

**Great Basin College
FACULTY SENATE 2024-2025
Friday, March 21, 2025
9:00 am**

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

AGENDA

- 1. Roll Call:**
- 2. Call to Order:**
- 3. Approval of February 21, 2025 minutes - For Possible Action**
- 4. Senate Chair Report:**
- 5. Standing Committee Reports:**
 - a. Academic Standards & Assessment..... **No Report**
 - b. Bylaws..... **Written/ Verbal Report**
 - i. Proposed Changes to the Bylaws – For Possible Action in April**
 - c. Compensation & Benefits..... **Written Report**
 - i. Report – Information Only**
 - d. Curriculum Review..... **Action Items**
 - i. New Course and Changes to Two Programs – for Possible Action**
 - e. Instructional Technology..... **Verbal Report**
 - f. Gen Ed Committee..... **Report w/Future Action**
 - i. Report – Substitution/ Waiver Form – For Possible Action in April**
 - g. Personnel..... **Written/ Verbal Report**
 - i. Written Report – Information Only**
 - ii. Emeritas Deadline – March 28**
 - h. Policy Review Committee..... **Action Items**
 - i. GBC Institutional Bylaws – For Possible Action**
 - ii. Program Review Policy – For Possible Action**
 - iii. Mission Fulfillment/ Institutional Effectiveness Assessment – For Possible Action**
 - i. Faculty Salary Equity Review, ad hoc..... **Written Report**
 - i. Report – Information Only**
- 6. Unfinished Business:**
- 7. New Business:**
- 8. Information Items:**
 - i. Proposal for Faculty Evaluation Process Improvements – For Possible Action in April**
- 9. Announcements:**
- 10. Good of the Order:**
- 11. Adjournment:**

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DRAFT MINUTES

- 1. Roll Call:** Tim Esh, Steven Hrdlicka, Robert Cowan, Abigail Loya, Norm Whittaker, Christopher Salute, Madison Arbillaga, Dorothy Callander, Jamie Carlson, Eleanor O'Donnell, Tami Potter, Daniel Murphree (Proxy for Ping Wang), Kara Coates, Ethan Hawkley (Proxy for Stephanie Davis), Jason Brick, Kristin Heath, Kimberly Noah, Roger Quijada

Voting Representatives Absent: Tiffany Ross, Amber Ogle

Other members present: David Sexton (Chair), Oscar Sida (Vice-Chair), Donald Jones, Erica Salazar, Sheila Staszak, Sheree Beard, Carrie Meisner, Yvonne Naungayan, Earl Owen, Tom Bruns, Laura Debenham, Mardell Dorsa, Xunming Du, David Antonini, Mike McGhee, Kevin Seipp, Morgan Roberts, James Kendall, Becky Coleman, Shemayne Pitts, Daniel Murphree, Anna Freistroffer, Leah Johnson, Michelle Beecher, Sonika Soni, Nicole Maher, John Rice, Adriana Mendez, Gina Johnson, Amy Smith, Tawny Crum, Cheyenne Stocks, Krishna Subedi, Sarah Massie, Jeff Winrod

Others present: Dean Karl Stevens, Catherine Cole, Lori Gilbert, Elizabeth Stanley, Sharon Butterfield, Kimberly Myers

- 2. Call to Order:** 9:01
- 3. Approval of January 24, 2025 minutes - For Possible Action**

A motion to approve the January 24, 2025 minutes was by Ethan Hawkley, seconded by Kara Coates. Motion passed unanimously.

- 4. Senate Chair Report:** Chair Sexton mentions the Board of Regents meeting in March that will discuss budgets and approving Honorary Degrees. Nominations for Faculty Senate Vice Chair open in April. The new website launches in Summer and will be in full swing in Fall 2025.

Chair Sexton invites Facilities Director Jeff Winrod to comment on a few changes that will be happening on Elko campus. Large numbers will be added to better locate the buildings for students and first responders. Areas in need of repairs are getting concrete. Berg Hall will undergo a big project that will require the staff to temporarily relocate to other buildings for the summer. Lastly, Director Winrod encourages everyone to download the GBC Safety App. It is the primary source for alerts.

Chair Sexton is pleased that the Student Awards are back to the programs instead of the departments and wants to thank Lynette Macfarlan and everyone else who was a part of making it happen.

- 5. Standing Committee Reports:**

- a. Academic Standards & Assessment..... **Written Report**
- b. Bylaws..... **Written Report**
- c. Compensation & Benefits..... **Verbal Report**

Professional Development applications are due March 31st. Keep in mind that they are funds for reimbursement.

Salary Equity Chair John Rice expresses that the salary equity review is *not* a salary study. There may be a few faculty members who might have inequities, but the results of the equity study are essentially addressing and repairing compression. NSHE requires an equity review every two years, and this is the first time since 2013 that this has been addressed.

Chair Rice spoke with President Donnelly about a salary study for those faculty members who are concerned about their salaries, but details of that particular study won't be discussed until perhaps the next fiscal year.

- d. Curriculum Review..... **Written Report**
Report recommends to approve a new ANTH course and a program change to the Physical Science Pattern of Study program, making it a 2+2 program with UNR.
- e. Instructional Technology..... **No Report**
- f. Gen Ed Committee..... **No Report**
- g. Personnel..... **Written Report**
- h. Policy Review Committee..... **Report w/ Action Items**

i. GBC Institutional Bylaws – For Possible Action in March

The document doesn't have substantial changes, but it is reworded in a language accessible by the audience.

ii. Program Review Policy – For Possible Action in March

Changing reviews from 5 to 7 to put us in line with accreditation.

iii. Mission Fulfillment/ Institutional Effectiveness Assessment – For Possible Action March

The changes in the document gives depth to the original description and makes more aligned with policy.

6. Special Guests: None.

7. Unfinished Business: None.

8. New Business:

i. GBC Mascot – SGA Vice President Catherine Cole

Faculty Senate was visited by SGA Vice President Catherine Cole to gather a general sense of the Senate about creating a mascot for GBC. A discussion ensued. Here are the highlights:

- Total cost of mascot costume will be paid for by SGA.
- There will be one costume to be shared between campuses.
- The mascot will be on the GBC Events Calendar to rent for events on all campuses.
- SGA will send out a vote for the appearance of the mascot and hold a competition for its name.

The Senate approves the idea but did not care for the design shown at the meeting. The Senate was assured by SGA Vice President Cole that the design was only a prototype and not the final product.

9. Information Items:

i. Assessment Plans Due – Daniel Murphree

Strongly asking for your department's Gen Ed assessments soon. They are needing those reports for the visit in April.

10. Announcements: None.

11. Good of the Order:

i. Cizek Associates (CAI) – Listening Session

The listening session was moved to 10:00am and did not take place during Faculty Senate.

12. Adjournment: 9:47AM

Bylaws Committee 2025

February 19, 2025

(Rev 2, 3/15/2025)

Proposed language addition to address the issue of not having an incoming chair (i.e. no vice-chair was nominated or selected):

In the event of a vacancy of the Vice-Chair position, the incumbent chair, with approval of the Senate voting body, shall serve a second term. The incumbent may only serve a second term after receiving a nomination from the Senate body and accepting that nomination. After the nomination is accepted by the incumbent, a vote shall be held by the Senate. A 2/3 majority vote is required for this circumstance.

Every effort shall be made to fill the vacant position of Vice-Chair during the Chair's tenure. It is expected that a new Vice-Chair will take the vacant position at the time of the incumbent Chair starting their second term.

If the Senate does not wish to extend the incumbent Chair to a second term and the Vice-Chair position is vacant, an appointment by the Executive Committee will be brought to the Senate.

Compensation and Benefits Committee

Written Report. NO ACTION

ALL MEMBERS PRESENT

Compensation and Benefits Committee met on March 6, 2025.

- Discussion of Professional Development Funding applications. Spring applications due March 31, 2025, 5:00 PM.
 - Professional Development Funding Applications must be submitted to john.rice@gbcnv.edu by the end of business (5 PM PDT) on Monday, March 31, 2025.
 - The Committee has about \$7,000 to distribute. In the past the Senate has limited applications to the number of Senators within the applicant's department/senate container. The committee is lifting this restriction and accepting all applications.

- The committee heard a report on the work of the ad hoc committee on salary equity review.

Respectfully submitted,
John Patrick Rice, Chair

Curriculum Review Committee Meeting Report

March 2025

New Course: ANTH 423 Indigenous Identities has been recommended for approval.

Program Change: Engineering and Physical Science Pattern of Study AS has been recommended for approval.

ENGR100 will be the general education requirement for Technology, otherwise no other change. This was approved by the Computer Department and the General Education Committee in December.

Due to the addition of engineering courses to make this a 2+2 program with UNR, it does increase the credits by 4-6. The following courses will be added: MATH 285, EE220, ME242, and ENGR241. ENGR100 will replace the technology general education requirement of CS135. The program electives were removed to accommodate the new courses.

Gen Ed Info Item, March 2025 Faculty Senate

Gen Ed has approved a change in the Gen Ed substitution process, and we are sending it forward as an informational item to be voted on at the next faculty senate meeting. The proposal is to have written justification with each substitution. That justification should be submitted by the department chair of the department charged with overseeing the gen ed outcomes. We propose the following form to go along with this change.



Great Basin College

STUDENT SUBSTITUTION/WAIVER FORM

Please send completed and signed forms to Assistant registrar via secure share.

Date: _____

Academic Advisor Name: _____ Dept: _____

Student Name: _____ NSHE ID#: _____

Major: Bachelor Associates Certificate Catalog Year: _____

Declared Major: _____ **(Student must be declared this major)**

GBC Requirement: _____	# of credits: _____
<i>(GBC Requirement example: English Requirement, Math Requirement, Scientific Reasoning, etc.)</i>	
Waive Substitute _____	# of credits: _____
Office use only RG _____ RQ _____ LN _____ Override # _____ Date & Initials _____	

GBC Requirement: _____	# of credits: _____
<i>(GBC Requirement example: English Requirement, Math Requirement, Scientific Reasoning, etc.)</i>	
Waive Substitute _____	# of credits: _____
Office use only RG _____ RQ _____ LN _____ Override # _____ Date & Initials _____	

GBC Requirement: _____	# of credits: _____
<i>(GBC Requirement example: English Requirement, Math Requirement, Scientific Reasoning, etc.)</i>	
Waive Substitute _____	# of credits: _____
Office use only RG _____ RQ _____ LN _____ Override # _____ Date & Initials _____	

GBC Requirement: _____	# of credits: _____
<i>(GBC Requirement example: English Requirement, Math Requirement, Scientific Reasoning, etc.)</i>	
Waive Substitute _____	# of credits: _____
Office use only RG _____ RQ _____ LN _____ Override # _____ Date & Initials _____	

Academic Advisor Signature: _____ Date: _____

Program Advisor/Director Signature (if required): _____ Date: _____

Academic Advisor must receive program advisor/director signature before submitting program requirement subs or waivers.

General Education Committee Chair Signature: _____ Date: _____

Required for all General Education subs or waiver. *The Gen Ed Department tasked with oversight of the course must provide written justification based on Gen Ed outcomes with their approval before sending to the Gen Ed Committee for final approval. The only exception is if a student has a previously received an AA, AS, BA or BS degree, or when a transfer course was designated a General Education at the institution it was taken.*

Curriculum Manager Signature (if required): _____ Date: _____

Personnel Committee

Meeting Minutes

Thursday, March 13, 2025

11 a.m. GTA 124 and via Zoom

Members present: Jennifer Stieger (chair), Jason Brick, Xunming Du, Arysta Sweat, Christopher Salute, George Kleeb, Amy Smith

Members absent: Mardell Dorsa, Tim Beasley, Mike McGhee, Amber Cannon, Shirley Muir, Erica Salazar, Jessica Johnson

Action items:

- The committee approved the Feb. meeting minutes.

Items discussed:

- Sarah Negrete will attend the Personnel Committee meeting on May 1 to discuss policy and training.
- Jennifer provided an update on the WebCampus diversity training, requesting all members to complete the training by the end of the semester.
- The committee reviewed its current charges and made recommendations. The committee will discuss the revisions at the April meeting before sending the document to the Bylaws Committee for review.
- The meeting was adjourned at 11:39 a.m.

Important Dates:

- Emeritus applications due last Friday in March (March 28, which is Spring Break)
- Faculty Senate: Friday, March 21 at 9 a.m.

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1.0 Organization and Administration of Great Basin College

Purpose of the College. Great Basin College (GBC) is part of the Nevada System of Higher Education (NSHE) – a system comprised of two universities, one state college, four community colleges, and a research institute. GBC must

comply with all policies and procedures outlined in the NSHE Code and NSHE Title 4, Policy Codification.

GBC is a comprehensive community college and provides educational opportunities for university transfer, occupational/technical, selected baccalaureate degrees, community education, developmental education, business and industry linkages, and student support services.

With an 86,500-square-mile-service area, a multi-educational center organizational structure and extensive distance education technologies are utilized.

2.0 College Bylaws (GBC)

Other GBC Bylaws. The Board of Regents delegates to the faculty of GBC the authority and responsibility for organizing itself in accordance with GBC Bylaws and for recommending policy on matters of faculty welfare, on the rights of faculty under the Nevada System of Higher Education Code, and on their involvement in the College's primary missions as stated in the NSHE Code. Classified staff are also awarded the authority and responsibility for organizing themselves into a representative body in accordance with the NSHE Code.

The **College Bylaws Committee** is formed by recommendations from the Faculty Senate, Classified Council, President's Council, and appointed by the president. The Committee deals with questions of GBC Bylaws interpretation, possible revisions, and amendments. This is an ad hoc committee. Any college person or group requesting interpretation, revision, or amendments should contact the president's assistant.

Questions of interpretation of GBC Bylaws shall be directed to the ad hoc College Bylaws Committee. The committee shall rule on the questions, and any appeal of the decision shall be made to the president. To the extent that any provision of these Bylaws conflicts with a provision of the NSHE Code, the provision of the NSHE Code shall be controlling.

GBC policy on policies. The GBC policy on policies ensures that the management of GBC policies aligns with NSHE policies, as well as state, federal, and local laws and regulations, while reflecting the values of the college. This policy is available upon request.

Amendments to the GBC Bylaws may be made in two ways:

- Any employee or college body may propose an amendment. Such a proposed amendment shall be presented to the College Bylaws Committee for review and validation with federal and state laws as well as NSHE Code and Policies. Such a proposed amendment must be forwarded to the President's Council with appropriate notes from the College Bylaws Committee. If the president rejects the proposed amendment, then the president shall notify all parties, in writing, of the decision and the reason(s) for rejection within twenty (20) working days after receiving the proposed amendment.
- Any amendment must be reviewed and accepted by the President's Council. The president and Board of Regents must give final approval.

3.0 Organizational Structure of Great Basin College

3.1 The Participants

Organizationally, Great Basin College consists of Deans, Faculty, Classified Staff, and Students. Faculty encompasses executive faculty, full-time and adjunct teaching faculty, and administrative faculty, as outlined below. Classified (or support) staff are non-exempt employees governed by the State of Nevada personnel procedures. Students, whether full-time or part-time, are the foundation of GBC's mission. These categories of participants are detailed in the sections below.

Executive Faculty

Executive faculty are the president and vice -presidents. The president of the College is the chief executive officer. The president reports to the Board of Regents through the Chancellor. The president's specific duties and responsibilities are set forth in the Bylaws of the Regents. The president is responsible for all final decisions at the College and is the chief college representative to the community at large. Each vice -president is appointed by the president subject to the approval of the NSHE chancellor. The president specifies duties and responsibilities. Vice-presidents report directly to the president.

Academic Faculty

The faculty of the College is composed of all persons holding positions as defined and authorized by the Board of Regents (NSHE code, 1.1(g) and 1.4.5). This definition includes those who teach, instruct, lecture, and provide counseling services or professional library services directly supporting teaching. People holding letters of appointment

for teaching or other part-time professional duties are considered adjunct faculty, as defined in Title 4 Ch 3 Sec. 38. They are not eligible for tenure. The president appoints all academic faculty.

Administrative Faculty

Administrative faculty may perform various professional duties, such as supervising administrative or support areas. They may work at a variety of intellectual specialized or technical work tasks. The president appoints administrative faculty. The president shall establish duties and responsibilities of administrative faculty.

Classified Staff

Classified staff are employed to provide technical and clerical support to the administration and faculty. Terms and conditions of employment are set forth in Chapter 284 of the *Nevada Administrative Code*, as provided in the *Nevada Revised Statute* 284.140(6).

Students

Students are people enrolled in credit and/or non-credit courses at Great Basin College.

3.2 College Governance

3.2.1 President's Council. For the purpose of promoting shared governance in the College community these bylaws authorize the formation of the President's Council, consisting of senior administration with representation including the GBC faculty senate chair.

The President's Council serves as both an information gathering and a decision-making group. It receives recommendations from all the College groups. It also acts as a forum for debate and discussion on policies, procedures, issues, and concerns. Final decisions on matters of policy and procedure are reserved to the president.

The President's Council may establish committees to make commendations on any matters of concern to the College. Whenever possible and appropriate, members of the President's Council will work together with both academic faculty and classified staff.

The president shall determine the administrative organization of the College. A current organizational chart of the college may be found in the *GBC Policy and Procedure Guide*. Updates are located on the Great Basin College website.

3.2.2 Faculty Senate. These Bylaws authorize the formation of a faculty senate as allowed by NSHE Code. Sec.1.4.7. The purpose of the senate is to assure faculty participation in the formation of institutional policies and goals and the implementation of these policies and goals.

In accordance with the GBC Bylaws and the NSHE Code the faculty establishes and maintains separate bylaws for their governance. The *GBC Faculty Senate Bylaws* are on the website.

The faculty senate will make recommendations concerning general policy on matters of faculty welfare, faculty rights under the NSHE Code, and faculty involvement in the Great Basin College mission.

These recommendations will be provided to the president in writing for decision, and, if applicable, on to the Board of Regents. Recommendations that are to be sent to the Board of Regents must first be approved by the president's council.

The faculty will be represented at all meetings of the Board of Regents by the chair of the faculty senate or designee. The faculty senate chair will also sit on the President's Council.

The faculty senate may nominate and elect two representatives from the adjunct faculty.

Faculty Senate Standing Committees

The Faculty Senate establishes membership in each of its standing committees and, when necessary, ad hoc committees.

3.2.3 Classified Council. For the purpose of promoting support staff participation in the College community, the GBC Bylaws authorize the formation of an organization of classified staff to be known as Classified Council. All full-time and part-time employees of GBC under the State of Nevada Classified Employee System are eligible for membership in the classified council.

The Classified Council shall develop bylaws for governance. All such Council bylaws shall conform to the *GBC Bylaws* and the NSHE Code and be approved by the president.

Classified Council Bylaws may be amended according to conditions set forth within those bylaws, provided the amendments do not bring the Council bylaws into conflict with the GBC Bylaws or the NSHE Code.

The Classified Council may establish committees to make recommendations on matters of personnel and involvement in the institutional mission. If possible and appropriate, members of the classified staff will participate on institutional committees as provided for in these bylaws.

The chair of the Classified Council or designee shall communicate to the president of GBC the results of any deliberations on matters of personnel policy or matters involved in the institutional mission. The Council's actions are advisory only; the president shall have the final decision. The Classified Council chair shall be invited to participate in the President's Council on a regular basis.

Classified Council Subcommittees

The Classified Council establishes membership in each of its standing committees and, when necessary, ad hoc committees.

3.2.4 Student Government Association (SGA). For the purpose of promoting student participation in the College community, the Board of Regents authorizes the formation of the Student Government Association (SGA) of students at Great Basin College. The SGA reports directly to the Board of Regents.

Students currently enrolled at GBC in any FTE-approved courses are eligible for membership in the Student Government Association.

The SGA shall have a constitution, approved by a majority of those voting. All provisions of the SGA constitution are subject to the review and comments of the president of GBC and approval by the Board of Regents. The constitution shall be in conformance with the NSHE Code.

The SGA through its constitutional provisions may establish committees to deliberate student concerns. Whenever possible and appropriate, students will be included on institutional committees as provided for in these *Bylaws*.

The SGA president shall be the official spokesperson for the students of the College and shall be present at all regular Board of Regents' meetings. The president of the SGA shall communicate monthly to the vice-president for student services any official SGA actions, concerns, and/or reports for the vice-president's action or for forwarding to the president of GBC.

3.2.5 GBC Institutional Advisory Council (IAC). IAC membership will consist of no less than 10 and no more than fifteen individuals who reside in the GBC service region to function as ambassadors from and liaisons with stakeholders. As much as is reasonably feasible, the geographic distribution of IAC members will reflect the GBC student distribution.

3.2.6 GBC College Foundation. The Foundation's mission is to enhance the overall mission of Great Basin College as an institution of higher learning, achieved primarily through cultivation and management of fiscal resources and promotion of the College's image throughout the region.

3.2.7 Other College Committees and Councils

In addition to the standing committees and councils outlined elsewhere in this policy, the institution may establish various other committees and advisory boards to support specific administrative, academic, and student service functions. These committees serve to provide guidance, oversight, and recommendations on institutional policies, student concerns, academic program development, and administrative procedures.

4.0 Budget

In keeping with the priorities of excellence for instructional and support services, the vice-president for finance and operations shall request annual budgetary recommendations from the faculty. The budgetary process shall include the opportunity for faculty and staff members to make budgetary recommendations.

The president or designee shall ensure that all faculty and staff members are informed on the status of the yearly work program and the biennium budget.

5.0 Human Resources

5.1 Personnel Actions

5.1.1 Recommendations for Action. All recommendations for personnel actions shall be directed through regular administrative channels. As the appointing authority, the president must provide final approval of all recommendations from supervisors, search committees, and other appropriate individuals or groups concerning appointment to employment, non-reappointment to employment of non-tenured faculty members, salary, promotion, or appointment with tenure within the College. However, an appointment with tenure shall also require the approval of the Board of Regents.

No employment contract is valid without the president's approval. Unsigned contracts are non-binding and do not constitute an offer. A contract form which has not been signed by the president is considered an instrument of negotiation and is not a binding contract or offer. The president shall have the authority to issue a contract for employment for any approved or budgeted position, except as otherwise stated in the NSHE Code, Sec. 1.6.1 and 5.4.2.

5.1.2 Denial of Appointment with Tenure, Salary Increase, Promotion, or Reappointment. A faculty member who has been denied appointment with tenure, a salary increase, promotion, or reappointment to employment, or who has received a notice of termination may, within 15 calendar days after notification of such denial, provide a written request to the department chair, supervisor, or vice-president who rendered the negative decision asking for a statement in writing of the reasons for the denial or notice of termination. The response must be received by the faculty member within fifteen calendar days after the appropriate administrator receives the written request for reasons. [Faculty who have not been granted tenure may be issued notices of non-reappointment or termination depending on their date of hire.]

Within fifteen calendar days after receipt of the written reasons for denial of appointment with tenure, salary increase, promotion, reappointment to employment, or for the issuance of a notice of termination, a faculty member may request reconsideration. The request shall be submitted in writing to the faculty member's department chair, supervisor or vice-president 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 that if the president, after reconsideration, decides to recommend that appointment with tenure should be granted, the final decision must be made by the Board of Regents.

5.2 Appointment

5.2.1 Recruitment Procedures. Procedures for recruitment and selection of faculty shall be published with GBC Policies on the GBC website. Such procedures shall be consistent with the provisions of the NSHE Code.

5.2.2 Duration of Employment Contracts. The NSHE Code Sec 5.4.2 provides for employment contracts for up to three years with subsequent one-to-three-year contracts possible as offered and accepted by the employee. These contracts do not provide tenure. Employees receive the same benefits and salary increases as tenured full-time faculty. See NSHE Code citation listed above for more detailed information.

5.2.3 Terms and Conditions of Employment. All employment contracts shall be in writing and shall specify therein the terms and conditions of employment. The provisions of the NSHE Code, in their entirety, shall be a part of the terms and conditions of every employment contract, except as may be varied in writing by the parties to the contract. Any understanding, promise, term, condition, or representation not contained in the contract is of no effect.

An employment contract shall not be binding until executed by both the appointee and the appointing authority and approved as may be provided in the NSHE Code.

5.2.4 Personnel Files. The College will maintain an official personnel file for each employee. No anonymous material except duly authorized evaluations/letters/memos will be placed in the file. Any employee will have the right to examine and duplicate the contents of the file during regular office hours.

5.2.5 Job Descriptions. All employees of the College shall have job descriptions. Academic faculty responsibilities shall be provided in a job description as determined by the vice-president for academic affairs after consultation with the faculty member involved. The specific responsibilities shall reflect the workload policy as set forth in the *GBC Policy and Procedures Guide*, and they shall reflect the goals, objectives, and priorities of the College.

Executive and administrative faculty and non-teaching faculty responsibilities and classified staff responsibilities shall be provided in a job description as determined by the appropriate administrator. Specific responsibilities shall reflect the goals, objectives, and priorities of the College.

5.3 Recruitment

A position analysis, description, and announcement will be developed by the administrative unit concerned and published by the personnel office. Recruitment will be on an internal, local, regional, or nationwide basis as determined by the president. A search committee process as determined by campus policy will be used for professional, administrative, and classified position openings.

In accordance with the Board of Regents' Handbook, Title 4, Chapter 8, Section 6(2), the president or chancellor may waive the search requirement where he or she determines the waiver to be in the best interests of the college.

In addition, internal college promotions (excluding presidents and vice-presidents) do not require a search (Title 4, Chapter 8, Sections 6 (2) and (3)).

For the recruitment and selection of executive faculty (vice-presidents), the president will appoint a chair of a search committee, which will be broadly representative of the college. Since the hiring of the vice-president for academic affairs affects the teaching faculty directly, and because this leadership position establishes professional tone and pedagogical engagement and is central to the program vision of the college, the faculty will be well-represented on this particular search committee. Specifically, major areas of the college teaching functions will be represented.

For the recruitment and selection of administrative faculty, the appropriate vice-president will appoint a chair, who will then form a search committee. Faculty will be represented on the search committee to the extent that the position affects the college's teaching function. The committee will be broadly representative of the college community and, depending upon the technical or specialized nature of the position, by persons possessing the technical knowledge and skills.

The recruitment and selection of the college president will be conducted in accordance with rules set forth by the Board of Regents Committees; recruitment and selection will be determined by the Board of Regents in compliance with NSHE Code.

Search committee procedures for full-time teaching faculty positions are detailed in GBC Faculty Senate Personnel Committee's document, *Procedures Governing the Search for and Recruitment of Faculty and Administrative Faculty*.

5.4 Employee Evaluation

Every employee of GBC shall receive periodic evaluation of their work performance in accordance with NSHE Code, Sec 5.12 and Title 4, Ch. 3, Sec 4.

An evaluation shall be conducted for the purpose of documenting, supporting, and encouraging excellence at Great Basin College. Excellence of instruction, support services, and administrative functions shall be the highest priority. Evaluations are to be conducted in a constructive manner for the benefit of the employee and will be structured to provide for a variety of inputs. Evaluations will include, but not necessarily be limited to assessments of professional performance, communication skills, performance of assigned duties, commitment to teamwork, and effective use of the resources of the College.

Administrative faculty, academic faculty, classified staff, and adjunct faculty each have guidelines for periodic evaluation. The guidelines are detailed in Chapter 5 of the *GBC Policy and Procedures Guide*.

A summary of the performance evaluation procedures follows:

- The evaluation of the president shall follow guidelines approved by the Board of Regents.
- The president will determine the evaluation process for vice-presidents.
- The performance evaluations of executive administrators (president and vice-presidents) shall include consultation with the professional and classified staff of the administrative unit.
- **Administrative faculty** are evaluated by the immediate supervisor annually with attention paid to the past year's progress on professional goals and directions and the development of mutually agreed upon directions for the upcoming year. The supervisor also evaluates the administrative faculty on management competencies (planning, communicating, and others) on a four-point scale. The performance evaluations supervisory faculty shall include consultation with the professional and classified staff of the appropriate administrative unit.

- **Academic faculty** are evaluated annually using data and judgments from course evaluations completed by students, evaluation by immediate supervisor, and a self-evaluation, with each of the three methods carrying equal weight.
- **Tenured academic faculty** will undergo a peer review every five years. This involves teaching observations by the department chair, a peer picked by the faculty member from within the department, and a peer from another discipline. Their written reports are submitted to the vice-president for academic affairs or the appropriate supervisory dean.
- **Adjunct faculty** are evaluated based on classroom observation/conference the first semester of employment and every fifth year thereafter. The department chair or an appointed faculty member conducts the evaluation. Student course evaluations are also considered in the review process.
- **Classified staff** are evaluated according to State of Nevada procedures.

All evaluation procedures are reviewed periodically to maintain a system of evaluation that enhances performance and the accomplishment of the College mission.

5.5 Adverse Annual Evaluation Rating

Academic and administrative faculty who disagree with the supervisor's evaluation may submit a written rejoinder, as provided in the NSHE Code, Sec 5.16 and in Title 4, Chapter 3, Section 4.5. Following the provisions in these two references, GBC uses the peer review process to address faculty objections to an adverse annual evaluation rating **or** a denial of merit increase. The result of the peer review will be a recommendation to the president for a final decision. Whether the president accepts or rejects the peer review recommendation, the president must include a signed addendum on the front of the original evaluation stating the change, if any, and the reasons for the change or the reasons for a denial of a recommended change. See 5.11 below for more detail on the peer review process.

5.6 Tenure

The major objectives of tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those people who have exhibited excellent abilities, sufficient to convince the NSHE that their expected services and performances in the future justify the privileges provided by tenure.

Tenure policy and eligibility will follow those established in the NSHE Code, Chapter 4, Tenure for Community College Faculty, and those procedures outlined in Section 5 of the *GBC Policy and Procedures Guide*.

5.7 Professional Rights and Appeals, Salary Schedules

Changes in contractual status shall be administered in accordance with the NSHE Code.

All appeals and reconsideration of personnel actions shall be conducted in accordance with the NSHE Code. Salary schedules for the universities, special units, state colleges, and the community colleges shall be reviewed every four years, in an odd numbered year, by joint efforts of the faculty, the presidents and the chancellor. Any proposed revisions to the schedules shall not go into effect until approved by the Board of Regents (BIR 1/03).

5.8 Layoffs for Curricular Reasons and Financial Exigency

5.8.1 Curricular Reasons. An employee of the college may be laid off for curricular reasons because an administrative unit, project, program, or curriculum has been discontinued, reduced in size, or reorganized for bona fide reasons pertaining to the mission of Great Basin College resulting in the elimination of the employee's position (NSHE Code 5.4.6., as revised and State Administrative Manual 288.614 - 630). The process for elimination of an administrative unit, project, program, or curriculum is described below.

No decision about program termination shall be made by the president without a recommendation of a program review committee, either a regularly scheduled review or a special review. The committee will be constituted as a program review group, including membership from area or department under review, cross-campus faculty, employers, and faculty or administration from another institution. The committee's investigation will consider enrollment, employment trends, costs, and status of students enrolled in the program but not yet completed.

5.8.2 Financial Exigency. A faculty member may be furloughed or laid off as an employee before the end of the contract term because of financial exigency declared by the Board of Regents.

If any Great Basin College administrative unit, project, program, or curricula is potentially affected by the financial exigency, the president shall determine the number of persons to serve on the ad hoc financial exigency committee, shall

choose the chair of the committee, and choose one-half of the remaining membership of the committee. The Faculty Senate shall elect one-half of the membership, and the chair shall vote only in case of a tie vote. The plan recommended by the committee must be approved by the president before being submitted to the chancellor. (See 5.4.S(d) of the NSHE Code.)

5.8.3 Layoffs Due to Curricular Reasons or Financial Exigency (Procedures). If a professional employee is notified of a layoff for curricular reasons on or before December 1 of the professional employee's current contract year, the layoff shall not be in effect until the following June 30. If a professional employee is notified of a layoff for curricular reasons after December 1 of the current contract year, the layoff shall be in effect until the completion of the contract year immediately following the June 30 of the contract year of notice (NSHE Code. S.4.7(d)).

When a professional employee has been officially notified of a layoff for curricular reasons, the faculty member, in addition to the requirements of the official notice as provided in Sec S.4.7(f) of the NSHE Code, should be informed of possible alternatives to layoff for curricular reasons as provided in subsection 5.4. 7(b) of the NSHE Code.

A professional employee may be furloughed or laid off as an employee before the end of the contract term because of a **financial exigency** declared by the Board of Regents as outlined in NSHE Code, Sec. 5.4.S.

5.8.4 Classified Staff Layoffs. If, because of changes in organization, job duties, financial exigency, or the like, it becomes necessary to consider reductions in Classified Staff, status, performance, and seniority are all determining factors. Procedures for reduction in Classified Staff are outlined specifically in the State Administrative Manual (State Administrative 288.614 - 284.630).

5.9 Academic and Administrative Faculty Grievances

5.9.1 Definitions

1) A grievance is an act or omission to act by the respective administrations of the System institutions, allegedly resulting in an adverse impact on the employment conditions of a faculty member relating to promotion, appointment with tenure or other aspects of contractual status, or relating to alleged violations of the Nevada System of Higher Education Code or institutional bylaws (from NSHE Code, Sec. 5.7).

Board of Regents policy (Title 4, Ch. 3, Sec. 4(5)) provides a procedure, as described below, for addressing a faculty member's dissatisfaction with an adverse annual evaluation rating or denial of merit. The faculty member will have the right to pursue reconsideration and a grievance, in addition to submitting a written rejoinder.

2) Some grievances may not meet the formal definition but can still affect workplace relationships and productivity.

5.9.2 Procedures. In the second type of grievance above, the faculty member (administrative or academic) will take the grievance to that person's supervisor; if it is not settled at that level, it goes to the next level of supervision, and so on. The president, if it reaches that level, will make a final decision. At each level, the parties are encouraged to make a sincere effort to resolve the grievance in a collegial and respectful manner.

In the more serious types of grievance as given in the first definition above, Great Basin College uses peer evaluation or peer review for resolving issues relating to promotion, tenure, and evaluations as provided in the NSHE Code 5 Sec. 5.16(c).

An employee who disagrees with an adverse evaluation may provide a written rejoinder and/or request a peer review within fifteen working days of the date of the evaluation. The peer review committee which must be represented by **both** administration and faculty, will be comprised of the following:

- The grieved employee chooses one member.
- If the grieved-employee is an academic faculty member, the senate chair will select at least five and no more than eight tenured academic faculty members.
- If the grieved-employee is an administrative faculty the senate chair will select at least five and no more than eight administrative and/or academic faculty, each of whom has been at GBC at least 5 years. From these lists, the president selects one person for the committee, who will then serve as chair.

- The employee's supervisor chooses one member.

Within fifteen working days of the committee selection the peer review chair will convene a meeting of the group, which will then complete the work within twenty working days. The working days specified above are the maximum. Some steps may be completed in a shorter period.

The committee will:

- Review written materials submitted, including the original evaluation and the faculty rejoinder.
- Gather information from other sources as the committee chair deems necessary.
- Discuss the merit of changing or not changing the evaluation. The proceeding of the peer review shall be informal in nature.
- Draft a report recommending the confirmation of the original evaluation or recommending a new evaluation.

The peer evaluation report will be submitted to the college president. If the recommendation is to change the evaluation the president may or may not accept the recommendation. Either way the president must attach an addendum to the front of the original evaluation explaining how the evaluation was changed (if it was changed) and why the evaluation was changed or remained the same. The addendum is signed by the president and a copy is given to the faculty member within fifteen (15) working days.

The supervisor's official evaluation and the faculty member's rejoinder and/or peer evaluation will be retained in the faculty member's personnel file along with other recommendations from a review process.

5.10 Classified Staff Grievance

Classified staff of the College who feel aggrieved because of an action or omission of an action resulting in an adverse impact on the employment conditions relating to salary promotion, or other contractual status as conditional by the NSHE Procedures and Guidelines Manual may seek redress through the State of Nevada procedures available from the college human resource office.



POLICY AND PROCEDURE

Title:	A Guide to Program Reviews
Policy No.:	3.40
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

The purpose of the program review is “to assure academic quality, and to determine if need, student demand, and available resources support their continuation.” (NSHE Title 4, Chapter 14, Section 4 6).

The periodic program review provides an opportunity for the college to reflect on the quality of instruction within programs, to develop tools to measure program effectiveness, to ensure the viability of degrees and certificates with regard to our graduates' employment opportunities and transferability to other institutions, and to enhance our graduates' ability to be productive and discerning citizens of their communities.

The information gained can inform the college about which programs are serving the constituency well in their present form, which programs need moderate or minor changes regarding structure, instruction, curricula, and/or format, and which programs need to be changed drastically or eliminated altogether. These decisions can be difficult, and the program review process provides GBC with the most current and sound data to influence making such determinations.

Program review data is useful for marketing and for accreditation self studies.

Procedures

1.0 Program Review Schedule

1.1 Frequency. The Office of the Vice President for Academic Affairs maintains a ~~seven (7)~~ **five**-year schedule of program reviews. This office also has electronic copies of past program reviews.

New programs shall have a review following the third year of operation, limited to the comparison of enrollment and costs between the projected and the third-year data. A new program shall have a complete review after the fifth year of the program's existence.

Programs may be reviewed at other times following a request, for example, from the regional accrediting agency or the chancellor's office.

1.2 Time-line:

Beginning of fall semester	VPAA meets with program members to discuss the program review process.
November	Select the Program Review Committee (PRCE) and begin data collection.
March	Submit preliminary report to the PRC.
End of spring semester	Submit final report to the VPAA.

September	VPAA submits report to Chancellor and the Board of Regents.
Spring semester	Meet with VPAA for a one-year follow-up.

2.0 Select Program Review Committee (PRC) members

The members of a program must select a committee to assist in the review process. This committee consists of the program members themselves and three or more of the following:

- A colleague in *the same or* a related area from another college.
- A GBC faculty member from a related area.
- Representative(s) from business/industry (required for occupational and technical programs) or a member of the GBC Advisory Board.
- A university faculty member in *the same or* a related area.

Committee members outside of GBC and the GBC Advisory Board are eligible for compensation and/or travel and per diem. Although the chair of the PRC is ultimately responsible for the final report, a consultant may be hired to compile the data and write the report.

3.0 Collect Data

3.1 Program Data

Data	Source of Data
Number of full-time and <i>adjunct</i> faculty	Program <i>chair</i>
Student enrollment for past 3 years (FTE and number of students), include ethnicity, gender, #declared majors	Institutional Research
Student Completers/Graduates	Institutional Research
Employment Demand Projections (if relevant)	Institutional Research
Facility and equipment	Program chair
Program Costs	Program chair and administrative services

3.2 Measures of Student Satisfaction & Success

Data	Source of Data
Assessment of learning outcomes	Program members
Results of student surveys	Institutional Research
Graduate surveys	Institutional Research

3.3 Follow-up Data

Data	Source of Data
Performance of transfer students at 4-year institutions	Institutional Research
Performance of baccalaureate students at graduate school	Institutional Research
Follow-up of graduates/ <i>completers</i> 1-3 years on the job.	Institutional Research
Measures of employment satisfaction	Institutional Research

4.0 Preliminary Report

The preliminary report to the PRC will include the following:

- How the program supports the mission of the college
- How the program integrates with other departments and programs at GBC
- Recruitment *approaches*
- Curriculum/competencies/learning outcomes
- Syllabi
- Strengths and weaknesses of the program
- Needs-equipment, instructional resources, etc.
- *Planning* goals
- Data from part II

Submit the preliminary report to the PRC *at least 2 weeks* before the PRC meeting.

5.0 Program Review Committee Meeting

Meet with the PRC to discuss the preliminary report, analyze the data, evaluate the program and assist the chair of the PRC and/or the consultant in writing the final report that includes the evaluations and recommendations of the PRC. The member of the committee who is a colleague from another institution will be encouraged to write a separate report to be submitted at a later time.

6.0 Further Action

6.1 The consultant and/or the PRC will write report and submit to the vice president for academic affairs. An annual report will be published by the institution on the results of existing program evaluations and a summary of that report will be forwarded to the Chancellor's Office and presented to the Student and Academic Affairs Committee annually by the VPAA.

6.2 The program members will meet with the VPAA for a one-year follow-up *of program changes as appropriate*.

Revised by Faculty Academic Standards Committee & Office of Academic Affairs: March 2002
Reformatted & updated by President's Council: September 10, 2008
Contact the assistant to the President for any questions, changes, or additions.



POLICY AND PROCEDURE

Procedure:	Mission Fulfillment/Institutional Effectiveness Assessment
Policy No.:	2.3
Department:	Office of the President
Contact:	Vice President for Academic Affairs

Policy

The purpose of the Mission Fulfillment/Institutional Effectiveness Assessment policy is to document the entire assessment process for producing evidence of ongoing evaluation and planning, and to measure mission fulfillment.

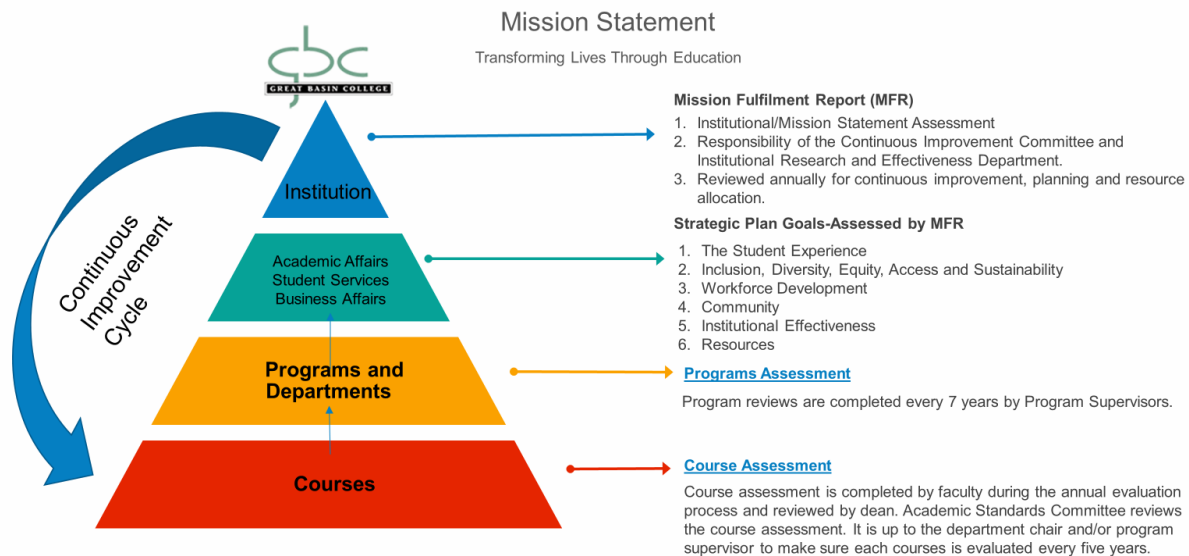
Scope

This process includes institutional, program, and course assessment. The Continuous Improvement Committee provides oversight for the institutional and program assessment. The Academic Standards Committee provides oversight for course assessment and academic standards.

Assessment Principles

1. Institutional Assessment aligns strategic plan goals and key performance indicators to define institutional effectiveness and therefore, mission fulfillment.
2. Program Assessment aligns courses to program learning outcomes and connect to the institutional effectiveness.
3. Course assessment defines student learning outcomes and their relevance to program learning outcomes.

Mission Fulfillment



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Process

Institutional Assessment:

GBC uses the annually reviewed Mission Fulfillment Report (MFR) to assess institutional effectiveness and the mission. The MFR is aligned to the strategic plan themes and goals. Key Performance Indicators (KPIs) are used to inform planning and resource allocation, along with comparison to national and regional peer institutions. The MFR data is to be reviewed and updated annually to meet the needs of the institution for continuous improvement. It is the responsibility of the Continuous Improvement Committee and Institutional Research and Effectiveness department to review and update the MFR annually.

GBC's General Education Program learning outcomes serve as the institutional learning outcomes. The General Education Program is reviewed every five years based on an assessment plan that is developed and approved by faculty. The responsibility of the General Education program assessment is performed by the Faculty Senate Academic Standards Committee.

Program Assessment:

Program assessment will follow the policy and procedure outlined in GBC Policy and Procedure 3.40, A Guide to Program Reviews.

Non-Academic Department Assessment:

Non-academic department assessment is completed annually. The departments included in the non-academic program assessment are: Academic Success Center, Admissions, Advising,

Disability Services, Facilities, Online Education, Human Resources, Institutional Research and Effectiveness, Recruitment, Library, Student Financial Aid, Student Housing, and the Veterans Resource Center. The following items are on the non-academic department assessment form:

1. Department Mission
2. Department Goal
3. Strategic Plan Theme (This is the connection of their outcomes to GBC's mission)
4. Outcome statement. (A minimum of two statements are required)
5. Assessment Year
6. Assessment Measure
7. Results of the data collection from the measurements
8. Action Plan for the next year

The appropriate Vice President who oversees non-academic areas is accountable to ensure the non-academic department assessment is completed.

Course Assessment:

1.0 Regular Faculty Responsibility

All instructors under annual contract will assess at least two courses each academic year using the Course Assessment Report Form. At a minimum, all courses will be assessed on a seven-year rotation; departments will be responsible for deciding on the rotation and documentation. The course assessments are submitted to the appropriate dean for review during the annual faculty evaluation process.

2.0 Part-Time Faculty Responsibility

Part-Time faculty will complete a Course Assessment Report Form only for courses that are not offered by full-time regular faculty. At a minimum, courses will be assessed following their initial offering and on a five-year rotation thereafter; each department is responsible for deciding on the rotation and for providing documentation.

3.0 Department Chair Responsibility

Department Chairs are responsible to review and ensure completion of Course Assessment Report Forms by each department's faculty, to ensure all courses are assessed according to the seven-year rotation period.

4.0 Academic Standards Committee Responsibility

The Academic Standards Committee will be responsible for assuring that the Course Assessment rotation is completed.

The Course Assessment Report Form, along with an explanation of how to use it, is available on the Institutional Research and Academic Standards Committee web pages.

After the annual evaluation cycle has been completed, the Course Assessment Reports are downloaded by the Office of the VPAA and formatted as .pdf files. The Academic Standards Committee is responsible for reading through the assessment reports, creating a brief summary of the assessment results for the Office of the VPAA, and evaluating the ongoing assessment process. This committee may also make suggestions for professional learning based on this summary. Deleted a sentence.

Completed Course Assessment Reports are submitted to the appropriate Dean during the Faculty Evaluation process and stored within the Institutional Research and Effectiveness Department. Assessment results are available upon request to any interested parties.

Approved by PC: May 8, 2012, December 11, 2012, April 22, 2014, June 20, 2017

Approved by Faculty Senate: April 20, 2012, December 7, 2012, April 18, 2014

Contact the assistant to the president for any questions, corrections, or additions.

March 14, 2025

Ad Hoc Committee on Faculty Salary Equity Review Written Report

The ad hoc committee on Faculty Salary Equity Review was convened at the request of GBC President Amber Donelli. The committee was formed to perform a biannual salary equity review as required by NSHE.

The committee members are:

John Rice, Chair; Sheri Baker, Eleanor O'Donnell, Abigail Loya, Bryan May, Dorothy Callandar, George Kleeb, Jason Farnsworth, Katie Snow, Norm Whittaker, Nicole Scollard (TMCC HR), Kim Studebacker (TMCC HR), Dave Sexton (Ex Officio).

The Nevada System of Higher Education requires its institutions to adopt and follow a policy for bi-annual Equity Salary Adjustments. Great Basin College has been out of compliance with this directive since 2013, when its last salary equity study was conducted. The ad hoc committee was tasked with completing the work GBC's previous three presidents, Mark Curtis, Lynn Mahlberg, and Joyce Helens failed to complete.

The committee has been meeting as a whole and in subcommittee one to two times weekly since February 17, 2025. As of this writing, the committee has completed its preliminary work examining academic faculty salaries.

The committee defines its study as one focused on analyzing existing internal positions and their associated responsibilities and duties to identify pay disparities and discrepancies for the same or similar work relative to age, race, gender, job description and responsibilities, seniority, academic credential, previous work experience, whether the position was identified as "difficult to hire", and other variables.

As of this writing the committee has mined data from all academic faculty. The academic faculty were divided into three areas:

1. Zero/Non-Tenured Track
2. Tenure Track
3. Tenured

Each area was examined "by hand" to identify discrepancies in pay. As those discrepancies were discovered, a subcommittee of the whole, made up of members Baker, Kleeb and Rice drilled down into individual personnel salary data and examined age, race, gender, job description and responsibilities, seniority, academic credentials, previous work experience, and other variables.

In its preliminary examination of academic faculty data, the committee finds discrepancies in pay, but it does not find inequities. Discrepancies appear in all three areas the committee has examined. The committee found those discrepancies were caused by one or another faculty member having a higher academic credential, a higher number of previous years of experience¹,

¹

seniority, or other variables.²

The committee reminds the Faculty Senate that faculty members who feel they are not being compensated fairly for *any* reason may seek their own individual salary review process through human resources.

The committee understands through its conversations with President Donelli that there is institutional interest in conducting a full-scale institutional salary study which will address compensation issues comprehensively. A salary study is more far-reaching than an equity study. The committee will include support for this effort in its recommendation to the President.

The committee will complete its work examining professional faculty salaries by the end of March and will draft a recommendation for the president's consideration to be delivered in April. The committee's recommendation will be shared with faculty at that time.

The committee has also been asked to share its data more broadly as we conduct our work. Since the data being examined contains sensitive information, we are awaiting guidance from administration before we distribute our work material.

The committee also cautions those who use TransparentNevada.com as a place to compare peer salaries. Transparent Nevada only reports on dollars distributed to Nevada state employees. Those dollars include salary, benefits (vacation pay, health and other insurance, retirement benefits, and other compensation), travel reimbursements, stipends for overload pay, and many other variables. Transparent Nevada is an unreliable source of salary information, and we discourage anyone from drawing conclusions from the numbers appearing there.

The ad hoc committee includes dedicated members from every area of the college. If you have questions about the work, please speak with the representative from your area. We have been able to closely examine several specific cases because of good recommendations made by faculty to their representative. The committee encourages that participation.

Respectfully Submitted,
John Rice, Chair

¹ In "difficult to hire" Zero track negotiated contracts, an employee may be credited with up to 25 years of previous experience, including related job experience in "industry". Standard tenure track positions can be credited with up to 10 years of previous experience

² Simply put, as the subcommittee of the whole examined instances of salary discrepancies, it discovered in all instances it was comparing an apple to an orange. Those instances cannot be compared on the same scale.

Proposal for Faculty Evaluation Process Improvements

ADHOC Faculty Evaluation Committee Members: Jamie Carlson, David Antonini, Karl Stevens, Jonathen Foster, Mary Doucette, Tim Esh, Yvonne Naungayan, & Daniel Murphree,

Introduction

The ADHOC Faculty Evaluation Committee has conducted a thorough review of the current evaluation process and has identified key areas for improvement. This proposal outlines recommended revisions to enhance efficiency, fairness, and accessibility within the evaluation process at Great Basin College (GBC). The recommendations aim to modernize evaluation procedures, recognize faculty contributions more accurately, and streamline assessment process and tracking.

Proposed Recommendations

Digital Accessibility and Form Modifications

Transitioning the evaluation document into a working document integrated with an electronic system, such as Watermark or a similar platform, to facilitate ease of use, review, and signature collection.

Convert the current form into a user-friendly fillable format that allows online access each year, eliminating the need for manual distribution. Putting the evaluation onto the website for faculty to access would be beneficial to those employees that would prefer to work on it sooner than the current distribution date.

Add a fillable year field to the document. This would allow for annual updates without requiring a new template distribution each year to faculty.

Teaching 1.B. Instructional Delivery

Replace the outdated IDEA evaluation system with updated student evaluation scores. This process is one line that needs to be updated to reflect what GBC is currently using to evaluate instructor effectiveness in the classroom.

Clarify the section under 1.B. where it has the note to explain how the rating from the student evaluation is used to calculate the role rating.

Teaching 1.C. Course Assessment

The committee recommends adding a paragraph to this section to define the course assessment process and its importance. This section should outline the steps for assessing courses, ensuring

alignment with both Gen Ed and program requirements. It should emphasize regular assessments to avoid gaps, which can impact program and institutional accreditation. Clear guidelines will promote consistency, accountability, and continuous improvement, strengthening the educational experience and meeting accreditation standards.

Teaching 1. A. Instructional Design

Move the ADA statement to the required section under instructional design.

Add an additional check box for having an AI policy or statement in the syllabi.

Teaching 1. D. Instructional Management

Assign two items for faculty who create their own banks of test questions for a course due to the amount of time that it takes. Allow for one item if the faculty member chooses to order a test bank from a company.

Allow the option for up to two items for faculty who teach winter or the summer courses. These are additional requirements that are outside of the required time at the college.

Change the wording for the item desk copies ordered to include online resources for course development.

Increase the items for faculty who create a new course to reflect the effort required to create these courses. When creating a new course, the course needs to be developed in its entirety and this would count for four additional items.

Create a point system based on the number of part-time instructors the faculty member manages. List managing 1-5 part-time faculty as one item and add an additional item for managing more than five part-time faculty members.

Professional 2.B. Scholarly/Creative

Increase the value of publishing a book to five items towards this section, requiring justification for the higher level of items awarded.

Allow multiple items to be counted for each publication, book review, and/or article published if justified.

Assign one item per conference presentation to encourage faculty participation in academic opportunities outside of campus.

Justifying the additional items by the amount of time that it takes someone to prepare a presentation, author a book, publish an article, or author a book review.

Service 3. A. Service to the Institution

Implement a structured recognition system for faculty members that are serving on multiple faculty senate, institutional, or ADHOC committees. For example, list it as a item for each of the following:

- 1-2 committees or subcommittees
- 3-4 committees or subcommittees
- 5-6 committees or subcommittees

This allows for additional credit for service beyond the minimum requirements that are set.

Add an additional required category for regularly attending and participating in department meetings.

Service: 3.B. Service to Students

Define what student advising is or means within the requirements. Explaining that student advisement includes informal discussions outside of class regarding academic progress and career planning. By doing this it will ensure that faculty receives recognition/credit for student advisement, even if it does not occur through a formalized process.

For example, on the document provide a statement similar to the following:

“Advising includes but is not limited to: X, Y, Z”

Conclusion

These proposed changes aim to refine and modernize the faculty evaluation process while ensuring fair recognition of faculty contributions. Choosing to adopt these revisions, GBC can enhance faculty engagement, streamline assessments, and improve overall evaluation transparency. The Faculty Evaluation Committee submits this proposal for review and approval by the Faculty Senate to submit for potential changes in the future evaluations.