance according to written grading criteria made available to students at the beginning of the class.

The student is responsible for knowing the grading policy, which may include class attendance requirements, and for meeting the requirements for grades as specified by the instructor's policy.

Should students have questions about their final grade in a course, the following published procedures shall be followed. The procedures do not apply to cases of grades issued because of academic dishonesty.

Student concerns about instructor conduct or activities unrelated directly to grades should follow the student grievance procedure in the current GBC catalog.

The burden of proof in these procedures rests with the student. Students may consult with the Office of the Vice President for Academic and Student Affairs in Berg Hall or their local Center Directors for assistance with the procedures and policies for appeal.

Students appealing their final grade in a course must provide all tests, papers, and other evidence they have to support their appeal. The complaint must be justified based on the grounds for appealing a final course grade stated below.

Grounds for Final Course Grade Appeals

The grade appeal process is intended for final course grades only. Grounds for an appeal are instances where the grading policy, as stated in the course syllabus, was not followed by the course instructor or a clerical error was made in recording grade data.

The following are **not** grounds for a grade appeal:

- Great Basin College's grade appeal procedure does not address cases where the final course grade results from academic dishonesty or misconduct. It also does not apply to grade appeals related to discrimination, harassment, or retaliation as per GBC's Sexual Harassment Policy, which should be directed to the Office of the Vice President for

Academic and Student Affairs in Berg Hall on the Elko Campus.

- The grade appeal process is not intended to deal with complaints regarding the content of courses or the quality of instruction. These issues should be directed to the department chairperson and/or appropriate dean.
- Only the **final** course grade submitted by the course instructor at the conclusion of the course can be appealed. Grades on individual course assignments cannot be appealed using this process, although the demonstration of an instructor's error on the grades for individual assignments may serve as evidence for an appeal of the final course grade.

Procedure to Appeal a Final Course Grade

Failure to initiate the following procedures within 30 calendar days of the end of the semester will result in the forfeiture of the right to challenge a grade.

These are the steps that must be taken:

Step One: The student must first communicate with the instructor in writing or by email to discuss the complaint and attempt a satisfactory resolution. If successful, no further action needs to 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 your 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 (this action must be accomplished within five days of the failure of step two).

- The student must complete a GBC Official Grade Appeal form and all relevant documents and submit them to the Academic Standards Committee Chair.

- A written statement of the facts and circumstances giving rise to the grade appeal must be attached to the Official Grade Appeal form. This statement must be clear, complete, accurate, and truthful, and may not exceed two pages.

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 and Student Affairs within three calendar days of issuance of the academic standards committee's recommendations. The Vice President for Academic and Student Affairs will, after reviewing the documentation of the previous three steps, issue a written decision which will be the final determination.

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.

BYLAWS COMMITTEE REPORT

Meeting: March 7, 2024

Attendance: Becky Coleman, Nick Cooley, Kevin Seipp, and Laurie Walsh

The committee discussed adding a FS Chair duty that requires tracking monthly senate actions in a spreadsheet. Currently, it is necessary to go to committee webpages etc to find actions. This addition would provide an easier way for everyone to see where actions stand. The spreadsheet would appear on the FS webpage and in the monthly FS packet.

The item sent for review is included as a separate document.

**REVIEW FOR POTENTIAL ACTION
BYLAWS COMMITTEE
March 15, 2024**

ITEM 1

Add to FS Chair Duties:

Maintain spreadsheet record of FS Action Items that are forwarded to administration for review.

EXAMPLE SPREADSHEET

FACULTY SENATE ACTION SPREADSHEET				
Senate actions include specific committee generated materials requiring faculty senate approval as well as general concerns, sense of senate votes and other matters forwarded to Administration.				
Origin Committee or Senate	Item Name/Description Attach item link	Date Introduced	FS Decision/Date (Attach final version if necessary)	Leadership Recommendation/Date (N/A, Approval, Rejection, Revision required*)
Senate	General concern: GBC paint color	Oct 12, 2030	Approved Oct 12, 2030	Rejected Nov 5, 2030
Academic Standards	Change in GPA requirements	Oct 12, 2030	Approved Nov 15, 2030	Approved Dec 10, 2030

*Attach comments

Compensation and Benefits Committee Report

Great Basin College Faculty Senate

March 15, 2024

The Compensation and Benefits Committee submitted revisions to the professional development policy and application at the February Faculty Senate meeting for review by senate and departments. The revisions were for clarity only and included no substantive change to the policy.

The Compensation and Benefits Committee recommends a motion to approve the revisions as presented and that the new policy and application be put into use in the 2024-2025 academic year.

Respectfully submitted,

John Patrick Rice, Ph.D., Committee Chair



POLICY AND PROCEDURE

Procedure:	Professional Development Funding Request Procedure
Policy No.:	5.30
Department:	Business Affairs
Contact:	Vice President for Business Affairs

Policy

A clear guideline for full-time faculty and administrative faculty to apply for funding consideration by the Compensation and Benefits Committee for professional development. The actual Professional Development Funding Request application process includes a two-page request form to be submitted to the committee, along with any supportive documentation available to aid the committee in their consideration of the funding request.

The Compensation and Benefits Committee makes recommendations for the disbursement of Professional Development funds that are allocated by the college for the current academic year. Should there not be funding for the Professional Development pool for that academic year at GBC, then the Committee will review applications for worthiness and forward to the appropriate VP for funding consideration via other sources.

The applicant must meet the minimum requirements as outlined on the Funding Request Checklist. Timely submission of all appropriately completed documents is critically important when limited funds are available to ensure consideration. The Professional Development Funding Checklist applies to all faculty, regardless of their contract status.

Procedures

1.0 Professional Development Funding General Information

Professional Development funding is a “reimbursement revenue source.” Applicants are required to make all arrangements, including registration, travel, and lodging. If an application is awarded, the applicant will be reimbursed for their expenses. Awards may not cover all costs.

The deadline for submission of a request must be met in order to receive funding. The Compensation and Benefits Committee must receive the application by October 31st for fall semester and by March 30th for spring semester.

There will be only one potential request approval per voting rep in the Department/Faculty Senate Containers per semester. Additional potential requests from the same department will have to pursue alternative funding (i.e. departmental budgets, Senior Administration, etc.). After the close of the filing deadline each semester, The committee may recommend Unallocated funds may be distributed in two ways. First, unallocated funds from the fall semester pool could be rolled over for spring semester distribution; or, may be distributed according to need to those applications approved for funding initially or deemed worthy of funding.

The amount of funding for the Professional Development fund is typically announced at the beginning of the academic year. is not known ahead of time for each academic year. At the first meeting the Compensation and Benefits Committee each Fall, a decision will be made as to the maximum monetary amount that will be considered for faculty funding requests in that academic year. If the fund provided by GBC is less than \$4,000, the funding

consideration will be limited to the cost of conference registration or the maximum ceiling designated by the committee for that academic year if it exceeds the registration. This does not mean that all who are funded will receive the maximum amount as other factors will be weighed in the Committee recommendation to senior administration (i.e. – applicant is a presenter at a conference). This will be communicated by the Compensation and Benefits Committee chair at the first Faculty Senate meeting and/or in an email communication to faculty. The applicant must complete the Professional Development Funding Request Checklist and Professional Development Funds Request Form and submit to the Compensation and Benefits Committee chair by the deadline to be considered for funding. The applicant must score a minimum of 4 points on the mandatory items highlighted in bold. The committee will weigh other factors and points in their recommendation of funding.

The applicant can pursue additional funding opportunities as well.

Applications will not be considered if applicant is applying for re-certification and/or licensing for his/her technical field or if applicant is applying for summer travel.

A person receiving Professional Development funds is required to provide the Chair of the Compensation and Benefits Committee a one page memo reporting on the meeting/event attended. The recipient may have additional reporting requirements to their supervisor or department.

NOTE REGARDING PROFESSIONAL ADVANCEMENT FUNDING

**Original Approved by PC: April 22, 2014, January 13, 2015
Contact the assistant to the president for any questions, corrections, or additions.**

GREAT BASIN COLLEGE
FACULTY SENATE COMPENSATION AND BENEFITS COMMITTEE
PROFESSIONAL DEVELOPMENT FUNDS REQUEST FORM

Name: _____ Event: _____
Dates: _____ Location: _____

Purpose of Conference or Event:

Benefit to College:

How this will improve my teaching and/or department:

Method of Transportation:

ESTIMATED COST *

Transportation: _____
Lodging: _____
Registration: _____
Meals: _____
Other: _____
Total Estimated Cost: _____

Meal Estimates:

See the "Per Diem" handout
Lodging Estimates:
See the "Lodging" handout
Mileage:
See the in-state Mileage Map
and the
"Per Diem" handout.

When traveling out-of-state, all receipts, except food, must be submitted: e.g., taxi, parking, motel, etc.

Applicant's Signature

Date

Department Chair or Vice President Approval

Date

Please attach all relevant documents that could help the committee make a decision. (i.e., conference brochures, etc.)

APPROVAL:

Amount: _____

Faculty Senate Compensation and Benefits Chair

Date

Amount: _____

Prof Development/Vice President-Academic Affairs

Date

GREAT BASIN COLLEGE
FACULTY SENATE COMPENSATION AND BENEFITS COMMITTEE
Professional Development Funding Request Checklist

Criteria	Points Earned/Points Possible
1) <i>Applicant is applying for re-certification and/or licensing for His/her technical field (Violates the committee's boundaries)</i>	<i>Application not considered</i>
2) <i>Applicant is applying for summer travel (Violates the committee's boundaries)</i>	<i>Application not considered</i>
3) The deadline for submission of request has been met (Submission must be received by Committee Chair prior to deadline below for Committee consideration) <i>Fall Semester - October 31st –</i> <i>Spring Semester - March 30th</i>	____/ 1 point
4) Constitutes allowable submissions per this container for the academic semester (Number of Container Voting Reps denote allowed submissions)	____/ 1 point
5) Applicant is a presenter or co-presenter at this conference or event. <i>*(see below)</i> (Must include documentation in request packet)	____/ 3 points
6) Amount of time that has transpired since last application approval. 0 point = Applicant received funds within one year. 1 point = Applicant has not applied for funding within last year. 2 points = Applicant has never applied for funding.	____/0-2 points
7) Level of critical benefit to the institution. 0 point = no impact; personal development only 1 point = impact is at department/program level only 2 points = impact is across several departments/program levels. 3 points = significantly impacts the institution and/or majority of the student population.	____/0 – 3 points
8) Degree of travel required for this Conference or event. 1 point = the rest of the 48 contiguous states 2 points = in a state bordering Nevada 3 points = within the state of Nevada	____/ 1 – 3 points
 Total Points Earned	 _____/13 Possible

(1 point score minimum on bold items is mandatory for funding consideration)

**Presenters are eligible for an additional 10% funding in excess of the established ceiling*

GREAT BASIN COLLEGE
FACULTY SENATE COMPENSATION AND BENEFITS COMMITTEE
PROFESSIONAL DEVELOPMENT FUNDS REQUEST FORM

Name: _____ Event: _____
 Dates: _____ Location: _____

Purpose of Conference or Event:

Benefit to College:

How this will improve my teaching and/or department:

Method of Transportation:

ESTIMATED COST *	
Transportation:	_____
Lodging:	_____
Registration:	_____
Meals:	_____
Other:	_____
Total Estimated Cost:	_____

Meal Estimates: See the "Per Diem" handout
Lodging Estimates: See the "Lodging" handout
Mileage: See the in-state Mileage Map and the "Per Diem" handout.

When traveling out-of-state, all receipts, except food, must be submitted: e.g., taxi, parking, motel, etc.

Applicant's Signature	Date
Department Chair	Date
Division Dean	Date

Please attach all relevant documents that could help the committee make a decision. (i.e., conference brochures, etc.)

APPROVAL:

Amount: _____	Faculty Senate Compensation and Benefits Chair	Date
Amount: _____	Prof Development/Vice President-Academic Affairs	Date

GREAT BASIN COLLEGE
FACULTY SENATE COMPENSATION AND BENEFITS COMMITTEE
Professional Development Funding Request Checklist

This checklist is to be completed by applicant.

Criteria	Points Earned/Points Possible
1) Applicant is applying for re-certification and/or licensing for His/her technical field (Violates the committee's boundaries)	Application not considered
2) Applicant is applying for summer travel (Violates the committee's boundaries)	Application not considered
3) The deadline for submission of request has been met (Submission must be received by Committee Chair prior to deadline below for Committee consideration) <i>Fall Semester - October 31st –</i> <i>Spring Semester - March 30th</i>	___/ 1 point
4) Constitutes allowable submissions per this container for the academic semester (Number of Container Voting Reps denote allowed submissions) Number of department requests does not exceed number of department/voting container voting representatives.	___/ 1 point
5) Applicant is a presenter or co-presenter at this conference or event. *(see below) (Must include documentation in request packet)	___/ 3 points
6) Amount of time that has transpired since last application approval. 0 point = Applicant received funds within one year. 1 point = Applicant has not applied for funding within last year. 2 points = Applicant has never applied for funding.	___/0-2 points
7) Level of critical benefit to the institution. 0 point = no impact; personal development only 1 point = impact is at department/program level only 2 points = impact is across several departments/program levels. 3 points = significantly impacts the institution and/or majority of the student population.	___/0 – 3 points
8) Degree of travel required for this Conference or event. 1 point = the rest of the 48 contiguous states 2 points = in a state bordering Nevada 3 points = within the state of Nevada	___/ 1 – 3 points
Total Points Earned	___/13 Possible

(1 point score minimum on bold items is mandatory for funding consideration)

*Presenters are eligible for an additional 10% funding in excess of the established ceiling

Curriculum Review Committee Report

The committee met on February 15, 2024 and recommended the following for approval:

Change Program - General Education Certificate

To align with current AA requirements for general education

New Course – HUM301 – to replace INT course for humanities

The committee met on February 29, 2024 and recommended the following for approval:

New Courses:

JOUR103 – Introduction to Media and Society

WELD200 – Metal Art

General Education Faculty Senate Report for 3/15/24

The Gen Ed Committee met on February 28, 2024. Our minutes are listed below.

Information Items:

- 1) The committee approved minor edits on the Gen Ed course approval form. These edits were designed to clarify the need to pass classes through oversight departments before they come before the committee.
- 2) In accordance with the Gen Ed approval process, Math submitted a statement and policy related to HSC 300's inclusion as a mastery Gen Ed course and Gen Ed approved their statement. Here is the statement:
 - a) In our January 24th meeting, the committee had an extensive discussion related to HSC 300 and whether or not it would count as a Math Gen-Ed mastery course moving forward. The Math department concluded that it should not count because the original approval of HSC 300 was based on the fact that INTs were not transferable. Because Math 389 (the Math INT replacement) resolves this issue and HSC 300 does not fit the purposes of the INT replacement classes (which includes giving students the opportunity to take out of major courses), Math no longer sees a compelling reason for continuing to accept it as a Math Gen-Ed course. On the other hand, Health Sciences has devoted significant time and effort into developing HSC 300 and making it a part of their programs. The committee requested that Math and Health Science faculty meet to resolve this issue. That meeting took place on January 30th, 2024 with Daniel Murphree representing Math, and Tami Mette, and Staci Wernert representing Health Sciences, and Ethan Hawkey (as Gen Ed Committee Chair) mediating over zoom. In that meeting, Math agreed to allow HSC 300 to fulfill the Math Mastery Gen-Ed requirement for 1 year in order to give the Health Sciences department adequate time to adjust their programs based on the new upper-division Gen-Ed system. So Health Sciences will need to figure out a solution to be in alignment with the new Gen-Ed system for the 2025-2026 catalog. Math said they would consider allowing a team-teaching option for HSC 300 or possibly offering a Health Science focused statistics course under their Math 389 special topics prefix. Whatever the final result, HSC 300 as currently taught, without the Math Department's approval, will no longer be accepted as meeting upper-division Gen-Ed requirements beginning in the 2025-2026 catalog year. HSC 300 will not be included in the Gen-Ed grid for 2024-2025 to avoid future confusion.

General Education Committee Minutes

2/28/24

10 am in HTC 121 in Elko and over Zoom [Here](#)

In attendance: Chair, Ethan Hawley; Members, Brandy Nielsen, Brian Zeiszler, Ping Wang, Tom Bruns, Daniel Bergey, Tami Mette, John Rice; Ex-officio members, Deanna Hamilton, Mary Doucette

1. Approval of Last Meeting Minutes were unanimous
 - [1/24/24 Meeting Minutes](#)

2. Discussion and vote on HSC 300
 - Math's Statement:
 - In our January 24th meeting, the committee had an extensive discussion related to HSC 300 and whether or not it would count as a Math Gen-Ed mastery course moving forward. The Math department concluded that it should not count because the original approval of HSC 300 was based on the fact that INTs were not transferable. Because Math 389 (the Math INT replacement) resolves this issue and HSC 300 does not fit the purposes of the INT replacement classes (which includes giving students the opportunity to take out of major courses), Math no longer sees a compelling reason for continuing to accept it as a Math Gen-Ed course. On the other hand, Health Sciences has devoted significant time and effort into developing HSC 300 and making it a part of their programs. The committee requested that Math and Health Science faculty meet to resolve this issue. That meeting took place on January 30th, 2024 with Daniel Murphree representing Math, and Tami Mette, and Staci Wernert representing Health Sciences, and Ethan Hawley (as Gen Ed Committee Chair) mediating over zoom. In that meeting, Math agreed to allow HSC 300 to fulfill the Math Mastery Gen-Ed requirement for 1 year in order to give the Health Sciences department adequate time to adjust their programs based on the new upper-division Gen-Ed system. So Health Sciences will need to figure out a solution to be in alignment with the new Gen-Ed system for the 2025-2026 catalog. Math said they would consider allowing a team-teaching option for HSC 300 or possibly offering a Health Science focused statistics course under their Math 389 special topics prefix. Whatever the final result, HSC 300 as currently taught, without the Math Department's approval, will no longer be accepted as meeting upper-division Gen-Ed requirements beginning in the 2025-2026 catalog year. HSC 300 will not be included in the Gen-Ed grid for 2024-2025 to avoid future confusion.
 - We discussed this statement and voted on it. We voted to approve it by the vote of 6-2.

3. Gen Ed Submission Form Edits
 - We discussed minor edits made to the General Education submission form. These were made to ensure that faculty know that they need to get the consent of the proper oversight department before a course can be submitted to the Gen Ed Committee.

4. Next meeting March 20 at 10am in HTC 121 and over zoom, and
 - a. April 24th same time and place

General Education Course Submittal Form

Deadline for submission: November 1st

This form is for evaluation of proposed lower-division general education courses

- Submissions should be made by full-time faculty.
- General education courses must be reviewed by relevant department faculty (i.e., ENG prefix by Arts and Letters) and approved by the department chair prior to submission of this form.
- **Form and attachments are to be emailed to GEC chair after department chair approval.**
- Prior to approval, department chairs should notify other departments of this proposal to ascertain if conflicts or concerns exist and to work with appropriate staff to resolve any issues.
- Incomplete general education components (i.e., course learner objectives, general education learner objectives and assessments) will be returned to submitter for completion.
- Forms for courses approved by this committee are forwarded to the Curriculum Review Committee.
- Include a course syllabus with this form
- Email packet to GEC chair

1. Submitter information (Must be full-time faculty)

First, Mi, Last:

Department Name:

Division Name:

GBC Email:

Contact phone number:

Date of submission:

2. Course information

"new" "existing" "Course prefix/ number"

"Course Title"

New or existing course for GBC:

Course description / prerequisites (existing courses must match catalog description exactly):

3. Briefly explain why this course should be in general education:

4. GE/Course learning objectives and measurements. Create a table that lists the GE objectives, course learner objectives (all as listed under subcategories 1-11), and measurement in a table. The catalog General Education objectives are attached to this document for ease of copying. NOTE: GE objectives must be identical to the catalog while course learning objectives are tailored for class content. **Please attach GE table to this document.**

<i>SAMPLE GE TABLE for GEOG 106 Human Geography</i>		
GE Area: Human Societies and Experience		
8. Structure of Societies		
GE Objective	Course Learning Objective	Measurement
Demonstrate understanding of the processes that influence human behavior and structure of societies.	Analyze the role of toponyms in delineating human spatial territories.	Discussion Post 1
Demonstrate understanding of the processes that influence social stratification and/or inequality	Analyze the nature of food deserts in US cities and how these relate to social inequality.	Discussion Post 2
Demonstrate understanding of the methodologies used to study human social systems	Analyze production and consumption patterns of chocolate in the context of World Systems Theory.	Discussion Post 3

General Education Course Submittal Form

5. Briefly explain how course content (readings, lectures, films, activities, etc.) addresses learning objectives.

Submitter Signature:

Submission Date:

Department Chair Signature:

Approval Date:

After department chair approval, submitter must send the signed document and attachments to GEC committee chair. Submitter will be informed of the decisions made throughout the process.

GEC and Administrative review:

General Education Committee approval/denial:

GEC Chair Signature:

Approval date:

General Education Committee reasoning:

Dean approval/denial:

Dean Signature:

Approval date:

Dean reasoning:

VPAA approval/denial:

VPAA Signature:

Approval date:

VPAA reasoning:

Reminder: Submitter will be contacted with updates and required edits.



General Education Objectives**Communications and Expressions**

1. Written Communications
 - Utilize written genres appropriate to task
 - Express ideas clearly and compellingly in text
 - Effectively identify and address various audiences and contexts
2. Oral Communications
 - Organize oral presentations appropriate to context and audience
 - Deliver compelling and clear oral communications
 - Demonstrate an understanding of interpersonal communications in a variety of contexts
3. Evidence-Based Communications
 - Correctly interpret and analyze source materials and readings
 - Determine source appropriateness/credibility according to context
 - Effectively incorporate and cite sourced material in communications
4. Fine Arts
 - Demonstrate proficiency in the understanding of basic fine arts concepts and language
 - Demonstrate the effective use and application of artistic tools and processes
 - Demonstrate the ability to engage in the creative process as it applies to the subject

Logical and Scientific Reasoning

5. Mathematical Reasoning
 - Demonstrate knowledge of mathematical notation and concepts
 - Apply mathematical concepts and operations in proper written or graphical form
 - Apply relevant mathematical skills in solving real world problems
6. Scientific Reasoning
 - Demonstrate an understanding of the scientific methodologies used in various disciplines
 - Effectively interpret and apply scientific principles and concepts
 - Apply scientific reasoning to the evaluation, analysis or interpretation of models and theories developed in the sciences
7. Scientific Data Interpretation
 - Effectively apply mathematical principles and quantitative methods to collect and analyze scientific data
 - Utilize the scientific method to arrive at informed conclusions

Human Societies and Experience

8. Structure of Societies
 - Demonstrate understanding of the processes that influence human behavior and structure of societies
 - Demonstrate understanding of the processes that influence social stratification and/or inequality
 - Demonstrate understanding of the methodologies used to study human social systems
9. American Constitutions and Institutions
 - Demonstrate an understanding of American constitutions and institutions and their development
 - Demonstrate understanding of processes of social stratification and inequality in American society
 - Demonstrate knowledge of the methods used to study American society
10. Humanities
 - Demonstrate an understanding of the consequences of human actions in social and environmental contexts, and an ability to consider the ethical and practical implications of those actions
 - Demonstrate an ability to recognize the importance of creative human expression
 - Demonstrate an ability to recognize and respect the rights of the individual and to appreciate the complexity and variety of divergent attitudes, values and beliefs in society
 - Demonstrate an understanding of the cultural and historical heritage of contemporary society and the implications of this heritage

Technological Proficiency

11. Technological Proficiency
 - Analyze a problem and identify and define the technology requirements appropriate to its solution
 - Describe professional, ethical, legal, security and social issues and responsibilities for technology users
 - Develop skills to continuously learn fundamentals of existing and new technology

General Education Course Submittal Form

Deadline for submission: November 1st

This form is for evaluation of proposed lower-division general education courses

- Submissions should be made by full-time faculty.
- **General education courses must be reviewed by the designated oversight department faculty and approved by that department chair prior to submission of this form. The oversight structure is detailed in the Gen. Ed Departmental Procedure Form.**
- **Form and attachments are to be emailed to GEC chair after department chair approval.**
- Prior to approval, department chairs should notify other departments of this proposal to ascertain if conflicts or concerns exist and to work with appropriate staff to resolve any issues.
- **Incomplete general education components will be returned to submitter for completion.**
- Forms for courses approved by this committee are forwarded to the Curriculum Review Committee.
- Include a course syllabus with this form
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Demonstrate understanding of the methodologies used to study human social systems	Analyze production and consumption patterns of chocolate in the context of World Systems Theory.	Discussion Post 3

5. Briefly explain how course content (readings, lectures, films, activities, etc.) addresses learning objectives.

Submitter Signature:

Submission Date:

Oversight Dept. Chair

Approval Date:

After department chair approval, submitter must send the signed document and attachments to GEC committee chair. Submitter will be informed of the decisions made throughout the process.

GEC and Administrative review:

General Education Committee approval/denial:

GEC Chair Signature:

Approval date:

General Education Committee reasoning:

Dean approval/denial:

Dean Signature:

Approval date:

Dean reasoning:

VPAA approval/denial:

VPAA Signature:

Approval date:

VPAA reasoning:

Reminder: Submitter will be contacted with updates and required edits.



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 - Develop skills to continuously learn fundamentals of existing and new technology



GBC February 2024 Personnel Committee Report

Friday, 2.23.2024 (9:00 am)

—

Members in Attendance

Arysta Sweat, George Kleeb, Erica Salazar, Jennifer Stieger, Mike McGhee, Jason Brick, Xunming Du, Jessica Johnson

Agenda Items

Tenure Forms

- The Personnel Committee bumped their March 6 meeting date up to February 23 to allow for timely review of tenure forms identified in the tenure policy proposal. After discussion, it was determined that development of these forms was outside of the committee's purview. It was referred out. At the request of the Personnel Committee, Chair Sexton forwarded the tenure policy draft to all faculty ahead of the March 16 faculty senate meeting.

Update on Service

- Personnel Committee members should submit the committees they served on from August 2023 to present to the Personnel Committee Chair to update representative records as soon as possible.

Important Dates

Feb 16, 2024 - Faculty Senate meeting

Tenure Track Definitions

What is Tenure?

Tenure is an employment contract between a faculty member and GBC. The decision to grant tenure is based on a rigorous evaluation of a tenure candidate by the tenure probationary committee and GBC administration during a probationary period. Please refer to the [Board of Regents Handbook: Title 2, Chapter 4, Section 4.1.2.](#)

Who is Eligible for Tenure?

Please refer to the [Board of Regents Handbook: Title 4, Chapter 3, Section 2.1.c.](#)

Who Decides?

A faculty member must earn tenure in conformity with the Nevada System of Higher Education Code. The College president recommends the faculty member for an appointment with tenure, and the Board of Regents confers tenure.

NSHE Code Standards

GBC must use the NSHE Code standards and the ratings set forth in the [Board of Regents Handbook: Title 2, Chapter 4, Section 4.4.2,](#) while recommending academic faculty for appointment with tenure.

Tenure Ratings

Please refer to the [Board of Regents Handbook: Title 2, Chapter 4, Section 4.4.2 \(b\).](#)

Tenure upon Hire

Please refer to the [Board of Regents Handbook: Title 2, Chapter 4, Section 4.3.1 \(b2\).](#)

Process

Establishment of Tenure Probationary Committee

Within 30 days of the contract start date of a new faculty member, the dean under which the faculty member serves shall appoint a tenure probationary committee. The committee will consist of three full-time, tenured faculty members. The tenure-track faculty member's dean will select one committee member from the tenure-track faculty member's department. Preference should be given to faculty located at the same GBC campus as the tenure-track faculty member. The VPAA will select one committee member from any department. The tenure-track faculty member will select one member from any department.

The tenure probationary committee shall elect one of the members as the chair. The tenure probationary committee chair shall be responsible for scheduling meetings and reporting the progress of the candidate for tenure.

Probationary Period

Please refer to the [Board of Regents Handbook](#): Title 2, Chapter 4, Section 4.3.1 (a) and (d); Section 4.3.2 and 4.3.3.

Required Activities

GBC has developed a guideline to help the tenure candidate become better acquainted with GBC and NSHE. The tenure candidate must do the following activities, and others believed necessary by the tenure probationary committee.

- Become familiar with the NSHE Code.
- Read the GBC Bylaws.
- Review the self-study report prepared for the Northwest Commission on Colleges and Universities.
- Read GBC's vision, mission, and values statements and strategic initiatives.
- Attend a Board of Regents meeting.
- Attend a Faculty Senate meeting.
- Attend at least one Student Government Association function.

Annual Plan: New Faculty

The faculty member completes an annual evaluation plan form prior to the start of the academic year. The faculty member will make their annual plan available to the department chair/director and the dean by October 1. There shall be a general agreement among the faculty member, the department chair and the dean about the criteria selected within the annual plan form.

Annual Evaluation

At the end of each annual evaluation period, the new faculty member shall submit to the department chair/director the following information:

1. Annual evaluation form and other pertinent documents deemed necessary by the faculty member or by the department chair.
2. Student evaluation reports.

The department chair and dean shall prepare an evaluation report based on the annual plan, personal observations, reports and documents submitted by the new faculty member. While preparing the evaluation report, the department chair or dean may use information collected during an interview with the faculty member.

Overview of Tenure Process

Tenure shall be awarded only to individuals whose performance during their probationary period gives clear evidence of their ability and willingness to make a significant and continuing contribution to the growth and development of GBC.

The decision to grant tenure shall be made during the tenure track faculty member's fourth year of service.

The tenure candidate shall complete the Recommendation for Tenure form, and submit it to the department chair and dean for review. The dean shall then forward the form to the Vice President of Academic Affairs (VPAA).

Finally, the VPAA passes the recommendation to the College president. If the president agrees with the recommendation, s/he

shall forward the proposal to the Board of Regents. The president shall then send a notice of the board's decision, in writing, to the tenure candidate.

Tenure Time Clock

Please refer to the [Board of Regents Handbook: Title 2, Chapter 4, Section 4.3.1 \(c\)](#).

GBC Timelines

Probationary Timeline	
Within 30 days of the contract start date of a new faculty member	Dean, VPAA, and tenure-track faculty member shall select members of the tenure probationary committee.
First meeting of tenure probationary committee should occur as soon as possible	Committee members shall elect the committee chair, and review tenure guidelines with the candidate
Each Semester: October (Fall) and March (Spring)	Tenure candidate shall write a summary of tenure-related activities and forward it to all members of the tenure probationary committee
Each Semester: before November 1 (Fall) and April 1 (Spring)	One tenure probationary committee member shall observe the tenure candidate's teaching performance and completes the Peer Observation of Teaching Effectiveness form

At least once per Semester: before November 1 (Fall) and April 1 (Spring)	Tenure probationary committee shall meet with the tenure candidate and complete the Probationary Development/Department Review Report form
Each Semester: by November 20 (Fall) and April 20 (Spring)	Tenure probationary committee shall submit probationary development/department review report, summary of tenure-related activities and peer observation of teaching effectiveness to dean
Each Semester: by December 8 (Fall) and May 20 (Spring)	Dean shall forward the probationary development/department review report, summary of tenure-related activities and peer observation of teaching effectiveness forms to the VPAA and tenure candidate (if done that semester, due once per year).
Application Timeline	
At end of probationary period	Tenure probationary committee recommends to dean and VPAA appropriate action with regard to appointment with tenure
By November 1	Tenure application due from tenure candidate to department chair and dean
By December 1	Tenure application due from dean to VPAA
By December 31	VPAA reviews applications and makes recommendations to President
By agenda item deadline for first	President reviews and approves recommended candidates and places names of those approved on Board of Regents

Spring Board of Regents meeting	agenda. Candidates not approved will be notified in accordance with NSHE Code, Title 2, Chapter 5.2.3 and 5.2.4.
First Spring Board of Regents meeting	Board of Regents meets and considers tenure recommendations
July 1	Tenure is effective for those approved by the Board of Regents

The Final Decision

The tenure probationary committee shall, at the end of the probationary period, submit a final probation report and attach a summary of the previous years' probation reports. These reports will be submitted to the tenure-track faculty member's dean and will contain the evaluation results and recommendation of appropriate action with regard to an appointment with tenure.

After reviewing all documentation from the tenure probationary committee, department chair and dean of the tenure-track faculty member's department, the VPAA makes a recommendation to the president.

The president makes the final decision for either the recommendation to the Board of Regents, or for a notice of non-renewal.

A faculty member who has been denied appointment with tenure may, within 15 calendar days after notification of such denial or termination, provide a written request to the president asking for a statement in writing detailing the reasons for the denial or notice of termination. The response must be received by the faculty member within 15 calendar days president receives the written request for reasons. ([B/R, Title 2, Chapter 5, Section 5.2.3](#))

Within 15 calendar days after receipt of the written reasons for denial of appointment with tenure or termination, a faculty member may request reconsideration. The request shall be submitted in writing to the faculty member's department chair, supervisor, or dean who rendered the negative decision together with the reasons, arguments and documentation supporting the request for reconsideration. The request for reconsideration shall be promptly directed through regular administrative channels with recommendations for or against reconsideration of the decision. Final action shall be taken within a reasonable time by the president after receipt of the recommendations, except if the president, after reconsideration, decides to recommend appointment with tenure should be granted, the final decision must be made by the Board of Regents. (*B/R, Title 2, Chapter 5, Section 5.2.4*)

Summary of Duties

Duties of Candidate

The following are the the duties of the tenure-track faculty member:

- Ensure that the tenure probationary committee meets as directed by the NSHE Code.
- Submit documentation each semester to the committee to show good progression towards receiving tenure in alignment with NSHE Code provisions.
- Notify the head of the administrative unit and VPAA if the committee is not functioning as it is supposed to.
- Sign-off on all tenure probationary committee reports and notify the VPAA promptly if one disagrees with the report.

Duties of Committee

The committee has the task of deciding whether the candidate for tenure fits the institution and should be recommended for tenure, or should be given a notice of non-renewal at the end of the third year. The basis for this decision must be supported by the committee's periodic reports.

The following are the the duties of the tenure probationary committee:

- Review tenure guidelines/process with candidate at the first meeting.
- Each Semester before **Nov. 1** (Fall) and **April 1** (Spring):
 - Tenure probationary committee must meet with the tenure candidate.
 - One tenure probationary committee member shall observe the tenure candidate's teaching performance and complete the Peer Observation of Teaching Effectiveness form.
- Help draft semester report if needed.
- Committee members shall mentor the tenure candidate to become an excellent contributor to the College community.
- Ensure the tenure candidate completes the Required Activities by reviewing the Required Activities Checklist at each meeting.
- At the end of the probationary period, read the candidate's Recommendation for Tenure form and provide feedback, if applicable.
- At the end of the probationary period, submit a probationary development/department review report to the head of the administrative unit. The report shall include recommendation for appointment with tenure or issuance of notice of non-renewal.
- Maintain complete confidentiality at all times.
- Foster communication between candidate, committee, and dean.

Duties of Committee Chair

The following are the the duties of the tenure probationary committee chair:

- Perform all the duties of a committee member.
- Write a committee report every semester accurately detailing the tenure candidate's progress and obtain signatures from committee members.
- Call meetings of the tenure probationary committee to meet with the tenure candidate at least once each semester.

- At the first committee meeting with the candidate, introduce the Recommendation for Tenure form which the candidate will complete at the end of the probationary period.
- Submit probationary development/department review report to head of administrative unit by **Nov. 20** (Fall) and **April 20** (Spring), except in the Semester when the tenure candidate submits their tenure application.
- Maintain documentation of all committee activities.
- Maintain complete confidentiality at all times.
- If the candidate has not met the standards of performance as set by the committee, the chair must make the recommendation to the dean for an issuance of a notice of non-renewal.

Duties of the Dean

The following are the the duties of the dean of the tenure-track faculty member's department:

- Within 30 days of the contract start date of a new faculty member:
 - Appoint one tenure probationary committee member.
 - Request the VPAA choose a second committee member.
 - Request that the new tenure-track faculty member choose the third committee member.
- Forward tenure committee reports to VPSAA no later than **Dec. 8** (Fall) and **May 20** (Spring).
- Work very closely with the committee chair and the tenure candidate to ensure the candidate's progress.
- Review the candidate's annual plan and prepare yearly evaluation reports.

Changes to the Tenure Guidelines

Any revisions to the tenure guidelines are subject to the NSHE Code and GBC Faculty Senate Bylaws.

In addition, changes proposed by the GBC Faculty Senate must be reviewed and approved by the GBC Leadership Council.