

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

September 10, 2013

1:30 p.m.

PRESENT: Mark Curtis, Lynn Mahlberg, Mike McFarlane, Sonja Sibert, John Rice, Bret
Murphy, Kris Miller, Thomas Reagan, Alex Porter, Melinda Dailey
ABSENT: Dori Andrepont

1. Approval of Minutes – The minutes of the President's Council meeting on August 27, 2013, were approved.
2. P/W-P/F-P/FN – Lynn Mahlberg reported that the pass withdraw/pass fail/pass fail-non-attendance was brought up with student affairs council. There is not a GPA associated with the pass but there is a GPA associated with the F. With the S/U (satisfactory or unsatisfactory) you would use an S for a grade of C and above and U for D and F. An S/U system would count for funding. It is a fairer way of giving credit to the student. President's Council approves the S/U grading and will endorse it immediately following Senate approval. This should go into effect in the spring.
3. SGA Update – Alex Porter reported that SGA purchased gifts to present to the Regents at the Board of Regents' meeting last week. SGA senator from Winnemucca Yesenia Poulsen did a good presentation for the students. The GBC PowerPoint presentation that everyone worked on was very well received. Alex reported that SGA is conducting elections next.
4. Faculty Senate Update – Tom Reagan reported department chairs met yesterday. They looked at prioritized vacant positions and will recommend moving English and Elementary Education to top of list.
5. 3.60 Tenure - President's Council approved.
6. 4.34 Telephone/Wireless Cellular Phone Use – President's Council approved.
7. Classified Council Update – No report.
8. President's Report – Mark Curtis reported that we had a very successful Board of Regents' meeting. He has received numerous positive comments. President Curtis was pleased that he was able to get some information out to the Regents that we haven't been able to do in the past. We got to talk about some of the issues we face. They appreciated our candidness. We are still optimistic and looking at growth. There will be an October 18 Special Board of Regents' meeting that will be discussing service areas. President Curtis will attend this meeting in person. He has started to prepare some things as he is thinking about the future. In talking about the rural areas if we are a player (willing to take on what others are not willing to take on) we may be rewarded for it in the future. It is a process,

but when GBC took over Pahrump we did so in middle of a legislative session. We just charged CSN for the FTE that was generated. Of course faculty will be involved in all the preliminary trips and meetings with constituents should this proceed. There are also preliminary discussions about GBC being a state college. State colleges have a higher proportion of upper division classes. We need to be prepared to take on more when the time comes without pushing too hard.

9. Miscellaneous

Lynn Mahlberg reported the involuntary withdraw and voluntary withdraw policy was pulled by Crystal Abba. We have systems in place in some of our programs already that will handle issues. The premise was more for students with mental health issues. What about withdraw from a program in particular under CTE? Lynn would need something from each of the programs on how they do program withdraws.

John Rice went to Nevada Humanities meeting and talked about the National Endowment for the Humanities grant that GBC received. They are pleased and eager to work with us on projects and partnerships.



POLICY AND PROCEDURE

Title:	Tenure
Policy No.:	3.60
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

GBC faculty members may be eligible for tenure in accordance with NSHE Code as provided in Title 2, Chapter 4, Section 4. NSHE Code regarding tenure must be observed in all ways except where GBC may add further definition or refinement through this Policy and Procedures section. Final authority on tenure resides in NSHE Code.

The major objectives of tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those persons who have exhibited excellent abilities, sufficient to convince the GBC and NSHE communities that their expected services and performances in the future justify the privileges provided by tenure. Faculty positions designated as tenure-track positions must follow the tenure probationary procedures provided here that lead to appointment with tenure or be denied tenure and continuing employment. Faculty positions paid fully or in part by non-state funds are not eligible for tenure. Positions placed in "Range 0" (not on published the faculty pay ranges) are not eligible for tenure.

In the event that a tenured faculty member moves to non-state funding or to a Range 0 position, tenure is forfeited and may not be reestablished.

As of the date of the full approval of this policy and the procedures, these serve as an update and clarification of GBC policies and procedures already in effect. As such, these are in immediate effect for both new tenure-track faculty and those already being evaluated within the tenure track. No retroactive evaluations are necessary.

In all matters of GBC tenure, the decisions of the President of GBC are final.

Procedures

These GBC procedures are provided as per Title 2, Chapter 4, Section 4.4.1 of NSHE Code. Standards for appointment with tenure are per Title2, Chapter 4, Section 4.4.2. These procedures are implemented effective for all tenure-track faculty members as of the time of approval.

1.0 Tenure Committee

1.1. Committee Formation. During the beginning of the first semester of hire, a three-person tenure committee shall be formed for each tenure-track faculty member. The composition of the committee shall be:

- a) One tenured faculty member selected by the department of the tenure-track faculty member;

- b) One tenured faculty member (from any department) selected by the tenure-track faculty member; and
- c) One tenured faculty member selected by the VPAA.

The faculty member and the member's Department Chair shall report their respective committee member choices to the VPAA. The committee should be consolidated by mid-semester of the first semester of employment.

Once faculty members are placed onto a committee, they may continue through sabbaticals or into retirement should they wish and they can maintain their commitment. If it is necessary to replace a committee member, the VPAA's office will coordinate the process. The vacated member from the list above will be replaced with a member in the same category, if possible.

In the event a non-tenure-track faculty member is placed in a tenure-track position after initial employment, the mentor committee will normally continue and serve as the tenure committee.

1.2. Confidentiality. Upon agreeing to serve as a member of a tenure committee, committee members must adhere to all standards of personnel confidentiality.

1.3. Committee Meetings. During each semester of the probationary period the tenure-track faculty member shall arrange for full committee meetings as described below:

- a) At the first meeting of the first semester of employment the committee shall select a Chair who is responsible for preparing reports and forwarding those to the VPAA and supervising Dean (if applicable) together with any other business that needs to be completed. If a change in Chair is required, this is approved by the VPAA.
- b) At the first meeting the committee shall establish the time frame for applying for tenure. Application for tenure is generally in the fall semester of the fourth year after hire. When a faculty member has been hired to begin teaching full-time starting in January, that spring semester counts as the first full year towards tenure.
- c) If there should be cause to grant a new faculty member a number of years of probation toward tenure based on prior full-time teaching experience, the committee must make that request with substantiation to the VPAA and supervising Dean (if applicable) in writing during the first semester of the faculty member's employment in a tenure track position. The grant of years for prior experience toward probation must be approved by the VPAA and supervising Dean (if applicable).
- d) During fall meetings the committee works with the faculty member to establish role percentages for the faculty evaluation system. The VPAA or supervising Dean approves percentage settings.

1.4. Initial Screening. Before the end of February of the spring semester of the first year of employment, the committee alone shall meet with the VPAA and supervising Dean to discuss the faculty member in terms of overall initial performance exhibited by the employee. This is an important initial screening for the new faculty member.

2.0 Probationary Period Reporting

2.1. Probationary Reports. The probationary period shall include years of uninterrupted full-time employment. Each semester of the probationary period the tenure committee shall prepare a written report that is submitted to the VPAA and supervising Dean (if applicable). Each semester report shall include a general summary that includes identification of professional strengths and weaknesses with suggestions for improving performance. The combination of all semester reports from the probationary period will demonstrate in part how a faculty member is progressing in regard to requirements for tenure.

2.2. Report Content. Tenure report content and submission:

Fall Semester Report: This is due to the VPAA and supervising Dean (if applicable) by finals week. This progress report provides a general overview of performance including the standards listed below. At least one teaching observation of at least an hour and fifteen minutes of a class period (coordinated with the instructor), or the online equivalent, is required for this report. The observer should introduce her or himself, explain the purpose of the visit, and encourage students to provide constructive feedback on the student rating forms at the end of the term. A short written report or completion of the teaching observation shall be included in the report.

Spring Semester Report: This is due to the VPAA and supervising Dean (if applicable) by finals week. The spring report is more detailed and should generally be about 2-4 pages long. The report should address IDEA ratings for fall courses of the academic year and spring IDEA ratings from the previous year if available. There should be at least one teaching observation in the spring following the same guidelines as the fall observation. The report should address teaching observations for each semester, the Faculty Evaluation scores for the academic year, the Teaching and Service Standards in general, and any other relevant information.

3.0 Standards for Tenure

3.1. Standards. Standards for Tenure to be evaluated and addressed in tenure reports are in the areas of teaching and service. Rubrics for evaluating these are provided within the form at the end of these procedures.

Standard One: Teaching. Tenure-track faculty members are required to achieve an excellent rating for teaching by the third year of service.

Standard Two: Service. The measures of service shall be within the areas of student advisement, collegiality, and service to the college. Tenure-track faculty members must achieve a satisfactory rating in student advisement and service to the college and a commendable rating for collegiality.

3.2. Committee Evaluation of Standards. For Standard 1, the committee shall use Faculty Evaluation ratings for Teaching Design, Assessment, and Management and the Teaching Delivery scores from the IDEA reports. (The form accompanying this procedure provides more detail.) The committee shall examine fall and previous spring student rating forms for any course taught. The committee may review original IDEA forms, report summaries, the student written comments, and grades and consider these in the evaluation, but are reminded that this information is confidential. Classroom observations and student comments should be considered. The committee shall use the GBC form to determine the evaluation rating.

For Standards 2A and 2C the committee shall review the Faculty Evaluation sections that directly apply to these parts of service. The committee shall use the accompanying GBC form to determine the tenure evaluation rating.

Standard 2B is evaluated using the rating rubric found in the accompanying GBC form. This evaluation is based on discussions with department chairs, program supervisors, other department members, the supervising Dean and/or VPAA, and any other persons with direct knowledge of a faculty member's interactions with colleagues and students. The committee shall use the GBC form to determine the tenure evaluation rating.

The committee may review any information within the faculty member's personnel file during the probationary period. Any other information that may affect the overall evaluation of the tenure-track faculty member may also be reviewed. All information may be considered in all reports and evaluations regarding tenure and is confidential outside of committee discussions and reports.

3.3. Committee Reporting on Standards. For each Standard the committee shall provide details that support the evaluation along with suggestions or recommendations for improvements as needed. For the spring semester report, include the GBC evaluation form provided at the end of this procedure to evaluate the candidate for the following Standards with a clear report heading for each:

- A. Standard 1: Teaching
- B. Standard 2A: Student advising
- C. Standard 2B: Interactions with colleagues and students (collegiality)
- D. Standard 2C: Service to the college
- E. Summary: Performance and progress toward tenure (include recommendations in this section)

Reports are reviewed and signed by all committee members and the tenure-track faculty member. By signing the report the tenure-track faculty member acknowledges receipt and review of the report but the signature does not necessarily indicate agreement with the report. If the faculty member disagrees with any aspect of the report, a written rejoinder may be attached.

3.4. Administrative Evaluation. Each year as part of the annual evaluation process, the supervising administrator (VPAA or Dean) of a tenure-track faculty member shall include a statement on progress toward tenure in the written portion of the annual evaluation. This shall be shared with the tenure committee, and shall include any concerns about performance that the administrator has and what actions should be taken in regard to these concerns.

4.0 Application for Tenure

4.1 Faculty Member Responsibilities. At the appropriate time established for the probationary period, the faculty member shall fill out the tenure application personal data section of the tenure application form, compile all semester reports for the application packet, prepare a brief file that highlights accomplishments (i.e., samples of syllabi, lectures, letters of appreciation, etc.) and tenure progress reports. These materials shall be submitted in a well-organized notebook to the Tenure Committee chair.

The packet shall be submitted in a notebook (no thicker than approximately 1 to 1.5") and include tabs for the following components:

- a) Official application form;
- b) A letter of application and a complete and detailed current professional *Curriculum vitae* (reflecting all professional experience and activities at GBC and elsewhere);
- c) Letter of recommendation from tenure committee;
- d) Committee progress reports for each semester;
- e) Faculty evaluation forms for each year, including the VPAA's or supervising Dean's summary;
- f) IDEA Reports for each course taught; and
- g) Other materials as appropriate or needed.

4.2 Tenure Committee Responsibilities. The committee shall fill out the tenure application recommendation for tenure section of the application form, compose a letter of recommendation summarizing each Standard and other aspects of performance as outlined in semester reports along with other relevant information. The recommendation from the committee must be to either 1) grant tenure, 2) extend the probationary period for one year for continued evaluation (if allowed by codified time limits), or 3) deny tenure. The chair of the committee shall submit the entire packet to the Personnel Committee chair by 5 p.m. of the last business day in October.

4.3. Review of Applications. At the time that the application for tenure has been completed by the faculty member and the Tenure Committee, the following steps shall occur:

- a) The Personnel Committee shall meet in November to review tenure applications and pass the reviewed application packet on to the VPAA and supervising Dean (if applicable) by the last business day in November. The Personnel Committee serves to assess adherence to the tenure process and completeness of the application, not the quality or qualifications of the applicant.
- b) The VPAA and supervising Dean (if applicable) shall then review the application packet. The VPAA, in consultation with the supervising Dean (if applicable) makes a recommendation to the President of the College to grant tenure, to extend the probationary period for one year for continued evaluation, or to deny tenure.
- c) If a recommendation is made for extending the probationary period or denying tenure, the applicant shall be informed in writing by the VPAA and/or supervising Dean (if applicable). If requested by the applicant, the VPAA and/or supervising Dean (if applicable) shall meet with the applicant to discuss the recommendation and concerns. The written request from the applicant must be received by the VPAA or Dean within 15 business days after receipt of the recommendation. If a means of resolution is possible, this shall be provided to the applicant in a written response.
- d) The President shall review the application packet and the recommendation of the VPAA and decide to grant tenure, extend the probationary period for one year for continued evaluation, or deny tenure.
- e) If a decision is made for extending the probationary period or denying tenure, the applicant will be informed in writing by the President. If requested by the applicant, the VPAA and/or President will meet with the applicant to discuss the decision. The written request from the applicant must be received by the President within 15 business days after receipt of the decision. If a means of resolution is possible, this shall be provided to the applicant in a written response.
- f) Upon approval by the President, the application for tenure is submitted to the NSHE Board of Regents for approval, generally at the March meeting.
- g) Upon completion of the tenure process and final approval by the Board of Regents, the faculty member may order new business cards that indicate the new title of *Professor* and retrieve the application notebook from administration. Tenure takes effect at the beginning of the contract year following approval.

GBC RATINGS FOR TENURE-TRACK FACULTY The ratings below will be made during the spring semester when faculty evaluations are being prepared. Fall IDEA scores and those from the spring of the previous year shall be available in the spring and shall be provided by the tenure-track committee member. Attach this form to the spring report. The ratings made here will be discussed in detail in the spring report submitted to the VPAA and supervising Dean (if applicable).		
Standard 1: Teaching Tenure-track faculty members are required to earn an excellent rating in teaching by the third year of employment. Use the Faculty Evaluation Form (FEF) and IDEA rating scores for this section.		
GBC Teaching Role: Design, Assessment, Management average score as indicated on the FEF	A. Excellent B. Commendable C. Satisfactory D. Unsatisfactory	Rating:
BC Teaching Role: Delivery Average of all scores in annual evaluation on IDEA summary reports per class (fall and previous spring scores)	IDEA Score 4.0 to 5.0 = Excellent IDEA Score 3.5 to 3.9 = Commendable IDEA Score 3.0 to 3.4 = Satisfactory IDEA Score 0 to 2.9 = Unsatisfactory	Rating:
Overall Teaching Rating	The overall score is an average of the two ratings above. Both must be excellent to achieve an excellent rating.	Evaluation:
Standard 2: Service GBC assesses performance in three areas for Standard 2. Using information from the FEF forms for guidance, along with discussions of activities with faculty member, the committee rates the following Standards. A satisfactory or higher rating is required for sections A and C and a commendable or higher rating is required for section B.		
Service A—Student Advisement. Use the FEF “Service to Students” section as a guide.	A. Excellent B. Commendable C. Satisfactory D. Unsatisfactory	Evaluation:
Service B—Interactions with Colleagues and Students This is assessed by the tenure committee in conjunction with the VPAA or supervising Dean and department chair/members, program supervisors, etc., using the rubric provided here.	<u>Excellent</u> —is present in the department; works and communicates with department, programs, colleagues, and students very effectively and with professionalism, courtesy, and integrity; responds to department, program, and colleague needs in a timely fashion; volunteers for and contributes to many departmental/program activities; and completes assigned tasks in a timely fashion. Works with colleagues and students above and beyond basic needs. <u>Commendable</u> —is present in the department; works and communicates with others effectively and with professionalism, courtesy, and integrity; responds to department, program, colleague, and student needs in a timely fashion; contributes to departmental/program activities; and, completes assigned tasks in a timely fashion. Works with colleagues and students exceeding basic needs. <u>Satisfactory</u> —is present in the department on a minimal basis; works and communicates minimally with others; minimal contributions to departmental/ program activities; completes tasks in a timely fashion. Meets the basic needs. <u>Unsatisfactory</u> —does not meet the minimum requirements for a satisfactory rating.	Evaluation:
Service C—Service to the College. Use the FEF “Service to Institution” section as a guide.	A. Excellent B. Commendable C. Satisfactory D. Unsatisfactory	Evaluation:

Approved by President’s Council: September 10, 2008, September 10, 2013
 Approved by Faculty Senate: August 30, 2013
 Contact the assistant to the President for any questions, changes, or additions.



POLICY AND PROCEDURE

Procedure:	TELEPHONE/WIRELESS CELLULAR PHONE USE (EMPLOYEES)
Policy No.:	4.34
Department:	Business Affairs
Contact:	Vice President for Business Affairs

Policy

Sound internal control procedures require that Great Basin College be responsible for reviewing its telephone/fax/cellular phone charges on a monthly basis. The Office of Business Affairs will initially review all phone charges for excessive use and/or unusual line charges. Any unusual activity will be reported to the appropriate department for additional review. Once completed, the telephone charges will be filed at the Controller's Office for a period of three years. Charging personal toll calls to institutional funds is strictly prohibited.

Institution Owned Cell Phone Used For Personal Purposes: Employees are discouraged from making or receiving personal telephone calls or cellular phone text messages using institutional resources. NSHE does recognize that under certain circumstances, however, an employee will need to make or receive a telephone call or text message from an institutional phone (including institutional long distance charges and institutional cellular phones and/or other wireless devices) of a personal nature. When those personal telephone calls or cellular text messages incur an additional charge to the institution, it is the employees' responsibility to reimburse the institution for that charge promptly. In addition, when personal calls or cellular text messages are made and/or received on institutional cellular phones, the employee is responsible for reimbursement of the prorated share of the charges for personal use of the cellular or wireless devices. In addition, the employee must reimburse any purchase of specialized ring tones, video games, software programs, etc. on institutional or corporate liable cellular phones to the institution.

Procedures

1.0 Telephone Use

- 1.1 All cell phones will be pre-approved by the President, Vice Presidents or Designees.
- 1.2 Anyone in violation of this policy will lose his or her cell phone and disciplinary action may be taken where appropriate.
- 1.3 All LAND lines and cellular phones (excluding self-supporting budgets) will be paid through the College telephone budget account.
- 1.4 Any other communication devices such as iPads or pagers will be paid by the department using the device.

This policy is effective May 1, 2013.

Policy Updated May 1, 2013

Original Approved by PC: August 14, 2012, September 10, 2013

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