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EXPLANATION OF THE MANUAL AND ITS USE

Purpose of this Manual
Reviewed: November 2007
The University of Nevada, Reno Administrative Manual contains established policy of the university. It is intended to serve in defining, understanding and communicating university policies and procedures, identifying responsibilities, and providing guidelines in the performance of specific tasks. The content of this manual should address broad policies that impact various constituencies across the institution. The policies and procedures contained in the Administrative Manual are those policies and procedures of the university which are unique to the university or which appropriately expand upon applicable federal and state statutes, policies in the State of Nevada Administrative Manual, policies in the Code and Handbook of the NSHE Board of Regents, and policies in the University Bylaws. Policies and procedures that are specific to a unit should be documented within each specific unit's policy and/or operating manual.

Authority
Reviewed: March 2004
The University of Nevada, Reno Administrative Manual is an official publication of the university, with final authority for the material contained herein delegated to the President. Policy of university-wide importance will be distributed as revisions to this document. Proposed revisions should be submitted as indicated in section 12. University policies contained in the Administrative Manual are required to be consistent with the bylaws and policies of the university, with the Code and policies of the Nevada System of Higher Education, and with laws and policies of the State of Nevada. Should any section be found to be inconsistent, that section is void and the policies of the university, the NSHE, or the state shall apply.

Distribution of Manual
Reviewed: March 2004
The Administrative Manual is available on-line and can be accessed from the University’s website.

Manual Format
Revised: 8/25/98
The Administrative Manual is divided into several major classifications. Each classification is divided into sections and subsections. The major classifications are:

- General Information ................................................................. 1-50
- Administrative Organization of the University of Nevada, Reno ........ 51-499
- Fiscal and Business Affairs .......................................................... 500-1,999
- Personnel .................................................................................. 2,000-2,999
- Students ................................................................................... 3,000-3,999
- Services to Faculty and Departments ............................................ 4,000-4,999
- General University Services ......................................................... 5,000-5,999
- Curricula, Teaching, and Research .............................................. 6,000-6,999
- Miscellaneous ........................................................................... 7,000-7,999
EXPLANATION OF THE MANUAL AND ITS USE

Numbering System  
Reviewed: 8/25/98
The numbering system utilized in the Administrative Manual is a consecutive decimal code assigned according to subject matter. Gaps in the sequence permit introduction of additional material in its proper place at a later date.

Routine Updates  
Revised: March 2015
Minor updates to the UAM necessitated by the following will be made by the Office of the Provost:

- Renumbering within the Board of Regents Handbook, the Procedures and Guidelines Manual, the UNR Bylaws, and the NRS.
- Renaming of administrative offices or positions or forms.
- Moving of university offices to new physical locations.
- Changing of contact information or URLs for university offices. Changes to NSHE or UNR policies that make UAM reference obsolete.
EXPLANATION OF THE MANUAL AND ITS USE

Revised: April 2012

The usefulness of the Administrative Manual is dependent upon it being updated continuously. Changes and additions to the manual approved by the President are made in the Administrative Manual on-line immediately after approval. Notification of changes are made to the campus community by the Office of the Provost.

All faculty and staff are encouraged to submit suggestions for revisions through the office of their respective vice president to the Office of the Provost which forwards the proposal to the Administrative Manual Policy Review Board.

Administrative Manual Policy Review Board

1. Membership – The President appoints the members upon recommendation of the respective vice president. The Board consists of a ranking administrator (normally an assistant or associate vice president) in each of the major administrative divisions of the university plus a representative nominated by the Faculty Senate and a representative nominated by the Staff Employees Council. Once appointed, a member has an unlimited term and may continue to serve on the Board until the President appoints a different individual to represent that administrative division.

2. Chair – The President, in consultation with the vice presidents, appoints the chair of the Board for a two year term. At the discretion of the President, an individual can serve as chair for consecutive terms.

3. Meetings – The Board meets on a monthly basis. The Office of the Provost, in consultation with the Chair of the Board, prepares an agenda comprised of all proposals for changes to the Administrative Manual needing review. A representative from the unit proposing the change may be invited to attend the Board meeting to answer any questions about the proposal.

4. Responsibilities – The Board members are charged with reviewing proposals for compatibility and consistency with other university policies and for any potential implementation difficulties. On a periodic basis, the Board requests offices responsible for policies to review them for currency and to forward to the Board any needed updates.

5. Reporting – The Board makes recommendations to the President through the Executive Vice President & Provost in the form of a memo from the Chair of the Board.

The President and Executive Vice President & Provost review the recommendations from the Board, along with the recommendations of the Faculty Senate. At his or her discretion, the President may seek further review from the President’s Council, Faculty Senate Executive Board, General Counsel, or others.

The President notifies the Chair of the Administrative Manual Policy Review Board in writing after making a final decision on the proposal for change.

Once approved by the President, in accordance with the procedure above, the Chair of the Board forwards the approved revised items to the Office of the Provost for placement in the Administrative Manual.

The dates of approved revisions are noted on the revised sections. The Office of the Provost maintains archival files so that historical information is available if needed about policies in place in earlier years.
EXPLANATION OF THE MANUAL AND ITS USE

Sources of Information

Reviewed: May 2008

The *Administrative Manual* is intended to codify university policy and related procedure. The institution maintains other relevant sources of information (listed below) which may also be of assistance.

1. Nevada System of Higher Education Code;
2. Board of Regents Handbook;
4. University of Nevada, Reno Bylaws;
5. State Administrative Manual (SAM) of the State of Nevada;
6. Nevada Revised Statutes (NRS), Chapter 396 (concerning the Nevada System of Higher Education);
7. University of Nevada, Reno Catalog;
8. University of Nevada, Reno Class Schedule (published each semester);
9. University of Nevada, Reno Faculty and Staff Directory;
10. University parking and traffic regulations; and
LEGAL STATUS OF THE UNIVERSITY

State Law Affecting the University

Reviewed: 4/30/99

There is considerable general legislation which applies to the Nevada System of Higher Education (NSHE) as well as to other state agencies and private organizations. Acts of the State Legislature which particularly deal with the university may be found in Nevada Revised Statutes (NRS), Chapter 396.

Receipt of Service of Lawsuits

Reviewed: 4/30/99

When the Nevada System of Higher Education is served with various lawsuits, service of the lawsuits is usually made on the Board of Regents, the Chancellor, a particular member institution, a president, a faculty member or all of the foregoing, and usually through office staff. If a process server attempts to make service on someone or some institution through someone who is not authorized to accept service, the service should be refused with an explanation to the process server. No one should accept service for anyone unless specific authorization has been granted by the person being served.

The following information applies to the receipt of lawsuits:

1. The Chancellor or the Chancellor’s designee may accept service for the NSHE.
2. Only presidents or their designees may accept service for the institutions of the NSHE.
3. No individual may be served except personally or through someone specifically authorized by the individual to accept service.

The following procedures apply to those individuals authorized to receive and acknowledge lawsuits:

1. Identify the person/party being served.
2. Leave a copy of the complaint and summons for each person/party being served.
3. Identify the process server and ask for his/her telephone number.
4. Note the date and time of service and deliver the documents to the General Counsel’s Office immediately.
LEGAL STATUS OF THE UNIVERSITY

NEVADA PUBLIC RECORDS ACT REQUESTS
The Office of the Provost at the University of Nevada, Reno is responsible for administering the University’s compliance with the Nevada Public Records Act (N.R.S. 239 et seq.), pursuant to Chancellor’s Memorandum of September 12, 2003, “Public Records Requests – Monetary Charges”.

Any University employee receiving a request for records, under the provisions of the State of Nevada Public Records Act, should direct the request to the Office of the Provost, Public Records, Clark Administration #110, MS 0005.

1. In accordance with the Nevada Public Records Act, action on the written request must occur no later than the end of the fifth business day after the date the person who has legal custody or control of the public book or record of a governmental entity receives a written request.

2. To assist in fulfilling the information needs of the requestor and to provide a “timely response,” individuals making such requests should:
   a. Use the “Request for Access to Public Records” form available from the UNR Public Records Officer and be as explicit as possible regarding the information sought. A copy of the form may be provided to the requestor.
   b. Each requestor should be provided with a copy of the Chancellor’s Memorandum of September 12, 2003, “Public Records Requests--Monetary Charges.”

3. The Office of the Provost logs the date and time of the receipt of the request.

4. The Office of the Provost determines which records will best provide the requested information.

5. The Office of the Provost may contact the requestor for clarification.

6. The Office of the Provost contacts the administrator responsible for the records in question, to determine if the records exist, how voluminous they might be, and how much time might be required to search and assemble them.

7. Please note that fulfillment of such requests are subject to charges as outlined in Chancellor’s Memorandum, September 12, 2003, and as noted on the request form.

8. Once located, the records should be turned over to the Office of the Provost, who logs receipt, contacts the requestor, and collects any charges due.

Any exemption of records from public inspection will be determined in consultation with University general counsel.
LEGAL STATUS OF THE UNIVERSITY

PROCEDURE FOR RESPONDING TO SUBPOENAS

Subpoenas are instruments issued by a court clerk or an attorney that seek to require the attendance of a person at a deposition and/or the production of documents and other tangible things. In some instances, a subpoena is issued to the “custodian of records.” To be valid, a subpoena must be properly issued and personally served. In certain instances, and depending on the circumstances, it is appropriate for the University to object to a subpoena and/or to the production of some, if not all, of the records requested.

If an employee is served with a subpoena in person or receives one by mail or by fax:

1. The employee should immediately note the date and time of service and the method of service on the document.
2. The subpoena should be faxed along with attached documents to the office of the General Counsel, to the attention of Mary Phelps Dugan, at 784-3491.
3. The employee should indicate on the transmittal sheet the receiving employee’s name and telephone number.
4. Upon receipt of the faxed subpoena and accompanying documents, the General Counsel’s office will advise the employee on how to proceed.
GOVERNANCE OF THE NEVADA SYSTEM OF HIGHER EDUCATION

The chief administrative officer of the University of Nevada, Reno is the president. He is responsible to the Board of Regents for the implementation of board decisions and actions.

Mission Statement of the University of Nevada, Reno

Preamble: The University of Nevada, Reno was constitutionally established in 1874 as Nevada’s land grant university. In that historical role, the University has emerged as a nationally and internationally recognized, comprehensive, doctoral-granting research institution of higher education.

Vision: The University of Nevada, Reno is an internationally-respected, high quality, accessible, arts and sciences university, fully engaged with Nevada’s citizens, communities, and governments to improve economic and social progress.

Mission: The University of Nevada, Reno: a) prepares graduates to compete in a global environment through teaching and learning in high-quality undergraduate, graduate, and professional degrees in the liberal arts, sciences, and selected professions in agriculture, engineering, health care, education, journalism, and business, b) creates new knowledge through basic and applied research, scholarship, and artistry, in strategically selected fields relevant to Nevada and the wider world, c) improves economic and social development by engaging Nevada’s citizens, communities, and governments, and d) respects and seeks to reflect the gender, ethnic, cultural, and ability/disability diversity of the citizens of Nevada in its academic and support programs, and in the composition of its faculty, administration, staff, and student body.

Goals of the University of Nevada, Reno:

Goal 1: Serve as an accessible, comprehensive, doctoral-granting, research university with characteristics of a high-quality liberal arts university and Nevada’s land grant university, combining undergraduate and graduate education, fundamental and applied research, and engagement with Nevada’s citizens, industry, and governments.

Goal 2: Serve Nevada’s traditional mining, agricultural, gaming, manufacturing, news, and logistics industries, and the emerging renewable energy resource industries, with professional workforce preparation, modernizing research, and involvement in innovation.

Goal 3: Prepare Nevada and Nevadans for the diversified knowledge economy.

Goal 4: Cooperate to prepare Nevada youth to participate in the world economy through education.

Goal 5: Improve the physical and mental health of Nevadans.

Goal 6: Enhance sustainable environmental quality in Nevada.

Goal 7: Participate in Intercollegiate Athletics with success in sports competition and success in graduation and character-building of student athletes.

Goal 8: Build the University’s infrastructure to provide facilities, operations, and policies which enhance the productivity of students and personnel in fulfillment of the University’s missions.
GOVERNANCE OF THE NEVADA SYSTEM OF HIGHER EDUCATION

Changes in Organization

Reviewed: 4/30/99

Major reorganization of any unit shall be approved by the Board of Regents. All others shall be approved by the president.

Unit Bylaws

Reviewed: March 2009

The following procedures apply to the development and approval of all unit bylaws, and to their required submission to the Faculty Senate Office.

Development Process

Unit bylaws committees and administrators are to consult broadly with their respective faculty when bylaws are being drafted or amended, and to assure that such drafts or amendments are consistent with the University Bylaws and the NSHE Code. The bylaws must include a statement recognizing their subordinate relationship in the hierarchy of established bylaws and codified policies and procedures. For example:

These bylaws shall be consistent with and subordinate to the University Bylaws, the Board of Regents’ policy, the NSHE Code, the laws of the State of Nevada, and the laws of the United States. Where a conflict between any laws, codified policies and procedures, or bylaws exist, those of the higher authority govern.

The format of the bylaws must abide by the format specified in the bylaws approval instructions, available on the Faculty Senate website (under Governing Documents, select “Bylaws of the Major Units and Departments”). Link: http://www.unr.edu/facultysenate/bylaws/index.html

Approval Procedures

Approval procedures rely on Sharepoint to create an automatic paperless process with an auditable trail. Once this electronic process has begun, no party has authority to modify the bylaws undergoing review. The unit may end the process at any time by notifying the Faculty Senate Office electronically. When the process results in approval of the bylaws, these are uploaded to the Faculty Senate bylaws repository and any previously approved version is archived in Sharepoint.

Approval Process for Colleges and Other Major Units

The bylaws or amendments of each major unit must be reviewed by the Faculty Senate, approved by the faculty in the major unit, approved by the dean or the designated administrator of the major unit, and approved by the president. Faculty approval of the initial adoption of bylaws requires a simple majority of those voting. Subsequent amendment of bylaws requires a two-thirds majority of those voting.

Major units submitting bylaws or amendments for approval must follow the step-by-step process outlined in the Faculty Senate website (under Governing Documents, select “Bylaws of the Major Units and Departments”). Link: http://www.unr.edu/facultysenate/bylaws/index.html

Approval Process for Departments and Other Basic Units

The bylaws or amendments must be approved by the department or basic unit faculty, reviewed by the appropriate college or major unit committee, and approved by the dean or equivalent administrator. Faculty approval of the initial adoption of bylaws requires a simple majority of those voting. Subsequent amendment of bylaws requires a two-thirds majority of those voting. If a department or other basic unit
chooses to develop written policies and procedures in place of or as well as bylaws, the policies and procedures require the same approval process as bylaws.

Departments and other basic units submitting bylaws or amendments for approval must follow the step-by-step process outlined in the Faculty Senate website (under Governing Documents, select “Bylaws of the Major Units and Departments”). Link: http://www.unr.edu/facultysenate/bylaws/index.html

If the dean (or major unit administrator) does not approve the bylaws or amendments, the department or basic unit may choose to revise them and start the process over. Or it may choose to appeal the dean’s decision to the president, if a majority of the department faculty votes to do so in a written secret ballot, with sufficient notice to allow all eligible faculty to participate.

**Submitting Previously Approved Bylaws**

Units whose current bylaws were approved before this electronic process was established must provide the Faculty Senate Office 1) an electronic version of the bylaws formatted in accordance with the new format standards (see “Development Process,” above) and 2) the approval signature page or pages dated and signed by the appropriate authorities. For college and other major unit bylaws, those authorities must include the president. For department and other basic unit bylaws approved after October 4, 2008, those authorities must include the dean or equivalent administrator. For department and other basic unit bylaws approved on or prior to October 4, 2008, those authorities must include the president. Bylaws submitted without meeting these requirements will not be uploaded to the Faculty Senate bylaws repository, and should be reapproved using the simplified electronic process.

**More Information**

For more information on these or other aspects of the approval process, please refer to the University Bylaws or contact the Faculty Senate Office.
In this section, “department” means any basic unit of the university (department, program, center, school, institute, etc.) and “chair” means the administrator of that unit.

Temporary Administrative Governance (TAG) is an intervention restricted to circumstances in which a department:

- Is not meeting its primary mission with regard to creative activities, research, teaching, and/or service; or
- Is not providing its faculty, graduate students, or undergraduates an environment conducive to meeting their expected potential.

Examples of conditions within the department that would justify TAG could include one or more of the following (not intended to characterize a complete set of circumstances):

- There is significant conflict among faculty of the department that is pervasive and cannot be resolved by the current chair;
- No internal change in leadership is deemed likely to remedy the situation;
- The chair vacates the position with no replacement chair acceptable to the department and the dean;
- An external program review recommends change in leadership and there is no candidate for chair acceptable to the department and the dean;
- Significant conflicts exist between the chair and the faculty of the department.

**Procedures for Initiating TAG**

TAG is an intervention of last resort and is initiated only after these actions have occurred:

- The executive vice president & provost and dean have informed department faculty that TAG is being considered, and have met with department faculty to discuss the matter with a view to resolving it and thereby avoiding TAG; and
- If the executive vice president & provost and dean subsequently decide to proceed with TAG, the dean shall submit a written explanation for initiating TAG to the Faculty Senate Executive Board and to the faculty of the department. That explanation shall include:
  a. The date the executive vice president & provost and the dean met with department faculty to discuss TAG;
  b. Specific reasons for initiating TAG; and
  c. Specific criteria on which the department shall be judged in order to exit TAG.

The role of the Executive Board in reviewing the need to initiate TAG is to ensure that the conversation between the executive vice president & provost, the dean, and the department has occurred and that the written explanation of the reasons for initiating TAG and the criteria for exiting it are clearly stated.

Once the above steps have been completed, the executive vice president & provost shall provide the president all pertinent information regarding the need to initiate TAG of the department, as well as the criteria the department must meet to exit it. The decision to initiate TAG of the department rests with the president.
Procedures for Extending or Terminating TAG

At the end of each year the department remains in TAG, the executive vice president & provost and the dean shall conduct an annual review of the department. Each such review shall note specific progress made and any deficiencies found.

If the review recommends terminating TAG, it shall be forwarded to the president for a decision, with copies provided to the Faculty Senate Executive Board and the department.

If the review recommends extending TAG another year, it shall include specific reasons for doing so, and the specific criteria the department must meet to exit TAG. Each such review, together with the executive vice president & provost’s decision, shall be forwarded to the Faculty Senate Executive Board and the department. The decision to extend TAG another year rests with the executive vice president & provost.

The executive vice president & provost and the dean may recommend termination of TAG at any time. Any such recommendation shall be forwarded to the president, the Faculty Senate Executive Board, and the department. The decision to terminate TAG of the department rests with the president.

Independent Assessment of TAG

If, at any time after an annual review of the department, a majority of the voting faculty of the department objects to remaining under TAG, then the Faculty Senate Executive Board or a committee appointed by it shall make an independent assessment of the department. That assessment will consider the executive vice president & provost and the dean’s prior annual review(s) and the previously written criteria for exiting TAG, as well as any comments department faculty may provide the Faculty Senate Executive Board or its committee about the matter. If the Faculty Senate Executive Board or its committee recommends continuing TAG, it will forward its recommendation to the executive vice president & provost, the dean, and the department. If it recommends terminating TAG, it will forward its recommendation to the president for a decision, with copies of the recommendation provided to the executive vice president & provost, dean, and the department. The decision to continue or terminate TAG rests with the president.

Implementation of TAG

The person appointed by the president to administer TAG of the department shall be a tenured member of the university faculty who is not a member of the department, and whose role statement shall be adjusted to reflect the requisite administrative duties. Once a department is under TAG, the department’s bylaws are suspended. The NSHE Code, the University Bylaws, and the department’s major unit’s bylaws shall remain in effect. TAG is not by itself a grievable condition.
## ADMINISTRATIVE OFFICIALS

### Administrative Officers

Reviewed: 4/30/99

Position descriptions of each administrative officer of UNR are available in the appropriate offices.

### Committees, Boards and Councils

Revised: April 2012

The President, Executive Vice President & Provost, and other vice presidents may establish and appoint boards, committees, commissions, and councils, which are referred to as committees in this manual. The Faculty Senate also appoints its own committees. Colleges, departments, and other units of the University may also establish committees.
UNIVERSITY RECORDS

Records Retention Schedule

Revised: January 2008

The University shall follow the records retention schedule approved by the State Records Committee under the *General Records Retention Schedule* distributed by the Nevada State Library and Archives, Records Management at [http://nsla.nevadaculture.org/dmdocuments/generalschedules.pdf](http://nsla.nevadaculture.org/dmdocuments/generalschedules.pdf). The website for the Nevada State Library and Archives provides links to the schedule.

Offices of Record

Revised: August 2005

For the purpose of records retention, the offices of record for the university include the Controller’s office, the Office of Sponsored Research, Facilities, Human Resources, Admissions and Records, BCN Purchasing, BCN Payroll, and BCN Human Resources. Each of these offices is responsible to maintain records under their jurisdiction in accordance with the *General Records Retention Schedule*.

Administrative records are maintained in the offices of each vice president or dean until such time as they are destroyed or deposited in the library archives maintained in the Special Collections Program, in accordance with the *General Records Retention Schedule* and the Library Archives requirements found in Section 4,012. Committee records, history files, correspondence, and recordings of public speeches would be considered examples of administrative records.

Destruction of Records

Revised: August 2005

Each office of record shall maintain a record of the destruction of records in accordance with the *General Records Retention Schedule Instructions*.
Revised: December 2008

The university shall follow all federal and state laws governing the collection, recording, filing, maintenance, disclosure, transfer, and safeguarding of confidential information. The university shall follow the NSHE Information Security Plan which applies to any record containing nonpublic financial information about a student, employee, or other third party who has a relationship with the university, whether in paper, electronic or other form, which is handled or maintained by or on behalf of the university.

Per Nevada Revised Statues social security numbers are considered confidential personal financial information. It is the policy of the university to keep the number of individuals having access to social security number information to the minimum. The following departments are allowed to collect, record, file or store social security numbers in order to comply with federal and state requirements:

- Accounts Payable
- Admissions Office
- Cashier's Office
- Human Resources
- Non-Resident Alien Tax Specialist
- Payroll
- Police Services
- Student Employment
- Student Financial Aid

All other departments are restricted from collecting, recording, filing or storing social security numbers (or any part of) belonging to employees, students and other individuals, except as required by the offices listed above. For example, departments are allowed to collect social security numbers on payroll documents for new hires to transmit that information to the Payroll Department. Once the information is provided to the Payroll Department, the hiring department must remove the social security number information from its files.

Social security numbers will not be used as the identifier of a student, employee, or other individual, other than when required by law or governmental regulation. Departments, except those listed, may not create or maintain databases or spreadsheets containing social security numbers. Except as required by the listed departments, other departments must refuse to accept documents and files containing social security numbers or will obliterate or otherwise remove such information from documents and electronics files received.

Each department within the university is responsible to take steps to protect confidential information from risks that could compromise the security, confidentiality, and integrity of nonpublic financial information. These steps shall include the implementation of controls and procedures, appropriate physical and computer security, compliance with Information Technology policies [http://www.it.unr.edu/pdf/unr%20it%20policy.pdf](http://www.it.unr.edu/pdf/unr%20it%20policy.pdf) and the training of employees in the proper use of computer information.

Each department in possession of confidential information shall be vigilant in protecting any such information that is transferred to a laptop computer or other portable device. Encryption of data, attention to physical safeguards, and the continued monitoring of departmental practices are considered minimum standard procedures regarding confidential information transmitted in any manner from the campus systems.
Revised: September 2009

In recognition that some university activities are subject to the provisions of the Fair and Accurate Credit Transactions Act (FACT Act) and its “Red Flag” rules as promulgated by the U.S. Federal Trade Commission, the University outlines the following program. This program complements existing policies, which can be found in various sections of the university’s Information Technology Policy Manual.

Oversight of this policy is through the Chancellor’s Office and university president. The NSHE policy was approved by the Board of Regents in June 2009; amendments may be approved by the Chancellor. The university may also develop additional procedures with the approval of the university president.

**Purpose**

1. This document establishes the university’s “Identity Theft Program” to detect, identify, and mitigate identity theft in the accounts covered under the Red Flags rules.
2. The University incorporates relevant Red Flag rules into a program to enable the University to detect and respond to potential identity theft.
3. The University ensures that the program is updated periodically to reflect changes in risks to customers or creditors or to the University from identity theft.

**Definitions**

1. Pursuant to the Red Flag regulations at 16 C.F.R. § 681.2, the following definitions apply to the Program:
   a. “Identity theft” is a “fraud committed or attempted using the identifying information of another person without authority.”
   b. “Covered accounts”
      i. Any university account maintained primarily for a student or related to a loan administered by the University, which involves multiple payments or transactions.
      ii. Any university account for which there is a reasonably foreseeable risk from identify theft to customers.
   c. “Creditor” is a person or entity that regularly extends, renews, or continues credit and any person or entity that regularly arranges for the extension, renewal, or continuation of credit. Examples of activities that indicate a college or university is a “creditor” are:
      i. Participation in the Federal Perkins Loan program;
      ii. Participation as a school lender in the Federal Family Education Loan Program;
      iii. Offering institutional loans to students, faculty or staff;
      iv. Offering a plan for payment of tuition or fees throughout the semester, rather than requiring full payment at the beginning of the semester.
   d. “Red Flag” is a “pattern, practice, or specific activity that indicates the possible existence of identity theft.”
e. “Identifying information”
   i. Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including, but not limited to: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number government passport number, employer or taxpayer identification number, unique electronic identification number (including student ID), computer Internet Protocol addresses or routing codes or financial account number such as credit card number, in combination with any required security code, access code, or password that would permit access to an individual’s financial account.

f. “Responsible University Official”
   i. The president designates the associate vice president of business and finance to serve as program administrator.
   ii. The program administrator shall exercise appropriate and effective oversight of the program and shall report regularly to the president on the program.

Program Administration and Maintenance

1. The program administrator is responsible for:
   a. Developing, implementing, and updating the university’s program.
   b. Ensuring appropriate training of university staff on the program.
   c. Reviewing staff reports regarding the detection of Red Flags.
   d. Reviewing steps for identifying, preventing, and mitigating identity theft.
   e. Determining which steps of prevention and mitigation should be taken in specific circumstances.
   f. Reviewing, evaluating, and promulgating periodic changes to the program based on:
      i. Changes in identity theft risks, detection, mitigation, and prevention methods.
      ii. Technological advances.
      iii. University’s experiences with identity theft.
      iv. Changes in types of accounts the University maintains.
      v. Changes in the university’s business arrangements with other entities.
      vi. Changes in legal requirements in the area of identity theft.

Identification of Red Flags

1. The following are relevant Red Flags, in each of the listed categories for which employees should be aware and diligent in monitoring:
   a. Notifications and warnings from credit reporting agencies
      i. Report of fraud accompanying a credit report;
      ii. Notice or report from a credit agency of a credit freeze on a customer or applicant;
      iii. Notice or report from a credit agency of an active duty alert for an applicant; and
      iv. Indication from a credit report of activity that is inconsistent with a customer’s usual pattern or activity.
   b. Suspicious documents
      i. Identification document that appears to be forged, altered, or inauthentic;
      ii. Identification document on which a person’s photograph or physical description is inconsistent with the person presenting the document;
      iii. Other document with information that is inconsistent with existing customer information (such as if a person’s signature on a check appears forged); or
      iv. Application for service that appears to have been altered or forged.
c. Suspicious personal identifying information
   i. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
   ii. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
   iii. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
   iv. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
   v. Social security number presented that is the same as one given by another customer;
   vi. An address or phone number presented that is the same as that of another person;
   vii. A person fails to provide complete, personal identifying information on an application when reminded to do so (however, by law social security numbers may not be required in all instances); and
   viii. A person’s identifying information is inconsistent with the information that is on file for the customer.

d. Suspicious account activity or unusual use of account
   i. Change of address for an account followed by a request to change the account holder’s name;
   ii. Payments stop on an otherwise consistently up-to-date account;
   iii. Account used in a way that is inconsistent with prior use (example: very high activity);
   iv. Mail sent to the account holder is repeatedly returned as undeliverable;
   v. Notice to the University that a customer is not receiving mail sent by the University;
   vi. Notice to the University that an account has unauthorized activity;
   vii. Breach in the university’s or NSHE computer system security; and
   viii. Unauthorized access to or use of customer account information.

e. Alerts from others
   i. Notice to the University from a customer, identity theft victim, law enforcement, or other person who has opened or is maintaining a fraudulent account for a person engaged in identity theft.

Detecting Red Flags

1. New accounts
   a. University personnel will take the following steps to obtain and verify the identity of the person opening an account:
      i. Require personal identifying information such as name, date of birth, residential or business address, driver's license, or other identification;
      ii. Verify customer's identity (for instance, review a driver's license or other identification card); or
      iii. Independently contact the customer.

2. Existing accounts
   a. University personnel will take the following steps to monitor transactions with an account:
   b. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
   c. Verify the validity of requests to change billing addresses; and
   d. Verify changes in banking information given for billing and payment purposes.
Responding to Red Flags and Mitigating Identity Theft

1. In the event university personnel detect identified Red Flags, such personnel shall take all appropriate steps to respond and to mitigate identity theft depending on the nature and degree of risk posed by the Red Flag, including but not limited to the following examples:
   a. Notify the program administrator;
   b. Continue to monitor an account for evidence of identity theft;
   c. Contact the customer;
   d. Change any passwords or other security devices that permit access to accounts;
   e. Not open a new account;
   f. Close an existing account;
   g. Reopen an account with a new number;
   h. Notify law enforcement; or
   i. Determine that no response is warranted under the particular circumstances.

Staff Training and Reporting

1. University employees responsible for implementing the program shall be trained in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected.

2. Appropriate staff shall provide reports to the program administrator on incidents of identity theft, the effectiveness of the program, and the University’s compliance with the program.

Service Provider Arrangements

1. In the event the University engages a service provider to perform an activity in connection with one or more covered accounts, the University will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft:
   a. Require, by contract, that service providers have such policies and procedures in place; and
   b. Require, by contract, that any service providers review the university’s program and report any Red Flags to the program administrator.
## CONTRACTS, GRANTS, LEASES, AND OTHER AGREEMENTS

| Reviewed: September 2009 | Basic Policy | 500 |

The NSHE Procedures Manual Chapter 5, Section 3 specifies all contracts entered into by NSHE, and all of its components, are to be in accordance with the policies and procedures delineated in the manual and repeated here.

A contract is an agreement between two or more persons (or entities), which creates an obligation to do or not to do a particular thing. It’s essential components are competent parties (persons or entities legally capable of contracting), subject matter (the purpose of the contract), a legal consideration (the inducement to contract, usually money or something of value, but also including mere promises to perform something or refrain from doing something), mutuality of agreement (all parties must voluntarily enter into the contract) and mutuality of obligation (all parties are obligated to do something or no to do something they otherwise have a right to do).

A contractual obligation is a legal obligation. Adherence to policies and procedures is necessary to limit financial and other types of liability for NSHE. It is essential that all NSHE officers and employees follow these policies and procedures.

The contracting party for all NSHE contracts is the Board of Regents. To be valid, the agreement must state that it is entered into only by the **BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION** on behalf of the institution and sub-unit of the institution. Similarly, the signature block should read: **BOARD OF REGENTS OF THE NEVADA SYSTEM OF HIGHER EDUCATION** on behalf of (name of the institution and college or sub-unit, if necessary).

The contracting officer for NSHE is the Chancellor.

Contracts that must always be sent to the Chancellor for signature are:

1. All contracts that must be approved by the Board of Regents by law, including but are not necessarily limited to:
   a. The sale or purchase of real property or the long-term lease of real property owned by the NSHE, including most easements over real property (NRS 396.430). “Long-term” is defined as in excess of four years. Approval of these contracts must be placed on a Board of Regents’ Investment and Property Committee agenda for approval with final approval by the Board of Regents.
2. All contracts with an open-ended or indefinite term.
3. All contracts that provide for the hiring of outside attorneys for legal services require written approval of the NSHE’s Chief Counsel.
4. Except for standard form federal grants and contracts and for NSHE purchase orders, all contracts:
   a. Which require consideration (cash, property, or services) valued in excess of $1,000,000, calculated by adding the total cumulative payments, delivery or performance over the entire term of the contracts, OR
   b. Which are for terms in excess of five years or which provide the right to renew for terms that exceed five years in the aggregate.
5. All contracts which, in the judgment of the president of an NSHE institution, have such a serious political, social, or financial impact on the NSHE or the public that the Board of Regents’ or the Chancellor’s review is necessary.
6. All contracts for private security services (BOR Handbook, Chapter 1, Section 12, Item 3).
7. All other contracts for which signature authority has not been delegated by the Chancellor as provided in the NSHE Procedures Manual Chapter 5, Section 3.

The Board of Regents’ bylaws authorize the Chancellor to delegate certain contract-related responsibilities. In the NSHE Procedures Manual Chapter 5, Section 3 the Chancellor delegated signature authority for the following contracts to the presidents of the NSHE institutions or to the presidents’ designee.

1. Contracts which require consideration (cash, property, or services) valued at $1,000,000 or less, calculated by adding the total cumulative payments, delivery or performance over the entire term of the contract, AND which are for terms of five years or less or which provide the right to renew for terms and do not exceed five years in the aggregate.

2. Cost overruns and change orders which in the aggregate do not exceed 10 percent of the base contract amount.

3. All standard form federal grant applications, grants, contracts, modifications and release forms.

4. All purchase orders in which the purchase contract is awarded to the “lowest responsive and responsible bidder,” in accordance with the purchasing policy set forth in Title 4, Chapter 10, of the Board of Regents Handbook are delegated to the Vice President for Finance at the appropriate institution or his or her designee. Exceptions to the established purchasing policy must be presented to the Board of Regents for approval.

Any contract signed in violation of the policies stated herein, is void and of no effect whatsoever.
Hold Harmless Clauses: Many contracts carry a hold harmless clause. Under the state’s self-insurance program, we are only protected against negligent acts of our employees if (1) they are exercising “due care”, (2) they are exercising a discretionary function or (3) they are acting under a statute which has not been declared invalid. The State’s self-insurance program, to which the NSHE belongs, protects only against acts or omissions of NSHE employees that occur within the scope of public duty or employment and that are performed or omitted in good faith. Therefore, we cannot agree to hold the other party harmless from any and all claims or losses, whether or not caused by any fault of one of our employees. If the other party insists on a hold harmless clause, we can only agree to the language recommended by general counsel which is as follows:

“To the extent limited in accordance with NRS 41.0305 to NRS 41.039, the university (or college, contractor, lessee, or other appropriate term representing the Board of Regents) shall indemnify, defend and hold harmless ________________ (name of other party) from and against any and all liabilities, claims, losses, lawsuits, judgments, and/or expenses, including attorney fees, arising either directly or indirectly from any act or failure to act by (Institution) or any of its officers or employees, which may occur during or which may arise out of the performance of this Agreement. (Institution) will assert the defense of sovereign immunity as appropriate in all cases, including malpractice and indemnity actions. (Institution’s) indemnify obligation for actions sounding tort is limited in accordance with the provisions of NRS 41.035 to $75,000 per cause of action.”

The Chancellor will not approve contracts with hold harmless clauses that do not comply with general counsel’s language, and persons who have been delegated signature authority are not authorized to sign such contracts.

Insurance Clauses: Many contracts carry a clause that requires a specified amount of liability insurance coverage. However, the university is covered by the state’s self-insurance program for all liability coverage and therefore cannot comply with the terms of these clauses. If the other party will not agree to remove these clauses from a contract, the will often agree to a modification to the clause such as follows:

“The (Board of Regents, university, college or other appropriate name) is self-insured in accordance with limitations of NRS 41.0305 to NRS 41.039.”

If no agreement can be reached on deleting or modifying an insurance requirement, special coverage may be purchased if the contract is of sufficient benefit to the university to warrant the cost of the special coverage AND a carrier can be located who will provide the coverage.
All non-personnel legal contracts are to be routed to one of the following offices:

**Sponsored Projects Grant or Contract:** Send to the Office of Sponsored Projects Administration.

**Contracts, Leases and Agreements where the university is purchasing a good or service:**
If the contract is for goods or services and the dollar amount exceeds the limits as set forth in UAM Section 1,507: Basic Purchasing Procedure for Small Dollar Purchases, the contract should be sent with a completed and signed purchase requisition form to the Purchasing Office.

**All other Contracts and Agreements:** Send to Controller’s Office.

If the other contract cannot be signed on campus, these offices will see that it is forwarded with the recommendation of the president or his designee for the approval of the Chancellor or the Board of Regents. If the item must be submitted to the Chancellor or Board of Regents for approval the submitting department will be required to complete the Board of Regents’ agenda item request form and briefing paper.

Several standard form contracts for leases, institutional facility agreements, clinical education affiliation agreements, and inter-institutional agreements are provided in the NSHE Procedures Manual Chapter 5, Section 3.
Delegation of Signature Authority

Signature authority is delegated by the President to the following officers for the purpose shown. This delegation supersedes any previously specified. Signature authority may not be further delegated except where specified within. Any further delegation of authority permitted by this policy must be in writing, updated every time a change in that delegation occurs, and copies distributed to the appropriate offices.

In the event of a temporary absence of the delegated signature authority for an organizational unit, signature authority may be delegated to another individual for a specific period of time where such delegation is permitted by this policy.

Additional approval and signature requirements for certain other processes or documents may be found in other sections of the University Administrative Manual.

Stamps, other forms of facsimile signatures, or others signing the name of the designated individual are not permitted. However, when an electronic process permits an authorized “signature” to be entered, the vice president responsible for that specific process – with legal counsel approval and after proper security has been established – may authorize its use.

Personnel Documents

The President is the ultimate appointing authority for all faculty and staff of the University. The President, or those person(s) so designated by the President, must approve all recommendations concerning employment, salary, promotion, or appointment with tenure within the University. Notice of Non-Reappointment for non-tenured academic and administrative faculty must be signed by the President unless the non-renewal is due to funding.

Terms of Employment

Vice presidents and the Vice Provost for Faculty Affairs are authorized to sign for all appointing authority for academic faculty, administrative faculty, resident physicians, and post-doctoral fellows in all organizational units reporting directly to them. Deans, or their designee, are authorized to sign for the appointing authority for Letters of Appointment (LOA) in those departments reporting to them. In the event of an absence of the vice president or Vice Provost for Faculty Affairs of the University, another vice president or Vice Provost for Faculty Affairs may be designated to sign for the appointing authority. All appointments and salaries will have at least two administrative levels of review and approval. The Terms of Employment contract is not binding or of any legal effect until duly executed by both the employee and the appointing authority or designee. This delegation is not intended for matters that require an exception to established university policies and procedures: any exception must be personally approved by the President, Executive Vice President & Provost, or Vice Provost for Faculty Affairs of the University.

Offer Letters

The Executive Vice President & Provost or Vice Provost for Faculty Affairs must sign all offer letters for administrative and academic faculty positions and postdoctoral fellows in academic units. The appropriate vice president must sign all offer letters for faculty positions in their division. Any dean or vice president who has a financial commitment in the salary or start-up package must sign the offer letter and start-up package form.
 Classfied Personnel Transaction Documents

Vice presidents and directors reporting directly to the President, or deans, vice provosts, assistant or associate vice presidents, and directors reporting to the vice presidents, or designees of the aforementioned, are authorized to sign for the appointing authority for classified personnel in all organizational units reporting to them.

Graduate Assistants

Chairs, department heads, primary investigators (PI) or their equivalent are designated to sign for the appointing authority for Graduate Assistant Terms of Employment as the appointing authority for their organizational units or in the case of PI’s, for the grant accounts for which they are responsible. For Personnel Action Forms (PAFs), the authority may be delegated to the individual responsible for the account from which the student is paid.

Student Employment

Chairs, department heads, or their equivalents are designated to sign for the appointing authority for Student Employment Personnel Action Forms (PAFs) as the appointing authority for their organizational units; or they may delegate that authority to the individual responsible for the account from which the student is paid.

Leave Request Forms

The supervisor of an employee must sign all leave request forms for the employee. All annual leave must be approved in advance in writing (or verbally and subsequently noted in writing). A vice president or dean may also require the approval of a leave request by an administrator at a higher level of authority than the employee’s supervisor. Vice presidents and directors reporting directly to the President, deans, vice provosts, assistant or associate vice presidents, and directors reporting to the vice presidents may sign – except on their own leave requests – as the final approval authority.

Request for a Special Payroll Check

Vice presidents, the Vice Provost for Faculty Affairs, assistant or associate vice presidents, and deans or associate deans must sign a request for a special payroll check and this authority may not be further delegated. All requests for a special or handwritten payroll checks originating in their respective units must be signed by them.

Grants-In-Aid Forms

Faculty and classified grants-in-aid forms must be approved by the appointing authority or designee for that unit. Grants-in-aid forms for dependents must be signed by Faculty Human Resources.

Financial Documents

The financial accounting system lists authorized signers for individual accounts or groups of accounts. In addition to these signers the president, Executive Vice President & Provost, the Vice Provost for Faculty Affairs the University, the Vice President for Administration & Finance or the Controller are authorized to sign financial documents (such as journal vouchers, transfer vouchers, payroll transfers, requests for payment, purchasing card statements and purchase requisitions) for all university accounts. Deans are authorized to sign on all documents for their college, department chairs are authorized to sign on all documents for their departments, and supervisors are authorized to sign on all accounts for areas which are under their supervision.
The Vice President for Research or designee may sign financial documents such as cost transfer documents, journal vouchers and PR45s, and requests for payment, for all sponsored project generated and related accounts to include all grant accounts, miscellaneous program development accounts, and facilities and administration cost recovery accounts.

**Travel Requests & Travel Claims**

Positions reporting to the President must be approved by the President or designee. Vice presidents, the Vice Provost for Faculty Affairs, deans, and the Director of Intercollegiate Athletics, or their designees are delegated authority to sign as the final signature approval for in-state, out-of-state and out-of-country travel requests for all organizational units reporting to them. Foreign travel while on sabbatical or professional development leave must be signed by the Executive Vice President & Provost or the Vice Provost for Faculty Affairs.

Travel claims must be approved by the traveler’s supervisor as well as an authorized signer on the account charged. At its discretion, the college or program may also require the traveler to obtain the approval of the dean or director.

**Host Expenses**

Vice presidents, the Vice Provost for Faculty Affairs, deans, and the Director of Intercollegiate Athletics are delegated to sign as the final signature approval for hosting expenditures; this authority may not be further delegated regardless of the signature authority on the account funding the expenditure. Furthermore, individuals may not approve any hosting expenditure for which they are able to be personally reimbursed or if they were in attendance at the hosted event.

**Table Purchases**

Prior to a table purchase, Table Purchase Request forms must be directed to the President’s Office, for approval and tracking of table purchase expenditures.

**Budget Transfers, Self-Supporting Budget, and Budget Revisions**

The Vice President for Administration and Finance or designee(s) may sign as the final signature authority for budget transfers, self-supporting budgets, and budget revisions.

**Contracts (Other than Terms of Employment)**

The Executive Vice President & Provost, the Vice Provost for Faculty Affairs, Vice President for Administration & Finance, Associate Vice President for Business & Finance or the Controller are delegated authority to sign all contracts that have been delegated to the President for signature by the Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 5, Section 3.

The Vice President for Research or designee are delegated authority to sign all standard sponsored projects related federal grant applications, grants, contracts, amendments and modifications, and funding release forms, including private and state contracts funded with federal grant funds that, therefore, must be in compliance with federal grant requirements.

The Vice President for Research or designee are delegated authority to sign all other sponsored projects related non-federal grant and contract agreements that have been delegated to the President for signature by the Nevada System of Higher Education Procedures and Guidelines Manual, Chapter 5, Section 3.
The Vice President for Administration & Finance and the Director of Purchasing or their designees are delegated authority to sign all purchase orders and purchasing contracts in which the purchasing contract is awarded in accordance with the purchasing policy set forth in Title 4, Chapter 10 in the Board of Regents Handbook.

The Vice President for Administration & Finance is delegated to sign cost overruns or change orders for construction contracts, which, in the aggregate, do not exceed 10% of the base contract amount, or de minimus changes that do not materially increase the risks of the contract such as brief extensions for time of performance and the like.

**Alcoholic Beverages**

The Associate Vice President for Student Life Services is delegated authority to sign and approve requests to serve alcoholic beverages at events that occur on campus.

**Documents Requiring President’s Signature**

The following require the President’s signature and may not be further delegated:

Transfers of expenditures (journal vouchers or PR45s) from non-state accounts (e.g., grants, self-supporting budgets) to state accounts after April 30\textsuperscript{th} of each fiscal year require the approval of the President.

Notice of Non-Reappointment for non-tenured academic and administrative faculty must be signed by the President unless the non-renewal is due to funding.

Such contracts which, in the judgment of the delegee have such a serious political, social or financial impact on UNR, NSHE, or to the public that the President’s review is necessary.
### 2,000-2,999 PERSONNEL

**ACCOUNTING REGULATIONS AND PROCEDURES**

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<thead>
<tr>
<th>Principles and Definitions</th>
<th>1,001</th>
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</table>

Revised: January 2008

The accounting system is maintained and financial reports presented on a full accrual basis. Financial statements, audited by independent auditors, shall be prepared by the Controller’s Office.

Accounting procedures of all fiscal officers or employees in departments or colleges will conform to rules and regulations as established by the Controller of UNR.

<table>
<thead>
<tr>
<th>Fiscal Year/Budget Year</th>
<th>1,002</th>
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Reviewed: 5/20/98

The fiscal year for the university shall be July 1 through June 30. In order to have summer school funding budgets and accounts in manageable form, a budget year of January 1 through December 31 shall be used.

<table>
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<tr>
<th>Account Identification</th>
<th>1,003</th>
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Reviewed: 8/24/98

A 15-digit number (XXXX-XXX-XXXX-XX-XX) is used to identify accounts. The first four digits identify the fund, the next three digits identify the area (agency), the next four digits identify the organization, the next two digits identify the object/revenue, and the last two digits identify the sub-object/revenue.

<table>
<thead>
<tr>
<th>Financial Reports</th>
<th>1,004</th>
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</table>

Reviewed: October 2005

It is the responsibility of the Controller’s Office to maintain and report on financial information for the University. Any financial reports that individual units of the university prepare to be sent outside of the university must be reviewed and approved by the Controller or designee.

<table>
<thead>
<tr>
<th>Fund Groups</th>
<th>1,010</th>
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</thead>
</table>

Reviewed: 8/24/98

Fund, as defined in Financial Accounting and Reporting Manual for Higher Education:

> “An accounting entity with a self-balancing set of accounts for recording assets, liabilities, a fund balance, and changes in fund balance. Separate accounts are maintained for each fund to insure observance of limitations and restrictions placed on the use of resources. For accounting and reporting purposes, however funds of similar characteristics are combined into fund groups.”

<table>
<thead>
<tr>
<th>Current Fund Group</th>
<th>1,011</th>
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</table>

Reviewed: 5/20/98

The current fund group consists of funds for current operations. The principal types of current funds are: (a) unrestricted; (b) restricted; (c) auxiliary enterprises.
The loan fund group consists of funds which are loanable to students or to employees for personal computer purchases. The principal types of loan funds are: (a) funds from federal sources; (b) income from endowed funds; (c) gift funds restricted for loans.

The endowment and similar funds group includes those funds whose principal is non-expendable and is invested for the purpose of producing income.

The plant fund group consists of funds related to the physical assets of the university. This fund group includes the following:

**Unexpended Plant Funds:** Unexpended plant funds are those funds which have been authorized for capital projects purposes (construction). These funds are accounted for on a project (appropriation) basis.

**Funds for Retirement of Indebtedness:** Retirement of indebtedness funds are those funds which have been established to accumulate certain reserves for payment of debts. Retirement of indebtedness funds (debt service funds) may be established by bond covenants, legislative action, or other debt instrument requirements. All payments of long-term debt are accounted for through these funds.

**Investment in Plant Funds:** The investment in plant funds is a fund classification established to record the assets of the university as well as the liabilities for long-term debt.

The agency fund consists of funds in the custody of the university, but not belonging to it.
The Payment Card Industry Data Security Standard (PCI-DSS) Program is a mandated set of security standards that were created by the major credit card companies to offer merchants and service providers a complete, unified approach to safeguarding cardholder data for all credit card brands.

The PCI-DSS requirements apply to all payment card network members, merchants and service providers that store, process or transmit cardholder data. The requirements apply to all methods of credit card processing; the most comprehensive and demanding of which apply to e-commerce websites and retail POS systems that process credit cards over the Internet. For more information about this standard visit the official website at: https://www.pcisecuritystandards.org.

The university’s policy can be viewed at https://security.unr.edu/Document/rd/UNR-ISPP. All employees, contractors, vendors and third-parties that use, maintain or handle UNR information assets must follow this policy. The university is committed to these security policies to protect information utilized by the campus in attaining its business goals.

**Responsibilities of Campus Departments**

Credit card data is confidential information and access to this data should be limited and granted only on a business need to know basis. This access should be terminated whenever an employee changes job duties or terminates employment.

Campus departments are responsible for ensuring that reference checks are done on all classified and professional employees hired. Campus departments are also responsible for requesting that Human Resources conduct background checks including pre-employment, criminal, and credit history on all potential employees who will have access to systems, networks, or data that contain credit card information. Cashiers who process transactions with the cardholder present are not required to have the additional background checks. If a new hire or new transfer will have access to hard copy credit card data or a newly hired IT person has access to systems, networks or data, the additional background checks need to be requested by the department.

The Purchasing Department ensures third parties, with whom cardholder data is shared, are contractually required to adhere to the PCI-DSS requirements and to acknowledge they are responsible for the security of the cardholder data which they process.

The Controller’s Office verifies that all employees responsible for processing credit card payments complete a security awareness training upon hire and at least annually. The on-line training link can be viewed at https://security.unr.edu/Home/Training. If training is not completed, then the department’s merchant number will be deactivated.

**PCI requirements for credit card receipts**

All departments that accept payment via credit card must be aware of and follow the university’s information security policy by completing the university’s online PCI training annually.

Departments may receive credit card numbers by phone, fax or mail. Credit card data may not be kept in any electronic format unless the format and method of storage has prior approval from the UNR Network Security Department. Credit card numbers may be stored on a hard copy which is kept in a locked, secure location with limited access.
Credit card numbers **may not** be received via email as this is not a secure transmission method. If an email is received do not process the payment. Respond to the sender that the payment cannot be processed through an email request. Make sure the credit card number does not appear in your response. Immediately delete the original email containing the credit card number.

Departments must obtain written permission from the Controller’s Office to use their own credit card imprint machine. For temporary use of a credit card imprint machine, contact the Controller’s Office.

Credit card data is sensitive and confidential and should only be retained in a locked, secure location as required for business purposes and must be shredded after 120 days. When credit card data is no longer needed or after 120 days, whichever comes first, the data must be destroyed using an approved method such as sanitizing, incinerating, pulverizing or shredding. The Network Security Department can provide assistance with data destruction if needed.

**Web sites or web applications**

Before a web site or web application may be established to accept credit card payments, the department must obtain approval in writing from the Network Security Department. Once Network Security agrees with the proposed web application, the department may obtain a new merchant ID number by contacting the Controller. The Controller will obtain a merchant ID number from Wells Fargo and give it to the department to be used for testing the web application. Once the department has the application set up, they must obtain final approval from the Network Security Department before they may put the web application into production. The Network Security Department will notify the Controller in writing that the application is PCI compliant.

**Destruction of credit card numbers in copies, scanners and printers**

Before a computer or any type of communications equipment (photocopy machines, scanners, and printers with hard drives) can be sent to a vendor for trade-in, servicing, surplus or disposal, all confidential or sensitive information must be destroyed or removed according to approved removal methods such as sanitizing, incinerating, pulverizing or shredding.

**Retention of credit card documents for audit, investigation or litigation**

If your department is involved in an audit, investigation, or litigation all destruction of records in your custody must cease. When you are notified that the audit, investigation or litigation has ended or been resolved you may destroy documents according to this policy.

**Expenditure of State-Appropriated Funding for State-Wide Programs**

Revised: October 2005

Expenditures of state funds appropriated for state-wide programs must follow all guidelines that are applicable to other state-appropriated funds. No expenditures may be made from these funds for purposes other than the objective of the program. Expenditures from state-wide program funds must be in direct support of the program itself (i.e., direct salary costs, supplies and other such costs in support of conducting the program). Expenditures not directly supporting the program will be disallowed (i.e., salaries that support instruction, travel not in support of the program).
ACCOUNTING REGULATIONS AND PROCEDURES

Internal Purchase Orders (Purchasing Goods or Services from other University Departments) 1,050

Revised: 5/20/98

The form to be used for internal orders is the Internal Purchase Order (IPO). (A complete description of the service being requested or purchase being made and the account to be charged must appear on the IPO. When the transaction has been completed, a priced copy will be returned to the requisitioning department.)

Bank Accounts Outside the University 1,060

Revised: May 2010

All university or university-related funds must be maintained in bank accounts approved by the Board of Regents. Bank accounts outside the university are NOT permitted for any funds relating to university or university-related activities.

No individual, department, club or professional organization may establish a bank account using any university identification number including, but not limited to, the federal employer identification number of the university, the university foundation, and the alumni association.

Deposits of Cash Receipts 1,061

Revised: January 2010

All funds from whatever source for which the university or a university-related entity is responsible are to be deposited on a timely basis with the Cashier’s Office or with the UNR Foundation accounting office, as appropriate.

Requirements and Restrictions:

1. All funds received must be deposited promptly with the Cashier’s Office or with the UNR Foundation accounting office.
   a. Receipts in excess of $500 must be deposited within 24 hours of receipt.
   b. Lesser amounts must be deposited within 72 hours of receipt.

2. Pre-numbered receipts must be issued by the collecting department for all cash/checks received which are not subject to cash register, ticket sale, or other appropriate control.

3. Checks should not be accepted for amounts in excess of the purchase or originating transaction.

4. Under no circumstances shall any member of the faculty, staff or student body realize personal gain through the handling of such funds.

5. Deposits received in the Cashier’s Office or the UNR Foundation accounting office must be counted and receipted in the presence of the courier. Under no circumstances are funds to be left uncounted. Funds left uncounted will not be receipted and credited to the department’s revenue account until a representative is present to witness the count.

6. Departments with substantial cash receipts will be required to write up their own bank deposits. These deposits will be delivered to the Cashier’s Office or picked up for delivery to the bank by armored car service at the department’s expense. Instructions and bags for preparing deposits will be provided by the Cashier’s Office.
7. Cash may be secured overnight or during the weekend by delivering said funds in sealed bags to the Cashier’s Office during normal business hours, or, in the case of gift deposits, to the UNR Foundation accounting office. Deposits of cash from other than local Reno departments/offices must be directly deposited into the Bank of America. Arrangements for these actions must be made through the Cashier’s Office, where written instructions and deposit slips for these procedures are available. Cash collected during weekend or holiday events or functions must be secured in a safe until the cash can either be delivered to the Cashier’s Office or picked up by the armored car service during normal working hours. Cash security questions should be addressed with the Controller.

8. In no event should cash or coin be sent through campus mail for deposit. Checks sent through campus mail must be endorsed on the back using a university endorsement stamp.

9. Neither the Cashier’s Office nor the UNR Foundation accounting office will assume responsibility for funds not handled in accordance with these procedures.

10. No bank accounts or investment accounts other than those specifically approved by the Board of Regents are allowable for the university or any university-related entity.

11. Petty cash/change funds must be specifically approved by the Controller and recorded on the university books. Detailed petty cash/change fund procedures must be followed.

12. Transport of cash in the amount of $1,000 or more must be performed by two employees.

13. Supporting documentation for cash receipts is subject to the records retention schedule approved by the State Records Committee under the General Retention Schedule distributed by the Nevada State Library and Archives, Records Management Program. Generally, these records should be retained for a period of six years from the fiscal year to which they pertain. Cash receipts documentation is comprised of relevant evidence supporting the amount and the type of receipt. Such items as sales reports, receipt books, cash register tapes, close-out sheet and duplicate deposit slips would be considered supporting documentation. These records must be retained by the office or department collecting the cash receipts and preparing the deposits.

14. For departments that have multiple cashiers the cash drawer must be reconciled at the end of each shift or whenever the cashier changes. The reconciled receipts for each cashier must be sealed in a tamper proof bag for deposit.

15. Cash receipts must be deposited intact. Cash may not be held back to create a petty cash fund or to make purchases.

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Cash Transfer 1,062

Reviewed: 5/20/98

Cash transfer is a term referring to a transfer of monies between funds, or accounts. It does not refer to a transfer of budget authority. Cash transfers can be made only under certain circumstances.

Cash transfers can be initiated by submitting a “Transfer Voucher” form to Accounting Services, Controller’s Office. Cash transfers should be approved by the department head or the account administrator.
Transfer of Revenue or Expenditure

Reviewed: 5/20/98

Transfer of specific revenue or expenditure transactions between accounts may be initiated by submitting a “General Journal Voucher” form to Accounting Services, Controller’s Office, with an appropriate explanation of the need. An identification of account numbers, including object/sub-object codes, should be provided as well as the reference number of the original transaction (i.e., check number, IPO number, receipt number).

NOTE: Transfer of payroll expenditures may be made through the use of Form P/R-45 “Request for Change of Payroll Charge.”

Expenditure Transfers:

Transfers of expenditures (journal vouchers or PR45’s) from non-state accounts (e.g., grants, self-supporting budgets) to state accounts after April 30th of each fiscal year require the approval of the President. The university is required to report to the Chancellor’s Office all expenditure transfers from non-state to state accounts occurring after April 30th.

Petty Cash Accounts

Revised: January 2008

The vice president and/or dean may establish within their area of responsibility a working petty cash fund/change fund at any appropriate level (i.e., division, department, office, or station). Rules and procedures for petty cash and change funds can be found at:

http://www.unr.edu/campus-business/all-forms#550
Revised: August 2012

**Appropriate Use of Land Line Phones:**

All accounts will be charged for toll charges on direct dial calls and equipment service charges on the basis of the telephone company’s monthly billing. A computer-generated report which will reflect the information for the monthly billing will be sent to the user departments. The departments are responsible for reviewing the long distance telephone report on a monthly basis. The reports must be signed and dated when the review is completed and retained in accordance with the university’s retention policy. Equipment service charges will be charged monthly to university accounts associated with each telephone extension. Telephone charges are generally considered to be unallowable as direct costs to federally funded sponsored projects. Personal toll calls must not be made from university telephone extensions.

**Appropriate Use of Cell Phones:**

Cell phones should only be used when a conventional telephone is not readily available. Users should be aware that, depending on the cell plan subscribed to, local calls may be charged at a per-minute rate, and long-distance calls may be more expensive than calls made through the university’s land line system. While the use of cell phones can be more expensive than conventional telephones, improved efficiency resulting from the use of cellular phones may provide an overall savings. University-owned cell phones are not provided for personal use.

**PLEASE REMEMBER THAT THE USE OF CELL PHONES WHILE DRIVING, WITHOUT A “HANDS-FREE” DEVICE, IS A VIOLATION OF NEVADA REVISED STATUTES.**

Cell phone service may be provided by the University under three methods as described below:

1. **University-Owned Cell Phones:**

   University-owned cell phones may be purchased for employees based upon justification and recommendation submitted by the supervisor to the President, Executive Vice President & Provost, Vice Provost for Faculty Affairs, appropriate vice president, dean or designee for approval. Subscribers who wish to use a university-owned cell phone for cell service must choose their cell service from a list of university-approved cell providers.

   To acquire a university-owned cell phone and plan for an employee, an approved request must be made through the Information Technology-Cell Phone Support on an Internal Purchase Order. The Information Technology-Cell Phone Support will provide guidance and information regarding appropriate equipment and cell service plans; however, the final decision as to the selection of equipment and service plan is left to the supervisor.

   Billing statements showing a detail of cell phone usage are available to each department on a monthly basis. Employees and their supervisors will review and indicate their approval of the monthly invoices by signing and dating the billing statements. Such statements and files must be retained in accordance with the university’s retention policy.
2. Cell Phone Allowances:

A supervisor may recommend to the President, Executive Vice President & Provost, Vice Provost for Faculty Affairs, appropriate vice president, dean or designee approval of a monthly allowance for a cell phone plan for an employee. The allowance is intended to defray only that portion of the monthly usage attributed to business purposes, not the entire cost of the plan. The allowance does not include the cost of the purchase of a phone.

An employee receiving a cell phone allowance is required to provide a copy of one (1) monthly cell phone bill to the Payroll Office by the end of October each year. Failure to do so will result in the full allowance for that calendar year being reported as taxable compensation on the employee’s W-2 form.

3. Reimbursement of Business Calls Made on a Personal Cell Phone:

Should an employee elect to use their personal cell phone for business purposes, the detailed cell bill, with business-related calls highlighted, should be submitted, with a completed Request for Payment form, through their supervisor for submittal to Accounts Payable for reimbursement. The method of reimbursement is calculated as follows:

The minutes of business related calls is divided by the total number of minutes listed on the bill. The resulting percentage is then multiplied by the total cost of the bill to determine the amount to be reimbursed.
The following delineates expenses that are generally defined as host expenses. Unless specifically excepted below, these expenses are not allowed from any funds other than accounts authorized for hosting.

**Hosting** includes the following expenditures:

- Food, including snacks, candy, condiments, etc.
- Beverages, including alcohol, soft drinks, water, and coffee service
- Gifts, including flowers, plants, mementos, cards

This policy sets forth requirements for the hosting purchases of meals, refreshments, and gifts, regardless of the funding source of the account used for the purchase. More restrictive standards may apply to expenditures from federal funds and recharge accounts, and from some grants and contracts and private gifts. It is the responsibility of the individual incurring the expense to insure that there are no restrictions on these purchases by checking with the appropriate authority.

Nothing in these guidelines should be seen as preventing a dean or vice president from imposing more restrictive regulations and procedures in relation to these types of purchases within their college or division. Such limits should be communicated in writing to all faculty and staff of the unit.

1. **Alcoholic Beverages**
   The purchase of alcohol with university funds, regardless of the type of funding, is subject to the following limitations.

   a. If on university premises, the provision of alcohol is subject to the requirements and procedures of the Alcoholic Beverages policy found in section 5,313 of the UAM.

   b. The purchase of alcohol for personal consumption on university premises is only appropriate for *official university functions* such as receptions and special events where the serving of alcohol is usual and customary.

   c. Reimbursement of an employee for personal consumption of alcohol while in travel status is prohibited. This rule does not apply to hosted events while in travel status, however.

   d. The purchase of alcohol at meals or gatherings off campus where only university employees are present is prohibited. When external parties are present, the maximum expenditure for alcoholic beverages during business meals is $20 per attendee, unless approved by the respective dean or vice president.

2. **Business Meals**
   The purchase of meals with university funds is appropriate if the purpose of the activity is business-related. Such a purchase is deemed to be business-related if:

   a. It reflects an ordinary and necessary transaction in order to conduct university business; AND

   b. The meal is in connection with a business meeting or workshop that runs through normal meal or break times and whose schedule permits the efficient gathering of employees from different offices or units across the institution OR the meal involves at least one external party to the university.
The number of university representatives attending hosted meals should be limited to two plus the host and guest(s). If the guest is accompanied by a spouse, domestic partner, or other family member, then one of the university representatives is entitled to bring and host his/her spouse, domestic partner, or other family member as well.

General university meal expense limits are $50 per person for dinner, $20 per person for lunch, and $12 per person for breakfast, excluding gratuity and the cost of alcohol, if allowable. In accordance with Board of Regents’ policy, gratuity on meals should not be more than 20%. Exceptions to the meal limits must be approved by the respective dean or vice president.

Hosted meals where the only attendees are university employees should be infrequent and only used for special events such as planning retreats, retirement recognitions receptions, and annual recognition or award ceremonies. Meals for employee social events where the primary focus is on consumption of food, rather than conducting business or employee recognition, should be limited to one such event per college, division, or department per year. Examples of social events include annual picnics, holiday parties, and Administrative Professionals Day/Week events.

Employees purchasing business meals should obtain an **ITEMIZED RECEIPT** identifying both food and beverage charges as well as gratuity, regardless of the form of payment used. This receipt must be accompanied by the appropriate Hosting Expense Documentation and Approval form when presenting a Request for Payment or when submitting the receipt for reporting on the University Purchasing Card (Payment Net) statement. In addition, if a meal is only attended by university employees, an agenda or description of the business conducted at the meeting will be necessary for approval. Any purchases that exceed the limits specified above or that are not accompanied by an itemized receipt or agenda/description will not be reimbursed by the university, or if charged to a university purchasing card, must be reimbursed by the responsible employee.

3. **Snacks and Refreshments**

Snacks and beverage items purchased for extended professional development or training or business meetings involving institutional teams, boards or committees may be necessary, and snacks and refreshments for these extended meetings are allowable hosting expenses. However, expenses within departments for internal meetings should be limited to those associated with official administrative meetings that extend beyond two hours or for meetings at which at least one external guest of the university is present. The use of university funds to provide routine or regular snacks and refreshments to unit or department employees as a consequence of their employment or at routine or regular class sessions is prohibited.

4. **Gifts to Volunteers**

The State of Nevada Administrative Manual allows awards or gifts to individuals who have volunteered their time to a state agency and are not being otherwise compensated for performing the service. The limits on such awards or gifts for individuals who volunteer for the university are as follows:

- The service performed is on the individual’s own time and is not in the normal course of employment;
- The cost of each award/gift does not exceed $25; and
- The agency has sufficient funds available for such awards/gifts.
5. **Flowers, Invitations & Greeting Cards**

Flowers purchased for decorative purposes or the costs of printing and mailing invitations to official university events or functions are not considered gifts and may be paid from any university account.

University funds cannot be used to purchase flowers, gift cards, donations of cash or university promotional logo items, or greeting cards, and the like, for or on behalf of any university employee, or for ill or bereaved employees or employees being recognized on account of a holiday or special event.

University departments and divisions will not use university funds to purchase or send holiday or other greeting cards within NSHE. University funds may be used to purchase or send holiday or other greeting cards to donors.

6. **Gifts, Plaques & Framing – Employees**

Monetary gifts to employees, including gift certificates or gift cards, or anything that might be perceived as a gift, including items given as a thank you for or in recognition of services provided, cannot be purchased from any university account, EXCEPT in the following instances:

- If such gift or award was awarded through a documented competitive process (Note: these payments are required to be processed through the Payroll office); or
- If such gift or award was presented in recognition of an employee’s retirement from the university or lengthy service to the university (more than 10 years), provided this gift or award has been approved by the appropriate dean and/or vice president and is documented on a completed host form, charged to a host account and does not exceed $250; or
- If the plaque, award or framed artwork was purchased for permanent display in a university owned building.

7. **Donations and Other Payments**

Payments to external organizations for other than goods or services received by the university, and donations or transfer of university funds or property to charitable, scientific or educational organizations are not permissible unless paid from an agency (1901 fund) account.

This policy does not preclude the purchase of tickets or tables for events hosted by these entities subject to preapproval by the President’s office.

University owned surplus property is exempted if the appropriate process has been followed per NSHE Guidelines and Procedures Manual (Chapter 1, Section 2).

8. **Gifts to Donors**

The Internal Revenue Service requires that the University, including any related foundation, inform donors of the monetary value of any gifts that they receive from the University in exchange for their charitable contributions to the University.

A gift to a donor is defined as a payment that confers a personal benefit on the recipient. A gift to a donor may include, but not limited to tangible personal property which may include tickets to shows, personalized plaques, jewelry, watches, clocks, china, crystal or any other item personal in nature or travel with meals and lodging. The annual gift limit to a donor from the University in a fiscal year is $200. The university’s preference for gifts to donors is that the gift itself be a type of memorabilia related to the University. The gift should have the university’s logo, assist with the marketing of the University, or be a product of the University or a product of the faculty, staff, alumni or students of the University (for instance books, audio recordings or artwork).
It is the responsibility of the department providing the gift to a donor to notify the Development Office of the description and value of the item. In order to avoid mistakes and facilitate planning, groups providing a gift to a donor should contact the Development Office prior to ordering or purchasing an item. While it is recognized that certain gifts and benefits may play a crucial role in fundraising, and because of the complicated nature of complying with these acknowledgement rules, this policy discourages the use of gifts and benefits to donors without thoughtful consideration of their merit in connection with the fundraising effort.

Approval of Host Expenditures: Approval of host expenditures must be obtained using the Hosting Expense Documentation and Approval form. Regardless of the signature authority on the account funding the expenditure, approval may only be made by the Executive Vice President & Provost, vice provost, vice president or dean. This approval may not be delegated below the dean.

Pre-Approval of Event Tickets: Approval of host expenditures for event tickets in excess of $500 per ticket must be obtained from the president BEFORE the tickets are purchased.

Accounts Authorized for Hosting Expenditures: Each college or division may have one account under the control of the dean and/or vice president authorized for host expenditures. Additional hosting accounts, such as gift accounts or grants and contract accounts specifically identified by the donor or the grantor as allowing hosting must have the approval of the appropriate vice president or dean in order to be established.

Funding of Host Accounts: Funds may be transferred, upon approval of an authorized account signer and the controller, operations accountant or financial accountant, into each college or division host account from general unrestricted funds, excluding state appropriated funds or accounts established for recharge centers, grants and contract, or gifts.

Development Activities; Governmental Relations; and/or Table Purchases: For more information please refer to Section 1,068.

Exceptions to Hosting: When the above items are purchased in connection with the following activities, they ARE NOT considered hosting expenses:

a. Participant Funded. If the above expenses are being paid from accounts where participants in seminars, conferences, or other such activities have paid for these expenses in advance and if it is specifically indicated that the expenses have been “paid for by participant fees” they are not considered hosting. Documentation for each specific expense transaction in the form of a class announcement, flyer, or registration form (which shows that meals or refreshments are included in the fees collected) must be attached to each payment request.

b. Student Recruitment Activities.

c. Student Athlete Recruitment, Team Meals & Training Tables.

d. Payments from Agency Accounts (Fund Account 1900), unless reimbursement of an employee occurs.
Development and Governmental Relations Activities and Table Purchases

Revised: February 2010

Development Activities must be done in conjunction with the Development Office and/or Development staff assigned to each individual area as part of their prospective donor work. The following development activities are not subject to the hosting meal and alcohol limits:

- Introducing potential donors to the university with the goal of receiving charitable gifts and grants in the form of money, securities, services, materials, facilities or other assets in support of the university’s priorities.
- Maintaining relationships with potential or existing donors, friends, and alumni of the university.
- Publicizing and conducting fundraising campaigns for specific schools, colleges, designated programs and university-wide needs and priorities.
- Types of events to include athletic events, groundbreakings, luncheons, dinners, and other events that have the capability to get people familiar with the university engaged and interested in its plans and vision for the future.
- Undertaking and conducting other activities that involve soliciting charitable gifts and grants from individuals – alumni and friends, corporations, foundations and other organizations.
- Recognizing and publicizing the generosity of donors and providing stewardship to donors.

In order for the expenditures to be approved all development actions entries must be entered into the central fundraising database prior to forms being submitted to the signature authority.

Governmental Relations – The following governmental relations activities are not subject to the hosting meal and alcohol limits:

- Events conducted for the purpose of introducing or furthering interaction between local, state, and federal elected or appointed officials and/or their staff with university administrators, faculty, or staff.
- Events conducted for the purpose of representing or advocating the interests or importance to the university and NSHE in the development of governmental policy, appropriations, legislation, or executive directives.
- Developing or maintaining governmental relationships with the goal of promoting the university in a manner with local, state, and federal elected or appointed officials and/or their staff.
- Pursuing opportunities for favorable institutional-governmental projects and initiatives.

Approval must be obtained using the Development and Governmental Relations Activity Expense Documentation Approval Form.

The vice president for Development and Alumni Relations or the president must approve all of the above expenses related to development activities. The director of Governmental Relations or the president must approve all of the above expenses related to governmental activities.
Table Purchases: It is the policy of the NSHE that the purchasing of tables at charity events or other public functions shall be limited (see CHANCELLOR’S MEMORANDUM #01-02, dated April 20, 2001). The Chancellor’s Office has set a limit for the University of Nevada, Reno of $30,000 per fiscal year to purchase tables. This $30,000 is the limit for the cumulative amount of money to be spent on table purchases from the entire campus per year. Thus, every table purchase must be approved in advance by the President so that the university as a whole does not exceed the $30,000 limit.

Departments are encouraged to purchase individual tickets rather than tables. Purchasing up to four tickets to an event will not be counted as a table purchase and thus does not require advance approval, unless individual tickets cost more than $500.

The cut-off date to request the purchase of a table for the next fiscal year is May 31. The Table Request Form is available on-line at the university’s website. Before a department uses host funds to purchase a table, the request must have been approved in advance. If the host funds came from a gift that was designated in writing, in advance, by the donor for the purchase of a table at a specific event, the purchase will be excluded from the $30,000 fiscal year limitation.

Purchase of tables to university events that are for fund-raising or public functions is not included in the $30,000 table limit. The purchase of tables at campus sponsored fund-raising events may not include any gift portion of the table cost. The department organizing the event will have the right to determine if it will agree to sell a table for only the non-gift amount.

Purchase of tables to university events that are primarily awards ceremonies or non-public functions such as the Staff Employees Council Award Luncheon are not included in the $30,000 table limit and do not require advance approval under this policy.

The decision by the President on which table purchases to approve will be based on justification provided by the department and the table purchasing standards outlined in the Chancellor’s memorandum. As noted in the Chancellor’s memorandum, tables may NOT be purchased for events sponsored by other NSHE institutions. Also, tables may NOT be purchased at events, sponsored by, or for the benefit of political action groups or political candidates.

The philosophy underlying the purchasing of tables and/or tickets to events is to advance the overall academic mission of the university, including fund raising and community relations.

In most instances, this philosophy is best implemented by having NSHE employees sitting at different tables and/or by inviting community constituents to the hosted table.

If you have any questions about the table purchasing policy, please contact the President’s Office.
Stipends:
Stipends are payments to employees as a lump sum payment or fixed amount over the contract period for compensation. This type of payment is reported on the W-2 and is taxed at the graduated rate.

Stipend payments are processed only through the personnel/payroll system. An example of a stipend payment would be a payment to a department chair for administrative duties and payments to ASUN government officers.

Scholarships:
All scholarship payments must be processed on the Scholarship Request form. The students must sign the form after reading the “Taxability of Scholarship” statement for scholarship payment. The student must also check the appropriate box regarding their citizenship status. All Scholarship Request forms must be approved by the Scholarship Coordinator and then by the Nonresident Alien Tax Specialist.

Awards:
All award payments to students must be processed on the Awards Request form. The student must check the appropriate box regarding their citizenship status. All Award Request forms must be approved by the Scholarship Coordinator and then by the Nonresident Alien Tax Specialist.

All award payments to employees must be requested on a Request for Payment form and forwarded to payroll for processing. All awards to employees are taxable income and will be reported on the W-2 form received by the employee at year end.

More information regarding the definitions and procedures for paying stipends, scholarships and awards can be found at:

http://www.unr.edu/vpaf/controller/accounts-payable/award_schol.html
ACCOUNTING REGULATIONS AND PROCEDURES

Independent Contractor Determinations

Revised: January 2008

To determine whether an individual is an employee or an independent contractor, the relationship of the worker and NSHE must be examined. All evidence of control and independence must be established based on the following criteria:

- **Behavioral control** refers to whether the NSHE has the right to direct and control how the worker does the task, such as: instructions about when, where and how to work, and training provided to the workers.

- **Financial control** refers to the extent the NSHE can control the business aspects of the worker’s job, such as: extent to which the worker has reimbursed business expenses, extent of the worker’s investment, extent to which the worker makes services available to the general public, how the NSHE pays the worker (by the hour, week, month or lump sum by the job), and the extent to which the worker can realize a profit or loss.

- **Type of relationship** refers to faculty substantiation of the relationship, such as: any written contracts, whether the NSHE is to provide the worker with employee-type benefits such as insurance, vacation or sick pay, whether the relationship is to be ongoing (i.e. indefinite), and the extent to which services performed are an important part of the NSHE’s regular business activity.

The consequences of misclassifying an employee as an independent contractor have serious legal implications under employment and tax laws. The NSHE can be held liable for retroactive federal taxes as well as social security, state industrial insurance and unemployment taxes. In addition, interest and severe penalties can be assessed by the IRS.

Independent contractor determinations are facts and circumstance based. A person is not an independent contractor simply because there is an agreement as such or because the hiring department permits him considerable discretion and freedom of action. Substantiation of an independent contractor relationship must be provided through the Internal Revenue Service’s 20 common-law factors to determine whether an individual is an independent contractor or an employee. For more information, see the Controller’s web page on independent contractors at:

http://www.unr.edu/vpaf/controller/controllers-office/indy-contractors.html

Payments to Non-Resident Alien Independent Contractors

Revised: May 2005

Payments to nonresident individuals require more scrutiny and documentation due to federal reporting and withholding requirements. Whether or not an international visitor (alien) may receive compensation for services, consulting, speaking, honoraria or reimbursement for travel is governed by the Immigration and Nationality Act (INA) and regulations put forth by the federal government’s Department of Homeland Security. The tax status of payments to aliens is governed by the Internal Revenue Code (IRC) and regulations put forth by the Internal Revenue Service (IRS).

It is essential that the university review the immigration and tax status of any nonresident individual prior to issuing payment to ensure that the rules and regulations of the INS and IRS are met. Some classes of aliens are limited in the types of payments that may be paid; still others are prohibited from receiving any type of payment. It is recommended that departments plan well in advance by contracting both the campus Office of International Students and Scholars for advice regarding obtaining the proper immigration status of a visitor, and the Nonresident Alien Tax Specialist in Business and Finance for tax reporting and withholding requirements prior to arranging a visit for an alien.
Revised: June 2003

University funds (including state appropriated, self-supporting, and grant or contract funds) may not be used for the purchase of individual parking permits for personal vehicles of faculty and staff. University funds may be used for the purchase of temporary parking permits for visitors, special guests, volunteers and participants in special workshops/conferences held on campus. University funds may be used for the purchase of individual parking permits for university or state owned vehicles or on an exception basis only for any other vehicles subject to the approval of the Executive Vice President & Provost or the President.

Revised: January 2009

The University must comply with state laws regarding charitable lotteries or raffles (NRS 462 and 463). The law requires that the State of Nevada Gaming Control Board approve each raffle or lottery held by any department or student group of the University prior to any such activity. A lottery or raffle is defined as an event where participants give consideration (purchase a ticket) for a chance to win a prize.

Each department or group that is interested in conducting a raffle must go online to http://gaming.nv.gov/modules/showdocument.aspx?documentid=2268 obtain and complete a Charitable Lotteries Application for Approval. The application must be submitted at least 60 days prior to the commencement of any lottery activity, including advertising and/or ticket sales. A $25 fee payable to the State of Nevada Gaming Control Board must be submitted with the application. The department or group must also submit a Request for Payment with the application for the $25 fee signed by the appropriate supervisor. The fee may not be paid out of state appropriated funds. The completed application and Request for Payment should be sent to the UNR Development Office, (Mail Stop 0162) for review. The application, if approved by the Development Office will then be forwarded to the Controller’s Office who will produce the application to the State Gaming Control Board. The university department or organization may not conduct or commence sales for the raffle until authorization is received from the State Gaming Control Board.

The lottery winner is subject to federal income taxes related to the item won if the value of the item won is $600 or more. The University must withhold federal income tax, at the rate of 25% from the amount of the prize. The winner must fill out a W-9 form and provide a Tax Payer Identification Number (TIN) prior to receiving the prize.

For the University to meet its tax reporting requirements, each department or group that conducts a lottery must submit a list of all prize winners to the Controller’s Office within 30 days of the lottery that reports all prizes awarded with a value of $250 or more. This report must include the prize winner’s name, taxpayer identification number and address, and the prize received and the value of the prize received.
Definitions:

Institutional Memberships – Memberships in organizations which are held in the name of the institution, but not in the name of an individual.

Individual Memberships – Memberships in organizations which are not held in the name of the institution, but in the name of an individual.

Professional Association Dues (and other similar organizations) – Dues to professional associations or organizations for which an individual qualifies by virtue of educational background, the occupational field to which the individual belongs, or because of interest.

Individual Licenses – Licenses which may be required of individuals in certain occupations by state or local law (i.e., CPA licenses, real estate licenses, and medical licenses).

Procedures:

Institutional memberships can be paid from state funds. Payments may be made from state funds under the control of vice presidents or deans. However, before such a membership is paid, it requires the approval of the appropriate vice president, dean or designee for determination that it is not a personal membership, the institutional membership is in the interest of the university, and is not a duplicate membership.

Payment for individual memberships, professional association dues, or individual licenses is not permitted to be made from state funds. However, payment for such may be authorized from non-state funds by the appropriate vice president, dean or designee and must result in the direct benefit to the university. Because of the diminishing level of returns to the university in authorizing payment for such memberships, a determination should be made that an individual does not belong to several organizations. For the same reason, care should be exercised that university funds are not authorized for various individuals to belong to the same organization.

Any delegation of approval authority for memberships, association dues, or professional licenses must be in writing, updated every time a change in that delegation occurs, approved by the President or Executive Vice President & Provost, and copies distributed to the appropriate offices.
The Office of Sponsored Projects (OSP) reports to the Vice President for Research and Innovation. The office promotes and facilitates the education, research, and outreach missions of the University by serving as the administrative center for externally funded research and sponsored programs. This office also protects the university’s interests in matters related to external funding by providing oversight and guidance regarding federal, state, and institutional rules, laws, and regulations. Services provided by the office include identifying funding opportunities, assistance in proposal and budget development, review of proposals, negotiating agreements, accepting and authorizing awards, interpreting sponsor rules and guidelines, proposal submission, and post-award administration assistance.

Through the Vice President for Research and Innovation, the President has delegated to the Director of OSP the responsibility and authority for ensuring overall compliance with federal, state, system and institutional laws, rules, and policies. In order to accomplish this, professionals in the office remain current on all applicable rules and regulations, and the office creates and maintains necessary policies and procedures to ensure the university is in compliance.

The following policies are approved university policies that exist to ensure the university’s compliance in the area of sponsored projects and can be located at: http://www.unr.edu/ospa/policies.html

Facilities and Administrative Rates
Personnel Activity Reports for Sponsored Agreement
Change of Payroll Charges
Guidelines for Charging Administrative and Clerical Costs to Federally Sponsored Projects
Policy on Cost Transfers for Sponsored Projects
University Cost Share Policy
University Policy on NSF Two Months Salary Limitation
Memo Account Policy
Fixed Price Agreement Policy
Export Control Policy
Who Can Serve as Principle Investigator
Effort Reporting Policy

Any university activity which charges for providing goods and/or services to other departments and/or accounts on campus is considered a “recharge center.” Any recharge center which has recharges for goods or services must adhere to the guidelines for establishing costs of a recharge center to be borne by users. More information can be found at: http://www.unr.edu/vpaf/office/recharge.html under policies and procedures.
Mission

The campus audit function is an independent, objective, assurance and consulting activity established within the University to review accounting, financial and other operations to determine:

1. University assets are safeguarded and their use is properly accounted for
2. Accurate financial, operating and managerial controls exist and function properly
3. The extent of compliance with established policies, plans and procedures
4. Recommendations are made for appropriate improvements in controls
5. Management plans, policies and procedures are carried out and executed efficiently and effectively

Organizational Status

The Campus Audit Department functions in accordance with policies established by the State of Nevada, the Board of Regents of NSHE, and the University of Nevada, Reno. Campus Auditing directly reports to the associate vice president for Business and Finance.

The associate vice president for Business and Finance is responsible for reviewing all institutional audit reports and responses to audits, including, but not limited to, those performed by campus audit and other external (non-university) organizations such as NSHE Internal Audit, the State of Nevada Legislative Counsel Bureau, and federal agencies.

Authority

The Campus Audit Department is authorized to conduct a broad, comprehensive program of internal auditing within the university, which includes examination and evaluation of adequacy, efficiency and effectiveness of the systems of financial and management control of the university and their compliance with federal, state, NSHE and university policies, procedures, laws and regulations. In carrying out these activities, Campus Audit is authorized to have full, free and unrestricted access to all university functions, property, personnel and records (including manual and electronic records). Although such access is unlimited, Campus Audit will ensure the safekeeping and confidentiality of all records and information.

The Campus Audit Department has neither direct responsibility for, nor authority over any of the activities, functions, or tasks it reviews. Accordingly, Campus Audit does not develop or write policies or procedures that they may later be called upon to evaluate. They may review draft materials developed by management for propriety and/or completeness; however, ownership for these materials remains the responsibility of management.

Scope of Activities

The objective of Campus Audit is to assist university management with objective analysis and recommendations concerning the activities reviewed. The scope of activities may include:

- Reviewing operational areas for their stewardship of resources and compliance with established laws, regulations, policies and procedures
- Conducting special audits and reviews at the request of senior management
- Participating in the design of manual and automated systems as an advisor on internal controls
- Investigating reported allegations of fraud, embezzlement, theft, or waste and recommending controls to prevent and/or detect such occurrences
- Serve as a liaison between university departments and the NSHE Internal Audit Department in responding to audits performed by the system administration office
All professional employees and graduate assistants will be paid monthly in conformity with their individual contracts or letters of appointment (for use of letter of appointment, refer to section 2,511). Monthly payments on contracts or letters of appointments issued for other than an academic semester or year should approximate the effort expanded by the individual during that month. For example, a person employed March 16 through May 15 for $1000 should receive approximately $250 March 31, $500 April 30, and approximately $250 May 31. Salary checks shall be distributed on the last working day of each month for that month. Salary checks will not be released before the scheduled payday nor will advances be made against payroll.

During the academic year, a graduate student enrolled for 3 or more credits is considered a full-time student and is exempt from FICA/Medicare taxes unless the student is enrolled in a class during first or second term of summer session.

Updated salary changes will be posted on the Human Resources website within 30 days of approval.

A “PAF” should be filed three weeks in advance of the expected termination date. The Employee Separation Notification on the Human Resources website should be completed by the department as soon as they are notified that an employee is separating from the department. The department should refer to the Employee Separation Checklist on the Human Resources website to ensure that all items are cleared before the employee separates from service. If the person appointed by contract is an academic year (“B” contract or graduate assistant) appointee and such person should fail for any reason to complete both the fall and spring semesters, he/she shall be entitled to receive the total salary which would result by multiplying the number of days actually worked by the rate per day, calculated by dividing the work days in a semester into one semester’s contract salary. Should this person, as a result of a twelve monthly installment method of salary payment, have already received a greater amount than the above formula would produce, he shall return the excess payment within thirty days after interruption of service. This provision is applicable to persons who resign, are discharged for cause or are granted leave of absence without pay. It does not modify any applicable sick leave benefits.
### PAYROLL PROCEDURES

**Terminations and Partial Payments for "A" Contract Personnel, Including Approved Accumulated Leave Payments**

Revised: August 2005

A “PAF” should be filed three weeks in advance of the expected termination date. Salary for persons terminating during a pay period will be calculated by dividing the working days for the month into the monthly salary and multiplying the result by the days worked. “A” contract faculty are paid for up to 48 days of unused annual leave unless they were directed in writing to use the annual leave prior to termination. Accumulated leave payments will be computed by dividing the monthly salary by 21.7 and multiplying the result by the number of days accumulated leave.

<table>
<thead>
<tr>
<th>Termination Papers</th>
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<tbody>
<tr>
<td>Reviewed: 5/20/98</td>
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<tr>
<td>Refer to sections 2,383 and 2,640.</td>
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</tbody>
</table>

**Classified and Technical Employees**

Revised: 5/20/98

Classified and technical employees will be paid semimonthly in conformity with a completed PAF, Personnel Action Form. Salary checks shall be distributed on the 25th of the month for the period ending on the 15th and on the 10th of the month for the period ending on the last day of the month or the last working day prior to these dates. Salary checks will not be distributed at any other time nor will advances be made against payroll.

<table>
<thead>
<tr>
<th>Payroll Documents Necessary for Classified Employees</th>
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<tbody>
<tr>
<td>Reviewed: 5/20/98</td>
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<tr>
<td>Refer to section 2,261.</td>
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</tbody>
</table>

**Deadline for Submitting Classified Documents**

Revised: 5/22/98

The deadline for accepting PAFs in BCN Personnel Services will be 5:00 p.m. of the day indicated in the annual personnel schedule distributed by the UNR Human Resources office. Those PAFs which do not reach the BCN Personnel Services office by the above deadline will be processed in the following pay period. Departments should submit personnel actions as far in advance as possible. No exceptions to the pay schedule will be made for terminating employees.

<table>
<thead>
<tr>
<th>Partial Payments to Classified and Technical Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed: 5/20/98</td>
</tr>
<tr>
<td>When employment is less than a full pay period, compensation shall be based on a daily rate computed for the particular pay period involved.</td>
</tr>
</tbody>
</table>
PAYROLL PROCEDURES

Student Employment 1,317

Revised: 4/7/99

Student employees paid from a wages account will be paid on the 25th of the month for the period ending on the 15th and on the 10th of the month for the period ending on the last day of the preceding month.

A student employee is a part-time employee who is currently enrolled at the University of Nevada, Reno with the primary purpose of achieving a degree. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of an academic program. If it is the intent of a department to work a student full-time during periods of enrollment (excluding winter and summer breaks) or in the capacity of a classified or faculty position, then the position must be established through Business Center North Personnel Services or UNR Human Resources.

Procedures for employing students:

1. Part-time positions for regular students are established through the Student Employment Office.
2. Hiring departments are responsible for completing all student employment documents. In order for a student employee to receive a paycheck, the hiring documents must be received and approved by the Student Employment Office and hours submitted to Payroll by the deadlines indicated on the payroll cutoff schedule.
3. All account lines on the hiring documents must have end dates regardless of funding source.
4. After a student’s documents have been approved and processed by the Student Employment Office, the hiring department will receive a pre-printed timesheet near the middle of the pay period. The department will complete the timesheet as to number of hours worked, have it signed by someone (other than the student) who can verify the hours worked, and return it to the Payroll department by 5:00 p.m. on or before the cut-off date published by Payroll. Completed timesheets are to be hand carried to the Payroll department and not placed in campus mail.

To be exempt from FICA/Medicare taxes, the student must be enrolled in at least 6 credit hours. Work for pay periods beginning after the end of the spring semester will be subject to FICA/Medicare unless the student is enrolled in a class during the first or second term of summer session.

For complete details regarding student employment guidelines and procedures, see the Student Employment Manual.

Non-Student Hourly Rated Employment 1,319

Revised: 5/20/98

Hourly non-student employees will be paid on the 25th on the month for the period ending the 15th and on the 10th of the following month for the period ending on the last day of the preceding month. Hourly PAFs should be completed and sent to the appropriate personnel office no later than 5:00 p.m. on the deadline date on the schedule distributed by UNR Human Resources. After an employee has been hired, the department will receive a pre-printed timesheet near the middle of the pay period. The department will complete the timesheet as to number of hours worked, and return it to the Payroll department by 5:00 p.m. on or before the cut-off date published by Payroll. Completed timesheets are to be hand carried to the Payroll department and not placed in campus mail.
## PAYROLL PROCEDURES

### Submission of W-4 Forms after Initial Employment

<table>
<thead>
<tr>
<th>Description</th>
<th>Page</th>
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<tbody>
<tr>
<td>Revised: June 2008</td>
<td>1,321</td>
</tr>
<tr>
<td>For all types of employees, the W-4 form must be submitted to the Payroll office for any:</td>
<td></td>
</tr>
<tr>
<td>1. Change of name, with a copy of Social Security Card, or</td>
<td></td>
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<tr>
<td>2. Change in number of withholding exemptions.</td>
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</table>

### Deposit of Payroll Checks

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<tr>
<th>Description</th>
<th>Page</th>
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<tbody>
<tr>
<td>Revised: 5/20/98</td>
<td>1,323</td>
</tr>
<tr>
<td>Payroll checks for any University employee may be deposited into their checking account or savings account. These deposits may be made to any bank or credit union within the continental United States. Accounts will be credited by the financial institution on the university payday. Payroll will send each employee an advice showing when and where the deposit was made, how much it was, the gross pay and deductions from that pay. Direct deposit authorization slips are available in the Payroll office.</td>
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</table>

### Savings Bonds

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<th>Description</th>
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<tbody>
<tr>
<td>Reviewed: 5/20/98</td>
<td>1,326</td>
</tr>
<tr>
<td>Arrangements may be made with the Payroll office to withhold a specified amount for the purchase of U.S. Savings Bonds.</td>
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</table>

### Miscellaneous Deductions

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<tr>
<td>Revised: 5/20/98</td>
<td>1,327</td>
</tr>
<tr>
<td>The voucher portion of each paycheck indicates the deductions taken. For employees paid on the semimonthly basis, state retirement, federal income tax, credit union deductions, etc. are withheld from both paychecks each month. Deductions such as group insurance premium or additional insurances are withheld from the paycheck distributed on the 25th of the month.</td>
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## PAYROLL PROCEDURES

### Wage Garnishments

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<th>Revised: 5/20/98</th>
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Nevada Revised Statutes 21.020 and 70.040 require all employers, including the university, to execute legally served wage garnishments against an employee’s pay. In such instances, the Payroll Office will advise the employee of the garnishment when served to allow him the opportunity to settle the matter prior to pay date, thereby avoiding the actual withholding of pay to satisfy the garnishment. Effective 10/1/89, Chapter 31 was amended to allow 120 day continuing garnishments.

Title 3 of Public Law 90-321 (Consumer Credit Protection Act) prohibits garnishment of more than 25% of the aggregate disposable earnings of an individual in any work week, or to that amount of the net weekly wage which exceeds 30 times the current federal minimum hourly wage, if this is a lesser amount than 25% of the aggregate disposable earnings. However, the restriction of the amount does not apply in the case of: (1) any order of any court for the support of any person, (2) any order of any court of bankruptcy under Chapter 13 of the Bankruptcy Act, or (3) any debt due for any state or federal tax.

“Disposable earnings” means that part remaining after deduction of any amount required by law to be withheld (exemptions for university employees are federally withheld taxes and retirement contributions).

### Salary Payments for Deceased Faculty Members

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<th>Reviewed: 5/20/98</th>
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In addition to any benefits which may be paid to the estate of a deceased faculty member from insurance, Public Employees Retirement System, or any other source, the university shall pay to the estate the following benefits:

1. Faculty members on 12 month “A” appointments who are on payroll at the time of death shall receive salary through the day death occurred plus any earned but unused annual leave, together with one-twelfth of the current annual contract salary.

2. Faculty members on a 10 month “B” appointment who are on payroll at the time of death shall receive salary through the day death occurred plus one-twelfth of the current annual contract salary.
Out-of-State Approval

An “Employee’s Travel Request” form must be completed and approved for any university business-related out-of-state travel lasting more than 24 hours, including travel with no cost to the university. Refer to section 1,406 for travel advance procedures.

An “Employee’s Travel Request” form must be approved by the appropriate vice president, dean, or director of intercollegiate athletics, or designee, prior to an out-of-state trip, except as noted below. Departments are responsible for verifying and maintaining availability of funds for approved travel expenses.

Any delegation of approval authority for out-of-state travel must be in writing, updated every time a change in that delegation occurs, approved by the President or Executive Vice President & Provost. Copies of the delegation must be distributed to the Controller’s Office.

Upon approval, the “Employee’s Travel Request” form should be sent to the Controller’s Office prior to the trip date.

For trips lasting 24 hours or less and for travel of coaches for pre-scheduled intercollegiate athletic events it is not necessary to file an “Employee’s Travel Request” form with the Controller’s Office. It is necessary, however, to obtain prior approval of the department head and dean, director, or vice president.

Out-of-State Allowable Travel Expenses

Persons on out-of-state travel status shall receive meals at the U.S. General Services Administration (GSA) per diem rate listed for that locality regardless of actual cost and only when the meals are not covered by event fees. Receipts are not required for meals.

Employees shall receive reimbursement for personal lodging expense based on the federal GSA lodging per diem rate for that locality. A receipt will be required for all out-of-state lodging reimbursement. All GSA lodging amounts exclude taxes.

When registration fees provide for a meal, employees should not request additional reimbursement for the meal. When a meal is provided at an event and is listed as an optional item on the registration form at a cost exceeding the state reimbursement rate, the excess amount will not be allowed as part of the registration fee. The employee is personally responsible to pay the excess amount.

For conference registration fees that are all inclusive, documentation must be submitted that indicates the portion of the fee that is for registration and the portion that is for meals and lodging.
Exceptions to the maximum out-of-state lodging rates must be approved in advance on the “Employee’s Travel Request” form by the individual authorized to approve such travel. Exceptions to the maximum federal foreign travel lodging rate must be approved in advance on the “Employee’s Travel Request” form by the individual authorized to approve such travel only when the employee is staying at a conference/workshop/meeting hotel. Lodging expense in excess of the federal foreign per diem rates may be charged to federal grants and contracts or to indirect cost recovery accounts unless a specific sponsor requirement does not allow for this charge. Approval of out-of-state and foreign lodging rates in excess of currently authorized rates must be obtained on the “Employee’s Travel Request” form prior to the trip from the individual authorized to approve such travel. For GSA surveyed areas, exceptions may be made for up to 175% of the federal rate for each specific destination. For GSA non-surveyed areas, exceptions may be made for up to 300% of the federal rate for each specific destination.

Foreign travel per diem is based on federal per diem rates. These rates change quite frequently. Non-surveyed rates are covered by an “Other” category for each country, and exceptions are subject to the 175% limitation. The current per diem rates can be found at the following website:

http://aoprals.state.gov/web920/per_diem.asp

Individuals in out-of-state travel status may claim per diem meal reimbursements for the following time frames:

Breakfast: 12:01 a.m. – 10:00 a.m.
Lunch: 10:01 a.m. – 3:00 p.m.
Dinner: 3:01 p.m. – 12:00 a.m.

Breakfast per diem will not be reimbursed for travelers who depart their home city after 9:00 a.m. Dinner per diem will not be reimbursed for travelers who return to their home city before 5:00 p.m.

When employees receive free meals or lodging, no reimbursement is allowed.

Reimbursement for employee travel claims will not be paid if the claim totals less than $10. Employees may submit multiple trips together so they total more than the minimum reimbursable amount.
In-State Approval

College or departmental regulations must be followed for in-state travel. An “Employee’s Travel Request” form does not need to be submitted to the Controller’s Office unless a travel advance is requested.

In-State Allowable Travel Expenses

Persons traveling in-state shall receive reimbursement for meals at the federal U.S. General Services Administration (GSA) per diem rate listed for that locality. For trips of 24 hours or less employees must be more than 75 miles from their duty station to receive reimbursement for meals. Lodging should only be claimed if the traveler incurred lodging expenses. For GSA surveyed (listed) areas in Nevada, no exceptions will be allowed to the GSA federal per diem lodging rate. For GSA non-surveyed (not listed) areas in Nevada, exceptions may be made up to 150% of the federal per diem lodging rate for each specific destination.

If a personal vehicle is used for the convenience of the employee, the employee will be reimbursed at one half the rate established when using a personal vehicle for the convenience of the university. Employees using personal vehicles for the convenience of the university will be allowed reimbursement at a rate equal to that allowed as a deduction under federal income tax laws. The current reimbursement rates can be found at the following website:


When registration fees provide for a meal, employees should not request additional reimbursement for the meal. When a meal is provided at an event and is listed as an optional item on the registration form at a cost exceeding the state reimbursement rate, the excess amount will not be allowed as part of the registration fee. The employee is personally responsible to pay the excess amount.

Individuals in in-state travel status may claim per diem meal reimbursements for the following time frames:

Breakfast: 12:01 a.m. – 10:00 a.m.
Lunch: 10:01 a.m. – 3:00 p.m.
Dinner: 3:01 p.m. – 12:00 a.m.

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When employees receive free meals or lodging, no reimbursement is allowed.

Reimbursement for Employee travel claims will not be paid if they total less than $10. Employees may submit multiple trips together so they total more than the minimum reimbursable amount.
Reimbursement for overnight lodging in areas less than 50 miles from principal station must be justified in writing, approved by the individual authorized to approve such travel, and included with the “Claim for Employee Travel Expense” form. These expenses will not be allowed unless:

1. Inclement weather conditions make travel difficult.

2. Late official meetings are required.

3. Individuals involved are conference hosts responsible for meeting arrangements.

Send justification for approval to the individual authorized to approve such travel.
Revised: July 2007

The primary source for cash travel advances is the university-facilitated travel charge card at an authorized automated teller machine (ATM) facility. The Controller’s Office will issue travel advances by check to students traveling on university business and to employees on an exception basis only. Explanation of the exceptional circumstances and the approval of the appropriate dean, director, vice president or the Executive Vice President & Provost will be required.

The “Employee’s Travel Request” form provides for the requesting of a travel advance and must be filed in the Controller’s Office at least three working days prior to the time the check is needed. Advances will not be made for less than $100 and will be made for travel expenses only, excluding airfare and registration. Advances issued on this exception basis must be cleared within fifteen (15) days after completion of the trip by filing a “Claim for Employee Travel Expense” form. An advance will not be made if a previous advance has not been cleared. Advances represent a lien upon the accrued salary of the requesting employee (NRS 281.172, 281.173). Advances will not be issued after the departure date of the trip.

University employees who travel on behalf of the university may apply for a travel card by submitting an application to the Controller’s Office. Application forms are available on the web at:

http://www.unr.edu/campus-business/all-forms#552

The travel card can be utilized for all travel advances and business travel expenses (hotel charges, car rentals, meals, etc.). The minimum cash advance withdrawal amount is $100 per transaction. The maximum cash advance per trip is two (2) transactions per week, $250 per transaction and/or $500 per week. Exceptions may be made, with proper approval, for special circumstances requiring higher limits. Contact the Controller’s Office for further information.

The traveler may be charged a transaction fee by the card issuer, and some banks may charge an additional transaction fee each time the ATM cash advance feature is utilized. The university will reimburse a maximum of $8.50 for each transaction. The fee will be reimbursed when it is included on the “Claim for Employee Travel Expense” form with documentation in the form of the transaction receipt from the ATM or a copy of the traveler’s travel card statement.

The university will promptly reimburse all authorized expenses, including ATM transaction fees, upon receipt of the “Claim for Employee Travel Expense,” provided that sufficient funds or budget authority are available in the account(s) to be charged and appropriate approval has been obtained.

In the event an employee incurs interest charges related to the late payment of a credit card bill on which only authorized travel charges occur, and absent exigent circumstances, and the employee has submitted the “Claim for Employee Travel Expense” within fifteen (15) working days after completion of the trip, interest charges incurred will be reimbursed to the employee by the university.
TRAVEL

Method of Travel

Reviewed: July 2007

Travel should be by the least expensive method available. Advanced planning and the use of internet booking will allow for the purchase of airline tickets at discount rates. Such rates usually involve a penalty in the event of a trip is not taken or the schedule changed as a result of their own actions. The university will be responsible for determining whether the penalty was incurred as a result of employee action or circumstances beyond the employee’s control, when the “Claim for Employee Travel Expense” form is submitted for payment.

Use of Rental Cars

Revised: July 2007

Certain rental car agencies have agreed to provide what the Risk Management Division has determined to be minimum acceptable coverages, and State Purchasing has developed contracts with each of them. The Nevada System of Higher Education (NSHE) has also entered into a contract with Enterprise-Rent-A-Car for car rental within the state of Nevada. Use of any company not authorized by State Purchasing or the NSHE contract may expose the state and university to increased liability in the event of an accident. Vehicles must be rented in the name of the individual, and the State of Nevada or NSHE rental contract number should be referenced. If available, employees should always use the state contract (and prices) to obtain insurance coverage. Reservations may be made directly or through a travel agent. The following website will provide information about a link to the names of the current rental car agencies:

http://purchasing.state.nv.us/Vehicle_Rentals/Vehicle_rental.htm

Do not bill rental cars to the university

Justification must be provided on the “Claim for Employee Travel Expense” form if a non-state approved rental car vendor is used. Rental from a non-state contracted car rental company will put the traveler’s department at risk for the full value of the rental vehicle. If it is necessary to rent from a non-state contracted car rental company, the employee should purchase both liability insurance and the loss damage waiver.

The State Motor Pool may be used for rental cars in Las Vegas, Reno and Elko. To reserve a state motor pool car, call the State Motor Pool Division in the appropriate location and bring a completed “Nevada State Motor Pool Vehicle Requisition and Trip Report” with you to the motor pool. The following motor pool website will provide additional information:

http://www.motorpool.state.nv.us/

Shuttle service to and from the state motor pool is available at the airports.
 Additional Insurance Charges to Waive Collision Deductable on Rental Cars

Revised: July 2007

Additional charges for liability insurance and the loss damage waiver on rental cars are not approved expenditures, unless the employee is unable to rent a vehicle using a State of Nevada or university rental agreement. If an employee is unable to rent a vehicle using one of the agreements, the employee should purchase both liability insurance and the loss damage waiver.

If an employee driving a rental car on state business is involved in a collision and did not rent the vehicle using one of the agreements, and did not purchase the loss damage waiver, the department will be responsible for the cost of the damage to the rental vehicle.

Private Automobile Usage

Revised: June 2014

In the event of an accident while an employee is driving a private vehicle on state business, the employee’s insurance is primary for all coverages.

For the Employee’s Convenience:

Unless specifically authorized in writing by the employee’s supervisor for the employer’s convenience, an employee who makes a single trip greater than 200 miles (round trip) shall use a State Motor Pool vehicle or rental car instead of a personal vehicle if either option is less expensive than the use of a personal vehicle. If a personal vehicle is used for the convenience, the employee will be reimbursed at one-half the standard mileage reimbursement rate for which a deduction is allowed for travel under federal income tax laws. Airfare in lieu of the mileage reimbursement rate should be claimed when it is the least expensive travel reimbursement rate.

If traveling to a city that is not serviced by an airline, the employee is entitled to reimbursement of meals in route. If the city is serviced by an airline, the employee must be on either annual or compensatory leave for the extra travel time involved and meals and/or expenses in route will not be reimbursed. The travel claim should indicate that the employee was on annual leave or compensatory leave or include a statement from the department head or supervisor justifying why the employee was not on annual or compensatory leave.

For the University’s Convenience:

Employees using personal vehicles for the convenience of the university will be allowed reimbursement at the standard mileage reimbursement rate allowed for travel under federal income tax laws. The following website has the current mileage reimbursement rates:


1. Reimbursement for employees’ use of a personal vehicle for the convenience of the University will be made upon receipt of a properly authorized “Claim for Employee Travel Expense” by the Controller’s Office. Individuals authorized to approve such travel must take care to ensure the rate used is appropriate. In no case, will the amount reimbursed exceed the amount allowed under federal income tax laws.

2. When the use of a personal vehicle for the convenience of the University is approved and the travel exceeds 75 miles (one way), travel expense reimbursement will be made in accordance with Sections 1,401 and 1,403, where applicable.
The Controller’s Office will post on its website the current standard travel mileage reimbursement rate after publication and/or notification of any changes in the allowable federal rate.

If two employees travel in a private vehicle on university business, only one employee is entitled to mileage reimbursement.

Gas Receipt Reimbursement: The University does not reimburse employees on gas receipts for personal car usage. The employee will be reimbursed based on the standard mileage reimbursement rates. The university will reimburse employees for gas receipts submitted for rental cars and/or university cars. Gas receipts must substantiate the amount claimed.

<table>
<thead>
<tr>
<th>Airlines and Travel Arrangements</th>
<th>1,415</th>
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</thead>
</table>

Revised: May 2008

Airline arrangements may be made with any travel agency using the university purchasing card. Care should be exercised to assure that the services provided and costs charged by the travel agency are beneficial to the university. Some travel agencies may charge an additional management or service fee. Airline tickets and the travel itinerary may be delivered directly to the department. The Controller’s Office travel department must be notified of any cancellations or changes in flight plans that will result in the employee receiving a credit for a future flight.

Only coach airfare will be reimbursed by the university. The traveler will bear the cost of any upgrade to a different class of service.

When making lodging reservations or car rental arrangements for employees, the expenses may not be billed directly to the university.

The traveler must personally pay for or charge the lodging to his/her university travel card or personal credit card, then submit the itemized lodging receipt for reimbursement with a “Claim for Employee Travel Expense” form.

Rental car arrangements may be made using a university purchasing card. Rental cars are generally not allowed for university employees staying at a conference/workshop hotel without justification. Such justification may include a rental car being the most economical method from and to the airport or the need to conduct university business away from the conference hotel. Justification must be included with a “Claim for Employee Travel Expense” form.

Under no circumstance may travel for non-university business be charged to a university account.

<table>
<thead>
<tr>
<th>Bonus Flight Coupons</th>
<th>1,416</th>
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</thead>
</table>

Revised: July 2007

Several commercial airlines distribute free bonus flight coupons to travelers based on miles flown or as an inducement to schedule travel with that particular airline.

Any such coupons received by university units or employees as a result of university-paid air travel are considered university property and should be used by the university unit to meet travel needs.
Travel

Companion Fares

Revised: July 2007

Departments should coordinate employee travel to maximize the advantages of any companion fare airline ticket purchase offers. However, if purchasing a two-for-one airline ticket to accommodate personal use in conjunction with university business, the benefits must accrue to the university (50% of the total ticket cost will be borne by the employee and 50% will be borne by the University).

Combining University Business and Personal Travel

Revised: July 2007

Separating university and personal travel expenses poses certain auditing problems for the travel processor in the Controller’s Office. Employees who incorporate private and university travel must demonstrate the costs borne by the university are not increased by the personal travel. The employee must clearly delineate the private and university charges when submitting a “Claim for Employee Travel Expense” form. When university and private travel is not clearly delineated, the travel processor will determine the reimbursement due to the employee. If in doubt about the calculation of reimbursement, contact the travel processor in the Controller’s Office at (775) 784-4167.

Travel Expense Reimbursement Procedure

Revised: July 2007

Within fifteen (15) days after completion of a trip, a “Claim for Employee Travel Expense” form must be filed in the Controller’s Office. If an advance has been received, indicate the total cost of the trip, amount of advance received, and the amount either due to the traveler or due to the university. The account to be charged must be specified and must have sufficient funds or budget authority to cover the total amount being charged. The travel claim form must be routed through the proper administrative channels for approval. If bus, airplane, or railroad transportation is used, the traveler’s original portion of the ticket or a printed copy of the electronic ticket must be attached to the “Claim for Employee Travel Expense” form.

If travelers use their personal funds for the purchase of airline tickets or the payment of conference/workshop registration fees, reimbursement will not be made until completion of the travel and submission of a “Claim for Employee Travel Expense” form to the Controller’s Office.

Conference registration fees must be charged as an operating expense, not as a travel expense.

“Claims for Employee Travel Expense” forms must be approved by the employee’s supervisor and an authorized signer for the account being charged. If the employee or his/her supervisor are not authorized signers on the account being charged, then the claim must also be signed by a person authorized to sign on the account. In order to document the business purpose of university travel, a claim must be completed and approved for any university business-related travel for which the university incurs expense (airfare or car rental charged to a university purchasing card) even if the traveler requests no reimbursement.

Reimbursement for employee travel claims will not be paid if they total less than $10. Employees may submit multiple trips together so they total more than the minimum reimbursable amount.
TRAVEL

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Toll Charges</td>
<td>1,435</td>
</tr>
<tr>
<td>Parking or Vehicle Storage Fee</td>
<td>1,440</td>
</tr>
<tr>
<td>Commercial Transportation Receipts</td>
<td>1,445</td>
</tr>
</tbody>
</table>

Revised: July 2007

Receipts will not be required for bridge tolls, as long as the amounts are reasonable; however, the location of the toll charge must be included on the “Claim for Employee Travel Expense” form when requesting reimbursement.

Parking or vehicle storage fees will be allowed when considered necessary by the department chair for either university or private cars. Charges should be itemized in the “Other” column of a “Claim for Employee Travel Expense” form, substantiated by a receipt, and the amount entered in the transportation cost column.

An employee may claim mileage for two round trips to the nearest airport from the employee’s principal duty station or home in lieu of parking, if that amount is less than the cost of parking. Parking meter expenses will be reimbursed up to a maximum of $3.00 without a receipt.

The traveler’s portion of bus, taxi, airport, railroad or airplane tickets must be original or a copy of the electronic ticket confirmation and must be attached to the “Claim for Employee Travel Expense” form if the individual paid for the tickets and is seeking reimbursement. If the bus, train or other ticketing process does not provide receipts, the traveler should note this on the “Claim for Employee Travel Expense” form and attach any other documentation, such as bus or train fare schedules, which can substantiate the cost of the ticket(s).
TRAVEL

Non-Travel Items  1,450

Revised: August 2010

Upon request, individuals in travel status (either in-state or out-of-state) may receive up to $5.00 per day for incidental expenses not itemized on the travel claim. Receipts are not required to receive the $5.00 per day incidental expense reimbursement.

Travel claims filed in conformity with these regulations shall be considered full recompense for all meals and lodgings. Toll calls should be charged to a telephone credit card, not to a hotel bill unless the phone numbers called are printed automatically on the billing for verification. In addition, state employees staying at hotels or motels that charge a fixed daily rate for having a phone in the room cannot be reimbursed for this expense if it exceeds the established lodging reimbursement rate. If charges for the in-room phone are based on its usage or activity, the employee may claim these telephone charges if he/she details the numbers called and certifies the phone calls were made for business purposes or if the phone numbers called are automatically printed on the billing for verification. **Personal phone calls will not be reimbursed.**

In order to be reimbursed for internet access charges, a business need must be documented on the “Claim for Employee Travel Expense” form.

When employees are traveling out-of-state for longer than one week, they may be reimbursed for the cost of having their clothes laundered, however, receipts must be submitted for reimbursement.

Corporate Travel Card  1,451

Revised: July 2007

The corporate travel card is a university sponsored employee credit card available to half-time or more university employees who travel on university business. The card should be utilized for travel advances from ATMs and other business travel expenses including hotel, car rentals, meals, etc. Payment for the travel card statement is the personal responsibility of the cardholder. ATM fees charged to the card for travel advances of up to $8.50 per cash withdrawal (limited to twice per week per trip) will be reimbursed to the cardholder from the university department account. To qualify for reimbursement of ATM fees, the minimum cash advance withdrawal amount is $100 per transaction. Upon submission of a “Claim for Employee Travel Expense” form, with appropriate receipts, all authorized expenditures will be promptly reimbursed.
### TRAVEL

#### Use of Private Aircraft
Revised: July 2007

Employees are to limit the use of private aircraft on state business to trips that are completely within the borders of the State of Nevada, unless prior approval is obtained from the appropriate dean or vice president. Passengers are to be limited to employees only. In these cases, the employee-owner of a private aircraft must show evidence of public liability insurance in an amount not less than $2 million single limit.

In cases where employees are requesting permission to use private aircraft for trips outside the state, approval must be obtained from the appropriate vice president prior to the trip being taken. Justification should include factors such as total travel time and cost of alternate transportation. In such cases, only employees are allowed as passengers, unless approved by the appropriate dean or vice president. The employee-owner of private aircraft to be used for trips outside the state must show evidence of public liability insurance in an amount not less than $5 million single limit.

The approved reimbursement rate for the use of private aircraft is in accordance with federal GSA rates per air mile traveled.

#### Travel to Conferences and Meetings
Revised: July 2007

Staff members attending conferences or meetings may be reimbursed less than the amounts listed if so specified by the dean or president before the trip is undertaken.

#### Travel Expenses for Independent Contractors
Revised: July 2007

Travel expenses and per diem reimbursements to independent contractors may not exceed the rates established for university employees if the travel reimbursement is part of the contract signed with the independent contractor and receipts are provided to document the expenses incurred. Departments may also negotiate a lump-sum payment (including fees and expenses) to prospective independent contractors and make the individuals responsible for his/her own travel expenses. The total amount paid to the contractor will be subject to IRS 1099 or 1042-S (if nonresident alien) reporting guidelines, unless receipts are submitted for travel expenses or meals are paid based on the employee per diem rates. Payment(s) will be made upon receipt of independent contractor invoice.
Revised: March 2015

Group travel is defined as travel by more than one university employee, student, or a combination of these persons whose group is a team, class or other organization directly affiliated with and sponsored by the university.

Cash advances for group travel may be secured by submission of an “Employee’s Travel Request” form at least three business days prior to the time the check is required. Within fifteen (15) days after completion of the trip, an expense report on a “Claim for Group Travel Expenses” form must be filed in the Controller’s Office. All items on the expense report must be supported by either a vendor’s receipt or “Receipt for Group Travel Expenses Log” where appropriate.

**Group Travel Meals and Lodging**

Expense of meals and lodging may not exceed the amounts prescribed for state employees subject to the GSA federal per diem rates for in-state and out-of-state travel. See UAM sections 1,401 – Out-of-State Travel and 1,403 – In-State Travel.

Group meals may be provided to the group in place of cash per diem. For locations in remote areas where a restaurant is not within reasonable travel distance, groceries for the group may be purchased by a group leader in lieu of meals on cash per diem. The amount of groceries cannot exceed the federal per diem rates as mentioned above times the number of travelers. A list of all attendees and their purpose of travel must be submitted with the group meal or grocery receipt. Use ‘Receipt for Group Travel Expenses Log’.

If a specific agency guidelines for a sponsored program are more restrictive than university policy, then agency rules shall apply. Individuals should be familiar with the specific allowable cost provisions of their sponsored programs. In no case, will an amount be reimbursed that is larger than allowed under the university’s policies and procedures.

**Athletic Team Travel**

Revised: January 2009

As representatives of the university and its athletic program, student-athletes and staff are expected to conduct themselves in a professional manner. Coaches are responsible for establishing and enforcing a dress code for their teams when traveling. Team members will be directed to dress appropriately when traveling on business or with a team.

All travel must be preceded by completing an “Employee’s Travel Request” form. Without this form, travel is not authorized, is not covered by insurance, and it is not possible to receive a travel advance. Travel requests are available on the university website at: [http://www.unr.edu/general-information/faculty-and-staff/forms](http://www.unr.edu/general-information/faculty-and-staff/forms)

All advances must be reconciled within fifteen (15) days after completion of the trip. Additionally, in advance of the travel, a final copy of the official travel roster and itinerary are to be distributed to the sport administrator and a copy should be given to the athletics administration front desk. The travel itinerary should include the following:

1. Official travel party list – each person traveling with the team must be listed by name and purpose of travel. Only persons whose names are on the approved list may travel with the team.
2. Departure date and time, return date and time.
3. Mode of transportation and name of carrier.
4. Lodging, including name, address and telephone number or property.
5. Telephone contact number (cell) of coaching staff and other official staff members traveling with the team.
6. Itinerary.
7. Date of the itinerary and official travel party list.

Transportation

The mode of transportation is selected by the head coach and approved by the sport administrator. When choosing the mode of transportation, safety, impact on academics/number of travel days, expense, availability, distance and budget must be considered.

Air

- Commercial airlines are an acceptable means of travel for athletic teams for competitions over six (6) hours or 350 miles (one-way) away.
- Charter services are subject to the prior written approval of the athletic director and can only be procured through the involvement of the NSHE BCN Purchasing Department.

Bus/Mini Bus

- Buses may be used to transport to away venues, transport to hotels from airports, and transport from hotels to playing venues.

Vans/Automobiles

- Student athletes may not drive the other athletes as part of team travel. All other drivers (managers, volunteer coaches, etc.) must have prior approval from the sport administrator before driving.
- Drivers must be at least 21 years of age (or meet the requirements of the state where the team is renting the van or automobile), have a valid and approved State of Nevada driver’s license and be rested.
- Fifteen (15) passenger vans shall be loaded with no more than ten (10) passengers and equipment. Twelve (12) passenger vans may be loaded with no more than eight (8) passengers and equipment.

Hotels

- Hotel rates should not exceed current NSHE rates unless approved by a sport administrator or designee. Those rates are based per person, per day.
- No more than three student-athletes may be assigned to a room, one per bed.
- Single rooms are reserved for head coaches only except in a situation where travel circumstances and/or gender mix dictates other arrangements.

Meals

- As required by the state of Nevada the maximum per diem for meals is subject to the rates listed on the federal GSA website. Team meals may be provided to the staff and student-athletes in place of cash per diem. A list of all attendees and their reason for travel (coach, trainer, student-athlete, etc.) must be submitted with the team meal receipt. Head coaches are encouraged to provide team meals for the travel party.
- The total per diem (meals and hotel) per traveler, per day, in-state or out-of-state is subject to the rates listed on the federal GSA website. This combined amount, per traveler, may not be exceeded.
- Due to the large size of the official travel party, football may be an exception to this policy.
All meals/snacks/per diem allocations provided to student-athletes must be in accordance with NCAA regulations.

Expenses for team meals provided for home games or team meetings must be documented by a list of all attendees and their role at the meal (coach, trainer, student-athlete, etc.).

Other

- Student-athletes not traveling to or from a competition with the team must sign a release of liability waiver which must be approved prior to travel by the sport administrator or a parent if student-athlete is under 18 years old.
- If a non-University of Nevada employee is traveling with the team they must sign a release of liability waiver and must have prior approval from the athletic director or designee.

Administrative and Recruiting Travel

- All individual administrative and recruiting travel must follow the general university policy beginning at Section 1,400 in this manual.
- Travel for incoming recruits must follow the guidelines in the “Nevada Recruiting and Retention” policy as stated in the Intercollegiate Handbook.

Volunteer Travel

Volunteers are defined as non-paid workers. The sports administrator or designee must approve volunteers’ travel with the team. For insurance purposes, all volunteers must be signed up as volunteers with the department of athletics prior to traveling with the team.

Charter and Guest Travel

Guests are defined as non-employees/non-volunteers who have a business purpose for traveling (e.g. donor cultivation or donor appreciation). Travel with the team must be approved in writing in advance by the Director of Intercollegiate Athletics.

- The travel party must meet all timelines as outlined by the athletic department. An itinerary shall be provided in advance.
- Professional conduct is expected at all times during the entire trip.
- Dress code shall be business casual on the plane. Shorts or tank tops are not permitted. Appropriate or casual apparel is required for the game day and trip home.
- Guests are required to pay for all hard costs (hotel, meals, etc.) unless otherwise notified by the athletics staff.
- Alcohol is prohibited on the plane.
- Children under 12 are not allowed to travel with the charter without permission of the Director of Intercollegiate Athletics.
- The athletics department must be informed in advance of the possibility of traveling with children ages 12-18, so clearance can be obtained in advance, per NCAA regulations.
- Anyone not participating in any of the scheduled events should notify the athletics staff so as to avoid any unnecessary delays.
- All guests are required to sign a volunteer travel waiver in advance of traveling.
- Emergency contact information must be provided to the athletics department in advance.
University academic faculty whose current role statement includes research or professional development responsibilities are eligible to apply to the Office of the Vice President for Research and Innovation (OVPRI) for support of travel expenses to attend national or international meetings for the purpose of presenting scholarly work as senior author or exhibitor or to interact with a funding sponsor for the purpose of enhancing funding potential.

Qualifying academic faculty who hold 50% FTE appointments can apply for transportation support to one domestic meeting per year, and to one international meeting every other year (in place of that year’s domestic trip). A cap of $450 will be placed on domestic travel, and $900 on international travel.

The OVPRI travel budget for each fiscal year will be divided into three cycles. Cycle one is for travel occurring between July 1 and October 31, applications will be accepted April 1 through May 16; cycle two is for travel occurring between November 1 and February 29, applications will be accepted August 1 through September 19; cycle three is for travel occurring between March 1 and June 30, applications will be accepted December 1 through January 17.

To apply, faculty must submit the Faculty Travel Grant Application form with supporting material to the OVPRI by the appropriate deadline.

Applications for travel funds will be reviewed for completion by OVPRI staff members prior to a review by a committee comprising of UNR faculty and an OVPRI representative. The OVPRI will notify applicants of decisions five weeks prior to the start of the travel cycle.

So that faculty who happen to attend meetings at the end of a cycle are not penalized, requests for travel support may be submitted prior to acceptance of a research paper. Information about the meeting and the probable title of the paper must be indicated on the “Employee Travel Request” form. However, if the OVPRI does not receive notice of formal acceptance of the paper by one month prior to the meeting, the earmarked travel funds will be returned to the travel pool. Faculty are encouraged to plan their travel well in advance to obtain discount fares. Under no circumstances will fares other than coach be allowed. No retroactive requests will be considered.

The Employee Travel Request form must be processed through the OVPRI after approval by the traveler’s department chair and dean for signature and account number assignment. Upon return from the trip, the faculty member must submit a Claim for Employee Travel Expense.

These forms are available at: [http://www.unr.edu/vpaf/controller/travel/](http://www.unr.edu/vpaf/controller/travel/)
PURCHASING

General Policy

Reviewed: March 2008

Purchase orders are contracts. Contracts as well as purchase documents will adhere to Board of Regents’ Policies, Chancellor’s Memorandums, and generally accepted business and purchasing practices. Awards will be made to the most beneficial, responsible and responsive bidder, vendor, or contractor as determined on the basis of price, quality, availability, conformance to specifications, financial capability, service, and the best interests of NSHE. The Purchasing Department, herein after referred to as “Purchasing” administers all purchases of supplies, goods, equipment, services and construction.

For product categories that have ENERGY STAR© rated products available, the University will focus its procurement efforts only on products with an ENERGY STAR© rating.

Financial Commitment

Reviewed: December 2003

Every university employee is responsible for compliance with the policies contained herein, as well as NSHE Board of Regents’ policies and Chancellor’s Memorandums regarding contracting and purchasing. The Director of Purchasing is responsible for ensuring compliance with these policies and procedures, as well as state and federal procurement regulations. No person is authorized to obligate the university without reserving, in advance, sufficient funds to meet the obligation, nor can anyone commit the University for the acquisition of goods or services without the prior approval of Purchasing. Except for the provisions outlined in this manual, purchases and agreements to purchase made without prior approval by Purchasing, acknowledged by the issuance of a purchase order or contract, will not be honored.

Exemption from State Purchasing Act

Reviewed: 5/22/98

Chapter 333 of the Nevada Revised Statutes exempts the Nevada System of Higher Education from the general provisions of the State Purchasing Act and provides that NSHE may use the services of the State Purchasing Division on a voluntary basis.

Personal Purchases

Reviewed: 5/22/98

Personal purchases in the name of the university are not permitted. No delivery of any personal property is authorized to any university office or building.
Purchasing

Conflict of Interest Prohibited

Revised: October 2009

In addition to such conflicts of interest prohibited by law, members of the Board of Regents and employees of NSHE:

1. May not become a contractor or vendor of any purchase document or contract or real property transaction.

2. May not be interested, directly or indirectly, through any member of his or her household, as defined by NRS 281.434, or through any business entity in which he or she has a financial interest, in any purchase, contact or real property transaction.

3. May not accept any commission, profit, gift, loan, entertainment, service, or compensation of any kind as a result of or in conjunction with any purchase, contract or real property transaction.

Except where prohibited by law, appropriately documented exceptions to this policy may be permitted:

1. For purchase documents or contracts for which the proposed vendor or contractor is the sole source for the commodity or service and the Regent or employee has certified in writing that he/she has not participated in or otherwise influenced the award, as determined by the Director of Purchasing.

2. For the rental of university residential property provided that the rental is at market rate.

3. When, in the judgment of the president of the university, the public interest would best be served by making such an exception.

Preference

Reviewed: 5/22/98

Other than in the case of identical or tie bids, there shall be no preferences given for any reason in the award of purchases or contracts. In the case of two or more identical, lowest bids, preference will be given to: first, companies domiciled in Nevada; second, bids offering goods or commodities produced in this state; third, bids offering goods or services supplied by a dealer domiciled in Nevada; and fourth, tie bids will be resolved by drawing cards – high card is awarded the contract.
For all acquisitions of goods or services, the dollar value of a purchase, either actual or estimated, shall determine the specific procedure to be followed. Regardless of dollar amount, all acquisitions of goods and services must be preceded or accompanied by a valid purchase document.

1. **Small Dollar Purchases (less than $5,000):** Purchases of supplies and services, less than $5,000, shall be made using the most effective and efficient means available, while maintaining adherence to basic purchasing policies. These methods include petty cash (up to $100), purchasing cards (p-cards), blanket purchase orders or pricing agreement contracts, and e-purchasing systems, whenever available.

2. **Purchases of $5,000 to $24,999:** Purchase orders for the acquisition of goods and services of $5,000 or more are issued only by Purchasing following submittal of a properly approved and funded requisition. Purchases in this range must be documented with a quotation or reference to a price list from the recommended supplier.

3. **Purchases of $25,000 to $49,999:** Purchases of goods and services in this range require quotations from two or more responsible vendors before a purchase order will be issued.

4. **Capital Construction of $25,000 to $100,000:** A contract for a capital construction project in this range requires that requests for firm written quotations must be solicited from not less than three (3) responsible bidders capable of performing the contract. The award may be made to the lowest bidder or all quotations may be rejected.

5. **Purchases of $50,000 or more:** Purchases of supplies, equipment, and services, other than capital construction, valued at $50,000 or more, will be awarded after Purchasing completes a formal bid process. The formal bid threshold for capital construction is $100,000, otherwise all other bidding procedures apply to construction as well.
   a. The bid may be in any several formats including request for quotations or request for proposals. Each format has unique requirements and restrictions, which will adhere to Purchasing procedures and bid documentation.
   b. Formal bids will be advertised at least once in a newspaper of general circulation in the area of the purchase or project not less than four (4) calendar days prior to opening bids.
   c. Copies or notices of bids will be sent to a sufficient number of perspective bidders as may be determined necessary to stimulate competition. Copies of bids, including specifications, will be sent to persons expressing a desire to bid. Copies of bids, including specifications, will be on file in a designated location, for inspection by interested persons.
   d. Except where proprietary information may be compromised, formal bids will generally be opened publically at the advertised time and place, and quoted prices will be read aloud and recorded.
   e. After a bid has been awarded, except for proprietary information, bids will be maintained as public records in accord with retention regulations.

Nothing in this policy prohibits advertising for or requesting bids for purchases of any dollar amount.
1. Requirements for competitive quotations and/or formal bidding may be considered satisfied or waived by the Director of Purchasing through various means. These include, but are not limited to, use of federal, state, and local government contracts and consortium agreements, use of educational pricing agreements or consortiums, purchase of used equipment, purchase at auction or similar sale, and use of NSHE open-end contracts.

2. Requirements for competitive quotations and/or formal bidding may be waived or the process modified by the Director of Purchasing in the case of a documented need for proprietary goods or services or items proven to be available only from a single source. Similarly, formal bidding requirements may be waived or the process modified for items which do not lend themselves to the usual competitive bidding (i.e., personal or consultant services involving technical, professional or specialized skills or training; facilities and services for conventions, workshops, seminars and special functions; the purchase of perishable goods; and the purchase of products or services needed for patient care). The waiving of formal bidding requirements does not mitigate the need to ensure purchases are competitively priced and the terms and conditions of the purchase are in the best interests of NSHE.

3. Requirements for formal bidding may be considered satisfied by the Director of Purchasing if the formal bidding process is completed and no responsive and responsible bid is received. Purchasing may then negotiate a contract with interested parties without further need for competitive bidding.

Purchasing will perform the additional steps necessary to meet requirements mandated by federal regulations. These include such items as flow-down provisions, screening for similar equipment, and accounting for surplus acquisitions.

The university recognizes the benefit of creating an equal opportunity for all vendors to participate in the procurement process and is committed to diversity and non-discrimination in its business operations. Accordingly, the university will make a good faith effort to utilize Minority Business Enterprises, Women Business Enterprises, Disabled Business Enterprises, Veteran/Disabled Veteran Business Enterprises, and Small Business Enterprise throughout the procurement process. This effort does not equate to a quota or set percentage. All efforts to contact and engage small, minority, disabled, veteran, and women vendors will be fair and impartial.
All construction, repair, improvement, and/or reconstruction on land, appurtenances and buildings of the university will be reviewed and approved by Facilities Management before a purchase order is issued. The Facilities Management department may perform the work themselves, contract the project to a supplier, or delegate certain projects to the affected department to contract the project in consultation with Facilities Management. All construction-related purchasing will be conducted in accord with all appropriate purchasing policies and procedures and subject to review and final approval by the Director of Purchasing.

Capital construction is defined as any new construction, repair, improvement, or reconstruction on land, appurtenances and buildings of NSHE, the estimated cost of which is $25,000 or more, which is intended for long-term, continued use or which extends the useful life of a capital asset. If 25% or more of the costs of the construction, repair or reconstruction is to be paid by funds appropriated by the state or federal governments, then that project is considered a “public work”. “Public works” are governed by special requirements under Chapters 338 and 341 of NRS.

All payments are to adhere to university policies and procedures. Documentation of this adherence, for payments of more than $100, is to include proper use of one of the following: purchasing card, department purchase order, blanket purchase order, contract or pricing agreement, or purchase order. Invoices or requests for payment or reimbursement which do not reference a bona fide purchase document or which are found to be in violation of university policies and procedures will only be paid after review and approval by the respective dean or vice president and the Director of Purchasing.

University purchases of computer equipment, hardware and software, and communications-related equipment and services valued at $10,000 or more must be approved, in writing, by the Vice President for Information Technology or his/her designee. Requisitions for such purchases must have the appropriate approval and signature(s) on them prior to being submitted to Purchasing for processing to ensure compliance with university standards and authorization.

An emergency purchase is a situation involving public health, public safety or where immediate expenditure is necessary to safeguard the health and welfare of students, faculty, staff or the public, or protect against further loss of, or damage to property, or to minimize serious disruption of services. In such situations, formal bidding requirements may be waived, while following all other purchasing procedures. Such emergency purchases require the timely approval of the Director of Purchasing.
The acquisition of all radioactive materials are to be coordinated and approved by the department of Environmental Health & Safety, while adhering to all other purchasing policies and procedures.

Library Purchases 1,518
Reviewed: August 2005
The university library is delegated authority to purchase information services and resources unique to library operations, including books and subscriptions in all media formats, databases, bindings, pamphlets, and other appropriate library research and information materials. Such acquisitions will be in accord with applicable policies and procedures and subject to review by the Director of Purchasing.

Central Services, Receiving 1,520
Reviewed: 5/22/98
The receiving function within Central Services is responsible for the receipt and re-delivery of all merchandise delivered to university departments by commercial carriers. Receiving also performs numerous collateral duties related to the purchasing and inventory functions.

Independent Contractors 1,521
Revised: 5/6/98
Refer to section 1,071 of this manual for information on independent contractors.

Off-Campus Business by Contracted Vendors 1,523
Revised: 7/13/98
Contracted vendors, who have use of university facilities as part of their agreement, are forbidden from using those facilities to produce products marketed and sold to customers outside of the university’s confines or populous. This policy is intended to avoid unwarranted questions of tax liability and unfair competition. Exceptions to this policy require the prior, express approval of the Director of Purchasing or higher authority. Violation of this policy will be dealt with as a violation of the terms of the vendor’s contract.
The ASUN Bookstore is delegated authority to purchase merchandise for resale. Such acquisitions will be in accord with applicable policies and procedures for the ASUN Bookstore and subject to review by the Director of Purchasing.

In accordance with NRS 281A.420 and Board of Regents Handbook Title 4.1.25, employees of the University of Nevada, Reno may not use university time, property, equipment or other facility to benefit their personal or financial interest. However, as provided in NRS 281A.420 (7), limited use for personal purposes is allowable if the use does not interfere with performance of an employee’s duties, the cost and value related to the use is nominal, and the use does not create the appearance of impropriety or of university endorsement. Also, personal use must not interfere with official institutional use.

Personal use of university time, property, equipment or other facility must be approved in advance by the employee’s dean or vice president. If there is a cost to the university as a result of a use that is authorized pursuant to this policy, or if the university would ordinarily charge a member of the public for the use, the employee shall promptly reimburse the cost or pay the charge. An employee who intentionally or negligently damages university property, equipment, or other facility shall be held responsible for the resultant damage.

The ownership of all university property is vested in the Board of Regents of the Nevada System of Higher Education.

Inventoried equipment is defined as all non-expendable merchandise having a unit cost of $5,000 or more and meeting the following criteria: (1) is complete in itself; (2) does not lose its identity even though it may become a component part of another item when placed in use; and (3) is of a durable nature with a life expectancy of one year or more. Included regardless of cost, are firearms of all types (i.e., revolvers, shotguns, rifles, starter guns, and pyrotechnic devices). This definition does not apply if the equipment is leased, rented, or placed at a university facility for demonstration purposes.

The equipment inventory section within Purchasing is the official recording center for university equipment. All university employees are responsible for the safekeeping of university property. Applicable chairpersons, directors, or administrative officers are responsible for ensuring equipment is secure and for reporting discrepancies on the inventoried equipment list.

Gifts and donations are to be reported to the equipment inventory section immediately so necessary records can be completed.

Each responsible unit, in coordination with the equipment inventory section, will complete an annual physical inventory.
Sensitive Equipment:

Equipment that is sensitive in nature or subject to theft that is valued below the amount determined above must be separately tracked by the institution.

Effective March 1, 2008, computers (desktops, servers, laptops, PDAs) must be tracked regardless of acquisition cost and the following items must be separately tracked by the responsible department if the items have a value in excess of $2,000 and less than $5,000:

1. Bicycles
2. Cameras – digital, film, video
3. Cell phones, two-way radios, individual communication devices
4. Copy, fax and multifunction machines
5. Lawn mowers
6. Microscopes and telescopes
7. Music systems and components
8. Musical instruments
9. Printers
10. Scales and balances
11. Televisions
12. Video – projectors, recorders, monitors

The responsible department must send the sensitive equipment inventory list with the annual inventory lists to the equipment inventory section within Purchasing.

Revised: March 2008

Disposal of university property will be coordinated through Purchasing:

Purchasing will be notified when property, including equipment, is deemed to no longer be of use to a department.

Purchasing will decide on a course of action based on age, condition, usefulness to other departments, disposal or salvage value, and costs to remove the property. If the property is deemed to be worthless or a safety hazard, Purchasing will coordinate the disposal as refuse. A “furniture and equipment pool” will be a repository for items disposed of by one department but deemed to have some useful life to another department. University departments may avail themselves of merchandise from this pool without cost other than moving costs. Items remaining in the pool beyond 30 days, and items deemed to be unacceptable for re-use within the university, will be disposed of through public sale, sale to surplus or salvage dealers, or disposal through donation or refuse.

Computers turned in as surplus, when deemed no longer needed by the department or college will be turned over to IT. IT will attempt to place where needed most or, if not needed and after the hard drive has been purged, will be sent to surplus and made available to the public at the next published public surplus sale.

If any employee wants to purchase any surplus item, they must compete with all others that come to that sale.
Revised: April 2006

The following fixed assets will be capitalized and maintained in the university accounting system, property management sub-system by the Controller’s Office.

- **Land** consists of real property purchased by the university or donated for operating purposes. The cost of land should include all costs such as: purchase price of land or fair market value at time of gift; commissions; professional fees (title searches, architect, legal, engineering, appraisal, etc.); land excavation, fill, grading, drainage; demolition of existing buildings and improvements (less salvage); removal, relocation, or reconstruction of property of others; other costs incurred in acquiring the land.

- **Buildings** consist of all university structures used for operating purposes and include all permanently attached fixtures, machinery, and other components that cannot be removed without damaging the buildings. If a component can be removed without damaging the building, it should be considered equipment and not included in the cost of the building. The cost of buildings should include all direct costs of construction.

- **Building improvements** consist of any significant structural changes including major improvements, additions, or alterations that involve an expenditure of $250,000 or more that are not recurring in nature and that usually increase the use value (efficiency, productivity, or use utility) or the useful life of the building beyond what it was before the alterations. The amounts to be capitalized include the contract price of construction; architectural fees and services; expenditures incurred in remodeling, reconditioning and making the building suitable for the intended purpose; and interest incurred during the period of time required to complete and prepare the asset for its intended use.

- **Improvements other than buildings** include all improvements to land other than buildings, such as streets, pavements, parking lots, fencing, athletic fields, tennis courts, landscaping and utility distribution systems (telephone, electrical, heat, computer, etc.). Only those components with an expenditure of $250,000 or more should be capitalized.
Revised: March 2006

In the selection of Personal, Professional, and Consultant Services the university adheres to the following NSHE policy in the Procedures and Guidelines Manual:

“Except for personal/consultant services involving technical, professional or specialized skills or training, all materials, supplies, equipment, services, and construction shall be purchased from the lowest responsive and responsible bidder after giving due consideration to price, quality, availability, conformance to specifications, financial capability and service. The Purchasing Division shall develop policies for obtaining personal/consultant services involving technical, professional or specialized skills or training.” (Chapter 5, Section 2)

The Purchasing Department processes requisitions for personal/consultant services using the following guidelines:

1. Definitions

a. Services: The furnishing of labor, time or effort by a contractor that does not involve the delivery of a specific end product other than required reports and performance; this does not include employment contracts. “Services” is a general, umbrella term for purchases that do not have a tangible item as the purchase objective. The term is global and includes such diverse tasks or projects as: window washing, consulting, teaching, and designing and constructing a building. (When we purchase supplies and equipment that are installed on our premises, we are not purchasing services, although many requirements associated with services, such as insurance and licensing, may apply.)

b. Personal or Professional Services: Services requiring a high degree of knowledge, expertise and training, of a intellectual, specialized or technical nature, performed only under general supervision and requiring the consistent exercise of discretion and judgment. Frequently the individual or organization performing the service(s) is professionally licensed, and/or possesses an advanced degree. Purchase orders and contracts for services involving primarily manual skills or labor are not considered in this category. Some of the more common types of professional services include:

i. Consultant: An individual or organization who gives expert advice or assistance.

ii. Accountant, auditor, actuary, appraiser, computer or software designer, medical or legal specialist: An individual or organization who gives expert advice or assistance in an area of endeavor for which he or she has special or unique expertise and/or qualifications.

iii. Architect: An individual or organization engaged in planning and designing buildings and structures by applying knowledge of design, construction procedures, zoning regulations, building codes, and building materials.

iv. Engineer: An individual or organization that applies physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems. Assignments undertaken may involve any of the following activities: provision of advice, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction and installation phase, inspection and evaluation of engineering projects, and related services.
c. **Note Regarding Service Providers as Independent Contractors:** When a service provider operates his/her business as an individual, not as a company with its own tax identification, the service provided is treated as an “Independent Contractor” with the forms and processes required for that form of contract. Status as an Independent Contractor does not negate any of the requirements for selection as detailed below. Questions regarding Independent Contractors should be referred to the Controller’s Office.

2. **Selection of Professional Service Contractors**

Some of the points that must be considered when contemplating awarding a contract for professional services include:

a. For all contracts, including services, a proposal or quotation, from the supplier, detailing the project (commonly referred to as a “Scope of Work”), must be included in the documentation submitted with the requisition.

b. Although professional services are not generally awarded on low price alone, they are not automatically exempt from bidding; i.e.: they are not always sole source. If the requisitioner believes that the proposed service provider is unquestionably uniquely qualified, or the service can only be provided by one individual or organization, then a written explanation requesting exemption from the bidding requirement must accompany the requisition and the Director of Purchasing decides if the requisition qualifies as a sole source.

c. Where there is competition, and the size of the award is between $10,000 and $25,000, there must be at least two “competitive” quotes. The award is not given to the lowest cost provider. The multiple quotes substantiate the pricing is “competitive,” i.e.: not out of line. If the award is more than $25,000, the Purchasing Department conducts a formal bidding process. Here again, the award is not based on price alone, but on the competence of the service provider and the service provider’s availability to serve the needs of the institution. Cost enters into the evaluation for budgeting purposes, and to distinguish between two or more equally qualified competitors.

d. These procedures apply to all professional services including architects and engineers.
1. Change Orders and Purchase of Commodities, Goods, and Services (not related to construction contracts or professional service contracts for construction services):
   a. For any purchase order for goods and service less than $25,000, one quote is required. Cumulative change orders exceeding 10% of the original contract must be recommended by appropriate staff, reviewed and approved by the appropriate signature authority and supervisor.
   b. For any purchase order for goods and services $25,000 or more, but less than $50,000, two quotes are required. Cumulative change orders exceeding 10% of the original contract must be recommended by appropriate staff, reviewed and approved by the appropriate signature authority and supervisor.
   c. For any purchase order of goods or services $50,000 or more, BCN Purchasing will conduct a formal solicitation process, RFP, RFQ, RFI or bid must be sought. Cumulative change orders exceeding 10% of the original contract must be recommended by appropriate staff, reviewed and approved by the appropriate signature authority and supervisor.

2. Change Orders and Purchase of Construction Services, excluding Professional Services for Construction Projects:
   a. For purchase orders related to new construction and renovation projects that are less than $25,000, one quote is required. Cumulative change orders exceeding 10% of the original contract must be recommended by the appropriate facilities staff, reviewed and recommended for approval by the associate vice president for Facilities and approved by the vice president for Administration and Finance.
   b. For purchase orders related to new construction and renovation projects that are $25,000 or more, but less than $100,000, three firm written quotes are required, or bids may be sought. Cumulative change orders exceeding 10% of the original contract must be recommended by the appropriate facilities staff, reviewed and recommended for approval by the associate vice president for Facilities and approved by the vice president for Administration and Finance.
   c. For construction project contracts that are between $100,000 and $1,000,000, BCN Purchasing will conduct a formal bid process, as described in the Board of Regents’ purchasing guidelines. Cumulative change orders exceeding 10% of the original contract must be recommended by the appropriate facilities staff, reviewed and recommended for approval by the associate vice president for Facilities and approved by the vice president for Administration and Finance.
   d. For construction project contracts exceeding $1,000,000, BCN Purchasing will conduct a formal bid process, the resulting contracts must be sent to the Chancellor’s Office for approval after the campus approvals are obtained. All change orders must be recommended by the appropriate facilities staff, reviewed and recommended for approval by the associate vice president for Facilities and the vice president for Administration and Finance, and then sent to the Chancellor’s Office for approval, unless the change is de minimus and does not materially increase the risks of the contract such as brief extensions for time of performance, then the vice president for Administration and Finance may approve the change order.
3. Change Orders and Purchase of Professional Services for Construction Projects:

   a. For all construction related professional services contracts that are less than $25,000, one quote is required. Cumulative change orders exceeding 10% of the original contract must be recommended by appropriate facilities staff, reviewed and recommended for approval by the associate vice president for Facilities and approved by the vice president for Administration and Finance.

   b. For all construction related professional services contracts that are more than $25,000 but less than $100,000, Facilities Services will evaluate and select the most qualified consultant based on qualifications reviewed from at least two consulting firms. Facilities Services will then negotiate a fee with the selected firm. If unable to agree to an acceptable fee, the next qualified firm will be selected and negotiated with. Cumulative change orders exceeding 10% of the original contract must be recommended by appropriate facilities staff, reviewed and recommended for approval by the associate vice president for Facilities and approved by the vice president for Administration and Finance.

   c. For construction related professional services contracts that are between $100,000 and $1,000,000, Facilities Services will prepare a scope of work and BCN Purchasing will conduct a formal RFQ process for architects and engineers, including advertising in a newspaper of general circulation. A university committee (comprised of facilities staff and other university personnel) will review vendor qualifications and identify the most qualified firms, on the basis of demonstrated competence and qualifications. The selected firm(s) will be interviewed and the highest ranked firm will be selected by the committee. Facilities Services will negotiate a fee proposal with that firm. If unable to agree to an acceptable fee, the next qualified firm will be selected and negotiated with. Cumulative change orders exceeding 10% of the original contract must be recommended by appropriate facilities staff, reviewed and recommended for approval by the associate vice president for Facilities and approved by the vice president for Administration and Finance.

   d. For construction related professional services contracts exceeding $1,000,000, following the RFP process for architects and engineers, the resulting contracts must be sent to the Chancellor’s Office for approval, once campus approval are obtained. All change orders must be recommended by appropriate facilities staff, reviewed and recommended for approval by the associate vice president for Facilities and by the vice president for Administration and Finance, then sent to the Chancellor’s Office for approval, unless the change is de minimus and does not materially increase the risks of the contract such as brief extensions for time of performance, then the vice president for Administration and Finance may approve the change order.
Equipment Transfer Policy – Grant Acquired Equipment

Revised: August 2012

All equipment purchased with any type of university funds (state, grant, self-supporting, other soft funds, etc.) is university property. For equipment purchased on grants, the transfer of such equipment can occur under one of the following two conditions.

**Condition 1:** An active grant (end date has not occurred) can transfer with a Principal Investigator (PI) and equipment purchased on an active grant will transfer with the PI and the grant. The PI will work with the Office of Sponsored Projects (OSP) to transfer the grant. Once the grant is transferred, the PI will complete the *Property Transfer Agreement*:


This form requires the signature of the department chair of the PI and the Vice President for Research as “original owner” and the signature of the PI as the “new owner” in order to authorize the transfer of the equipment. Once the form is completed and signed, it is forwarded to Business Center North (BCN) Purchasing. BCN Purchasing completes the final authorization of transfer and removes the equipment from the university’s inventory.

In the event that the equipment to be transferred is supported by, attached to, or functional only with additional equipment purchased by the University, the transfer should include a purchase agreement of additional equipment at an appropriate depreciated value as described in Condition 2.

**Condition 2:** A PI is leaving the University and wishes to transfer equipment that was purchased on grants that are no longer active (their end date has occurred and the grant has expired). In this case, the department chair, the college dean and Vice President for Research must agree that the equipment could/should transfer; however, the University is under no obligation to agree to the transfer. An appropriate depreciated value of the equipment must first be established through the Equipment Inventory Department. Once an appropriate depreciated value is determined, the new host institution must agree to purchase the equipment at that price. Once this is negotiated, the PI will complete the *Property Transfer Agreement*:


This form requires the signature of the department chair of the PI and the Vice President for Research as “original owner” and the signature of the PI as the “new owner” in order to authorize the transfer of the equipment. Once the form is completed and signed, it is forwarded to BCN Purchasing who completes the final authorization of transfer and removes the equipment from the university’s inventory.
The University of Nevada, Reno Foundation, founded in 1981, is designed by the university as the organization through which all fund raising for UNR academic, research, and public service programs will be conducted. The Foundation’s officers, trustees, and staff provide consultation and assist university officials in soliciting prospective donors to support important institutional programs and objectives. To that end, the Foundation will involve itself only in activities which are beneficial to the University of Nevada, Reno and are consistent with adopted university plans, programs, and policies. The President of the Foundation is also the Vice President for Development & Alumni Relations.

The Foundation will:

1. Solicit or receive gifts, grants, conveyances, devices, or bequests from all sources for designated uses specified by donors only when they are consistent with university objectives and policies approved by the Nevada System of Higher Education Board of Regents.

2. Approve expenditures (e.g., equipment purchases, travel, hosting, etc.) only if they are consistent with university objectives and fiscal policies approved by the Board of Regents.

3. Transfer funds from its gift accounts to the University of Nevada, Reno only through Board of Regents gift accounts and in the following prescribed manner:
   a. The distributable earnings from designated endowment funds in annual or other installments, or a directive by the donor with the endowment was established for use by the campus for the specific purpose stated by the donor;
   b. All designated funds upon demand by the university representative with authority for such funds;
   c. All designated funds annually, or as requested, for uses as the Foundation Board of Trustees designate, less amounts necessary for operational, endowment, and campaign expenses.

Proposals for awards/grants received by the Foundation to be funded from unrestricted gifts will be submitted to the university President or designated campus committee for review, prioritization, and recommendation. The President of campus committee will forward all such proposals to the Foundation Board of Trustees with its prioritization and recommendations.

The Foundation will make no awards/grants for any proposed uses which are inconsistent with UNR objectives and policies approved by the Board of Regents.

Awards/grants will be made only by transfer of funds from the UNR Foundation to the NSHE Board of Regents for the use designated by the Foundation and accepted by the campus.

Administrative and Accounting Guidelines for the Foundation are published in the Board of Regents Handbook.
The UNR Foundation/Development and Alumni Relations helps UNR faculty and staff members generate private support for the university’s programs and activities by initiating, organizing, designing, coordinating, and reviewing fund-raising programs and policies. This concentration of expertise assures maximum efficiency and makes available to university personnel a highly skilled team of fund-raising professionals.

This office operates expressly to:

1. Administer UNR’s diverse fund-raising activities, including its annual, capital, special, memorial, and planned giving campaigns and appeals targeted to alumni, parents, friends, businesses/corporations, foundations, etc.;

2. Facilitate communication with current and prospective donors.

3. Assist university administration, faculty, and staff in the assessment of institutional needs for private funding support, facilitate the identification or prospective donors whose interests match those needs, and assist in the development of solicitation strategies, plans, and materials;

4. Develop and foster a favorable identity of the university among its many publics;

5. Solicit and receive, or acquire by gift, devise, bequest, or otherwise, any money or property, real or personal, either absolute or in trust, to be used, either the principal or income there from, for the benefit of UNR;

6. Purchase, hold, sell, and lease property (real, personal, or mixed), the proceeds of which to be used for the benefit of UNR;

7. Maintain and update central donor/prospect, alumni and fund accounting information systems to catalog the status of contributions, maintain high accountability standards, and eliminate duplications in funding appeals.

8. Establish policy regarding the coordination of solicitations and fundraising activities to avoid potential conflicts with donors and scheduling.
1. Before soliciting any gift or donation or undertaking fund-raising activities on behalf of any UNR program or activity, exclusive of grant and contract proposals to government agencies or other sources specifically to support research or training, plans for such activities must be reviewed by the Foundation/Development & Alumni Relations. This step is necessary so multiple and excessive solicitations of donors and prospects can be minimized or avoided.

2. Individuals seeking solicitation clearance must first consult with their own division’s dean or vice president, who will work with the Foundation to determine the most appropriate solicitation strategies. The following information should be included in a request for review of a plan of solicitation:
   a. The name of the individual or organization;
   b. The purpose of the solicitation;
   c. The gift amount to be requested; and
   d. The approximate date of the planned solicitation.

   The Foundation staff will consider the prospect’s university affiliations, interests, giving record, involvement in past or present solicitations, and other factors when making clearance recommendations.

3. When the donation of computer equipment is being considered from a donor, approval is required from the office of Campus Computing Services before acceptance.

4. Any changes in the timetable for the solicitation plan should be submitted immediately to the Foundation/Office of Development & Alumni Relations.

5. If donor solicitation plans or programs or units overlap, the respective deans or program directors should agree on the timetable and assignment of the donor.

6. All advancement-related publications, proposals, etc., must be reviewed by the UNR Foundation/Office of Development & Alumni Relations before being printed and disseminated. Gift announcements and donor publicity must be coordinated through the Foundation in conjunction with the UNR Office of Communications.

7. Special fund-raising efforts to targeted constituencies can be accomplished by a campus unit (i.e., KUNR-FM, AAUN, Friends of the Library), but the general schedule and activity must be coordinated with the Foundation.

8. The level of funding required to endow professorships and chairs and name scholarships, buildings, and other projects will be set in consultation with the Foundation with the ultimate approval of the university president.
9. While solicitation of gifts must be coordinated through the Foundation, members of the university community are encouraged to establish contacts and cultivate prospective donors who have indicated a special interest in their college, school, department, or activity.

10. Whenever a campus unit plans to involve volunteers in a fundraising effort, the Foundation is available to facilitate and assist in the selection and recruitment of the volunteers and to provide them with the information and training required in order for them to be effective in soliciting funds on behalf of the university.

11. Maintenance of a master calendar detailing the schedules of all campus solicitation activities is the responsibility of the Foundation.

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Gift Processing

Revised: October 2008

1. The University of Nevada, Reno Foundation/Development & Alumni Relations is designated as the agency through which all gifts, including cash, pledges, securities, trusts, bequests, insurance policies, property, etc., must be officially received, recorded, deposited, and acknowledged. Donors should be instructed to:
   a. Make the gift payable to University of Nevada, Reno Foundation
   b. Enclose a letter or note of instruction communicating the purpose of the gift, if any;
   c. Send or deliver the gift directly to the Foundation Accounting Office, 127 Mackay Science, Mail Stop 0162, Reno, NV 89557-0162.

   This process minimizes the length of time it takes to deposit a gift into the appropriate Foundation or Board of Regents gift account.

2. If a gift is received by a campus unit or representative, the gift must be forwarded within 24 hours of receipt, along with all original correspondence, if any, relating to the gift and its use, and a completed gift form to the Foundation.

3. Upon receipt of a gift, correspondence, and gift form, the Foundation will:
   a. Determine whether the terms of the gift comply with established university regulations and objectives and applicable federal and state laws;
   b. Update donor records with new biographical and contribution information and generate an official letter of acknowledgment from the university president and/or a gift receipt;
   c. Deposit the gift on the day of receipt with the appropriate banking institution.

4. Gifts must be directed to the Foundation. Other offices such as the Cashier’s Office or the Controller’s Office will not accept or deposit a gift unless it is approved by the Foundation. This procedure ensures that all pertinent data on gifts are documented in donor and accounting records so that accurate records can be submitted to the Foundation Board of Trustees and Board of Regents for formal acceptance of the gifts, and so that official acknowledgement, in conformance with IRS regulations, are generated expeditiously.
5. Statements to remind donors of outstanding balances on pledges are sent by the Foundation annually, semi-annually, quarterly, or monthly per the requests or donors and/or university departments.

6. The Foundation is charged with the responsibility to maintain complete and accurate records of all university donors and alumni. This information is kept strictly confidential.

Revised: 4/2/99

It is the intent of the UNR Foundation/Development & Alumni Relations to record all assets contributed for the benefit of UNR, including non-monetary or gift-in-kind items. Gifts of securities are to be delivered to the UNR Foundation/Development & Alumni Relations and will be liquidated immediately. A gift-in-kind of property (i.e., art objects, equipment, collections, books, real estate, etc.) should be reported to the Foundation by memorandum. This notification should be made in a memorandum or letter format and forwarded to the UNR Foundation/Development & Alumni Relations immediately so that the Foundation can fully inform the campus units and donor of the steps to be followed in insuring the gift is made in proper form prior to its formal tender, formal acceptance, and compliance with IRS regulations.

Gifts-in-kind will be handled as follows:

1. Items with a value estimated to be less than $5,000 will be receipted at the estimated value, but neither the acknowledgement letter or printed receipts will indicate a value as stated in the paragraph below.

2. Items with a value estimated to be in excess of $5,000 must be handled as follows to comply with Internal Revenue Service regulations:
   a. The donor(s) must provide the University or the Foundation with an IRS form 8283, Non-cash Charitable Contributions, complete with the following:
      i. Name(s) and taxpayer identification number (social security number) of the donor(s);
      ii. Section B, Part II – Information on Donated Property; and
      iii. Section B, Part III – Certification of Appraiser. *(NOTE: The appraisal section may not be completed by the donor or by anyone affiliated with the university or Foundation. This section must be completed by a certified appraiser.)*
   b. The form must be forwarded to the UNR Foundation Accounting office for completion of Part 1 and signature by the Director of Finance for Development & Alumni Relations or the Controller of the Foundation.


**GIFTS AND FUNDRAISING**

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<tr>
<th>Gifts-In-Kind, Continued</th>
<th>1,640</th>
</tr>
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Information relating to a university-initiated valuation of contributed material of less than $5,000, whether obtained from independent parties or internally produced, is generated for internal university use only. University representatives are prohibited from conveying such information to donors. Administrators, faculty, and staff working with potential donors should clearly convey the university’s position that valuation for tax deduction purposes by donors is a private matter between the donor and the taxing authorities. The Foundation may utilize copies of independently prepared appraisals obtained by donors, if made available by the donors, as a basis for internal valuation. Correspondence external to the university, excluding insurance-related matters, and news releases issued should not cite specific valuation amounts in conjunction with specific donors.

Gifts-in-kind must be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the usefulness of the gift. Consideration should be given to the cost of maintenance, cataloging, delivery, insurance, display, and any space requirements for exhibition or storage. All gifts-in-kind to UNR will be documented on the university inventory control system and will become the property of the university or Foundation.

Donations of personal services are not allowed as tax deductions; therefore, gift receipts are not issued for the value of such services. Actual reimbursed, out-of-pocket costs associated with these services (i.e., postage, telephone, travel, meals, lodging, etc.) are allowed as contributions for tax purposes. Gift receipts will be issued for in-kind donations of property at no declared value.

<table>
<thead>
<tr>
<th>Restricted Gifts</th>
<th>1,650</th>
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</table>

Revised: 4/2/99

Gifts may only be accepted by the Board of Regents, except for gifts to previously approved or existing programs which are accepted by the university president. Acceptance of a gift imposes a legal obligation to comply with the terms established by the donor. Therefore, it is necessary that the nature and extent of this obligation be clearly understood. For this reason, the terms of each restricted gift will be carefully reviewed by the UNR Foundation/Development & Alumni Relations to ensure that they do not hamper the usefulness and desirability of the gift to the university, and for recommendation for acceptance by the President or the Board of Regents. Communications from a college, school, or department must not state or imply acceptance of the gift.

If a gift is deemed unacceptable because of the restrictions the donor has placed on its use, the donor will be counseled to remove or modify the restrictions.

A gift will be refused or returned when the purpose is inappropriate or not conducive to the best interest of the university, is clearly a commercial endeavor, or would obligate the university to undertake responsibilities, financial, or otherwise, which it may not be capable of meeting for the period required by the terms of the gift.

The UNR Foundation/Development & Alumni Relations will submit required reports or gifts to the Board of Regents in accordance with the policies and procedures set forth in the Board of Regents Handbook.
GIFTS AND FUNDRAISING

Public Announcement of Gifts

Revised: 4/2/99

Public announcement of gifts must be coordinated through Development & Alumni Relations/University Communications, and shall not be made until the gift is accepted by the university president and the Board of Regents, if required.

University Facility Naming Policy

Reviewed: December 2003

The University Facility Naming Policy at the University of Nevada, Reno is inclusive and comprehensive, and is designed to complement the NSHE Board of Regents Handbook Policy for Naming Buildings.

The NSHE Board of Regents Handbook Policy for Naming Buildings, Title 4, Chapter 10, Section 23, Sub-Section 3 states that institutions of the NSHE shall adhere to the following standardized procedures for naming buildings, rooms or public spaces. Names for new or unnamed buildings, building additions or for renaming existing buildings are subject to approval by the NSHE Board of Regents. Names for a room, part of a building or a public space on campus is subject to approval by the president of the institution only with written notification by the Chancellor.

1. The naming of a building, room, part of a building or public space shall be considered in accordance with the following principles, if it is to be named after a person or persons:
   a. Years of service to public education
   b. Contributions to public education
   c. Quality and time of service to community or state
   d. Contributions to the development of the community or state
   e. Significant or substantial donations to the cost of the building or to a system institution without personal gain

2. The naming of a building, room, part of building, or public space shall not be considered under the following conditions, if it is to be named after a person or persons:
   a. The person is currently employed by the Nevada System of Higher Education
   b. The person is currently serving on the Board of Regents
   c. The person is an elected public official (through January 2003, each NSHE institution shall be allowed one exception to the prohibition concerning elected public officials)

3. No more than one building at the same NSHE institution shall be named for a single individual. Exceptions shall be allowed for buildings named for private foundations, private donors, or at the request of private donors regardless of being otherwise disqualified under subsection (2) above.

4. In the exercise of its discretion, the Board of Regents may waive any limitations contained in subsections (2) and (3).

5. In considering potential names for new buildings, both the campus constituents and appropriate community groups shall be consulted, as appropriate.
6. For buildings 1) located on property not owned by NSHE or 2) built cooperatively in partnership with another entity, the selection of a name to be recommended by the President shall be done in consultation with the partner.

7. The president of the institution will recommend the proposed building name to the Chancellor for review. The nomination will include biographical data, if applicable.

8. After review by the Chancellor, the Chancellor shall forward the recommendation to the Chairperson of the Board of Regents for consideration by the full Board. (B/R 3/02)

The University of Nevada, Reno Facility Naming Policy applies to all university facilities (buildings, rooms, specific interior or exterior locations, real property and signage on any portion of any university facility). Generally, university facilities are named to recognize the primary, significant actions of individuals, corporations or private foundations in support of the University of Nevada, Reno.

- Donors – contributions made through the University of Nevada, Reno Foundation
- Individual Achievement – significant contributions to the university or to education in general

Proposals to name facilities must be submitted to the Facilities Resource Committee (FRC) for review and endorsement. The FRC then forwards its recommendations to the President for final approval. Proposals to FRC must have the support and approval of the vice president or dean of the recommending unit/division. In cases where the naming opportunity arises from a direct gift to the university, the proposal should have the concurrence of the Vice President for Development & Alumni Relations. Members of the FRC will review the proposals based on the following:

- Naming opportunities based on contributions for new buildings, additions or renovations, or enhancements for interior or exterior locations normally begin with a minimum gift or commitment equal to 50% of the cost of private funding needed for the project. In addition, for new construction, the gift should include an amount to be set aside for a maintenance endowment to cover annual maintenance on the new building.
- Naming opportunities based on contributions for a portion of a new or existing building, such as a computer laboratory or classroom, should normally cover 50% of the cost of the new capital construction or renovation in proportion to the overall expense. In addition, the gift should normally include an amount equal to 33% of the value of any mobile equipment and/or furniture costs to be used in the sub-unit with a commitment or an endowment sufficient to replace the technical equipment at least every three years.
- Naming opportunities based on service contributions to the university, the state, or to education in general will be determined based on a written proposal outlining the justification for the naming.
- Naming opportunities based on multiple-year gift pledges must have concurrence from the Vice President for Development & Alumni Relations. Final payment of the multiple year gift should normally be received prior to the start of the new construction or renovation of the building or sub-unit.
- Naming opportunities for existing facilities for irrevocable deferred gifts, provided no major expansions or improvements are needed immediately for said facilities, must have concurrence from the Vice President of Development & Alumni Relations before being considered by the FRC.
The President of the University of Nevada, Reno makes all final approvals, and only the President may make an exception to this policy. Following final approval, the President, or designee, shall notify in writing all appropriate campus administrative offices regarding the naming decision, to include, but not limited to:

- President’s Council
- Academic Leadership Council
- Faculty Senate
- Staff Employees Council
- Associated Students, University of Nevada
- Graduate Student Association
- Admissions and Records
- Facility Services
- Buildings and Grounds
- Facilities Planning and Analysis
- Parking Services
- Planning, Budget and Analysis
- Police Services

Once a proposal is approved, all signage associated with the approved name on any portion of a university facility must conform to guidelines and specifications developed and approved by Facility Services at the University of Nevada, Reno (see Administrative Manual section 5,210) and the NSHE Board of Regents Handbook Policy for Campus Development, Title 4, Chapter 1, Section 6, Sub-Section 6.
### BUDGETS

#### State-Appropriated Budgets

Reviewed: 5/20/98

The Office of Planning, Budget and Analysis is responsible for the allocation and overall management of the university’s state-appropriated budgets.

The university receives state-appropriated budgets for: University of Nevada, Reno (instruction); School of Medicine; Intercollegiate Athletics; Statewide Programs; Agricultural Experiment Station; Cooperative Extension Service; Business Center North; State Health Laboratory; Radiation Safety, North; and Estate Tax and Special Projects. All state appropriations are budgeted to the functional designations specified by the National Association of College and University Business Officers (NACUBO). These functions are instruction, research, public service, academic support, student services, institutional support, operation and maintenance, and scholarships.

For the most part, expenditures from state-appropriated accounts must occur within the state fiscal year (July 1 through June 30). Occasionally, the Nevada state legislature may provide authority to expend funds over the two-year appropriation period. These “biennial” appropriations allow for the carry-over of any unexpended first-year funds into the second year of the biennium. In all other cases, state-appropriated funds must be expended or encumbered by June 30, or be reverted to the state. Expenditures from state-funded budgets must pertain directly to the purpose of the account. Funds appropriated by the legislature for the instruction function may not be used for non-instructional purposes without the express approval of the Chancellor and the NSHE Board of Regents prior to budgetary commitment.

The university receives an allocation for merit increases in faculty salaries equal to 2.5% of its non-exempt faculty salary base. Exempt positions include the president, vice presidents, associate and assistant vice presidents, deans, and associate and assistant deans. Exempt positions may receive merit; however, merit for exempt positions may not be funded from the state merit pool. Furthermore, merit funds may not be used to fund promotions or equity adjustments.

#### Budget Transfers – State-Appropriated Funds

Revised: February 2010

Funds may be transferred into, out of, or among object codes of a departmental budget. The form “Request for Transfer of Funds” should be used to transfer state funds. Budget transfers must be signed and approved by the account manager, dean or director, and forwarded to Planning, Budget & Analysis. The Assistant Vice President for Planning, Budget & Analysis is the presidential designee for institutional approval of budget transfers.

Transfers of budget authority between appropriation areas (e.g., University of Nevada, Reno; School of Medicine; Agricultural Experiment Station) are not permitted. Budget authority for individual appropriation areas is established by the legislature and may not be increased or decreased by institutional transfers.

Transfers of budget authority between functions (e.g., instruction, research, public service) exceeding $100,000 must be reviewed and approved by the Chancellor’s Administration Office. All transfers from the instruction function, regardless of amount, must be approved by the Chancellor and the Board of Regents and forwarded to Planning, Budget & Analysis.
Self-Supporting Budgets

Reviewed: July 2004

Self-supporting budgets are non-state appropriated accounts that are approved annually by the Board of Regents. Any self-supporting account with annual expenditure activity of $25,000 or more must be budgeted and approved by the Board of Regents.

Self-supporting accounts are intended to be break-even operations, not profit centers. Revenues should be reviewed annually to assure that they are only sufficient to cover the costs of operation and any necessary reserves.

Unlike state funds, cash balances (or deficits) in any fiscal year carry over as the opening cash balance for the succeeding fiscal year. Self-supporting accounts are expected to end the fiscal year with a positive cash balance. If a self-supporting account ends the fiscal year with a negative cash balance, either departmental, college, or divisional resources are expected to be used to clear the deficit. All accounts (excluding state appropriations, scholarships, grants & contracts, loans and plant funds) with negative cash balances greater than $5,000 at any quarter end are submitted to the Chancellor’s Office as part of the fiscal exception reporting process.

Revisions of Self-Supporting Budgets

Reviewed: February 2010

Revisions to self-supporting accounts are done on the “Revision of Self-Supporting Budgets” form. Revisions to self-supporting budgets are necessary to reflect increases or decreases in the anticipated revenues or expenditures of a self-supporting account. Increases in revenue must be accompanied by a corresponding increase in expenditures, transfers out, and/or ending account balance. Revisions that only affect expenditure object codes must net to zero.

Revisions of self-supporting budgets exceeding 25% of budgeted expenditures for budgets up to $400,000, or revisions in excess of $100,000 for budgets greater than $400,000, must be approved by the Chancellor’s Office.

Revisions to self-supporting accounts must be signed and approved by the account manager, dean or director, and forwarded to Planning, Budget & Analysis. The Assistant Vice President for Planning, Budget & Analysis is the presidential designee for institutional approval of revisions to self-supporting accounts.
AFFIRMATIVE ACTION

Equal Employment Opportunity Statement

Revised: December 2011

The University of Nevada, Reno is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its students and employees and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, and sexual orientation, genetic information, gender identity, or gender expression. The University of Nevada, Reno employs only United States citizens and aliens lawfully authorized to work in the United States. Women and under-represented groups are encouraged to apply.

Sexual Harassment

Reviewed: June 2003

It is the policy of the University of Nevada, Reno that the sexual harassment of students, employees, and users of university facilities is unacceptable and prohibited. This stance is consistent with the university’s efforts to maintain equal employment opportunity, equal educational opportunity, nondiscrimination in programs, services, and use of facilities, and the Affirmative Action program. In keeping with this policy, the University of Nevada, Reno is undertaking a plan of action to protect employees, students, and users of university facilities from sexual harassment and to rid the University of such conduct. For a complete copy of the Sexual Harassment Policy, see Section 1,911.

Sexual Harassment Policy

Reviewed: June 2003

A. Sexual Harassment is Illegal under Federal and State Law

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

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

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

B. Policy Applicability and Sanctions

All students, faculty, staff, and other members of the campus community are subject to this policy. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Other, lesser sanctions may be imposed, depending on the circumstances.

This policy is not intended to and does not infringe upon academic freedom in teaching or research as established in the NSHE Code, Chapter 2.
C. Training

All employees shall be given a copy of this policy and each institution’s Human Resources Office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution’s Human Resources Office shall maintain documentation that each new employee received this policy.

Each institution shall include this policy and complaint procedure in its general catalog.

Each institution shall have an on-going sexual harassment training program for employees.

D. Sexual Harassment Defined

Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status;
2. Submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
3. The conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms – subtle and indirect, or blatant and overt. For example:

- It may occur between individuals of the opposite sex or of the same sex.
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe.
- It may also rise to the level of a criminal offense, such as battery or sexual assault.

Determining what constitutes sexual harassment under this policy will be accomplished on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include disciplinary processes as stated above.

Examples of unwelcome conduct of a sexual nature that may constitute sexual harassment may, but do not necessarily include, and are not limited to:

- Physical assault;
- Sexually explicit statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- Remarks of a sexual nature about a person’s clothing or body;
- Use of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- Sexual advances, whether or not they involve physical touching;
AFFIRMATIVE ACTION

Sexual Harassment Policy, Continued

- Requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- Displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;
- Inquiries, remarks, or discussions about an individual’s sexual experiences or activities and other written or oral references to sexual conduct.

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

E. Procedure

The Chancellor and each president shall designate no fewer than two administrators to receive complaints of alleged sexual harassment. The administrators designated to receive the complaints may include the following: (1) the Human Resources Officer at the institution; (2) the Affirmative Action Program Officer; or (3) any other officer designated by the president. If the Human Resources Officer or the Affirmative Action Program Officer or another officer designated by the president, is not the individual who initially receives the complaint of alleged sexual harassment, then the individual receiving the complaint must immediately follow the complaint to either the Human Resources Officer or the Affirmative Action Program Officer.

An individual filing a complaint of alleged sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Human Resources Officer or the Affirmative Action Program Officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. The means and manner by which an individual advisor shall be made available shall be determined by each institution or unit.

Supervisor’s Responsibilities: Every supervisor has responsibility to take reasonable steps intended to prevent acts of sexual harassment, which include, but are not limited to:

- Monitoring the work and school environment for signs that harassment may be occurring;
- Refraining from participation in, or encouragement of actions that could be perceived as harassment (verbal or otherwise);
- Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
- Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of harassment, pending investigation.

If a supervisor receives a complaint of alleged sexual harassment, or observes or becomes aware of conduct that may constitute sexual harassment, the supervisor must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken.

Failure to take the above action to prevent the occurrence of or stop known harassment may be grounds for disciplinary action.
Complaints of sexual harassment must be filed within one hundred eighty (180) calendar days after the discovery of the alleged act of sexual harassment with the supervisor, department chair, dean, or one of the administrators listed above and/or designated by the president to receive complaints of alleged sexual harassment. Complaints of prohibited conduct, including sexual harassment, filed with an institution’s administrative officer pursuant to NSHE Code Chapter 6, Section 6.8.1, are not subject to this 180 day filing requirement.

1. Employees:
   a. An employee who believes that he or she has been subjected to sexual harassment by anyone is encouraged – but it is neither necessary or required – to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.
   b. The employee may also choose to file a complaint with his or her immediate supervisor who will in turn immediately contact one of the officials listed above.
   c. If the employee feels uncomfortable about discussing the incident with the immediate supervisor, the employee should feel free to bypass the supervisor and file a complaint with one of the other listed officials or with any other supervisor.
   d. After receiving any employee’s complaint of incident of alleged sexual harassment, whether or not the complaint is in writing, the supervisor will immediately contact any of the individuals listed above to forward the complaint, discuss it and/or to report the action taken. The supervisor has a responsibility to act even if the individuals involved are not supervised by that supervisor.

2. Students:
   a. A student who believes that he or she has been subjected to sexual harassment by anyone is encouraged – but it is neither necessary nor required – to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the student for rejecting the conduct.
   b. The student may also choose to file a complaint with his or her major department chair, who will in turn immediately contact one of the officials listed above.
   c. If the student feels uncomfortable about discussing the incident with the department chair, the student should feel free to bypass the chair and file a complaint with one of the above officials or to any chair or dean, who will in turn immediately contact one of the officials listed above to forward the complaint, whether or not the complaint is in writing, to discuss it and/or report the action taken. The chair or dean has a responsibility to act even if the individuals are not supervised by that chair or dean.

3. Non-Employees and Non-Students:
   Individuals who are neither NSHE employees nor NSHE students and who believe they have been subjected to sexual harassment by a NSHE employee during the employee’s work hours or by a NSHE student on campus or at a NSHE-sponsored event may utilize any of the complaint processes set forth above in this section.
4. Investigation and Resolution:
   a. After receiving a complaint of the incident or behavior, an investigation by one of the above listed officials will be initiated to gather information about the incident. Each institution may set guidelines for the manner in which an investigation shall be conducted.
   b. At the completion of the investigation, a recommendation will be made to the appropriate management regarding the resolution of the matter. The recommendation is advisory only.
   c. After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken in accordance with NSHE Code Chapter 6, or in the case of classified employees, NAC Chapter 284. Other appropriate actions will be taken to correct problems, if any, caused by or contributing to the conduct. If proceedings are initiated under Chapter 6, the investigation conducted pursuant to this policy may be used as the Chapter 6 investigation. The administrative officer, in his or her discretion, may also supplement the sexual harassment investigation with additional investigation.
   d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution. Certain actions made confidential under NSHE Code Chapter 5 and 6 or NAC Chapter 284 shall remain confidential.

F. Prompt Attention
Complaints of sexual harassment are taken seriously and will be dealt with promptly. Where sexual harassment is found to have occurred, the NSHE institution or unit where it occurred will act to stop the harassment, to prevent its recurrence, and to discipline those responsible.

G. Confidentiality
The NSHE recognizes that confidentiality is important. However, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible and will maintain confidentiality to the extent possible. Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where the NSHE is required by law to disclose information (such as in response to legal process), or when an individual is in harm’s way.

H. Retaliation
Retaliation against an individual who in good faith complains of alleged sexual harassment or provides information in an investigation about behavior that may violate this policy is against the law, will not be tolerated, and may be grounds for discipline. Retaliation in violation of this policy may result in discipline up to and including termination and/or expulsion. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information is also grounds for discipline.
“Retaliation” may include, but is not limited to, such conduct as:

- The denial of adequate personnel to perform duties;
- Frequent replacement of members of the staff;
- Frequent and undesirable changes in the location of an office;
- The refusal to assign meaningful work;
- Unwarranted disciplinary action;
- Unfair work performance evaluations;
- A reduction in pay;
- The denial of a promotion;
- A dismissal;
- A transfer;
- Frequent changes in working hours or workdays;
- An unfair grade;
- An unfavorable reference letter.

I. Relationship to Freedom of Expression

The NSHE is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of institutions, the tradition of intellectual freedom and the trust placed in the institutions by their members.

Consensual Relationships Policy

Revised: 4/30/99

The University of Nevada, Reno policy prohibits romantic or sexual relations in circumstances in which one of the individuals is in a position of direct professional power over the other. Definition of a professional power relationship: a faculty member or supervisor will always be treated as having such direct power if the student is in an educational experience in which the faculty member has authority to assign grades, or the supervisor has any input into the evaluation of the employee’s work performance, promotion or tenure. A faculty member will be treated as having such direct power in other circumstances as well, e.g., when serving on thesis, dissertation, or scholarship awards committees, or in matters of admission or advisement. The same principles which apply to the faculty-student relationship also govern administrative faculty in their relationships with students.
The University of Nevada, Reno is a federal government supply and service contractor subject to the affirmative action requirements of Executive Order 11246, the Rehabilitation Act of 1973 as amended, and the Vietnam Veterans' Readjustment Assistance Act of 1974, Section 4212. Because the University has $50,000 or more in annual contracts with the federal government and employs 50 or more employees, we are required to prepare annual written Affirmative Action Plans (AAP's) for minorities and women, for covered veterans, and for persons with disabilities.

Failure to comply with these laws and their implementing regulations, which are enforced by the Office of Federal Contract Compliance Programs (OFCCP), can result in debarment of the University from future contracts and subcontracts.

Affirmative Action is a term that encompasses any measure adopted by an employer to correct or to compensate for past or present discrimination or to prevent discrimination from recurring in the future. Affirmative Action goes beyond the simple termination of a discriminatory practice. As stipulated in federal regulations, a prerequisite to the development of a satisfactory Affirmative Action Plan is the evaluation of opportunities for protected group members, as well as an identification and analysis of problem areas inherent in their employment. Also, where a statistical analysis of the employee workforce reveals a numeric disparity between incumbency and availability of minorities or women, an adequate AAP details specific affirmative action steps to guarantee equal employment opportunity. These steps are keyed to the problems and needs of protected group members. For minorities and women, such steps include the development of hiring and promotion goals to rectify the disparity between incumbency and availability.

Responsibility for the development of the Affirmative Action plan resides with the Office of Human Resources. Communication of placement goals and action oriented programs shall be communicated to the various constituencies.

President's annual endorsement:

It is the policy of the University of Nevada, Reno and my personal commitment that equal employment opportunity be provided in the employment and advancement of disabled veterans, other veterans, and persons with disabilities at all levels of employment, including the executive level. The University of Nevada, Reno does not and will not discriminate against any applicant or employee because he or she is a disabled veteran, other veteran, or because of a physical or mental disability in regard to any position for which the applicant or employee is qualified. In addition, the University of Nevada, Reno is committed to a policy of taking affirmative action to employ and advance in employment qualified disabled veterans, other veterans, and individuals with disabilities. Such affirmative action shall apply to all employment practices, including, but not limited to hiring, upgrading, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. The University of Nevada, Reno will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to disabled veterans.

Our obligations in this area stem from not only adherence to various state and federal regulations, but also from our commitment as an employer in this community to provide job opportunities to disabled veterans, other veterans, and persons with disabilities.
Policy Statement

The University of Nevada, Reno does not discriminate in the hiring and advancement of employees on the basis of disability.

The University is committed to compliance with the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, and the Fair Housing Act of 1968.

A. Section 12101(b) of the Americans with Disabilities Act:
   “It is the purpose of this Act –...to provide a clear and comprehensive national mandate for the
   elimination of discrimination against individuals with disabilities.”

B. Section 794(a) of the Rehabilitation Act:
   “No otherwise qualified, handicapped individual in the United States, as defined in section 706(8)
   of this title, shall solely by reason of her or his disability, be excluded from the participation in,
   be denied the benefits of; or be subjected to discrimination under any program or activity
   receiving Federal financial assistance...”

C. 24 CFR 100.5 of the Fair Housing Act:
   It is the policy of the United States to provide, within constitutional limitations, for fair housing
   throughout the United States. No person shall be subjected to discrimination because of race,
   color, religion, sex, handicap, familial status, or national origin in the sale, rental, or advertising
   of dwellings, in the provision of brokerage services, or in the availability of residential real estate-
   related transactions.”

The University is dedicated to providing reasonable accommodation to ensure equal access to employment and advancement opportunities for individuals with disabilities. It is necessary to request documentation from an appropriately credentialed health care professional in order to determine an appropriate accommodation. Some University positions may contain specific requirements which will be reviewed on a case-by-case basis in determining whether an otherwise qualified individual with a disability can perform the essential functions or core duties of the position. Employment requirements defined as essential functions or core duties of positions by the State, NSHE or the University or any related licensing or certification requirements are not regarded as discriminatory.

Procedures and Definitions

The Office of Equal Opportunity/Title IX is responsible for the coordination of requests from individuals with qualifying disabilities under the Rehabilitation Act, the Americans with Disabilities Act, and the Fair Housing Act. The Office houses the University’s Accommodation Coordinator and is responsible for overseeing compliance with state and federal regulations.

A. Individuals with Disabilities

   The ADA broadly defines a covered disability in three different ways in terms almost identical to
current federal law under the Rehabilitation Act and the Fair Housing Act. Specifically, an
individual has a covered disability if the individual either:
   (1) “has a physical or mental impairment that substantially limits one or more major life
   activities of such individual”; or
   (2) “has a record of such an impairment”; or
   (3) “[is] regarded as having such an impairment.”
B. Identification

The University is committed to a reasonable approach in the identification of individuals with qualifying disabilities. Individuals requesting an accommodation may self-identify as having a disability at the time of hire or at any time during their employment. Information provided to Human Resources on the Personal Data form is maintained in Human Resources. Information provided to the Office of Equal Opportunity/Title IX is maintained in a confidential database. Information regarding an approved accommodation will need to be disclosed to those responsible for implementing and funding it.

Applicants for University positions may request accommodation in the testing process (for classified positions) or application and selection process by contacting Human Resources.

C. Documentation

An individual with a qualifying disability will generally be requested to provide documentation of substantial limitation(s) to a major life activity in order to be considered for reasonable accommodation(s). Documentation may include, but not be limited to, a diagnosis by a qualified health care professional, a prognosis of the condition, an analysis of the functional limitations imposed by the disability, and a recommendation for accommodation to enable the otherwise qualified employee to perform the essential functions or core duties of the position.

D. Accommodation:

The University has an obligation under the Americans with Disabilities Act, the Rehabilitation Act, and the Fair Housing Act to provide “reasonable accommodations” to applicants or employees with qualifying disabilities unless doing so creates an “undue hardship” for the University.

III. Process for Requesting, Determining, and Providing Reasonable Accommodations

A. The process of requesting a reasonable accommodation begins when an employee requests that a supervisor, other University official, or the Coordinator consider an accommodation at work due to a qualified disabling condition. The employer is entitled to independent confirmation from a qualified health care professional that the employee has a qualifying disability for which a reasonable accommodation is requested. A qualified health care professional will be asked to provide documentation with regard to disabilities.

B. When an employee requests an accommodation, the supervisor or University official shall refer the employee to the Coordinator. Once contacted, the Coordinator will engage in an interactive process with the employee which may include consultation with other parties necessary to the determination. The Coordinator will request supporting documentation in order to review and assess the request.

C. The University Accommodation Committee has the responsibility of determining what reasonable accommodations, if any, the University should provide to the employee. The committee, appointed by the Vice Provost, Faculty Affairs, shall include representatives from Human Resources, the Disability Resource Center, Risk Management, the Office of Equal Opportunity and Title IX, and the academic faculty. The Coordinator presents the request and supporting documentation to the committee. The committee evaluates these materials and determines what reasonable accommodations, if any, should be made.
D. The Coordinator then notifies the employee, the supervisor, and other appropriate University official of the approved accommodations. The supervisor or other University official shall be responsible for implementing the approved accommodations as soon as reasonably possible. The cost of accommodation, if any, shall be shared equally by the dean or vice president and the Office of the Provost. The supervisor or other University official shall notify the Coordinator that the accommodation has been implemented.

E. Requests that a decision made by the University Accommodation Committee be revisited shall be made directly to the committee. Appeals of the committee’s response to such a request shall be made to the Office of the Provost.

F. The Coordinator may review the implementation of any approved accommodation as needed.

IV. Complaints Alleging Discrimination on the Basis of Disability

Complaints alleging discrimination on the basis of disability shall follow the procedures specified in the Board of Regents Handbook, Title 4, Chapter 8, Section 13.
The University of Nevada, Reno Human Resources department is responsible for the development and administration of the University’s faculty personnel programs, and maintains the official employee records for University faculty. University by-laws state that official employee records may also be retained in department and unit offices. Human Resources also offers individual counseling to all University faculty and staff on financial and benefit matters. Refer to sections 2,500-2,900 of this manual for further information regarding the administrative and academic faculty personnel system.

The Business Center North Human Resources department is responsible for administering classified personnel program. Personnel transactions and policies for classified employees are administered in accordance with the State of Nevada’s Rules for Personnel Administration and Chapter 284 of the Nevada Revised Statues. Refer to sections 2,200-2,499 of this manual for further information regarding the classified personnel system.

Effective September 8, 2009 the University is required to use the U.S. Citizenship and Immigration Services’ E-Verify system to verify employee eligibility to legally work in the United States. The university is required to only verify employees assigned to a covered Federal contract containing the Federal Acquisition Regulation (FAR) E-Verify clause. The rule implements Executive Order 12989 as amended by the President on June 6, 2008.

The Office of Sponsored Projects (OSP) determines if the E-Verify process is required when a new or amended Federal contract is issued to the university. If the contract contains the E-Verify requirement, OSP assigns a specific institutional account number to the contract. The appropriate Human Resources office (HR) conducts the e-verification when a PAF is received for an employee being paid from this account. OSP and HR coordinate the resolution of issues associated with cost transfers, no-matches, disallowed costs in the event an employee is terminated due to ineligibility, and other issues as they may arise. The university must comply with the posting requirements as outlined in the E-Verify policy.
Alcohol and drug abuse and the use of alcohol and drugs in the workplace are of concern to the State of Nevada and to the northern institutions of the Nevada System of Higher Education (NSHE). These institutions comply with the Omnibus Anti-Drug Abuse Act of 1988 and the Drug-Free Schools and Communities Act of 1989. It is the policy of this State and of NSHE to ensure that its employees do not report for work in an impaired condition resulting from the use of alcohol or drugs; consume alcohol while on duty; or unlawfully possess or consume any drugs while on duty, at a work site or on State or NSHE property, or while driving an NSHE vehicle. Any employee who violates this policy is subject to disciplinary action.

1. As provided by statute, any employee who (a) exhibits signs and symptoms consistent with alcohol and/or drug intoxication; (b) is involved in a workplace vehicle accident in accordance with NAC 284.888; (c) is involved in a workplace accident for which they seek medical treatment in accordance with NAC 284.888 or who (d) applies for a position approved by the Personnel Commission as affecting public safety, is subject to a screening test for alcohol, drugs, or both.

2. Employees found to be under the influence of drugs or alcohol while on duty will be referred to the Employee Assistance Program. Nevada Administrative Code 284.884 defines the maximum concentration of alcohol in blood or breath as greater than .02 gram. The Appointing Authority shall take into consideration the circumstances and actions of the employee in determining whether disciplinary action is appropriate.

3. Each employee is required to inform their supervisor as soon as possible after consuming any drug which could interfere with the safe and efficient performance of the employee’s duties (NRS 284.4063).

4. Any employee who is convicted of violating a federal or state law prohibiting the sale of a controlled substance must be terminated as required by NRS 193.105, regardless of where the incident occurred.

5. Any employee who is convicted of driving under the influence in violation of NRS 484.379 or of any other offense for which driving under the influence is an element of the offense is subject to discipline up to and including termination if the offense occurred while he was driving a State vehicle or a privately owned vehicle on State business.

6. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace is prohibited. Any employee who is convicted of unlawfully giving or transferring a controlled substance to another person or who is convicted of unlawfully manufacturing or using a controlled substance while on duty or on the premises of State/NSHE property will be subject to discipline up to and including dismissal.

7. The term, "controlled substance" means any drug defined as such under the regulations adopted pursuant to NRS 453.146. Many of these drugs have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack". They also include "legal drugs" which are not prescribed by a licensed physician.

8. Each employee is required to inform his or her employer in writing within five days after he or she is convicted for violation of any federal or state criminal drug statute when such violation occurred while on duty or on the employer's premises.

9. All of the NSHE health insurance plans include coverage for chemical dependency treatment programs. Coverage differs so please contact your health care provider to find out what benefits are specific to your plan.
10. The NSHE Employee Assistance Program (EAP) also provides help to Nevada System of Higher Education employees and their families with alcohol and/or drug problems. The EAP can be reached by calling 1-877-234-5151. (Español 1-888-732-9020). This assistance is provided by off-campus resources and is completely confidential. Administrative leave may be granted for two visits to the EAP.

11. Faculty and Staff of these institutions may refer students for assistance through the appropriate Student Services office.

This policy is applicable to all employees. Specific federal guidelines, statutory provisions and regulations applicable to this policy are set down in the Drug Free Workplace Act and Chapter 284 of the Nevada Revised Statutes and Nevada Administrative Code.

The policy does not restrict agencies from augmenting the provisions of this policy with additional policies and procedures which are necessary to carry out the regulatory requirements of the Drug Free Workplace Act. In accordance with the Governor’s Alcohol and Drug-Free Workplace Policy, all new employees must receive a copy of this policy. They are required to sign a form acknowledging receipt of the policy for inclusion in their personnel file.
Office of International Students and Scholars (OISS) at the University of Nevada, Reno provides expertise and guidance on the following nonimmigrant categories pertaining to international students, faculty, researchers, visiting professors, and medical residents: F-1 (student), J-1 (student), J-1 (research scholars, professors, specialists, short-term scholars), H-1B (specialty occupations), TN (Trade NAFTA). To ensure quality control and compliance with federal regulations, departments and international faculty/researchers must procure their H-1B visas through the OISS.

OISS is responsible for ensuring that the University is in compliance with its legal and ethical responsibilities affecting international faculty, and staff. OISS represents the University in all regulatory matters concerning nonimmigrant (temporary) as well as immigrant (permanent) visa status of international scholars and is exclusively authorized to represent the University in routine administrative filings with the U.S. Department of Homeland Security’s Citizenship and Immigration Services (USCIS) and other relevant U.S. government agencies.

Only the Director of the OISS, attorneys approved by the University, and their delegates may sign University-sponsored nonimmigrant petitions and applications. Departments may not expend campus funds for nonimmigrant petitions or applications without the approval of OISS. Contracts with attorneys approved by the University must be processed in accordance with the university’s signature authority and contract policies.

University departments must follow appropriate campus guidelines and procedures as published on the OISS website, http://www.unr.edu/oiss. These procedures are applicable to all appointments with salary or other compensation, and certain non-salaried appointments, for international professors, researchers, or academic visitors. The hiring department must provide timely, accurate, and complete information to OISS and ensure that international scholars are hired in accordance with regulations by USCIS, other relevant U.S. government agencies, and University policy. Departments must maintain appropriate employment records that comply with applicable regulations and inform OISS of any material change in the scholar’s employment status.

International scholars are responsible for complying with USCIS regulations and university policy as determined by their immigrant or nonimmigrant status.
The Office of International Students and Scholars (OISS) has the responsibility for facilitating university support of employee applications for permanent residence. The following policies apply:

**Sponsorship Criteria**

**Positions eligible for employer sponsored green card petitions:**

A. Tenure and tenure track teaching faculty and non-tenure track teaching clinical positions at the Assistant, Associate and Professor level

B. Research faculty at the Research Assistant, Associate and Professor level funded by long-term grants (minimum 3 years duration).

C. Other positions may be considered provided the position is supported by the appropriate Dean or Vice President. These positions must be considered permanent (long term funding, indefinite duration). Examples: administrative faculty, hospitalist, research scientist, lecturer.

**Positions not eligible for employer sponsored green card petitions: * **

All temporary positions: postdoctoral fellows, medical residents, letter of appointment, adjunct faculty etc.

* These positions may still pursue self-sponsored processes.

**Provision of Services**

OISS conducts an initial assessment of the faculty member’s qualifications and green card options. Services for employment-based, employer-sponsored petitions (EB-1B Outstanding Researcher/Professor, EB-2 Teaching Faculty and Exceptional Ability, EB-3 Skilled Worker) must be provided by OISS or an attorney pre-approved by the university. For self-sponsored petitions (EB-1A Extraordinary Ability, EB-2 National Interest Waiver) the faculty member can choose his/her own attorney, but the services are not offered by OISS. In situations when the department is in support of the petitions (EB-1A, EB-2 NIW) and the university is asked to sign Form G-28, the pre-approved attorney list must be used. Contracts with attorneys approved by the University must be processed in accordance with the university’s signature authority and contract policies.

A referral form to outside counsel for immigration services is available on the OISS website at [http://www.unr.edu/Documents/provost/OISS/PR-referral(0).pdf](http://www.unr.edu/Documents/provost/OISS/PR-referral(0).pdf).

OISS handles all stages of EB-2 Teaching Faculty processes, from initial consultations to filing of I-140 Immigrant Petition, but does not prepare the I-485 Petition.

OISS provides the initial evaluation and recommendation to prepare the Petition or outsource EB-1B Outstanding Professor /Researcher, as well as certain other types of petitions to pre-approved attorneys. Employees must choose an attorney authorized to represent UNR in all employment based green card processes sponsored by the university. Contracts with attorneys approved by the University must be processed in accordance with the university’s signature authority and contract policies.

Filing of I-485 – Adjustment of status (which includes preparation of all forms, filing fees and attorney’s fees if applicable) is the responsibility of the faculty member. OISS is available to answer questions and provide general assistance to faculty members who choose not to retain an attorney.

Signatory authority for all immigration forms shall be vested in an appropriate employee of the OISS at the discretion of the Director.
2,000-2,999 PERSONNEL

GENERAL PERSONNEL POLICIES

Children in the Workplace

Revised: December 2012

The University is supportive and understands the needs of working parents, grandparents, guardians, etc. As such, the University provides allowances for children in the workplace in limited emergency situations. This policy addresses emergency situations when children may be permitted in the workplace. Other than emergency situations, children are not allowed in the workplace for extended periods of time.

If bringing a child to work with the employee is unavoidable, the employee must attempt to first contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. If the employee is unable to contact the supervisor, the child may be brought to the workplace provisionally, pending approval. If the department policy regarding children in the workplace is more restrictive, the employee is obligated to follow the department’s policy. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee’s area, and any possible disruption to the employee’s and co-workers’ work. Consideration will not be given to allowing a child with an illness to come to work with the employee under any circumstances. Additionally, a department may prohibit children in the workplace at all times due to business and operational concerns, safety considerations or customer needs.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent or guardian and must be accompanied and be under the direct supervision of the employee parent or guardian at all times.

Employees may bring their children to visit their worksite, provided that the visits are infrequent, brief and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the host/parent at all times. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

The University is supportive of career exploration/development programs for children such as “Bring your child to work” day and similar activities. Employees and their children are encouraged to participate in these structured programs.
Revised: October 2013

The University of Nevada, Reno, is committed to maintaining a work environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Violence, threats, harassment, intimidation, and other acts of aggression and disruptive behavior in the workplace will not be tolerated.

- Acts of aggression can include oral, written or cyber statements, gestures, or expressions that communicate a direct or indirect threat of physical or mental harm to another person or affiliate of that person such as family or personal property.

- All reports of incidents must be taken seriously. Supervisors are expected to take immediate action when becoming aware of any threats by alerting their chain of command immediately. Administrators must subsequently notify Human Resources and University Police Services.

- An investigation into the allegations must be conducted immediately by University Police Services, Human Resources, or other designated party and safety precautions promptly implemented in accordance with the nature of the threat. The investigation will involve notification of the University Threat Assessment Team, which is comprised of 1) a representative from the employing department of the employee who is presenting the threat or a representative from the department where the threat occurred, if appropriate; 2) a representative from Human Resources; 3) University Police Services; and 4) the Provost’s Office representative.

- Individuals who commit acts of workplace violence as described above will be subject to disciplinary action and may be subject to criminal prosecution.

Because personal issues are frequently the cause of workplace violence incidents, employees experiencing threats of violence from a domestic partner or other non-work relationship are encouraged to report this to their chain of command as well as to University Police Services.

The Employee Assistance Program (EAP) provides help to university employees and their families with relationship problems. This help is available 24 hours per day by calling (877) 234-5151 or you may contact a representative online at www.lifeworks.com (user ID is NSHE and the password is eap).

This assistance is provided by off-campus providers and is completely confidential. Administrative leave may be granted for an initial visit to the agency. The staff at EAP are trained to evaluate and refer individuals to the appropriate resources. All of the health insurance plans include coverage for mental health treatment programs. Coverage differs, so employees should contact their health provider to find out what specific benefits are offered.
## EMPLOYEE BENEFITS

### New Employee Orientation 2,100

**Revised: 5/6/98**

UNR Human Resources conducts benefits information orientations for all new academic and administrative faculty and classified employees. Benefits packets may be sent to new academic and administrative faculty prior to their arrival on campus to expedite the enrollment process. Follow-up orientations are scheduled every other week. A new classified employee is contacted by UNR Human Resources within the first month of employment to attend one of these orientations.

### Retirement Program – Membership Eligibility 2,101

**Revised: 9/2/98**

Academic and administrative faculty employed on “A” or “B” contracts of .50 FTE or more are eligible to participate in the retirement program on the effective date of the contract.

Classified employees working half-time (50% FTE) or more whose assignment exceeds 120 consecutive days in any fiscal or calendar year, must participate in the retirement program from the first day of employment.

New eligible academic and administrative faculty are required to join the Retirement Plan Alternatives (RPA) program unless they are already members of the Nevada Public Employees Retirement System (PERS), in which case they will be required to continue with their PERS participation. Faculty members in the University of Nevada Cooperative Extension who are members of either the Civil Service Retirement System or the Federal Employees Retirement System are allowed to continue participation in those programs.

Post doctoral scholars, graduate assistants and students paid from a wages account, persons working less than half-time (below 50% FTE) and temporary employees working less than 120 consecutive days are ineligible for retirement membership; however, they are mandated by federal regulations to participate in social security (FICA).
EMPLOYEE BENEFITS

Retirement Programs

Revised: 5/5/98

Nevada Public Employees Retirement System (PERS) – All eligible classified employees shall be enrolled in PERS. There are two contribution plans available to certain members of PERS; the employee/employer-paid contribution plan and the employer-paid contribution plan. Retirement benefits are the same under either contribution plan.

1. **The employee/employer-paid contribution plan** provides that members will have a retirement contribution deducted from their gross salary and those contributions will be maintained on account at PERS. In the event that the member terminates employment covered by PERS, those contributions, excluding interest, will be available for refund to the member.

2. **The employer-paid contribution plan** has the gross salary of the employee adjusted downward, but does not have a retirement contribution deduction. The employer pays the full retirement contribution based on the adjusted gross salary. The contributions paid on the employees’ behalf are, for the most part, not refundable in the event of termination; however, some expectations can be made. If you feel that you are entitled to receive a refund on the employer-paid contribution plan, contact PERS directly.

Retirement Plan Alternatives (RPA) – Academic and administrative faculty are eligible to participate in the Retirement Plan Alternatives (RPA) program if they have an “A” or “B” contract and hold a participating position. A participating position is one that is at least 50% FTE, and has a contract with a duration longer than 120 consecutive workdays. Academic and administrative faculty who have an account with the Nevada Public Employees Retirement System (PERS) are ineligible to participate in this program. The RPA program is designated to provide academic and administrative faculty with a monthly retirement income as well as some lump sum cash availability.

Contributions made by the employee and the University will be invested in accounts selected by the employee and in the employee’s name. Investment accounts are always 100% vested and are non-forfeitable. Regardless of future employment, faculty retain their right to receive RPA benefits.

The RPA is a defined contribution retirement plan. Under this type of plan, the monthly income received cannot be determined until the employee actually decides to retire. The actual benefit received will be based on several factors, including:

1. The size of the employee’s fund at the time of retirement
2. The form of payment selected.
3. Employee’s age at retirement.

No loans are available from PERS or RPA accounts at any time.
EMPLOYEE BENEFITS

Phase-In Retirement Program

Revised: 5/22/98

Any member of PERS may enter into a phase-in retirement program and receive full service credit for part-time employment of half-time or more if the member meets the requirements of NRS 286.477, Public Employees Retirement Act.

Eligibility and Application for Group Health Insurance

Reviewed: 5/6/98

**Eligibility:** An employee must work at least 80 hours per month to be eligible for health insurance coverage. An employee may not be covered both as an employee and as a dependent; if you are eligible as both you may only be covered as an employee.

**Faculty:** Nevada System of Higher Education employees under annual contract are eligible for coverage beginning the first month coinciding with or following their hire date.

Faculty members in the University of Nevada Cooperative Extension who are members of a federal retirement program may continue to participate in the federal health and life insurance programs.

**All Other Qualified Employees:** Health insurance is effective the first day of the month coinciding with or following 90 continuous days of employment.

**Application:** All new employees must enroll themselves, and their eligible dependents, should one desire dependent coverage, within the first 30 days after being hired. Employees will receive enrollment materials at their scheduled orientation or by mail prior to arrival on campus. Completed enrollment forms must be returned to Human Resources within the allotted 30-day enrollment period.

If the employee fails to enroll within the first 30 days after their hire date, they will automatically be enrolled in “default coverage.” Default coverage is the self-funded medical, dental, and vision plans for the employee only. The employee will also be enrolled in the basic life, AD&D, business accident, and long-term disability insurance plans. If dependents are not enrolled when they are first eligible, they can only be enrolled during the annual open enrollment period or upon the occurrence of a life-status change, as defined by the IRS, and the production of proof of life-status change within 30 days of the occurrence.
EMPLOYEE BENEFITS

Benefits – Resident Physicians

Revised: October 2009

Group health and life insurance, unemployment compensation coverage, or other group insurance plans will be provided to resident physicians by the agency that provides the salary funds for the resident.

Resident physicians will participate in a 403(b) retirement plan, with a contribution of 6.2% of salary, made by both the university and the resident.

Resident physicians are covered under the state’s workers’ compensation program and Medicare.

Malpractice insurance is provided by the School of Medicine and/or Veteran’s Administration while residents are on contract with the University. After contract termination, the insurance policy will cover the resident’s contracted activities during the contract.

Annual leave of up to 15 days at full salary per year will be available starting July 1 of each year. There is no carry-over of annual leave from one year to the next year and Residents shall not be paid for any unused annual leave upon termination of employment. Annual leave shall be taken at a time approved or directed by the supervisor.

Sick leave will be granted as required, up to 15 days at full salary, available at any time during the initial 12 months of service. Beginning 12 months after the starting date of his or her contract, the Resident will begin to accrue additional sick leave at a rate of 1 ¼ days per full month of service to add to any remaining balance of unused sick leave from the first 12 months of service. Sick leave may be accrued from year to year not to exceed 15 work days at the last day of each month. Residents shall not be paid for any unused sick leave upon termination of employment. Residents may use accumulated sick leave for temporary disabilities, which includes child bearing. Unpaid child rearing leave may be requested by either parent up to a maximum of one year. Request for child rearing leave must be accompanied by a statement from a qualified professional source if there is a medical or psychological need for the parent to be given leave. Resident Physicians are also entitled to the leave benefits provided in the federal and state law including the Family and Medical Leave Act of 1993. All paid leave must be exhausted prior to going into unpaid leave status.

Grants-in-aid for tuition and fees will not be provided by the University.

Resident physicians with appointments of half time or more, along with the spouse and dependent children, will be considered in-state residents for tuition purposes.

Resident physicians are not eligible for computer loans or other programs limited to faculty and/or classified employees.

For additional information on benefits for resident physicians, see the Board of Regents Handbook, Title 4, Chapter 7.
EMPLOYEE BENEFITS

Revised: January 2004

1. Annual leave with pay will be accrued at 1 ¼ working days per full month of continuous service. Part-time postdoctoral fellows shall be granted a pro-rata amount of annual leave. Annual leave may be accumulated up to a maximum of 15 work days at the last day of each month. Earned annual leave shall be taken at a time approved or directed by the supervisor. Postdoctoral fellows shall not be paid for any unused annual leave upon termination of employment.

2. Sick leave with pay will be granted as required, up to 15 days at full salary, available at any time during the initial 12 months of service. Beginning 12 months after the starting date of his or her contract, the postdoctoral fellow will begin to accrue additional sick leave at a rate of 1 ¼ working days per full month of service. Part-time postdoctoral fellows shall be granted a pro-rata amount of sick leave. Sick leave may be accrued from year to year, not to exceed 15 working days at the last day of each month. Postdoctoral fellows shall not be paid for any unused sick leave upon termination of employment.

3. Postdoctoral fellows are not eligible for Leave without Pay except under provisions of the Family Medical Leave Act. As an alternative to taking a leave, a postdoctoral fellow can terminate employment and then can be considered for reemployment at some later time at the discretion of the appointing authority.

4. The NSHE group health insurance plan will be provided to postdoctoral fellows. If the start date coincides with the first day of the month, health insurance coverage becomes effective on that date. If the hire date is any day after the first of the month, health insurance will go into effect on the first of the following month.

5. Postdoctoral fellows participate in a 403(b) retirement plan with contributions of 6.2% of salary, made by both the employee and the employer. No contribution is made to Social Security by employee or employer.

6. Postdoctoral fellows will receive workers compensation coverage paid by the employer and Medicare coverage with contributions of 1.45% of salary made by both employee and the employer.

7. Postdoctoral fellows are issued identification cards denoting their postdoctoral status which entitles them to library privileges, use of university facilities, and parking permits. Fees for these services are assessed in accordance with university policy.

8. Grants-in-aid for tuition and fees will not be provided by the University.

9. Postdoctoral fellows with appointments of half time or more, along with the spouse and dependent children, will be considered in-state residents for tuition purposes.

10. Postdoctoral fellows are not eligible for computer loans or other programs limited to faculty and/or classified employees.

For additional information on benefits for postdoctoral fellows, see the Board of Regents Handbook, Title 4, Chapter 7.
### EMPLOYEE BENEFITS

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Code</th>
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<tbody>
<tr>
<td><strong>Supplemental Life and Accident Insurance (Optional)</strong></td>
<td>2,115</td>
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<tr>
<td>Reviewed: 5/6/98</td>
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<tr>
<td>Academic and administrative faculty and classified employees under age 75 are eligible to enroll and obtain $50,000 basic life insurance coverage without having to submit evidence of insurability, so long as they enroll during the first 30 days of their employment. Employees enrolling during the initial 30 day period who desire more than the basic $50,000 coverage will be required to submit evidence of insurability for the additional coverage. Employees enrolling at any time other than the initial employment will be required to submit evidence of insurability, and the employee may be rejected for the coverage. Premiums for coverage up to $10,000 can be deducted on a pre-tax basis.</td>
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| **Personal Accident Insurance (Optional)** | 2,117 |
| Reviewed: 5/22/98                     |      |
| Employees under age 70 are eligible to enroll in this plan any time. Those who enroll after the payroll cut-off, and who wish coverage to be effective on the first day of the following month, must make arrangements with UNR Human Resources to pay the premium by personal check. There are no requirements to provide evidence of insurability. Premiums can be deducted on a pre-tax basis. | |

| **Short-Term Disability Income Protection Insurance (Optional)** | 2,121 |
| Revised: 5/6/98                                                    |      |
| All active employees working 20 hours or more per week who are under age 70 are eligible to participate in this program. Classified employees need to satisfy a 90-day waiting period before they can enroll in this program. Certificates issued become effective the first day of the month following the date of approval, provided the first premium has been paid. The monthly disability benefit is based on a salary schedule and may not exceed 60% of the insured basic monthly salary. For additional information on short-term disability income protection insurance, visit the Business Center North Benefits Office website at: [http://www.unr.edu/vpaf/hr/benefits/insurance.html](http://www.unr.edu/vpaf/hr/benefits/insurance.html) | |

| **Cancer Insurance Program with Hospital Intensive Care (Optional)** | 2,124 |
| Revised: 5/6/98                                                    |      |
| Eligible employees under the age of 64, who have not been previously diagnosed with cancer, may enroll at any time. Those who enroll after the payroll cut-off, and who wish coverage to be effective on the first day of the following month, must make arrangements with UNR Human Resources to pay the premium by personal check. Premiums can be deducted on a pre-tax basis. | |

| **Automobile/Homeowners/Renters Insurance (Optional)** | 2,125 |
| Revised: 5/6/98                                                |      |
| Employees working more than 20 hours per week can arrange to have their automobile, homeowners and renters insurance deducted monthly from their paychecks. Employees may obtain a “no obligation” rate request form from UNR Human Resources. | |
Section 125 Flexible Benefit Plan (Optional)

Revised: 5/6/98

Employees working more than 20 hours per week are eligible to enroll in the Section 125 Flexible Benefit Plan. Initial enrollment must take place within the first 30 days of employment or during the annual open enrollment period.

The Section 125 Flexible Benefit Plan is based on participation for a calendar year only (January through December). Re-enrollment is required for each calendar year in which the employee wishes to participate.

**Premium Only Plan:** The cost of providing dependent health insurance for a spouse and/or dependent children will be deducted from the employee’s pay on a tax-exempt basis. Also, employees who elect to participate in the supplemental life insurance plan (the first $10,000 of additional coverage only), the supplemental personal accident plan or the cancer care plan, will have the costs of these programs deducted from their pay on a tax-exempt basis.

**Medical Expense Reimbursement Account:** Employees may voluntarily elect to set aside a portion of their earnings, on a tax-exempt basis, into a medical expense reimbursement account. When an employee and/or his dependents incur a medical, dental, eye care or hearing expense that is not covered by an insurance plan, they may request reimbursement from their Section 125 account to cover the cost of these expenses.

The minimum contribution to this account is $25 per month; the maximum contribution is $500 per month. Only expenses incurred during the plan year of participation qualify for reimbursement. Expenses must be submitted for reimbursement within 90 days of the close of the plan year or the remaining fund balances for that plan year are forfeited.

**Dependent Care Reimbursement Account:** Employees may voluntarily elect to set aside a portion of their earnings, on a tax-exempt basis, into a dependent care reimbursement account. The contributions to this account are used to reimburse the employee for expenses related to the care of his/her dependent children in order for the employee or the employee spouse to work. Expenses for child care providers such as day care centers, baby sitters, kindergartens, and pre-schools qualify for reimbursement.

The minimum contribution to this account is $25 per month; the maximum contribution is $416.66 per month. Only expenses incurred during the plan year are eligible for reimbursement. Expenses must be submitted for reimbursement within 60 days of the close of the plan year or the remaining fund balances for that year are forfeited.
EMPLOYEE BENEFITS

Medicare 2,151

Revised: 5/6/98

There are two parts to Medicare: hospital insurance (Part A) and medical insurance (Part B).

If a person is age 65 or ever and eligible for Social Security retirement benefits, they will automatically qualify for the hospital insurance (Part A). If a person is not entitled to these benefits, they should ask about hospital insurance and medical insurance at the nearest Social Security Office. Application should be made two or three months before an employee reaches age 65. If the employee waits until the month they reach age 65, they will lose at least one month of protection.

The medical insurance (Part B) is voluntary and no one is covered automatically. Application must be made within a specific period. A person who did not enroll for the medical insurance part may enroll during the first three months of any year, provided this period begins within three years after they have had their first opportunity to enroll. Those enrolling late may have to pay a higher premium and coverage will not begin until three to six months after enrollment. For more information on health insurance programs under Medicare, contact the local Social Security Office.
EMPLOYEE BENEFITS

Workers' Compensation Insurance

Revised: August 2005

Overview:
The University self-insures its workers’ compensation exposure. The purpose of workers’ compensation is to protect employees from cost of medical care and/or loss of income attributable to a work-related injury or disease. The coverage applies to personal injury, disease or death by an accident arising out of and in the course of employment. Coverage starts immediately upon employment.

Reporting an Injury or Disease:
Work-related injuries or diseases, no matter how minor, must be reported immediately by the employee to the supervisor. In addition, the employee must complete a Notice of Injury or Occupational Disease Incident Report (C-1). The C-1 must be submitted by the employee to the supervisor within seven days of the accident. The supervisor must ensure that the information in the C-1 form is complete and accurate before signing and sending it to the Workers’ Compensation Office.

If the employee is unable to complete a C-1, due to the nature of the injury/disease, the supervisor must complete the C-1 and indicate the reason(s) why the employee could not complete the form. It is the supervisor’s responsibility to ensure that the Workers’ Compensation Office receives this form immediately after the accident.

Medical Treatment:
Medical care and other necessary medical services are provided through a managed care organization. The employee must choose a physician and medical service provider contracted with the managed care organization.

If an injury or disease arising from a work-related accident requires emergency medical treatment, the employee or co-worker should immediately call 911.

Pay during Workers’ Compensation Related Absences:
Employees off work as a result of a work-related injury or disease may be eligible for workers’ compensation benefits beginning with the fifth day of certified disability in a 20 day period. Benefit payments are approximately 2/3 of the employee’s regular salary up to a cap determined by the State of Nevada. The employee may elect to remain in full pay status by using authorized leave. When this occurs, the employee’s leave is partially restored based on the amount of the workers’ compensation payment due the employee.

Early Return-to-Work:
When an injury or disease prevents the employee from returning to work in their regular capacity, the University supports early return-to-work. The employing department is required to explore all early return-to-work options for the employee eligible for such assistance. If the department cannot provide a temporary assignment compatible with any temporary restrictions the employee has, the employee will be placed in an assignment with a different department. Salary and benefits will remain the responsibility of the employing department.
Summary:

All University employees are covered by workers’ compensation insurance. If a covered work-related injury or work-related disease occurs, this insurance pays for related medical expenses. If an employee is certified by a physician as unable to work for five days or more in a 20-day period, partial wage replacement is provided. In a few cases, the employee may be eligible for permanent partial disability and/or vocational rehabilitation benefits.

Benefit eligibility is determined by the University’s workers’ compensation insurer in compliance with regulatory and statutory requirements.

The BCN Workers’ Compensation Office is the technical resource for employees and departments with questions regarding workers’ compensation. In addition, the BCN Workers’ Compensation Office is responsible for making sure claims are filed properly, facilitating the return to work of employees with temporary or permanent work restrictions, and controlling costs associated with the workers’ compensation process.

Contact Information:

For assistance with workers’ compensation issues, contact the BCN Risk Management/Workers’ Compensation Office at 784-4394.
A volunteer is any individual who performs a service for, and directly related to the business of, the University without expectation of monetary or material compensation. The University defines five types of volunteers:

- Category A – a person who performs a volunteer assignment for three days of fewer
- Category B – a person who performs a volunteer assignment for more than three days or on a recurring basis
- An adjunct or clinical faculty member
- A non-paid board member
- A community service worker – a person assigned by a court to perform community service

Volunteers are not considered employees for any purpose other than workers’ compensation and general liability protection. Therefore, they are not eligible for retirement and health benefits, other than workers’ compensation, as a result of their volunteer status.

Volunteers are expected to abide by the same University policies and regulations that govern the actions of employees, including but not limited to those of ethical behavior, confidentiality, financial responsibility, and drug and alcohol use.

The department head must select volunteers who meet the minimum qualifications to perform the tasks. Volunteers may not replace classified employees who have been laid off.

A volunteer may not perform any work until he/she has signed the volunteer agreement form detailing the nature of the work to be performed and the relationship of the volunteer to the University.

Volunteers serve at the pleasure of the institution. Accordingly, a volunteer assignment can be terminated at the discretion of the institution without notice or cause.

Minors:

A person under the age of 18 may only become a volunteer with parental consent. Minors are not allowed to work with any type of machinery and/or equipment under any condition.

Employee Performing Volunteer Service:

Under the Fair Labor Standards Act, a non-exempt employee cannot be both a paid employee and a non-paid volunteer while performing the same type of work for the same employer. For example, a program assistant in the History Department cannot be considered a volunteer if their volunteer assignment requires them to perform program assistant duties in the Sociology Department. Any hourly employee who is entitled to overtime, such as a classified employee, is generally considered to be non-exempt.

Volunteer Training:

Each department will be responsible for training its volunteers. If volunteers will be working with machines and/or equipment they must be provided with the proper protective gear. Training must be completed successfully before the volunteer may begin the assignment. If the volunteer will be working with machines and/or equipment, they must be supervised by a trained staff member or experienced volunteer.
Volunteer Screening:

Each department can establish its own screening process that best meets its needs. Department screening policies must be in compliance with University EEOC/AA policies. A prospective volunteer may be required to undergo a rigorous screening process to determine fitness for the assignment. It is strongly recommended that each department develop a description of the volunteer assignment prior to the screening process. This will assist in determining the experience, qualifications, and training needed to fill that assignment. Such a process may include, but is not limited to: interview, a background check, fingerprinting, and reference check. The volunteer agreement form can be found on the University’s website under BCN Workers’ Compensation forms.

Guidelines for Engaging Volunteers:

1. **Category “A” Volunteer** (a person who performs a volunteer assignment for three days or fewer)
   a. Develop a description of the volunteer assignment
   b. Determine the experience, qualifications, and training needed
   c. Recruit volunteers
   d. Perform appropriate screening of prospective volunteers

   Upon acceptance of a volunteer, complete the following:
   a. Explain the manner and method by which the volunteer will be expected to perform their assignment. Ensure the volunteer is physically able to perform these duties.
   b. Explain all policies and procedures that apply to the volunteer.
   c. Provide any assignment specific training that is deemed necessary.
   d. Record the volunteer’s name and social security number (or other identifier) and obtain emergency contact information. Emergency contact information can be obtained by having the employee complete a Personal Data form.
   e. Add the volunteer’s name and social security number (or other identifier) to the Workers’ Compensation Volunteer Report and submit it to BCN Workers’ Compensation Office.

2. **Category “B” Volunteer** (a person who performs a volunteer assignment for more than three days or on a recurring basis)
   a. Develop a description of the volunteer assignment
   b. Determine the experience, qualifications, and training needed
   c. Recruit volunteers
   d. Perform appropriate screening of prospective volunteers

   Upon acceptance of a volunteer, complete the following:
   a. Explain the manner and method by which the volunteer will be expected to perform their assignment. Ensure the volunteer is physically able to perform these duties.
   b. Explain all policies and procedures that apply to the volunteer.
   c. Provide any assignment specific training that is deemed necessary.
   d. Upon completion of the training and review of the assignment, have the volunteer read and sign the Volunteer Agreement form.
   e. Provide the BCN Workers’ Compensation Office with a copy of the Volunteer Agreement.
   f. Immediately notify the BCN Workers’ Compensation Office if the end or start date of the assignment changes.
3. **Adjunct/Clinical Faculty**
   a. Select an adjunct/clinical faculty member.
   b. Complete a Terms of Employment for Adjunct/Clinical Faculty form.
   c. Discuss relevant policies and procedures with the faculty member.
   d. Have the adjunct/clinical faculty member sign the Terms of Employment for Adjunct/Clinical Faculty form.
   e. Obtain emergency contact information. This information can be obtained by having the adjunct/clinical faculty member complete a Personal Data form.
   f. Distribute the contract to the appropriate parties.
   g. Provide the BCN Workers’ Compensation Office with the original of all accepted contracts.

4. **Board Member**
   a. Select the board member.
   b. Explain all policies and procedures that apply to the board member.
   c. Obtain emergency contact information. This information can be obtained by having the board member complete a Personal Data form.
   d. Report the board member’s name and social security number to the BCN Workers’ Compensation Office quarterly. A form for reporting volunteers is provided by the BCN Workers’ Compensation Office.

5. **Community Service Worker** (a person assigned by a court to perform community service)
   a. Develop a description of the assignment.
   b. Determine the experience, qualifications, and training needed.
   c. Perform appropriate screening of prospective volunteers.

Upon acceptance of a volunteer, complete the following:

a. Explain the manner and method by which the volunteer will be expected to perform their assignment. Ensure the volunteer is physically able to perform these duties.
   b. Explain all policies and procedures that apply to the volunteer.
   c. Provide any assignment specific training that is deemed necessary.
   d. Record the volunteer’s name and social security number (or other identifier) and obtain emergency contact information. Emergency contact information can be obtained by having the employee complete a Personal Data form.
   e. Add the volunteer’s name and social security number (or other identifier) to the Workers’ Compensation Volunteer Report and submit it to BCN Workers’ Compensation Office.

**Equal Opportunity/Affirmative Action Statement:**

The University of Nevada, Reno is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, and sexual orientation, in any program or activity it operates.
EMPLOYEE BENEFITS

Faculty Grants-in-Aid  2,170

Revised: October 2014

For specific information regarding the policies for grants-in-aid for academic and administrative faculty and graduate assistants, such as eligibility and fees, refer to the Board of Regents Handbook.

Military Science instructors are eligible for the same grant-in-aid benefit levels as are regular faculty. The Faculty Human Resources Department maintains a list of Military Science instructors that are eligible for grant-in-aid. The Military Science Department is responsible for notifying Faculty Human Resources of changes to the faculty.

Faculty and dependents of faculty may utilize the grants-in-aid benefit for courses provided through the University Studies Abroad Consortium (USAC). The grants-in-aid benefit will pay up to the maximum allowable per the policy for state courses. Additional fees/surcharges assessed by USAC will not be covered by the GIA benefit.

Student Health Fee Exemption for Employees  2,171

Revised: April 2011

A mandatory student health fee is assessed each semester to all students taking six or more credits. Faculty and classified staff employed at .50 FTE and above are exempt from the mandatory fee. Although the charge will appear on the employee's fee notice, it can be removed by submitting the appropriate fee waiver or employment verification form to the Cashier's office prior to the last day to pay fees. The forms are available in UNR Human Resources.
Grants-In-Aid for Summer Session Courses at UNR  
Revised: June 2010
UNR faculty and eligible dependents who register for summer session courses at UNR shall receive a waiver equivalent to the waiver amount during the previous Spring semester, provided the course has a sufficient number of full fee-paying students in order to be offered.

Waivers for Extended Studies  
Revised: February 2010
Persons eligible for grants-in-aid may, at the discretion of the vice provost of Extended Studies, be granted a waiver of the registration fee, or a portion of it, for Extended Studies for-credit courses or programs, provided the course or program has sufficient numbers of fee-paying students in order to be offered. For classified employees using the classified employee fee benefit program to pay for a class through Extended Studies, the maximum amount to be paid is equivalent to six undergraduate credits.

Employee Computer Loan Program  
Revised: August 2005
Interest free loans of up to $2,000 for the purchase of personal computer systems, subject to the availability of funds, are available to permanent faculty and classified employees employed at least half-time. These loans must be repaid over the course of one year via payroll deduction.

The individual employees interested in obtaining a loan must send a request in writing to the Associate Vice President of Business and Finance or submit a request electronically by completing the “Computer Loan Request” form located at [http://www.unr.edu/vpaf/business_finance/computer_loans.html](http://www.unr.edu/vpaf/business_finance/computer_loans.html)

Upon approval, the employee will be notified to obtain a written, fixed price quotation for the proposed purchase. The Computer Den in the ASUN Bookstore may be used for the purchases if desired. The Computer Den has contracts with several companies with special pricing for University faculty and staff.

The employee will then be directed to the Student Loan Office to complete a University of Nevada, Reno Computer Loan Fund Promissory Note. A check will be issued within five days to either the employee or the vendor.

Employee Identification Cards (WolfCard)  
Revised: December 2009
A valid employee photo I.D. card (WolfCard) is required to use most university services (e.g., checking out materials in the Knowledge Center, access to Lombardi Fitness Center, or purchases made on campus with WolfBucks). The combination WolfCard/Prox card is a key or building door access card. WolfCards and Prox cards are issued at the WolfCard Office in the Joe Crowley Student Union.

The first WolfCard and Prox card are issued free of charge. Replacement WolfCards will cost $11 and Prox cards cost $15.

For more card program details please visit the WolfCard webpage at [http://www.unr.edu/wolfcard](http://www.unr.edu/wolfcard).
In compliance with the Patient Protection and Affordable Care Act of 2010, the University provides reasonable break time for an employee to express breast milk for one year after her child’s birth. This policy is applicable to all employees even though the law only requires that hourly employees be covered.

For up to one year after the child’s birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her newborn. It is recommended that if at all possible a space within the employee’s general office area be used. This could be the employee’s office, a spare office or another room which would be secure and appropriate.

If no space is available near the employee’s normal workspace, the employee can use one of several Lactation Rooms on campus.

- Cain Hall, Room R201A
- Mathewson/IGT Knowledge Center (Mathewson Building employees only)
- Ansari Business Building, Room 413A

Rules for use of the room and the refrigerator are posted in the room. Employees using the room should leave the room in the same condition as when they entered the room. Expressed milk must be labeled and should be removed from the refrigerator each day.

Each of the employee’s two normal break periods during an eight hour shift may be extended to twenty (20) minutes for the purpose of expressing breast milk. The employee may use their unpaid lunch period as well. If additional time beyond the two twenty minute break periods and the unpaid lunch period is needed, the employee must use annual, sick or unpaid leave to cover the additional time away from work. The normal leave request form should be used for this purpose.
Classified Personnel

**Classification Plan**  
Reviewed: August 2005

The classification plan is a complete list of all classifications (job titles) in the University and state government. The classification plan lists job title, pay grade, class code and occupational group.

**Classification of Jobs**  
Reviewed: August 2005

BCN Human Resources is responsible for classification of jobs. Factors involved in classifying a job include the kind and variety of duties, supervision exercised and received, responsibilities, complexity of work experience and training required, and any other important features that distinguish it from other positions.

**Classification Adjustments**  
Reviewed: August 2005

Higher education is a dynamic environment and is subject to constant and systematic revision. If the duties of a position change significantly, the department or college should request a job review. A position review can be initiated at the request of the appointing authority, an employee or BCN Human Resources.

**Request to Review an Existing Position**  
Reviewed: April 2014

To begin the reclassification process, an NPD-19 Position Questionnaire form must be completed and signed by the employee, the appropriate appointing authority, and Planning, Budget and Analysis prior to any personnel action being taken. If there are insufficient funds to cover any resulting reclassification, then higher-level duties and responsibilities cannot be assigned or must be removed from the position. The completed and approved form is to be submitted to BCN Human Resources.
To request a new position, an NPD-19 Position Questionnaire form must be completed and signed by the appointing authority and Planning, Budget and Analysis prior to any personnel action being taken. The completed and approved form is to be submitted to BCN Human Resources.

Established work performance standards must be used as criteria for evaluating each employee’s performance. Standards for each position must be reviewed annually.

The employment of minors under 16 years of age in any capacity in the University system must have prior approval from the Vice President for Administration & Finance.

BCN Human Resources, as part of a statewide compensation plan, administers a compensation schedule consisting of over 40 different salary ranges. Each class in the classification plan is assigned to a salary grade and each grade consists of 10 steps. Increases from step to step are not automatic, but are based on merit and satisfactory performance. An increase may not be awarded if an employee’s performance up to step 10 is below standard.

Pay rates and grades for all classifications are periodically reviewed and adjusted, as necessary, by the state legislature to correspond with rates paid for similar work in private and public employment or with cost of living increases.

Payday for all classified employees is on the 10th (covering the period of the 16th to the end of the preceding month) and the 25th (covering the 1st to the 15th) of each month, or the last working day prior to these dates. Each paycheck represents one-half of the employee’s monthly salary.
2,000-2,999 PERSONNEL

CLASSIFIED PERSONNEL

Payroll Deductions 2,233
Revised: August 2005
Each paycheck advice indicates the deductions made.

Wage Garnishments and Assignments 2,234
Revised: August 2005
Nevada Revised Statutes 21.020 and 70.040 require all employers, including the University, to execute legally served wage garnishments against an employee’s pay. In such instances, the Payroll Office will advise the employee of the garnishment, when served, to allow him the opportunity to settle the matter prior to pay date, thereby avoiding the actual withholding of pay to satisfy the garnishment.

A signed release from levy must be in Payroll by payday or the monies deducted will be forwarded to the levying agency.
For more detailed information, refer to section 1,328 of this manual.

Classified Overtime Policy 2,235
Revised: April 2014
The state personnel rules govern the payment of overtime for all classified employees. All overtime work must be authorized in advance, by the supervisor. Only overtime work that relates to a business reason and is required to be completed under a deadline may be approved in advance at the supervisor’s discretion. A supervisor may require an employee to work overtime for scheduled or emergent events. NAC 284.242 requires four hours advance notice unless an unpredictable emergency prevents prior communication. In order to comply with provisions of the state personnel rules, the following will be observed:

1. The University “workweek” is a calendar week, running from 12:00 a.m. Sunday to 11:59 p.m. Saturday.
2. Time and one-half pay or compensatory time must be granted to all employees who work over 40 hours in a workweek or who work over eight hours in a calendar day. For those employees who choose and are approved for a variable workweek, overtime will be considered only after working 40 hours in one week. Variable workweek agreements must be in writing, agreed upon in advance of the work performed, and approved by the appointing authority.

The Fair Labor Standards Act requires that time worked in excess of 40 hours in a week or 8 hours in a working day according to NAC 284.250 shall be paid or granted compensatory time off at the rate of time and one-half of the employee’s normal rate of pay. Compensatory time off may be offered in lieu of paid overtime when it is mutually agreed upon in writing by the employee and the supervisor.

In order to protect employees from excessive work schedules and to limit an employer’s cost liabilities, overtime must be kept to a minimum. Paid overtime in excess of 120 hours per calendar year must be reviewed by the appointing authority (typically a dean or equivalent administrator) to determine if there is a workload problem. If the overtime occurs frequently, repetitively, or is the result of an extended increase in workload, prior approval of the respective vice president is required.
Special Rules for Multiple Jobs/Dual Employment:

Classified employees are permitted to work in two positions in one department, or different departments. When multiple job or dual employment situations occur, the immediate supervisor(s) and/or appointing authority(s) must exercise special oversight. Coordination between departments is necessary, to ensure compliance with federal and state law pertaining to overtime payment. An employee who works in multiple jobs or a dual employment situation must inform in writing the supervisors of each job and the BCN Human Resources Office.

Pursuant to NAC 284.248, a classified employee who works in two positions in one department or different departments must work or be in paid status in excess of 8 hours per day or 40 hours per week in combined work time in both positions to receive compensation for overtime. An appointing authority shall consider an employee’s employment with another department when considering his agency’s liability for compensation for overtime.

An employee who qualifies for overtime compensation pursuant to the previous paragraph must be paid:

1. At the highest rate of pay of the two positions, or,
2. If the employee and the appointing authority have agreed in writing before the performance of the work requiring overtime at the rate of pay of the position for which the work is performed.

An exception to the requirement for overtime payment under this section exists if:

1. the employee engages in the additional work at his/her options, and;
2. the additional work is part-time, and;
3. the additional work is performed occasionally or sporadically, and;
4. the additional work is in a capacity different from the employee’s regular employment.

1 An employee is deemed to be working at his/her “option” when the employee has made the decision freely, without coercion by the employer, either implicitly or explicitly. The employee must be free to refuse to perform the work without fear of sanctions and without being required to explain or justify the decision.

2 “Occasional or sporadic” means infrequent, irregular, or occurring in scattered instances.

Compensatory Time for Overtime Worked for Classified Employees

Revised: March 2008

The following policy covers overtime earned by classified employees:

1. Classified employees shall have the option of requesting compensatory time off for overtime worked, if a written agreement is arrived at between the employer and the employee before the performance of the work.
2. Compensatory time off shall be scheduled by the supervisor as soon as practical.
3. Classified employees may not carry a balance of more than 60 hours of compensatory time at any point in time.
4. Compensatory time in excess of 60 hours is to be paid in that payroll cycle or the subsequent cycle.
5. Classified employees may carry over a maximum of 60 hours of compensatory time to the next calendar year.
Longevity Pay

Revised: August 2005

Employees rated standard or better with eight years of continuous service qualify for longevity pay and are entitled to receive a semiannual payment of $75 plus an annual increase of $25 in the semiannual payment for each year of the employee’s ninth through fourteenth years of continuous service; an annual increase of $50 in the semiannual payment for each of the employee’s fifteenth through twenty-fourth years of continuous service; and an annual increase of $75 in the semiannual payment for each additional year of continuous service after 24 years, up to a maximum of 30 years of continuous service. Maximum payment after 30 years of services is $1,175. The dates upon which classified employees become eligible for longevity pay are June 30 and December 31, with payments in July and December. Semi-annual payments to part-time classified employees are pro-rated. Payments are also pro-rated for classified employees who have been on leave without pay or catastrophic leave for more than 30 working days in a calendar year.

A classified employee's performance must be rated as standard or above on the last performance report, if the report was issued within the last twelve months, in order to qualify for longevity pay. If a classified employee's performance was not rated during the past twelve months, performance is assumed to be standard.

Recruitment and Selection of Classified Employees

Revised: April 2014

The State of Nevada Equal Employment Opportunity and the University of Nevada Affirmative Action regulations all mandate equal employment opportunities for all applicants. BCN Human Resources is responsible for ensuring that recruitment and selection practices are consistent with these governing regulations.

Upon receipt of the recruitment requisition (procedures are outlined on the HR website), BCN Human Resources works with hiring departments to determine the most appropriate and efficient method of recruitment. Recruitment may be open competitive or may be limited to promotional applicants.

After determining type of recruitment, BCN Human Resources will prepare and publicly post a job announcement. Applications are collected and screened for eligibility. When applicable, examination of applicants is conducted. A list of eligible candidates is then prepared by BCN Human Resources and submitted to the hiring department. The hiring department is also given instructions for list usage and the forms necessary to begin the applicant’s employment.
All appointments must be approved by BCN Human Resources and comply with Affirmative Action and State of Nevada requirements. A Personnel Action Form (PAF) is used as the appointing document.

**Regular** appointments to classified service are hired into regularly budgeted projects of limited duration or continuing positions through formal recruitment processes. Normally, all regular employees will be hired on a probationary basis. Refer to section 2,250 for recruitment processes.

**Emergency** appointments may be made for a period not to exceed 60 working days when a person is needed without delay to prevent stoppage of university business.

**Provisional** appointees (those persons appointed when an appropriate eligible list does not exist) are required to qualify successfully on the next examination and be placed on the eligible list in order to be retained in the position. The provisional appointment must be terminated within 30 days after the establishment of an appropriate eligible list, but no later than six months following the date of the provisional appointment.

Temporary appointments are intended to meet the short-term needs of an employer. There are several types of temporary employment positions. Please refer to the HR website for specific appointment types and instructions for making a temporary employment request. Temporary appointments are not eligible to accrue sick and annual leave.
The determination of layoff rights is based on the original appointment document/Payroll Action Form. Every attempt will be made to restate the lack of layoff eligibility with each subsequent Payroll Action Form but the final determination of layoff eligibility is the original hiring documents.

**Funding Source and Layoff Rights**

Only positions funded by state funds entitle the classified permanent employee to layoff rights in accordance with applicable Nevada Revised Statutes and Nevada Administrative Code regulations.

Positions funded by non-state funds or state funded projects of limited duration are not afforded layoff rights.

**Multiple Funding Sources and Layoff Rights**

When an employee is hired into a position that is funded by both state and non-state funds, the determination of extending layoff rights will be based on the percentages of funding, the relative stability of funding and the duration of the position. The decision to offer layoff rights will be determined by Human Resources in conjunction with the hiring authority. The final determination regarding layoff rights will be made by Human Resources.

**Classified Employees with Layoff Rights (State Funded)**

A classified employee who occupies a state funded position which is afforded layoff rights may only transfer, “bump” or displace into another state funded position which is afforded layoff rights. An employee occupying a state funded position and being laid off shall not be given the placement option of assuming a non-state funded position.

**Classified Employees with No Layoff Rights (Non-State Funded)**

A classified employee who occupies a non-state funded position has no layoff rights (NAC 284.425). The incumbent of such a position cannot be affected by transfer, “bump or displacement of a state funded employee affected by a layoff.
Background Check Policy for Classified Employees

Revised: April 2014

Departments must evaluate the backgrounds of potential hires.

Background Checks:

Criminal background checks are conducted on all new classified employees to the University as a condition of employment, including employees who are returning to the University after a separation of any length.

Current employees moving into a different position through competitive recruitment processes must complete a new background check unless a check was completed within the last calendar year. Current employees transferring to a position without competition or participating in reclassification are not subject to a background check unless the new position or new duties require a credit check.

If the background check reveals adverse information, the Associate Vice President, Human Resources or designee will conduct the initial review of any adverse information pursuant to NAC 284.321. If the adverse information is job related or was not revealed on the job application, the Associate Vice President, Human Resources will consult with the hiring authority. The final decision for disqualification/termination from consideration for a position lies with the appointing authority.

Reference Checks:

Reference checks on prospective classified employees are required. Supervisory references listed on the job application must be contacted. Please note: applicants may request you do not contact the current supervisor without their permission. In addition, supervisors may also conduct character reference checks.

Appointing authorities or their designee may review the service jacket of any current classified employee being considered for hire. All information received on reference checks will be considered confidential and is to be treated as such by appointing authorities.

Departments authorized to conduct their own background checks shall follow additional legal regulations if required. In such instances, employees must meet departmental specific conditions.

Pre-Employment Drug Testing

Certain jobs that have an impact on public health or safety are subject to pre-employment drug and alcohol testing. BCN Human Resources identifies those specific positions and coordinates the testing of applicants prior to starting employment.
2,000-2,999 PERSONNEL

CLASSIFIED PERSONNEL

Other Employment Eligibility Restrictions

Reviewed: August 2005

1. Provided reasonable accommodation is made, a disabled applicant must be able to perform the essential functions of the position he or she is seeking.

2. No person may be employed who has practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility for appointment.

3. Minimum age limit is 16.

Personnel Action Form

Reviewed: August 2005

All regular classified appointments, as well as other personnel transactions or changes, will be reported by means of a Personnel Action Form (PAF). It serves as an indication of the appointing authority's decision and his authorization of appointment. All pertinent items on the PAF must be completed.

Payment and/or Reimbursement of Moving

Reviewed: August 2005

For the policy regarding payment and/or reimbursement of an employee’s household moving/relocation expenses, refer to section 2,540 of this manual.
2,000-2,999 PERSONNEL

CLASSIFIED PERSONNEL

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<th>Probationary Period</th>
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<td>Revised: April 2014</td>
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Classified positions at grade 20 or above require a one year full-time equivalent probationary period. Positions at grade 19 or below require a six month full-time equivalent probationary period.

Those positions designated as "automatic advancement" will normally serve the appropriate probationary period for the level at which originally appointed. At the successful completion of a training period, the incumbent may move to the next authorized level upon recommendation of the appointing authority, meeting the minimum requirements and completing any testing requirements.

Promotional Opportunities for Existing Classified Employees

| 2,280 |
| Revised: April 2014 |

Hiring departments frequently elect to limit recruitments to employees of the University system. This is called a promotional recruitment.

Classified employees, who have served at least six months of full-time continuous employment (or part-time equivalent) in a probationary or permanent status within the classified service, will be considered as a promotional candidate, if the recruitment was opened on a promotional basis. Applicants must submit an application as specified in the publicized job announcement.

Voluntary Transfers

| 2,290 |
| Revised: August 2005 |

A classified employee may make inquiries concerning openings in other departments within the university system, without prior notification to his immediate supervisor, by notifying BCN Human Resources.

Classified personnel transferring in the same class and grade shall be entitled to the same grade and step prior to transferring without loss of anniversary date credit.
The full-time standard work week for classified employees shall be 40 hours Monday through Friday, except in those departments such as Residential Life, Housing and Food Service; University Police; Buildings and Grounds; Library, etc., which must operate on an irregular schedule due to the nature of the operation. It shall be the prerogative of the appointing authority to determine the hours and days worked by each classified employee and to adjust these to fit the needs of the division. Classified employees who work over the normal 40-hour week (or over eight hours in any work day) shall be compensated as provided in Section 2,235 of this manual.

All irregular work schedules must be approved through a written Request for Variable Workday Schedule agreement and shall be reported to and approved by the appointing authority. Work schedules with slight variations from the norm (i.e., 7:30 a.m. - 4:30 p.m., 7:30 a.m. - 4:00 p.m. with one-half hour off for lunch, etc.) would not fall into an irregular work schedule category. The work schedule for a regular classified employee must be at least 21 hours per week or 53% FTE.

A 15-minute rest period must be provided to each classified employee during each four hour work period.

In offices employing more than one classified employee, the break may be arranged on a rotating basis so that one person remains in the office to receive callers and answer the telephone. It is strongly suggested that rest breaks be taken in close proximity to the employee's work area. A total of 15 minutes only is to be taken for each break.

Appointing officials may modify the conditions of the work break in those areas where special arrangements must be made (such as University Police, Buildings and Grounds, etc.) due to the nature or condition of the work.
CLASSIFIED PERSONNEL

Annual Leave Policy for Classified Staff 2,302

Revised: June 2014

Annual leave for classified staff is accrued at the rate of 10 hours per month for full time employees with less than 10 years of state service, 12 hours per month for full time employees with more than 10 years of service but less than 15, and 14 hours per month for full time employees with 15 years or more of service. Part-time classified employees earn annual leave on a prorated basis. Contact Business Center North for assistance in calculating the amount of leave accrued and used by a part-time classified employee.

During the first six months of employment annual leave accrues, but no annual leave may be taken during that period. Upon dismissal, an employee who has been employed for six months or more may be paid for annual leave accrued.

If while on annual leave a classified staff employee becomes ill or injured, the employee remains on annual leave for the duration of the original request. Annual leave cannot be converted to sick leave after the annual leave has commenced, unless the illness or injury is approved as FMLA leave.

Annual leave shall be granted by the supervisor after considering the needs of the department and the preference of the classified employee. Managers may direct employees, in writing, to use annual leave in accordance with the needs of the department. This includes directing the use of annual leave after a resignation is tendered. Written approval or denial of annual leave must be obtained in writing before the annual leave is requested to commence or within 15 working days after the appointing authority receives the request, whichever is sooner. The appointing authority may not prohibit an employee from using at least five consecutive days of annual leave in any calendar year (NAC 284.539).

The maximum number of accrued annual leave hours a classified employee can carry over to the new calendar year is 240. Managers should work with staff to ensure that annual leave is taken on a regular basis so employees do not forfeit earned leave.

Sick Leave 2,303

Reviewed: August 2005

Sick leave is accumulated at the rate of ten hours for each full month of service. After a classified employee has accumulated 90 working days of sick leave credit, the amount of additional unused sick leave credit which he is entitled to carry forward from one year to the next is limited to one-half the sick leave accrual over 90 days. The remaining one-half shall be placed in a separate account to be used by the classified employee under certain conditions as stated in NAC 284.546. There is no waiting period, but sick leave may be used only after it is earned. A classified employee who terminates after a minimum of 10 years of service through no fault of his own is entitled to payment of accrued sick leave in excess of 30 days pursuant to NRS 284.355.
### Classified Personnel

#### Catastrophic Leave

**Revised:** August 2005

Catastrophic leave may be requested by an employee who is unable to perform the duties of his or her job because of a serious illness or accident to the employee or to a member of the employee’s family. This illness or accident must be life threatening or require a lengthy convalescence of 10 weeks or more (NRS 284.362). To use catastrophic leave, the employee must have exhausted all accrued sick and annual leave, and all compensatory time. All requests to use catastrophic leave must include a statement from the attending physician describing the employee’s or family member’s medical condition, and the estimated dates of disability. The statement from the physician is used to determine if the employee or the family member’s condition meets the criteria for eligibility. Once certified as eligible, the employee may receive leave donations from a specific employee’s account at the same campus or from other state agencies and/or from the general campus catastrophic leave account, up to a maximum of 1,040 hours in a calendar year.

An employee must submit a completed Request to Use Catastrophic Leave form and physician’s statement to his or her supervisor and appointing authority for approval. The appointing authority has the prerogative to not approve a request based upon such things as the availability of funds on grant accounts or the employee’s past leave history.

Frequently, absences under the Catastrophic Leave Program also qualify under the Federal Family and Medical Leave Act. For more information, an employee should contact BCN Human Resources.

#### Classified Leave Without Pay

**Revised:** February 2009

Employees who are not at work during normal business hours must be in a formal leave status. All departments should maintain a working environment in which classified employees are held accountable for management of their annual and sick leave accruals to support all absences from work. Absences without the benefit of a formal leave status are normally considered unauthorized and may be subject to disciplinary action. There are certain formal leave statuses that will authorize an employee to be away from work without leave accruals such as leave under the Family Medical Leave Act and Military Leave.

If an appointing authority wishes to place an employee on a formal “Leave without Pay” status which authorizes the employee to be away from work without leave accruals, the appointing authority must contact BCN Human Resources before “Leave without Pay” is granted. The placing of an employee on “Leave without Pay” status should be a rare occurrence because it is essential for an organization to have a regular and predictable workforce. Authorizing frequent and/or intermittent “Leave without Pay” does not support effective attendance principles.

Being in “Leave without Pay” status affects an employee’s pay and benefits. Appointing authorities should be aware that they are setting precedent in their area of managerial responsibility when they authorize an employee to be in a “Leave without Pay” status. Departments must consult with BCN Human Resources when such questions arise.

“Leave without Pay” approved at the discretion of the appointing authority must be carried out in accordance with NAC 284.578. “Leave without Pay” for 30 working days or less may be approved by the appointing authority using the leave request form and a payroll correction form. A leave of absence without pay for more than 30 working days may be approved by the appointing authority using the leave request form and a payroll action form (PAF). Both payroll correction forms and payroll action forms (PAFs) must be submitted to BCN Human Resources. For further clarification and assistance with “Classified Leave without Pay” please contact BCN Human Resources.
A leave of absence with pay shall be granted to any state employee who serves on a jury or as a witness. Civil leave with pay must be granted to an employee who meets the requirements of NRS 284.357, and may also be granted by the appointing authority to an employee whose absence from the job is necessary to respond to a disaster or emergency. Civil leave shall not be charged to any employee's annual leave balance.

When an employee is subpoenaed by an aggrieved employee to testify in the employee's behalf before a hearing officer, the employee is acting in his official capacity. That employee is to be treated as if he is testifying for the employer and shall accept any witness fee offered to him and relinquish it to the agency by which he is employed per NAC 284.582.

Any classified employee who is a registered voter may absent himself from his place of employment at a time to be designated by the employer for a sufficient time to vote, if it is impracticable for him to vote before or after his hours of employment (NAC 284.586 and NRS 293.463). A sufficient time to vote shall be determined as follows:

- If the distance between the place of such voter’s employment and the polling place where such person votes is two miles or less, one hour.
- If the distance is more than two miles but not more than 10 miles, two hours.
- If the distance is more than 10 miles, three hours.

Classified employees, because of such absence, may not be discharged, disciplined or penalized, nor shall any deduction be made from his usual salary or wages by reason of such absence. Application for leave of absence to vote shall be made to the employer or person authorized to grant such leave prior to the day of the election.

When an employee is moved to a grant-funded or soft money funding source, all, part, or none of the annual leave may be accepted by the receiving department. Employees may be required to use all accrued annual leave during the employment covered by the funding source as specified in their employment contract. Any amount over the accrued leave limit and any compensatory time on the books must be paid by the exiting funding source.
Classified Staff to Administrative Faculty:

Classified positions may be reviewed to determine if the position meets the criteria for an exempt position under the Fair Labor Standards Act (FLSA) and is in the best interest of the University to convert to an Administrative Faculty appointment category. All conversions shall be reviewed for position and internal equity. A hiring authority may request a conversion of the position from classified staff to administrative faculty. The process of requesting a conversion is described on the Human Resources website. A conversion request must be submitted to Human Resources, through administrative channels, for job evaluation and conversion approval and placement or disapproval.

When a classified staff position is converted to an administrative faculty position, the incumbent is eligible for an increase of 0% to 10% or at least the minimum salary for the approved range. A salary exceeding Q2 on the approved Administrative Faculty Salary Schedule must be approved by the Provost’s Office.

Annual Leave – The transfer of unused annual leave is limited by funding source and at the discretion of the new appointing authority. Accrued unused annual leave may be transferred from a classified to a professional “A” contract appointment up to the allowable limit. The hours are converted to days by dividing the total number of hours by eight, and are subject to faculty accrual limitations which do not allow for more than 48 days to be carried over from one fiscal year to another.

Compensatory Time – Any amount over the limit and any compensatory time on the books must be paid by the current department.

If an employee transfers from a classified to a professional position through a search process within the institution with no break in service, the same process applies to both annual and compensatory time.

Sick Leave – The transfer of unused sick leave is limited by funding source and at the discretion of the new appointing authority. A classified employee transferring to an administrative faculty position will have their “carry forward” or “cumulative” sick leave balance converted from hours into days by dividing the total number of hours by eight, up to the allowable limit (96 days) with the approval of the appointing authority. If the balance is less than 30 days, then 30 days will be awarded (pro-rated if position is part-time). Accrual will start after the first year at two days per month. If a classified employee is hired through a search process within the institution with no break in service, the same process applies. There may be no payout of sick leave to a classified employee upon conversion to a faculty position.

Administrative Faculty to Classified Staff – If no break in service, sick leave is governed by NAC 284.551, #6 and annual leave is governed by NAC 284.5405, #9. The process is dependent on funding source and at the discretion of the new appointing authority. If there is a break in service, the employee will be treated as a new hire.

Time served in a faculty/professional position with the NSHE is ineligible for inclusion in continuous state service calculation for longevity per NRS 284.179. Time served in a faculty/professional position with the NSHE is eligible for inclusion in total State service calculation for annual leave accrual increases per NAC 284.538 and NAC 284.5405, #1.
2,000-2,999 PERSONNEL

CLASSIFIED PERSONNEL

Submitting Leave Applications and Requests 2,309

Reviewed: August 2005

All leave, both paid and without pay, shall be requested, approved, and processed as specified below. All absences from a classified employee's normal working schedule must be reported and accounted for.

Leave Request Forms must be completed in advance of leave except for illness, in which case the leave request must be completed and transmitted no later than two days after return to work.

All approved leave shall be posted to the leave record. The original of the request will be filed in the department's employee service file with a copy of the completed and approved leave request given to the employee.

Classified Attendance and Leave Records 2,310

Reviewed: September 2008

Each college and major division will be responsible for centrally maintaining a leave record for each classified employee. All leave and compensatory accrual and usage must be noted on the leave record card. All leave shall be identified by type, using the appropriate code designations. Classified leave must be reported to the minute of time actually taken.

Each unit must have a designated leave keeper. Leave records must be maintained in a secure location, separate from other employee files. Access to leave records is limited to the leave keeper, the supervisor and the appointing authority. The employee may review his/her leave record upon request. The unit leave keeper may not record or track the leave of their immediate supervisor.

Leave records are kept as prescribed by Faculty/BCN Human Resources (HR) and must be available for review upon request by HR.

Leave Audits and Reports 2,311

Revised: August 2005

For audit purposes, 12 months of the leave record will be turned in with the separation papers of a classified employee leaving the University. All classified employee leave records will be audited by each college or division periodically (every quarter is suggested) to check conformance with leave regulations and procedures. A copy of this audit will be given to each classified employee showing their accumulated leave and overtime credits earned.
**Employee Identification Cards (WolfCard) 2,330**

Revised: April 2014

A valid employee photo I.D. card (WolfCard) is required to use most university services (e.g., checking out materials in the Knowledge Center, access to Lombardi Fitness Center, or purchases made on campus with WolfBucks). The combination WolfCard/Prox card is a key or building door access card. WolfCards and Prox cards are issued at the WolfCard Office in the Joe Crowley Student Union.

The first WolfCard and Prox card are issued free of charge. Replacement WolfCards will cost $11 and Prox cards cost $15.

For more card program details please visit the [WolfCard webpage](#).

**Performance Evaluation 2,350**

Revised: August 2005

The state personnel department requires that an Employee Appraisal and Development report be completed annually for each classified employee in the state service. This report constitutes the official justification for all merit salary adjustments and provides an opportunity for communication between the employee and the supervisor. It is a chance for the supervisor to address positive performance, yearly goals, improper performance, and behavioral issues that impact the work place.

**Release Time for Staff Employees’ Council 2,359**

Revised: June 2014

The University is supportive of shared governance and employee involvement. Managers, supervisors, department chairs, deans and vice presidents are encouraged to support their classified employees’ involvement in Staff Employees’ Council (SEC) activities. SEC Council members and other representatives appointed to the SEC and/or university committees are granted administrative leave of up to a maximum of eight hours per month to perform duties of the committee. Each committee member is responsible for scheduling the time away from work through his/her supervisor and submitting a leave request form (administrative leave) prior to the activity. The leave request must be completed prior to the event.

Administrative leave of up to two hours is granted to any classified employee who attends the annual Staff Employees’ Council Service and Awards Event. The employee is responsible for scheduling the time away from work through his/her supervisor and submitting a leave request form (administrative leave) prior to the activity. The leave request must be completed prior to the event.

Except for active council members, no administrative leave will be granted for the annual open house.
CLASSIFIED PERSONNEL

Release Time for Training

Reviewed: August 2005

The University shall, within budgetary constraints, provide training which is: beneficial to the University or is required by the state, the appointing authority, or the federal government; needed to enable the classified employee to meet the standards of performance for his position; or to update the classified employee's skills, knowledge, and techniques of his current position. Training requests should be submitted to the appropriate supervisor, prior to the commencement of the training.

Release time must be granted for training required by the appointing authority. When training is requested by the employee, the appointing authority may grant release time.

Classified Grants-In-Aid Benefit Program

Revised: October 2013

The University encourages its classified employees to pursue training and educational opportunities available to them through the Nevada System of Higher Education institutions. In support of these opportunities, classified employees of the University are eligible for fee benefits for a maximum of six credits per semester or 12 credits per fiscal year. The course start dates shall determine which fiscal year the Classified Staff Grants-In-Aid falls. A maximum of six credits may be taken during spring, fall or summer. Classes must be job related or electives required in a degree program.

Fees are paid in full when classified employees enroll in a course that can apply toward the completion of a degree or a job-related course. Job-related courses include those courses needed to enable the employee to meet the standards of performance for the current position; those which update the employee’s skills, knowledge, and techniques in the current position; courses which are beneficial to the department’s operation; and courses which apply toward the completion of a degree.

Allowable Costs:

The Classified Grants-In-Aid benefit covers:

1. All mandatory fees (laboratory and technology fees).
2. Fee payment per credit hour up to a maximum of 15% above the standard credit hour fee. If the fee per credit hour is more than 15% of the standard fee, the employee is liable for the remaining cost.
3. The differential program fee, such as the fee assessed by the College of Engineering and the College of Business, are eligible for payment.
4. The Student Health Fee is waived for classified employees.
5. Independent learning classes for academic credit are eligible up to the limits specified in #2 above. These classes count toward the maximum of 12 credits in a fiscal year.

Ineligible Costs:

1. Extended Studies reserves the right to refuse to honor a Classified Grant-In-Aid in a requested academic credit class. Non-credit classes offered through Extended Studies are not eligible for this benefit.

For course/courses taken with the Classified Staff Grants-In-Aid, the employee must receive a grade of ‘C’ or better for undergraduate courses or ‘B’ or better for graduate courses. Failure to achieve these grades will result in the employee’s repayment of the full amount of the course costs to the University. By signing the Classified Staff Grants-In-Aid Request form, the employee authorizes the Office of Admissions and Records to release to the Office of Human Resources the final grades of courses taken at the University with the Classified Staff Grants-In-Aid. For classes taken at other institutions, the employee is responsible for providing proof of final grades to the Office of Human Resources or the employee will be liable for repayment of all costs.
Grades for courses taken at other institutions must be submitted by the due dates listed below:

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<thead>
<tr>
<th>Semester</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Fall</td>
<td>January 15</td>
</tr>
<tr>
<td>Spring</td>
<td>June 15</td>
</tr>
<tr>
<td>Summer</td>
<td>September 15</td>
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After the Classified Staff Grant-In-Aid is granted to the employee, the Office of Human Resources must be notified of any change of class to be taken or changes of the employee’s status in the class.

If a class taken under this program is officially dropped within the 100% refund period as determined by the Office of Admissions and Records, the entire refund reverts to the University. If the class is officially dropped after the 100% refund period, the employee must pay the non-refundable amount.

Any payment due from the employee must be made directly to the Cashier’s Office. If the payment is not received from the employee by the above scheduled due dates, the amount will be deducted from the employee’s next paycheck. Failure to pay may result in withholding transcripts, grades, diploma, registration and any check made payable to the employee by the University.
The guidelines and the NSHE Prohibitions and Penalties have been developed as a supplement to Chapter 284 of the Nevada Administrative Code to provide supervisors and classified employees with information about those specific activities which will be considered inconsistent, incompatible, or in conflict with their duties, as classified employees as well as to advise all parties of the kinds of penalties that may be imposed. It is not intended to provide an all inclusive list of all infractions or violations that could conceivably develop. Action taken in each case will depend upon the seriousness of the offense and on the facts of each incident, realizing that problems which call for disciplinary action are too individual and complex to permit the complete application of standardized procedures.

It shall be the responsibility of the classified employee’s supervisor, with the concurrence of the appointing authority, to take prompt, fair, and impartial corrective measures when necessary. The main objective of discipline should be to improve the performance or behavior of the offender rather than punish him. This is especially true when the offense is a relatively minor one. The principal of progressive discipline is herein reaffirmed as an effective personnel management tool, and departments within the University are advised to utilize this process. There are occasions, however, when the severity of the offense requires prompt and severe measures. The following disciplinary actions may be taken, depending upon the seriousness of the offense:

**Verbal Warning** – A verbal warning should be followed up with a letter of instruction summarizing the verbal warning. A “letter of instruction” is not placed in an employee’s official personnel file.

**Written Reprimand (NPD-52)** – A written reprimand is the next step in the progressive disciplinary process. This is a more formal disciplinary action taken against an employee for violating any of the rules and regulations set forth in NAC 284.650 and the NSHE Prohibitions and Penalties. Typically, a written reprimand is given to an employee where a verbal counseling has not been effective. A copy of the written reprimand must be sent to BCN Human Resources to be placed in the employee’s official personnel file.

**Suspension Without Pay** – When the severity of the offense warrants it or when warnings or written reprimands have not been effective, an appointing authority may suspend a classified employee for a period not to exceed 30 calendar days. The director of BCN Human Resources must be consulted when considering this action, which must be reported on a Personnel Action Form (PAF) and NPD-41 specificity of charges. The pre-disciplinary hearing procedure must be followed for permanent employees.

**Demotion** (including reduction of pay within rate range) – There is some question as to advisability of using demotions as a disciplinary measure because it sometimes creates additional problems. However, in a particular case this may be the best available disciplinary method and may be considered. The director of BCN Human Resources must be consulted when considering this action, which must be reported on a PAF and NPD-41 specificity of charges. The pre-disciplinary hearing procedure must be followed for permanent employees.

**Dismissal** – This is the severest disciplinary measure that can be taken and should be used only after corrective efforts have proved ineffective or when the offense is so serious that there is no other alternative. The director of BCN Human Resources must be consulted before any formal action is taken, which must comply with the pre-disciplinary hearing procedure. This action must be reported on a PAF and, for permanent employees, on a NPD-41 specificity of charges.
The necessity for good cause and adequate documentation in initiating discharge or disciplinary measures against a permanent employee cannot be overemphasized. It is the University’s policy to treat employees fairly. Many suspensions and discharges are followed by an appeal by the employee, with the subsequent hearing conducted in a trial-like manner. For that reason, the lack of sufficient evidence, specifically in the form of verifiable written records or testimony of witnesses, can result in suspended, demoted, or discharged employees being returned to their job (usually with back pay).

All disciplinary actions should include, where appropriate, any history of counseling to indicate measures taken to correct and improve the classified employee’s behavior or job performance. For the more serious actions such as suspension, demotion, and dismissal, the written charges should document the reasons for the disciplinary action and include specific details regarding the offense (i.e., times, dates, places, names, etc.), the specific causes for disciplinary action, and the disciplinary measures to be taken.

Some indication of future consequences of continued unacceptable performance or behavior should be listed with a timetable for correction. The classified employee should also be advised of his appeal rights under the Nevada Administrative Code grievance procedures and should sign the original statement of charges and receive a copy thereof. Copies of the charges and disciplinary action must be sent immediately to BCN Human Resources.

All permanent, classified employees have the right to file a grievance for any condition arising out of the employer-employee relationship including, but not limited to, compensation, working hours, working conditions, or the interpretation of any law, regulation, or disagreement.
CLASSIFIED PERSONNEL

Causes for Disciplinary Action

Reviewed: August 2005

The following prohibitions and restrictions apply to all non-professional employees of the University. Any employee engaging in any of the listed activities may be subject to appropriate disciplinary or corrective action. It is intended that this section of the manual provide all employees and supervisors with guidelines for expected standards of performance and behavior. These prohibitions and restrictions have been approved by the state personnel commission.

A. Incompetency, Inefficiency, Negligence or Improper Action in the Performance of the Job

1. Failure of the employee to meet reasonable standards of cleanliness and hygiene required in his department and about which the employee is advised.
2. Negligence in the performance of duties including failure or refusal to follow instructions or regulations.
3. Failure to perform assigned duties satisfactorily in accordance with established work performance standards.
4. Abuse of leave or rest period privileges.
5. Repeated unexcused absenteeism or tardiness.
6. Willful or negligent destruction, damage to, or loss of state property.
7. Embezzlement, misappropriation, or unauthorized use of state funds or property.
8. Willful or negligent violation of safety rules and practices.
10. Failure of an employee who is absent from duty to report the reason to his supervisor at the earliest possible time on the day of absence or, unless this is not possible, at the first opportunity available to the employee.
11. Withholding of information from any authorized person or willfully giving false information.
12. Failure to report damage to state or university equipment which the employee is operating or is responsible for.
13. Inability to perform duties satisfactorily due to the influence of intoxicants or drugs.
14. Failure to cooperate with others as required in the performance of one’s duties.
15. Operating state equipment without proper authorization or credentials.

B. Acts of Misconduct on the Job

1. Doing bodily harm, or attempting to do bodily harm, to others.
2. Use of profane, insulting, abusive, or threatening language or gestures.
3. Disruption of, or an attempt to disrupt, normal university business.
4. Any act of unlawful discrimination based on race, religion, color, age, sex, national origin, political affiliation, or handicap.
5. Participation in a work slowdown, stoppage, or strike.
C. Incompatible Activities

1. The use of private gain or advantage of the state’s time, facilities, equipment, and supplies or the badge, uniform, prestige, or influence on one’s state position or employment.
2. The receipt or acceptance by the employee of any money or other consideration from anyone other than the state for the performance of an act which the employee would be required or expected to render in the regular course of hours of his state employment or as a part of his duties as an employee.
3. The performance of an act in other than his capacity as an employee which act may later be subject, directly or indirectly, to the control, inspection, review, audit, or enforcement by such employee or the agency by which he is employed.
4. Engagement in any outside employment or in any service, enterprise, or investment which is in conflict with the proper discharge of official state or university duties.
5. Release of confidential records or information to media representatives or other non-university officials without prior approval of a university official having the authority to release such information.

D. Personal Behavior

1. Drug and alcohol is not tolerated in the workplace. Being under the influence of drugs and alcohol may result in dismissal.
2. Engagement in other employment without advising one’s supervisor.

E. Noncompliance with Employment Regulations

1. Willful falsification of employment application or other personnel records with respect to information which could have materially affected selection for employment or for continued employment.
2. Failure to obtain or renew permits or licenses required by the particular job.
3. Refusal to take a physical examination as condition of initial or continued employment when such examination is paid for by the University.

Revised: August 2005

Classified employees of the University are expected to give at least two weeks notice, in writing, when resigning. A classified PAF must be signed by the employee after it has been completed by the appointing authority. Once an employee’s written resignation is accepted by the appointing authority, the employee may not revoke the resignation, regardless of the effective date set forth in it, if three or more working days have elapsed since its acceptance, unless the appointing authority approves the revocation.

Required Dismissal Papers – Classified Employees

Revised: August 2005

1. Personnel Action Form (PAF)
2. Leave cards and leave request forms for the last 12 months of employment.

A Retirement Request for Refund form may be obtained through BCN Human Resources by classified employees who are resigning their employment and wish to withdraw retirement contributions.
Staff Employees Council – A Staff Employees Council is established as the primary representative body of the classified employees.

Purpose of the Council – The Staff Employees Council serves in an advisory capacity to the president of the University with respect to all matters of classified personnel administration and employee relations, excepting matters of formal appeals and hearings. The function of the council is to receive, consider, and make recommendations on matters relating to classified personnel administration, policies, and procedures; to provide a forum for the hearing of classified employees’ suggestions, questions, or complaints, but not individual appeals relating to disciplinary or classification matters; and to provide a means of communication for disseminating information to classified employees of the University.

The council keeps a summary record of all matters considered and recommended by the council and transmits such minutes to council members, the president, and other officials, as specified by the president.

Organization of the Council

1. The Staff Employees Council consists of members from the classified staff elected by their peers and appointed by the president. The members are appointed from representative classified employee occupational and organizational units.

2. Members serve a three-year term and may not be re-elected for one year after the expiration of that term. However, a member serving the remainder of an unexpired term to which appointed but not elected may stand for election for a full three-year term.

3. Officers of the council are chosen from among the members by a majority vote of the voting members. The council adopts such rules for the conduct of its business, as it deems necessary. The council meets once each month, or upon the call of the chair, or upon the petition of a majority of the members. Members of the council are allowed time off from work to attend official meetings of the council unless unusual workload demands prevent release, subject to approval of the member’s appointing authority.
University Faculty 2,500

Revised: 5/6/98

University academic and administrative faculty consists of all persons holding professional positions as defined and authorized by the Board of Regents (see Title 2 of the NSHE Code, Section 1.1).

Under procedures which may be established by institutional bylaws, the faculty may recommend general policy on matters of faculty welfare, faculty rights and faculty involvement in the University of Nevada’s primary missions.

Authorization of Positions 2,501

Revised: 5/6/98

The number of positions for each department or division and the budgeted salary for each is authorized by the Board of Regents and is found in the operating budget and the list of authorized academic and administrative positions for the fiscal year. A copy of the authorized position list is housed in the library.

Should questions arise under this particular section, please contact Planning, Budget & Analysis directly.
The University of Nevada, Reno, seeks to employ on a competitive basis the best possible applicant for any vacant position. There is, therefore, no prohibition to the appointing authority or hiring of a relative of an employee in the same or in another department, college, or division. Pursuant to State of Nevada lay and administrative code (NRS 281.210; NAC 284.375), “…it is unlawful for any person acting as an employing authority [i.e., appointing authority] of the Nevada System of Higher Education…to employ in any capacity on behalf of the Nevada System of Higher Education, any relative of such a person who is within the third degree of consanguinity or affinity.”

At the University of Nevada, Reno, the following procedures apply to all employees including, but not limited to, academic or administrative faculty; members of the state classified system; postdoctoral fellows; resident physicians, graduate assistants, and all student employees of the University; regardless of the funding source or budget account.

The term “relative” is defined by state statute and University policy as any person who is within the third degree of consanguinity or affinity:

1. Consanguinity is a blood relationship within a family of the same descent. Affinity is a marriage or other legal relationship (such as adoption) formally recognized by the State of Nevada. Relationships within the third degree of consanguinity or affinity are defined as:
   a. The employee’s spouse, child, parent, sibling, half-sibling, or step-relatives in the same relationship;
   b. The spouse of the employee’s child, parent, sibling, half-sibling, or step-relative;
   c. The employee’s in-laws, aunt, uncle, niece, nephew, grandparent, grandchild or first cousin.

2. No employee can participate in making recommendations or decisions affecting the appointment, retention, tenure, promotion, salary, other status or interest of any individual within the third degree of consanguinity or affinity.

3. Appointing authorities cannot hire a relative.

4. An appointing authority – at any level – who hires a relative of any employee within the departmental-level unit(s) of that appointing authority must provide a written notification of the hire to the appointing authority’s immediate supervisor and specifically address the manner in which the conditions of #2 are met.

5. The president and those persons designated by the president serve as the appointing authority within the area of delegated authority.

6. Except for relationships allowed pursuant to NRS 281.210 and NAC 284.375 and 284.277, if a supervisor and an employee who is in the direct line of authority of the supervisor become related after the supervisor and employee have been appointed to their respective positions, the appointing authority shall ensure that, as soon as practicable, the employees do not continue to hold positions in which one of the employees is in the direct line of authority of the other employee.

7. A supervisor who becomes related to an employee in the direct line of authority of the supervisor shall notify the president or those persons designated by the president within 10 working days after the supervisor and employee become related.

8. Violators of this policy may be subject to disciplinary action as well as sanctions stipulated in the Nevada Revised Statues and Nevada Administrative Code.

(B/R 10/03)

Exceptions to this policy must have the prior written approval of the president, along with a written agreement detailing the manner in which conflicts of interest will be ameliorated. The source of funding to pay a newly hired employee may not serve as a basis to waive the restrictions of this policy.
Revised: August 2011

The UNR Bylaws include policies and some of the procedures pertinent to faculty rights and responsibilities. The NSHE Code also includes policies on most of these matters and contains information which specifies rules, sanctions and procedures in dealing with disciplinary problems.

All academic and administrative faculty and those involved in personnel matters should be familiar with the NSHE Code and the UNR Bylaws. College or unit bylaws are obtained from the office of a given dean or director and departmental bylaws are available from specific departments or by visiting the Faculty Senate Bylaws Repository at http://www.unr.edu/facultysenate/bylaws/index.html.

**Degree Requirements for Research Faculty**

<table>
<thead>
<tr>
<th>Title</th>
<th>Rank</th>
<th>Degree Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Scientist/Research Assistant Professor</td>
<td>0(I)</td>
<td>BS required, MS typically for Research Scientist/ Doctorate required for Research Assistant Professor I*</td>
</tr>
<tr>
<td>Research Assistant Professor</td>
<td>0(II)</td>
<td>Doctorate required*</td>
</tr>
<tr>
<td>Research Associate Professor</td>
<td>0(III)</td>
<td>Doctorate required*</td>
</tr>
<tr>
<td>Research Professor</td>
<td>0(IV)</td>
<td>Doctorate required*</td>
</tr>
</tbody>
</table>

*Research Assistant Professor 0(I) for University of Nevada, School of Medicine only
**Exceptions must be approved by Provost’s Office

**Degree Requirements for Instructional Faculty**

<table>
<thead>
<tr>
<th>Title</th>
<th>Rank</th>
<th>Degree Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer I</td>
<td>0(I)</td>
<td>BS required, MS may be required by college</td>
</tr>
<tr>
<td>Lecturer II</td>
<td>0(II)</td>
<td>MS required for professional schools*</td>
</tr>
<tr>
<td>Lecturer III</td>
<td>0(III)</td>
<td>MS required for professional schools*; Terminal degree required otherwise</td>
</tr>
<tr>
<td>Lecturer IV</td>
<td>0(IV)</td>
<td>MS required for professional schools*; Terminal degree required otherwise</td>
</tr>
</tbody>
</table>

*May vary by professional school. Exceptions must be approved by Provost’s Office

**Title**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Degree Requirement</th>
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<tbody>
<tr>
<td>II</td>
<td>Terminal degree required*</td>
</tr>
<tr>
<td>III</td>
<td>Terminal degree required*</td>
</tr>
<tr>
<td>IV</td>
<td>Terminal degree required*</td>
</tr>
</tbody>
</table>

*May vary by professional school. Exceptions must be approved by Provost’s Office
Degree Requirements Guidelines for Administrative Faculty

<table>
<thead>
<tr>
<th>Range</th>
<th>Degree Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Normally requires a Bachelor’s degree and 1 year of professional experience; or a Master’s degree</td>
</tr>
<tr>
<td>2</td>
<td>Normally requires a Bachelor’s degree and 2 years of professional experience; or a Master’s degree and 1 year of professional experience</td>
</tr>
<tr>
<td>3</td>
<td>Normally requires a Bachelor’s degree and 4 years of related professional experience, a Master’s degree and 2 years of related professional experience; or a Doctorate</td>
</tr>
<tr>
<td>4</td>
<td>Normally requires a Bachelor’s degree and 5 years of comparable managerial experience; a Master’s degree and 3 years of comparable professional experience; or a Doctorate and 1 year of comparable professional experience</td>
</tr>
<tr>
<td>5</td>
<td>Normally requires a Master’s degree and 4 years of comparable managerial experience or a Doctorate and 2 years of comparable managerial experience</td>
</tr>
<tr>
<td>6</td>
<td>Normally requires a Master’s degree and 5 years of comparable managerial experience or a Doctorate and 3 years of comparable managerial experience</td>
</tr>
<tr>
<td>7</td>
<td>Normally requires a Master’s degree and 6 years of comparable managerial experience or a Doctorate and 4 years of comparable managerial experience</td>
</tr>
</tbody>
</table>

Types of Faculty Positions

Academic Faculty means instructional, research and library faculty.

Administrative Faculty means faculty employed in executive, supervisory, or support positions.

For additional information, see NSHE Code Title 2, 1.1.

Definitions of Academic and University Year for Contractual Purposes

Revised: 5/6/98

For contractual and other appropriate purposes, the university year is defined as the 12-month period coinciding with the fiscal year from July 1 to June 30, inclusive. This period assumes observance of officially recognized national and state holidays and such other recesses from official on-campus and off-campus duties as may be established at any time by the Board of Regents.

Academic faculty under contract for the university year and all administrative faculty are typically issued “A” (12-month) contracts. Academic faculty under contract for the academic year are typically issued “B” contracts. For additional information on faculty contract, refer to section 2,550.

For contractual and other appropriate purposes, the academic year is established annually in conformity with the academic calendar published in the official university catalog, as approved by the president.

“College working days” means any day other than a Saturday, Sunday, or legal holiday, as designated by the Nevada Revised Statutes (NRS), or designated periods of class recess as provided in the university calendar.
There are four types of faculty appointments:

1. **Renewable Appointments**: These appointments must be 50% FTE or more and must exceed three months of consecutive service. These appointments are funded by state funds or other designated funds. These types of appointments may be either tenure track or non-tenure track, but in either case are subject to “notice of non-reappointment” as provided in the NSHE Code. The contracts may be either “A” or “B” contracts.

2. **Renewable Appointments Contingent upon Funding**: These appointments must be 50% FTE or more and must exceed three months of consecutive service. These contracts carry a provision that allows for termination with 30 days’ written notice when funds for these positions are no longer available. Alternative contract provisions can be made to change the standard 30-days’ notice to allow for termination with longer or shorter periods of notice. The contracts may be either “A” or “B” contracts.

3. **Letters of Appointment**: Letters of appointment (most frequently referred to as “LOA”) may be used for special appointments to meet academic or administrative needs. Letters of appointment are used for teaching, research, and other professional employment activity to augment regular faculty positions. They are issued only for clearly defined duties that are part-time and temporary. The FTE for LOAs may be for any percentage. The following rules apply to LOA appointments:
   a. Appointments less than 80% FTE may not exceed 11 months
   b. Appointments of 80% FTE or greater may not exceed 90 calendar days

4. **Temporary Faculty Appointments**: Temporary appointments are defined as positions for a duration of one year or less. Temporary appointments must be 50% FTE or more, must exceed three months of consecutive service, and may be funded by either state or non-state funds. Temporary appointments are issued for a fixed period of time, typically one semester or one year, and may be either “A” or “B” contracts.
Maximum Overload for University of Nevada, Reno Faculty 2,512

Maximum Overload for University of Nevada, Reno Faculty – The maximum overload for a full-time member of the University academic faculty is one three-credit course per semester. In special cases, the dean or director of the college or school concerned may grant special permission for an academic faculty member to teach, and receive compensation for, this additional course per semester.

Course Buyout Policy 2,513

Revised: May 2007

Faculty members of the University generally have responsibilities in fulfilling its teaching mission, as delineated in their annual role statement. However, in order to fulfill the University’s research and service missions, buyout of teaching responsibilities is sometimes warranted:

Course buyouts generally fall into two categories:

1. Release from teaching, through reduction in instructional FTE compensated by research or other grant activity, in order to devote needed time to research, writing, and other activities under the auspices of the grant; or

2. Release from teaching through reductions in FTE, in order to devote time to a professional development activity that leads to professional advancement in instructional, service, or research areas.

The following guidelines regarding course buyouts by a faculty member are in effect to ensure that a department can meet its teaching obligations to students and to ensure fair and equitable treatment among faculty:

1. Faculty members may not buy out of teaching responsibilities if it will compromise the ability of the department to deliver its instructional program.

2. Buyouts for pursuit of external personal or business interests not related to the mission of the University of Nevada, Reno shall not be granted.

3. Buyouts for activities by a faculty member that may be detrimental to the department in question shall not be granted.

4. Buyout of all teaching in a calendar year is not appropriate except in rare circumstances.

5. The amount of FTE compensated by a grant, or reduction in FTE required to buy out a course, is to be determined by mutual consent of the department chair and dean, but in no case should it be less than 10% of the faculty member’s academic year salary.

6. A portion of the buyout amount is expected to be used in funding an alternative source to teach the released course(s) and related instructional expenses.

7. Buyout of teaching does not release faculty members from performing their service obligations on behalf of the University, college, or department, or from meeting their responsibilities as a citizen of the University, college, or department.

8. In the event a course buyout is approved, the faculty member’s role statement shall be revised to reflect the change.
Academic Faculty

Promotion
Upon promotion from one rank to another, academic faculty will receive a 10% increase in salary.

Post-doctoral Fellows
A post-doctoral fellow who was hired through a competitive search may be promoted to a research scientist or research assistant professor position. A post-doctoral fellow who was hired as a grant-named exception may not be promoted without a competitive search.

Internal Search
In general, academic faculty may not be promoted or hired through an internal search process. In certain situations, an internal search may be conducted for academic faculty if approved by Human Resources and the Provost’s office.

Medical Residents
Medical residents and clinical fellows may participate in, and be hired through, an internal search process for clinical faculty. The following process will be used in such recruitments.

1. The chair of a clinical department can request through the dean and the Executive Vice President & Provost approval for an internal search for an assistant professor(s).
2. All eligible residents and fellows are eligible to apply and will be notified through internal communication. Applicants will apply via the mechanism prescribed by Human Resources.
3. The search will be open for two weeks, before a review of applicants begins.
4. The department chair in consultation with the department faculty and Associate Dean, Graduate Medical Education, will make a recommendation to the dean on residents and fellows that should be considered for faculty positions.
5. Successful applicants must meet the minimum qualifications and possess the required credentials for the position.

Academic Administration (Range 1-7)
Internal searches for positions within academic administration (assistant and associate deans, vice provosts, etc.) may be conducted.

1. The dean may request through the Executive Vice President & Provost and Human Resources approval for an internal search for an assistant or associate dean within the college.
2. All eligible faculty within the appropriate unit, (generally tenured faculty) may apply and will be notified through internal communication. Applicants will apply via the mechanism prescribed by Human Resources.
3. The search will be advertised within the unit and ample time allowed for faculty to apply.
4. The dean will make a recommendation to the Executive Vice President & Provost.
5. Successful applicants must meet the minimum qualifications and possess the required credentials for the position.
Administrative Faculty

An administrative faculty promotion is an increase in range based on a faculty member assuming significantly greater responsibilities and duties relative to their current position. Administrative faculty promotion can occur four ways:

1. Through reevaluation of an existing Job Description
2. Promotion from one position to another approved Job Description at a higher range
3. Through an approved Line of Progression
4. Through an internal or competitive search

The following guidelines apply:

- With exception of a competitive search, the faculty member must hold the appointment for a minimum of one year prior to reevaluation or promotion. In all cases, the faculty member must meet the minimum qualifications of the position associated with the additional duties performed.
- Up to a 10% increase or at least the minimum of the new range may be granted for promotional increases (except in the case of a competitive search) which allows for an increase beyond 10%. All salary considerations should be reviewed in the context of equity with similar positions in the immediate unit and across the University.

Promotion by Reevaluation

A request for a promotion of an existing Job Description (reevaluation) is submitted to Human Resources, through administrative channels, for review and placement using the Administrative Faculty Compensation Model. The greater responsibilities and duties should meet the requirements of the next level range of the salary schedule (more of the same type of work does not qualify for a promotion). Promotion by reevaluation will not be approved into Ranges 6 and 7; a competitive search is expected.

A placement decision will typically be completed within two to six weeks following submission of a Job Description Form to Human Resources. The effective date of an approved reevaluation promotion will be the first day of the month following approval by Human Resources. The submitting office may make the action effective any date after the approved effective date by Human Resources, depending on budget considerations.

Where the new duties and responsibilities are determined by Human Resources not to be significantly different from those of the current position, the position remains at the same range. A hiring authority who believes that a position has been assigned to an inappropriate range may appeal in writing to the Associate Vice President, Human Resources (AVPHR) through normal administrative channels. The written statement must include justification provided by HR for the placement decision and explain how the Job Description meets the requirements of the requested range. Following appeal to the AVPHR, the hiring authority may appeal in writing to the Provost’s Office through appropriate administrative channels. The written statement must include the same elements as required in the first appeal and any additional placement decision justification provided by the AVPHR.
Promotion to an Approved Job Description

An appointment may be approved to promote an individual within the unit, department, or division where the individual currently serves in the next lower range position into an existing Job Description at the next higher level range. If more than one individual is similarly situated (positions at the next lower range) all individuals shall be considered for the promotion. A request to promote a person from one position to another approved Job Description is submitted directly to Human Resources, through the appropriate administrative channels, to include justification for the selection, where other similarly situated individuals exist. The effective date of promotion to an approved Job Description will be the first of the month following approval from Human Resources or a later date as designated by the department. If the position is more than one range above an open search is required. Promotion to an approved Job Description will not be approved into Range 6 or 7 positions; a competitive search is expected.

Lines of Progression

A Line of Progression identifies a series of job titles through which an administrative faculty member may be promoted from one range to the next higher range within the series. The positions within each Line of Progression must be clearly established and listed on each Job Description within the series. The knowledge, skills, and abilities within the Line of Progression are generally similar. Each higher range within a Line of Progression demonstrates an increase in complexity of work, functional responsibility, and/or impact.

Movement from one range to the next is not an entitlement or a function of seniority within a position. Lines of progression are subject to available funding. Departments have a finite number of positions at each range within the progression.

The following rules are applicable to a Line of Progression:

1. The series of positions within the Line of Progression must be within the same organizational unit.
2. All applicable positions within a Line of Progression must be reviewed and approved by Human Resources prior to an administrative faculty member being promoted.
3. Promotion from one range to the next within a Line of Progression is neither automatic nor “time in the position” dependent. The following are required to advance to the next range in the Line of Progression:
   a. Commendable or better job performance rating in the most current evaluation,
   b. Acquisition of additional knowledge, skills and abilities
   c. More complex duties
   d. Increased scope of responsibility and/or impact, and
   e. Recommendation of the immediate supervisor
4. The highest range for a Line of Progression position is Range 4.

The effective date of a promotion through line of progression is the first of the month following approval from Human Resources or a later date as designated by the department.
Internal Search
An internal search for an administrative faculty position may be conducted. The following process will be used in such recruitments.

1. The department manager/director/dean can request through the appropriate vice president or dean and upon approval of the Assistant Vice President, Human Resources an internal search for an administrative faculty position.
2. All eligible administrative and academic faculty and classified employees are eligible to apply and will be notified through internal communication. Applicants will apply via the mechanism prescribed by Human Resources.
3. The search will be open for two weeks, before a review of applicants begins.
4. The department manager/director/dean will make a recommendation to the vice president or dean.
5. Successful applicants must meet the minimum qualifications and possess the required credentials for the position.

Letter of appointment faculty, graduate assistants and temporary classified are not eligible to compete in an internal search. Range 6 and Range 7 positions in administrative units may not be filled through an internal search process; a competitive search is expected.

Competitive Search
Promotion may also occur through a competitive search whereby an existing employee applies for an open position at a higher range. Internal candidates (either classified or faculty) may negotiate a starting salary if offered a new position in the same or a higher range as the result of an open competitive search. The offer is not to exceed Q2 of the salary range, unless approved by the Provost’s Office.

Temporary Salary Adjustment
A temporary salary adjustment, up to 10%, may be granted if an incumbent has assumed duties that are in a higher range (an increase in scope and complexity in work) for at least ten working days. A Temporary Salary Adjustment may not be granted for additional responsibilities that are within the same salary range. The faculty member must meet the minimum requirements for the higher level position in order for the adjustment to be granted. Human Resources may request an updated resume/cv to make this determination.

A request should be submitted directly to Human Resources, through administrative channels, and should include:
- Name of the employee assuming the duties
- Rationale for why the employee is assuming the duties
- Job title and range of the higher level position
- An explanation of the higher level job duties being assumed
- Duration of adjustment
- Amount requested

Temporary assignment of additional duties to an administrative faculty and the adjustment that accompanies the additional duties cannot be effective for more than a one-year period unless approved by the Provost’s Office. When the Temporary Salary Adjustment terminates, the faculty member is returned to their former salary base plus any COLA and merit awarded. The COLA and merit amounts are applied to the former base salary.
### ACADEMIC AND ADMINISTRATIVE PERSONNEL

#### Salary Schedules

Revised: February 2010

Schedules are adjusted, in accordance with university system guidelines, after review and analysis of market data which includes land-grant universities. Updated salary changes are posted on the Human Resources web site as approved by the Board of Regents.

[http://www.unr.edu/hr/compensation/schedules.html](http://www.unr.edu/hr/compensation/schedules.html)

#### Starting Salary

Revised: April 2014

The starting salary of a faculty member must be at least the minimum for the rank/range and is normally between the minimum and Q1 for the rank/range on the approved salary schedules. New faculty who have held positions similar to the one they assume at the University may be offered an initial salary between Q1 and Q2. All salary offers must be approved by the appropriate dean and/or vice president prior to extending the offer to the candidates. An initial salary offer above Q2 requires the prior approval of the appropriate vice president and the Provost’s Office. The request for the starting salary above Q2 must be justified by providing written evidence of the candidate’s superior experience and/or credentials relative to the position. This justification must be submitted with the Request to Offer/Compliance Form.

Starting salaries that exceed the maximum for the rank/range must be approved by the Board of Regents.

A rank, range or grade must be established for a position prior to advertisement of the position.

#### Administrative Faculty Job Description

Revised: March 2015

An Administrative Faculty Job Description Form is available on the Human Resources website. A Job Description:

- Is required whenever a new administrative faculty position is proposed or when a range or title evaluation is requested
- Should accurately reflect the current responsibilities of the position and be reviewed periodically
- Over three years old must be updated prior to opening a search

All new or revised Job Descriptions are submitted to Human Resources, through administrative channels, for evaluation and placement within an appropriate range using the Administrative Faculty Job Evaluation Model.

For instructions visit the [Human Resources website](http://www.unr.edu/hr/).
The University of Nevada, Reno is committed to Equal Opportunity/Affirmative Action in recruitment of its faculty. The university adheres to all federal and state laws and regulations and our policy is to hire the most qualified applicant. The following policies have been established to ensure a fair and equitable search process that conforms to applicable laws, regulations and policies.

1. Search committees should be diverse (representation from under-represented groups).

2. Search committee members, chair and coordinator must disclose any relationship with candidates to the search chair. This includes, but is not limited to teacher/student, research collaboration, professional association or personal relationship.

3. All searches must be open for a minimum of four weeks.

4. The following Recruitment/Outreach Guidelines must be met by the search committee:
   a. Advertisement/posting in two sites, with at least one diversity publication/website.
   b. Fifteen additional contacts by the committee to include:
      i. Individuals (professional contacts)
      ii. Institutions of higher education
      iii. List serves
      iv. Discipline publications (journals, newsletters)

5. For administrative positions, minimum qualifications must match Administrative Faculty Job Description Form for the specified position.

6. The EEO Summary Report must be distributed to the search committee by the search coordinator when the search closes to applicants or before interviews are conducted.

7. The screening process (including interview questions) must be job related and standardized for all candidates.

8. Human Resources approval is required at the following stages of the process:
   a. Initial requisition (request for fill)
   b. Applicant pool
   c. First interview
   d. Second interview
   e. Request to offer/compliance form

9. The search coordinator must update the status in e-SEARCH whenever a candidate declines an interview or a job offer.

10. The search coordinator is required to submit justification on the compliance form in e-SEARCH for salary offers over Q2.

11. The signed preemployment certification must be submitted with the new hire paperwork for the successful candidate.

12. Campus interviews must be conducted with at least two finalists unless waived by Human Resources.

13. References must be verified/checked in at least the candidate(s) selected for the position.

14. Documents that are specified in the Recruitment Manual must be uploaded to the e-SEARCH system at the conclusion of the search. Any documents that are not able to be uploaded to e-SEARCH must be retained by the department for three years.

Exceptions to these policies must be approved by the Provost’s Office.
Administrative Search Process:
The hiring cycle, reporting structure, and hierarchical relationships are very different for academic and administrative faculty. The traditional search and recruitment process for administrative faculty is grounded in the academic model of shared governance and peer evaluation. The responsibilities of positions in administrative departments can be varied, and administrative departments do not have the same shared governance. Therefore, the process for recruiting and hiring administrative faculty may be different than for academic faculty. The appointing authority for the open administrative faculty position approves the type of search model for the recruitment.

Search Models
Search Committee – This search is characterized by the use of a search committee of peers and constituents. The search committee will be selected by the appointing authority. This model is typically used for Academic Faculty searches; however, it is also an option for Administrative Faculty searches.

Administrative Search – This search is characterized by the hiring manager assuming the responsibility for all aspects of the search.

Rules for Use of the Administrative Search Model
Below are the minimum requirements for administrative searches. The hiring manager or appointing authority may involve additional input at any point during the process.

1. The e-search system is used for all levels of approval.
2. Hiring authority/search chair must attend search chair training.
3. The hiring manager may independently decide on the appropriate recruitment plan which must include:
   a. Posting the position on at least two advertising outlets in addition to the outlets provided by Human Resources. At least one of these sites must be diversity targeted.
   b. Consultation and/or discussion with the hiring authority, department and/or Human Resources regarding diversity recruitment and how to attract diverse candidates.
   c. The hiring manager is encouraged to engage department faculty/staff and human resources in the sourcing of candidates.
   d. All state funded positions must remain open for a minimum of 4 weeks.
4. The hiring manager may independently review all applications and decide which candidates are selected for first (telephone) interviews. Interviews must be approved by Human Resources.
5. The hiring manager may independently complete the telephone interviews and select candidates for campus interviews, which must include a minimum of two candidates, unless waived by Human Resources.
6. The campus interview process must include the opportunity for a representative group of peers and/or constituents to meet with the candidates and provide feedback to the hiring manager.
7. Once the hiring manager has made a selection, a “Request to Offer” must be routed through e-search before an offer can be made.
Whenever a vacancy occurs or is about to occur in the position of president, a presidential search committee composed of six members of the Board of Regents shall be appointed by the chair of the Board of Regents for the purpose of recruiting, screening and recommending a nominee or nominees to the Board of Regents for appointment to the position. The chair of the Board of Regents shall appoint the chair of the presidential search committee. The chair of the Board of Regents shall also appoint an institutional advisory committee. For president searches, please see the Board of Regents’ Handbook, Title 2, Chapter 1, Section 1.5.4 (Vacancy in the Office of the President).
Revised: December 2009

The procedures for selecting vice presidents are:

1. The president shall request nominees for a search committee to assist with the recruitment and screening of candidates.

2. The committee shall consist of no fewer than eleven members, plus alternates, as follows: five faculty members, two members of the Academic Leadership Council, two students, one classified employee, and one or more members selected by the President from any of the above or from outside the university.

3. The president shall select the members from nominees presented to him as follows:
   a. Faculty Nominees – The Faculty Senate Office shall conduct a university-wide election of faculty nominees to the committee. The Faculty Senate shall select ten of the twenty faculty members receiving the greatest number of votes and shall nominate those ten to the president. The president shall select five members of the committee from this group of ten.
   b. Student Nominees – For the vice president for Research, the GSA shall nominate four students to the president. The president shall choose two students from that organization as members of the committee. For all other vice president searches, the ASUN and GSA shall each nominated two students to the president. The president shall choose one student from each organization as a member of the committee.
   c. Classified Employee Nominees – The Staff Employees Council shall nominate two classified employees. The president shall select one of the two nominees as a member of the committee.
   d. Alternates – Alternates shall be named by the president from the remaining names forwarded to him. Alternates shall not participate in any committee activities until such time as they are named as full members of the committee by the president.
   e. Other – If the president feels it is appropriate, representation on the committee can be broadened to include one or more representatives from other university stakeholder groups.

4. The president shall convene the first meeting of the committee and give the committee its charge. At this first meeting, the president shall present the position description to the committee, review procedures to be followed, and appoint a chair.

5. The committee and the president may consult at any time during the search and interview process.

6. When at least three top candidates have been identified, their names shall be made known to the nominating groups and to the university community. Curriculum vitae for the candidates, with the exception of letters of recommendation, shall be available for examination. Input from all interested parties will be welcomed prior to deciding upon the names to be forwarded to the president.

7. During the interviewing process, in addition to meeting with the recruitment and screening committee, representatives of the department of the candidate’s discipline, chief administrators, representatives of faculty, students, and classified employee groups with whom the candidate would work, there shall be a meeting with each candidate open to the general public, the news media, and all members of the university community.

8. The committee shall present an unranked list of three or more candidates to the president and shall meet with the president to discuss the proposed candidates. The president can reject the slate of nominees and request a new slate.
**ACADEMIC AND ADMINISTRATIVE PERSONNEL**

| Recruitment of Deans, Associate and Assistant Deans | 2,523 |

Reviewed: December 2009

Deans shall be recruited following usual university hiring procedures and provisions in the department and major unit bylaws. The search committee shall include a majority of members from the unit with the vacancy, but the president may appoint others to such a committee including students, faculty from other units, administrators, and representatives of the public.

The committee shall conduct a search adhering to university hiring policies, and then shall present an unranked list of at least three candidates to the executive vice president and provost and president.

Selection of associate and assistant deans shall follow hiring procedures and provisions in major unit bylaws.
ACADEMIC AND ADMINISTRATIVE PERSONNEL

Guidelines for Employee Recruitment Expenses and Entertainment 2,529

Revised: October 2013

Expenses to recruit academic or administrative faculty must be arranged in consultation with respective department chairs, dean/directors and vice presidents. There is no central pool of funds for such purposes.

Candidate Expenses

In accordance with NRS §281.169, the University allows for reimbursement of reasonable travel and per diem expenses of three finalists, as long as receipts for these items are submitted. The rules below are intended to provide guidance and reasonable limits for travel and interview expenses for candidates. Expenses beyond these limits will be covered only when permission is obtained from the appropriate vice president or dean.

1. Candidate travel expenses to and from the university location or locations for interview activities are reimbursable. As a general rule, the university should not pay the travel or associated expenses of the candidate’s spouse, domestic partner, or other family member who chooses to accompany him/her.

2. Lodging and meals for the candidate up to three nights will be covered. Should the candidate wish to arrive early or stay beyond the time necessary to attend all interview activities or incur expenses not normally associated with an interview, the expenses incurred will be the candidate’s responsibility.

3. Out-of-pocket expenses such as local transportation and parking fees will be covered with itemized receipts.

Recruitment and General Entertainment Expenses

Official recruitment and associated entertainment expenses as well as the costs of generally hosting university guest are reimbursable to university employees. The provisions below are the university policies and limits relating to payment of these expenses. For certain university recruitments or entertainment activities, the restrictions should be obtained from the relevant vice president or dean.

1. The limits regarding the costs of meals and alcoholic beverages found in section 1,069 of this manual apply to hosted meals for recruitment and entertainment, whether conducted on or off campus, with the exception of approved development and government relations activities specified in that section.

2. The number of university representatives attending hosted meals should be limited to two plus the host and guest(s). If the guest is accompanied by a spouse, domestic partner, or other family member, then one of the university representatives is entitled to bring and host his/her spouse, domestic partner, or other family member as well.

3. The number of hosted dinners held during job candidate visits will vary. However, no more than three of these dinners should be held during the visit.

4. Hosted breakfasts or lunches at the candidate’s hotel or at the University using official campus catering vendors may also be held if necessary to accommodate a candidate’s interview schedule and to permit the efficient gathering of individuals who could not otherwise meet with the candidate.
Purpose

The University is committed to providing a safe and secure environment for students, faculty, staff and all other constituents. The University performs due diligence by requiring a background check for all new employees hired into faculty positions. This policy outlines the details of pre-employment post offer background verification for academic faculty, administrative faculty and post-doctoral scholars.

Application of Policy

This policy applies to all academic faculty, administrative faculty and post-doctoral scholars. NRS 239B.010 authorizes agencies of the State of Nevada, including the Nevada System of Higher Education to obtain information on the background and personal history of persons with whom it intends to enter into an employment relationship.

Definitions

1. "Credit history check" means checking the credit history of the selected applicant or employee. (Federal laws prohibit discrimination against an applicant or employee as a result of bankruptcy.)
2. "Criminal history check" means verifying that the selected applicant or employee does not have any undisclosed criminal history in every jurisdiction where the applicant or employee currently or has formerly resided.
3. "Educational verification" means ensuring the selected applicant or employee possesses all educational credentials beyond high school listed on the application, resume or cover letter or otherwise cited by the candidate that qualifies the individual for the position sought.
4. "Employee" is defined as any person hired into an academic faculty, administrative faculty or post-doctoral scholar position by the University of Nevada, Reno whether full- or part-time.
5. "License verification" means ensuring the selected applicant or employee possesses all the licenses listed on the application, resume or cover letter or otherwise cited by the candidate that qualifies the individual for the position sought and verification of any license required for the position, including verification of the disposition of such licenses. This includes any motor vehicle driver licenses required for the associated position.
6. "Limited criminal history check" means verifying that the selected applicant or employee does not have any undisclosed criminal history in the jurisdiction where the applicant or employee currently resides, or where the applicant or employee last resided, if the applicant or employee only recently moved to a location near the University.
7. "Sex and violent offender registry check" means verifying the selected applicant or employee does not have undisclosed convictions of certain sex and violent crimes in every jurisdiction where the applicant or employee currently or has formerly resided.
8. “Adverse information” means facts which are discovered as part of the background check which are unfavorable to the candidate.
Policy Provisions

A background check must be completed on all new academic faculty, administrative faculty or post-doctoral scholar positions as a condition of employment. Current academic faculty, administrative faculty and post-doctoral scholars with no previous background check moving into a new position through a search must complete a background check. If a background check was conducted within the last calendar year from the new appointment, another background check will not be required. Employees transferring, promoting, participating in a conversion from a classified position to a faculty position or change in range are not subject to a background check unless moving to a position which requires a credit check. A background check will not be required for internal searches.

Departments authorized to conduct their own background checks shall follow additional legal regulations if required. In such instances, employees must meet departmental specific conditions.

Faculty Human Resources will coordinate the background check with a third party vendor. Depending on the nature of the position, the department may request background information on any of the following information.

1. Educational verification.
2. License verification (Hiring Department will verify)
3. Criminal history check
4. Sex and violent offender registry
5. Credit check for certain positions (Hiring Authority to determine)

Foreign nationals who have been offered employment into appointed faculty positions will be subject to the following provisions:

1. The verification of education the candidate has cited that qualifies the individual for the position.
2. A criminal history check covering time in the United States if the period of time that the individual has worked in the United States exceeds one year.
3. A criminal history check in the individual’s prior countries of residence only if the individual’s visa and/or authorization to work in the United States was issued before implementation of the Patriot Act on October 24, 2001. The University will not require that a criminal history check be conducted in the individual’s prior countries of residence if the visa or authorization to work was issued or renewed under the provisions of the Patriot Act.

Use of Background Check Information

The third party vendor that conducts the background check will provide the results of the check to the Faculty Human Resources Office. If the background check reveals adverse information, the Assistant Vice President, Human Resources or designee will conduct the initial review of any adverse information. If the adverse information is job related, the Assistant Vice President, Human Resources will consult with the hiring authority. The final decision for disqualification/termination from consideration for a position lies with the Appointing Authority.

Process and Procedures

1. A notice on the university’s job board will inform all applicants that they are subject to a background check which may include: criminal history, credit history, sex and violent offender registry, education verification, licensure and employment history.

2. An offer letter of employment must include the following statement: "This offer is contingent on the completion of appropriate background verification which may include criminal history, credit history, sex and violent offender registry, education verification, licensure and employment history to be administered by the University of Nevada, Reno Human Resources Office."
3. After signed acceptance of the conditional offer of employment, the department will notify Faculty Human Resources to initiate a background check. The hiring department will determine if any additional components (credit history, education verification, licensure and employment history) of the background check will be performed.

4. If the background check indicates adverse information, the vendor will inform Faculty Human Resources.

5. If circumstances warrant, the faculty member may be allowed to start working before the results are known. If the background check reveals adverse information, the standard review of this information to determine job applicability would occur. The faculty member could be terminated if the conviction was deemed job related.

6. Any decision to accept or reject an individual with a conviction is solely at the discretion of the University of Nevada, Reno. (All related information will be treated as confidential, and protected as such.)

7. All results of criminal and sex and violent offenders’ convictions or issues are considered confidential and will be maintained in confidential files within Faculty Human Resources.

8. The hiring department is responsible for any fees associated with any of the components of the background check process. Faculty Human Resources will help coordinate payment to the vendor.

9. Decisions regarding the withdrawal of an employment offer as a result of a background check may not be appealed by the applicant.

**If Adverse Information Is Reported**

10. If the background check indicates adverse information regarding criminal background, credit history, licensure or employment verification, the vendor will inform Faculty Human Resources. Faculty Human Resources will provide a copy of the report to the applicant. (All related information will be treated as confidential, and protected as such.) The applicant will have an opportunity to explain the adverse information or provide additional information.

11. The Assistant Vice President, Human Resources or designee will evaluate the adverse information to determine if it is job related and has a possible impact on the position.

12. Certain types of convictions will automatically preclude hiring individuals into certain positions. For example, individuals with convictions for theft, embezzlement, identity theft or fraud should not be hired with fiduciary responsibilities. Individuals with workplace or domestic violence convictions, crimes of a sexual nature or other behaviors that would be inappropriate in an environment with children and young adults. This list is not inclusive, but illustrative. Other information revealed in background checks, apart from criminal convictions may affect campus employment decisions.

13. If the criminal history check reveals convictions which the individual disclosed on the Pre-Employment Certification, Faculty Human Resources will review the report with the hiring department and jointly, they will evaluate each conviction, including any additional information the individual provides, before the offer of employment is confirmed or withdrawn. The existence of a conviction does not automatically disqualify an individual from employment. Relevant considerations may include, but are not limited to, the nature and number of the convictions, the amount of time elapsed since conviction, and the relationship a conviction has to the duties and responsibilities of the position.
14. If convictions are revealed in the criminal history check which the applicant did not disclose on the Pre-Employment Certification, the offer of employment will be withdrawn and, if employed, the individual will be separated from employment, unless the individual shows that the report is in error. In the event that the results of the background check influences a decision to withdraw an employment offer or terminate employment, Faculty Human Resources will consult with the hiring authority for the unit. The final decision lies with the appointing authority. Either the hiring authority or the Assistant Vice President, Human Resources can request the decision be referred to the President or designee for final consideration.

Interim and Acting Administrative Appointments

When vacancies occur in administrative positions with such short notice that regular recruitment procedures cannot be followed in time to fill the vacancy, an acting or interim selection may be made. These appointments adhere to college or school bylaws where they speak to such matters. Where bylaws are silent, normal practices of affirmative action policy and consultation with affected faculty and groups are followed. The president makes such appointments.
Revised: June 2014

If an employee is hired into a continuing position and moved from a location which is at least 50 miles from the new location, institutional funds may be used to pay for or reimburse the employee for allowable moving expenses (pursuant to the State Administrative Manual, sections 0238.0-0252.0) http://budget.nv.gov/uploadedFiles/budgetnvgov/content/Documents/State%20Administrative%20Manual.pdf.

1. **Relocation travel for the employee and immediate family members:** Travel expenses may be claimed for a one-way, economy class (or equivalent) airplane ticket; or reimbursement for use of a private automobile for one-way direct travel by the employee and/or spouse using the per diem, subsistence, and mileage allowances detailed in state travel regulations.

2. **Moving of household goods:** Expenses may be claimed for moving up to 18,000 pounds of household goods in accordance with state moving regulations. Office and professional materials deemed essential to the successful performance of the employee are not counted against the household goods limit.

The expenditure of institutional funds (state and non-state) must not exceed the costs, permitted by state travel and moving regulations, incurred by the employee. The amount of state funds expended for a given employee cannot exceed 1/12 of the average university academic faculty salary (“B” contract base) as reported to the AAUP in the previous academic year (the amount is updated every July 1; $7,418 for 2013-2014; $7,393 for 2014-2015).

If a unit wishes to pay or reimburse a newly hired employee for those expenses, it must forward a request to the respective vice president through the appropriate administrative channels (i.e., chair, dean and/or director). A “Request for Moving Expenses Reimbursement” form is available at http://www.unr.edu/campus-business/all-forms#552. The request must identify the position by number and title/rank. It must indicate the amount requested and the source of the funds to be used.

If approved, the authorized moving expense may be paid directly to a moving company on behalf of the employee using the requisition/purchase order process through the Purchasing Department or through use of a university purchasing card, in accordance with limits outlined in UAM Section 1.507: Basic Purchasing Procedure. A “Request for Payment” http://www.unr.edu/campus-business/all-forms#552 (with original itemized receipts attached) may also be used to directly reimburse the employee for the authorized moving expense. A copy of the approved “Request for Moving Expenses Reimbursement” must be attached to the requisition, purchasing card “statement of account”, or to the “Request for Payment”.

Note: As the payment or reimbursement of these expenses may create a tax liability, the advice and assistance of a tax attorney or other tax professional should be obtained by the employee.
Revised: November 2006

The University shall maintain an official personnel file for each member of the faculty, which shall be the exclusive file for personnel decisions, and which includes all personnel files maintained in the department, unit, or university administrative offices. Provisions regarding files shall apply to all that are maintained. The files shall be maintained, supervised and kept in a secure, locked place, by the appropriate administrators; department files by the chair, unit files by the dean or director, and university files by the administrator designated by the president.

Contents of Files

Each file shall contain any information pertinent to an evaluation of the faculty member’s work and normally will include biographical and personal information, evidence of a faculty member’s academic and professional accomplishments, and personnel evaluations by department chairs, deans or directors. No anonymous material except duly authorized student evaluations, as authorized by unit or department bylaws, shall be placed in the file.

Access to and Modification of Files

Personnel and payroll files of university faculty are confidential. Personnel and payroll records may only be released pursuant to the written authorization of the faculty member or pursuant to a court order directing release of the records that has been signed by a judge with jurisdiction over the matter, as set forth in Code Subsection 5.6.2. The provisions apply to letters of appointment.

The faculty member shall have access to his or her official personnel and payroll files, and may grant access to such files to a representative with a written authorization from the faculty member. The following additional personnel shall have access to a faculty member’s personnel and payroll files solely for reasons germane to the performance of their official duties: the faculty member’s supervisors, which may include department chairs, deans, directors, vice presidents, provost, president, and chancellor; institution payroll officers, institution personnel officers, which may include appointed disciplinary officers; System legal counsel, internal auditors, members of the Board of Regents; faculty senate chair; and confidential institution committees including, but not limited to, tenure and grievance committees (B/R 1/99). As stated in Code Subsection 5.7.2, alleged violations of the NSHE Code or institutional bylaws are subject to grievance.

If a member of the faculty objects to the inclusion, retention, or removal of any material in the individual’s personnel file, the faculty member may make a request to the appropriate administrator for its removal or modification, retention, or inclusion. If this request is denied, allegedly resulting in an adverse impact on the employment conditions of a faculty member relating to alleged violations of the NSHE Code or institutional bylaws (Code Subsection 5.7.2), and is subject to grievance.

Public Information

The following information in personnel files is public information and must be disclosed to the public upon request: the employee’s name, title, job description, compensation and prerequisites, business address and business telephone numbers, beginning date of employment and ending date of employment.
1. **“A” Contract Guidelines**

The “A” contract is the basic contract for administrative, research, and instructional faculty engaged in year-round programs. “A” contracts for instructional faculty require advance approval by the executive vice president & provost. “A” contract faculty are obligated for assigned duties throughout the year except for official state holidays. “A” contract faculty may take annual leave when desired if it does not conflict with normally assigned or specially required duties of the department or unit and as approved or directed by the supervisor. Part-time “A” contract faculty receive their regular salary during a week in which a holiday occurs. If the holiday occurs on a regularly scheduled day off, the faculty member does not receive additional compensation or time off to accommodate for that holiday.

**Administrative “A” Contract Guidelines – Ten and Eleven Month Contracts**

Ten or eleven month Administrative “A” faculty contracts are a subset of “A” contracts for administrative faculty. These contracts may be issued when the nature of the work does not require a full twelve month commitment. The contractual period must be clearly delineated in the remarks section of the Terms of Employment. Salary is prorated to the term of the contract; however, the faculty member is paid over a twelve month period. Annual leave is only accrued during the contract period. Sick leave is accrued for each month the faculty member is paid. All other benefits and policies are the same as the twelve month Administrative “A” contract faculty.

2. **“B” Contract Guidelines**

The “B” contract is the basic contract for instructional faculty engaged in assigned activities during the academic year.

The normal “B” contract consists of 168-169 working days (weekends and holidays are excluded) which coincides with the academic year calendar. Non-contract days include summer (end of spring semester to beginning of fall semester), winter break (the period between the fall and spring semester), and spring break (one week).

“B” contract faculty may accept supplemental appointments in conformity with university procedures for university services for periods of time not included in the “B” contract.

3. **Stipends for Academic Faculty**

Both “A” and “B” contract academic faculty may be designated as part-time administrators and be issued administrative stipends for additional administrative duties. There are two stipend matrices: one applies to the School of Medicine Clinical Faculty and the other applies to all other academic faculty. These stipend matrices are built on the assumption that there is a desire for strong academic leadership at the University and a need for consistency and equity in administrative stipends for academic faculty. Such stipends are assigned a cell or level based on the complexity of the unit or program and the level of management responsibility and authority of the administrator.

**Description of the cell model:**

Each model is two-dimensional with three levels within each dimension. The horizontal dimension represents the complexity of a unit or program with “X” being the least complex and “Z” being the most complex. The vertical dimension is the level of the management responsibility and authority of the position of the unit or program administrator with “I” representing the position of an administrator with the least responsibility and “III” representing maximum responsibility and authority.
Calculation for the Model:

The range in Cell II-X is 25% lower than Cell II-Y, and the range of Cell II-Z is 25% higher than Cell II-Y.

Cells I-X through I-Z are 35% lower than Cells II-X through II-Z and Cells III-X through III-Z are 35% higher than Cells II-X through II-Z.

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Last update July 2005:

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Administrative Stipends for Resident Physicians:

Residents identified in their final year of training may be designated as part-time administrators and be issued administrative stipends. Such stipends are assigned based upon each individual program’s guidelines, which is referenced in the School of Medicine’s Graduate Medical Education handbook.

Determination of Placement of Individual Stipends:

After initial implementation, changes in the complexity of the unit or program or assigned responsibility and authority could – in subsequent years – increase or decrease the stipend (and reassignment time) within the placement level. The placement of a unit or program administrative stipend on the model will be reviewed by the Administrative Faculty Salary Placement Committee upon request if the position has significant change in either dimension of the models.

1. The dean and the unit or program administrator will jointly consider the above criteria as a guideline in completing an Academic Stipend Questionnaire defining the dimensions of complexity and management responsibility and authority.

2. The Placement Committee reviews the recommendations from the stipend request and forwards its recommendation of cell assignment and stipend amount to the executive vice president & provost for approval.

3. The executive vice president & provost will notify the respective dean of the unit or program with a letter of approval/disapproval of the Stipend Questionnaire, cell assignment, and stipend amount.

4. If the dean does not concur with the recommendation, the Placement Committee will again review the Stipend Questionnaire and then forward its recommendation to the executive vice president & provost for approval. The executive vice president & provost will notify the respective dean of the unit or program of the final decision after the appeal with a letter of approval/disapproval of the Stipend Questionnaire, cell assignment, and stipend amount.
Occasionally, an opportunity will exist for the University to hire an accomplished professor from another institution on a short term basis. This association benefits the University and within academia these scholars are frequently referred to as “visiting professors”. Any such person must be distinguished in scholarship, research, or creativity in an area in which instruction is offered at the University of Nevada, Reno.

Appointments such as this are made using one of the University’s established employment categories (such as faculty, temporary faculty or letter of appointment) and corresponding contracts are issued. The University or NSHE does not have an official employment category of visiting professor. These positions are frequently referred to as “visiting” but in fact fall into one of the institution’s existing employment categories.

Faculty on renewable contracts will sign a new Terms of Employment for each fiscal year. The renewal will be for a period not to exceed 12 months and will correspond to the state fiscal year starting July 1 and ending June 30.

A Salary Worksheet that details the calculation of the new base salary including merit, cost of living, and any other compensation included in the contract. Cost of Living Adjustments (COLA) and merit awards are contingent upon legislative funding at the time of the effective date of the contract.

For School of Medicine faculty, the Salary Worksheet may not include a listing of all compensation.

Terms of Employment will be distributed to faculty members. The faculty member should review the Terms of Employment, sign the document and return it to the dean/vice president’s office. If the faculty member fails to return the Terms of Employment, there is a possibility that the July paycheck could be inaccurate. Any discrepancies or issues with the Terms of Employment should be discussed with the department chair of supervisor. The Terms of Employment is not binding or of any legal effect until duly executed by both the employee and the appointing authority.
Across NSHE Entities:

Faculty with appointments in one entity of the university system may be appointed as joint appointment faculty in another. Through regular appointment procedures (department, dean, vice president/president), the University may appoint, with the approval of the other system entity involved, a faculty member from another entity to a joint appointment academic position with appropriate title. If no compensation is received by the person from the University, the title carries the designation “adjunct” (see section 2.630) and the appointment is made annually by a terms of employment document, specifying conditions of the appointment along with the appropriate title. The agreement between the system entities involved is in writing and includes procedures for evaluating the faculty member’s performance and any additional conditions of appointment.

Voting rights are determined by the bylaws of the appropriate unit, except as limited by the university bylaws, which preclude voting rights for adjunct faculty.

Tenure eligibility is determined by NSHE Code.

Specific Teaching Arrangements between the University and the Desert Research Institute (DRI):

There are three types of arrangements between the University of Nevada, Reno (UNR) and the Desert Research Institute (DRI) for support of instruction at UNR – (1) teaching agreements, (2) joint agreements, and (3) separate agreements.

These agreements pertain to all schools and colleges at UNR that involve DRI faculty in their instructional programs, or on graduate student committees.
Emeritus status is a rank afforded to university faculty members and is attained by a promotion taking place after retirement. The qualifications for this rank are measured in terms of the individual’s total contribution to the University, based upon both achievement and service. Normally a minimum of ten years service is required prior to conferral of the title of emeritus/emerita. Requests for emeritus status are submitted on the Request for Emeritus Appointment.

Faculty who attain the rank of emeritus faculty are afforded certain privileges as outlined below:

**University Directory** – Emeritus faculty members may be listed in the University’s online directory if they choose.

**University Catalog Listing** – Emeritus faculty names and official emeritus titles are listed in the University’s catalog.

**Email** – Emeritus faculty may elect to maintain their university email account.

**WolfCard** – Emeritus faculty are entitled to receive a faculty identification card (WolfCard), which can be obtained at the WolfCard Office in the Joe Crowley Student Union. Emeritus faculty with WolfCards are entitled to receive Faculty/Staff admission rates, if applicable, for many university events.

**University Libraries** – WolfCards are required for all transactions regarding library books and materials.

**Adjunct or Volunteer Status** – Emeritus faculty may continue to serve the University in an adjunct or volunteer capacity.

**Parking** – Emeritus faculty may receive a free green parking permit and the option to purchase a parking permit for a closer zone, pending availability.

**Office Space** – In rare instances, emeritus faculty may be assigned office space, if it is available and the emeritus faculty member’s formal university activities require office space. See UAM section 5,403.

**Grants-in-Aid** – Emeritus faculty and professional staff, their spouses and financially dependent children are eligible for grant-in-aid privileges equivalent to those provided in the Board of Regents Handbook, Title 4, Chapter 3, Section 11.

**Lombardi Recreation Center** – UNR campus recreation facilities are available to all emeritus faculty and retired NSHE employees. Passes must be purchased at the membership desk in the Lombardi Recreation Center.

**Academic Events and Ceremonies** – Emeritus faculty are invited to participate in many academic events and ceremonies.

**Business Cards** – Emeritus faculty may receive one complimentary box of university business cards. Contact the Office of the Provost for details.

**Lowered Flag** – The flags may be lowered upon the death of an emeritus faculty member, at the discretion of the president.
ACADEMIC AND ADMINISTRATIVE PERSONNEL

Documents Needed for New Academic and Administrative Appointments  2,590

Revised: March 2009

The dean’s or vice president’s office submits to Human Resources (HR) all required documents as specified on the New Hire Checklist-Faculty or the Rehire Checklist-Faculty located on the university’s website: http://www.unr.edu/vpaf/hr/forms/forms.asp. HR reviews the forms for accuracy and completion and notifies the dean’s or vice president’s office of any discrepancies. HR distributes a copy of the PAF to the Payroll Office.

HR will attempt to verify academic credentials upon receipt of hiring documents. If the academic credentials cannot be verified, HR will notify the faculty member that an official transcript of their highest degree must be submitted within 30 days of the faculty member’s first day of employment.

In lieu of official transcripts physicians may request a letter in good standing from the Nevada State Board of Medical Examiners to be sent directly to the University of Nevada, School of Medicine Human Resources Department within 30 calendar days from the effective date of employment.

Falsification or misrepresentation of credentials, or evidence that degrees offered in support of candidacy for employment have been issued from non-accredited institutions, shall invalidate the employment contract and shall be grounds for immediate termination. The provisions of Title 2, Chapter 6, do not apply when employment is terminated under these circumstances. Letters of recommendation received for the candidate during the recruitment do not become part of the personnel file.
The College of Education, Office of Field Experiences, has a program in cooperation with school districts in the state of Nevada to prepare education students to become teachers. Lead teachers are teachers employed in schools in the state of Nevada who wish to become mentors to a student intern. Arrangements can also be made for lead teachers in other states. A university faculty member or Letter of Appointment also serves as supervisor to the student intern.

In all school districts in Nevada, except Washoe County School District, lead teachers are chosen by a superintendent, human resources administrator, principal, or vice principal. In Washoe County School District, lead teachers are chosen by the Director of Field Experiences and the school principal or vice principal. To become a lead teacher, a “Lead Teacher Information” form (available on the ‘Lead Teacher Orientation’ page of the Office of Field Experiences website) is filled out by the candidate. For all lead teachers chosen outside of Washoe County School District, the following documents are completed and submitted to the Office of Field Experiences and then forwarded to the University of Nevada, Reno Human Resources office for payroll: a Letter of Appointment (LOA) PAF and Terms of Employment indicating “Lead Teacher” as the job title, sexual harassment policy receipt form, I-9 and W-4, personal data form, copy of the president’s memo on drug free workplace. Lead teachers chosen in the Washoe County School District complete the sexual harassment form and provide their payroll number and social security number to the Office of Field Experiences. Each semester the Office of Field Experiences provides Washoe County School District a spreadsheet with a list of teachers and stipend amounts. The Washoe County School District Human Resources accountant submits a statement for reimbursement to the Office of Field Experiences. Based on this spreadsheet, Washoe County School District then pays the lead teacher in their county. Lead teachers are eligible for a stipend or a three credit grant-in-aid for reduced tuition toward university courses to be used in fall or spring semester following internship. Grant-in-aid for reduced tuition is not available for summer courses.
Persons qualified to provide special services to the University and who receive no compensation from the University may be appointed as adjunct faculty and assigned appropriate rank and title (BOR Handbook Title 4, Chapter 4, Section 2.1). Persons holding adjunct titles are non-voting members of the faculty (UNR Bylaws 2.3.6).

To obtain authorization to make adjunct appointments, the department chair submits a request to the dean, who reviews it and, if the dean chooses, sends it forward to the Vice Provost, Faculty Affairs for approval. Upon receiving approval of this request, the dean is responsible for initiating and issuing a new adjunct faculty contract.

Adjunct appointments are approved by the department, the dean, and the executive vice president & provost. Upon approval, appointing documents are returned to the originating college where they are retained along with any supporting material, transcripts, and curriculum vita. A copy of the appointing documents must be sent to the Business Center North Workers’ Compensation Office.

Adjunct faculty are eligible for grants-in-aid for themselves but not their immediate family. They are provided a WolfCard and are covered by Worker’s Compensation. The contract form used for adjunct faculty appointments can be obtained from the Human Resources website.

On a semi-annual basis, each college submits an approved list of adjunct appointments to the Business Center North Workers’ Compensation Office. This list includes the name, college/department, highest degree, and dates of appointment.
The Board of Regents has approved the use of clinical academic titles in the School of Medicine and the Orvis School of Nursing.

Clinical faculty normally serve without compensation and provide a significant amount of teaching time to the University. Titles range from clinical instructor to clinical professor and may be renewed for periods of up to three years based on participation during the previous years. The recommendations are made in writing by the chair, submitted to the dean and forwarded to the executive vice president & provost or designee for approval. Department chairs recommend faculty for reappointment and letters are sent to such appointees. As a general rule, such clinical titles represent a volunteer function and are without monetary compensation. Benefits are the same as for other adjunct faculty of the University. Persons holding clinical titles are non-voting members of the faculty.

There is a minimum requirement of teaching hours for each clinical faculty member; subsequent renewal of appointment requires evidence of maintenance of the requirement. A suggested minimum is 25 hours of student contact per semester or one hour per week.

Upon receiving approval of a request, the dean or director is responsible for initiating and issuing a new clinical academic faculty contract.

On a quarterly basis, each major unit submits an approved list of clinical appointments to BCN Worker’s Compensation Department. This list includes the name, major unit/department, highest degree, and dates of appointment.

**Numbers:** The number of appointments is based on the judgment of the chair, in consultation with the dean, and reflects the requirements of the particular teaching, research, and/or patient care program.

**Reimbursement:** For clinical appointments there may be certain instances, such as where an individual is assigned a heavier than usual teaching or research schedule or administrative responsibilities, when it may be appropriate for compensation to be paid. Such appointments require personnel and payroll documents and appropriate signatures and are at the discretion of department or division chair and the dean, subject to the approval of the executive vice president & provost or designee.

**Promotion:** Promotion, which should be based on performance, is subject to the same review as initial appointments. The recommendations are made in writing by the chair and routed for approval in the same manner as initial appointments.
Resident physicians (hereafter referred to as residents) are physicians who are continuing their medical education after receipt of the M.D., or D.O. degree through continued instruction and the provision of patient care services in university-affiliated institutions and organizations, and who may also provide instructional services to medical students as the resident’s experience and education allows. Responsibilities to be performed shall be defined by the involved department or program of the School of Medicine. Faculties of the School of Medicine are responsible for the supervision and instruction of the residents. The majority of the resident’s time is in hospitals, clinics, physicians’ offices, and other health care facilities throughout Nevada. Therefore, while on university contract, residents may rotate outside the School of Medicine with affiliated and non-affiliated institutions as long as these clinical rotations are approved by the department to which the resident is assigned.

**Appointment of Resident Physicians:** Appointments are approved by the president of the University or appropriate designee. Appointments usually shall be issued annually for the university fiscal year; however, appointments may be offered for a shorter period to fill vacancies created by terminations or by the establishment of a temporary position. Contracts for residents are subject to modification during the fiscal year as residents rotate between hospitals and other institutions. In such cases, the residents may be paid during the interim period by other institutions or continued on contract at the University, depending on the inter-institutional arrangements and the needs of the residency program. Work hours will be determined by the needs of patients cared for by the residents in addition to specific departmental assignments. Contracts for residents may be terminated by the University during the contract year for reasons of improper conduct, moral or ethical reasons, for inability to perform to departmental or educational standards and objectives, or because of financial conditions within the School of Medicine. Procedures for notice, hearing and appeal of contract terminations, or other actions shall be followed as established by the University of Nevada, School of Medicine.

**Salary Schedule – Resident Physicians:** The salary schedule for residents shall be recommended by the Dean of the School of Medicine and subject to approval by the president of the University or designee. The School of Medicine dean’s office will provide a copy of the approved salary schedule to the Chancellor’s Office, annually. For information regarding benefits, see section 2,112 of this manual.
Postdoctoral Fellow is a temporary advanced scholarly appointment of at least 50%. It is a specialized education and training position in research or scholarship under the direction of a faculty sponsor(s) for the postdoctoral fellow’s continuing education and professional growth. The postdoctoral fellow is not precluded from applying for any grant, contract, or postdoctoral training grants or nationally competitive postdoctoral fellowships permitted under guidelines of the university research office. The appointment serves to advance the competence of a person who has completed higher professional training marked by a doctoral degree, within the past five years. Those persons excluded from postdoctoral status are registered, full-time students, candidates for a degree, visiting scholars who are not at the University for the purpose of receiving further training, or anyone who does not meet the above definition per Board of Regents Handbook Title 4, Section 6.

The following policies apply to the hiring and appointment of postdoctoral fellows:

1. A position for a postdoctoral fellow may be filled by conducting a search or by requesting a search waiver. Alternatively, a postdoctoral fellow position funded from non-state sources may be filled under the Postdoctoral Fellow Non-Search Hiring Policy.

2. Job requirements are established by the department subject to approval of the dean and must be in accordance with university policy as specified below.

3. Completion of a doctoral degree in the appropriate discipline is required. The doctoral degree must have been completed within the five years immediately preceding the first date of appointment as a postdoctoral fellow at the University and the individual cannot have held previous positions in the professional ranks. Exception to the requirement of completion of the doctorate in the past five years can be made in situations where it can be demonstrated that the individual is changing fields.

4. Employing departments shall ascertain that prospective appointees meet all eligibility requirements prior to the commencement of appointment. It is the department’s responsibility to obtain and forward to the Office of Human Resources an official transcript of the highest degree before the first day of employment.

5. All decisions of the academic departments are made without regard to race, color, creed, religion, sex, national origin, age, physical or mental disability, veteran’s status, sexual orientation or other factors, which cannot be a lawful basis for denying an opportunity for additional training.

6. If the appointee is not a U.S. Citizen, it is the department’s responsibility to document the appointee’s eligibility to work as a postdoctoral fellow in the United States in accordance with the Bureau of Citizenship and Immigration Services (BCIS) rules, prior to the desired start date of employment.

7. Hiring salaries are negotiated between the postdoctoral fellow and the faculty sponsor from whom the individual receives advanced training, and is subject to approval by the department chair, dean and Executive Vice President & Provost or designee in accordance with the university’s postdoctoral salary policy.
8. Postdoctoral fellows hired on continuing or renewable contingent on funding appointments are considered eligible for moving expenses as provided for in the Administrative Manual section 2,540. This is not an entitlement; reimbursement of any amount of moving expenses for a postdoctoral fellow is at the discretion of the supervisor, and requires approval of the dean and appointing authority.

9. Appointments are recommended through appropriate administrative channels. The Office of Human Resources will be responsible for monitoring all appointments to ensure they are in compliance with the policies established for postdoctoral fellows. Terms of appointments usually issued annually for the fiscal year; however, shorter appointment terms may be offered.

10. Postdoctoral fellows are employed under the terms and conditions specific for postdoctoral fellows. The contract is an “A” (12 month) contract. Postdoctoral fellows may not be employed on “B” (9 month) contracts. The contract cannot be for less than 50%.

11. Contracts for postdoctoral fellows who are continuing end on June 30th of each year and are renewed on July 1st. Contracts for postdoctoral fellows are subject to termination at any time with 30 days notice.

12. The duration of a postdoctoral fellow’s appointment at the University may not exceed five years. The postdoctoral fellow’s appointment must terminate no later than five years after the initial date of employment at the University or, if there has been a break in service, no later than the date on which the cumulative periods of appointment total five years.

Postdoctoral Fellow Salary Policy:

1. Salary levels – The salary range for a postdoctoral fellow is at or above the base salary level for graduate assistants and below the salary level of assistant professors in the discipline. The minimum salary level for a postdoctoral fellow at the University is equal to the minimum level set for graduate assistantships, prorated for FTE. The maximum salary level for a postdoctoral fellow is equal to the minimum level of “A” contract assistant professors in the discipline in the NSHE salary schedule. An exception to this salary maximum is allowed in situations where the granting agency funding the postdoctoral fellow provides a salary schedule that specifies a higher allowable maximum salary.

2. Salary raises – Postdoctoral fellows may receive a salary increase no more frequently than once per 12 months. The salary increase can occur at any time during the year (does not have to be July 1) and typically coincides with funding cycles tied to the grant providing the postdoctoral fellow’s salary. During the first 12 months after the initial hire date, a postdoctoral fellow may receive a raise at any time; the next raise cannot occur for a minimum of 12 months after the first raise. A salary increase up to 10% may be granted by the dean. A salary increase in excess of 10% must be approved by the Provost’s Office. There is no obligation to provide a cost of living adjustment to a postdoctoral fellow when COLA is granted to faculty or classified employees. Neither the faculty nor classified merit policies apply to postdoctoral fellows.
3. Salary overload – Postdoctoral fellows may receive overload pay to teach a maximum one-course overload per semester under special circumstances comparable to the provision for overloads for academic faculty, see sections 2,512 and 2,690. An overload for a postdoctoral fellow requires approval from the faculty mentor, department chair, dean, and Provost’s Office. Teaching a course should typically be done as an offload rather than an overload; therefore, justification for an overload should provide information on the need for the overload and how it benefits the postdoctoral fellow and the department. There is no restriction on the amount of the salary for the overload except that the overload salary supplement cannot create a salary total that exceeds the maximum monthly salary level allowed for postdoctoral fellows. The overload salary is to be paid in the months that the work is done and cannot be spread over additional months if the sole purpose of spreading the pay is to pay an amount that would be in excess of the maximum if paid during the months that the work is done.

4. Promotion – A postdoctoral fellow hired without a search, under the Non-Search Hiring Policy, is not eligible for promotion. A postdoctoral fellow hired through a search can be considered for promotion to a research faculty position subject to procedures in department and college bylaws. If there are no guidelines in the unit bylaws, promotion requests need to be reviewed and approved by the department chair and by the dean before being forwarded to the Provost’s Office for approval. The research faculty position to which a postdoctoral fellow would be promoted would typically be at rank 0(I) but can be rank 0(II) when appropriate. Request for promotion of postdoctoral fellows can be made at any time during the year unless unit bylaws specify otherwise. Promotions result in a salary increase equal to 10% of the salary or the amount necessary to bring the salary to the minimum of the new rank, which ever amount is greater.

Other:
For situations and policies not specified in Code, bylaws, or the Administrative Manual, postdoctoral fellows are covered under policies applicable for “A” contract academic faculty.
Notification of resignation by a university faculty member is expected to be early enough to avoid embarrassment of the institution. The faculty member will therefore give written notice of resignation to their appointing authority no later than May 1, or as soon as the faculty member agrees to accept other employment. The notice is submitted through administrative channels to the president or appropriate designee.

Resignation (B/R 12/06)

a. All resignations by a member of the academic or administrative faculty should be in writing and should be submitted to the appointing authority at least 30 calendar days in advance of its effective date. The resignation must be accepted in writing by the appointing authority (or designee).

b. If a resignation is tendered verbally or is conveyed to an employee other than the appointing authority, the resignation must still be accepted in writing by the appointing authority or designee.

c. A resignation should indicate an effective date. If the resignation does not specify an effective date, the resignation shall be effective on the fourth working day after acceptance and this date must be reflected in the written acceptance.

d. Once an employee’s resignation is accepted by the appointing authority, the employee shall have three working days after such acceptance to revoke the resignation. Thereafter, the employee may not revoke the resignation, regardless of the effective date set forth in it. A revocation of a resignation must be in writing and must be delivered to the appointing authority within the foregoing time period to be effective.

e. The decision of an appointing authority not to accept a request to rescind a resignation more than three working days after its written acceptance is not subject to grievance or appeal processes.

Notice of Nonreappointment and Notice of Termination for System

Terminations of tenured and no tenured faculty are made in accordance with the NSHE Code. Nonreappointment of non-tenured faculty is made in accordance with the NSHE Code. The Notice of Nonreappointment form (available in Human Resources) is used and is sent to the person not being reappointed.

Minimum Notice of Nonreappointment for Non-tenured Academic and Administrative Faculty (B/R 2/05)

Except as provided in Subsections 5.4.2, 5.9.2, 5.9.3, and 5.9.4 of the Nevada System of Higher Education Code, and unless provided otherwise in an employment contract, notice of nonreappointment to employment of non-tenured academic faculty and administrative faculty hired before March 1, 2005, at the University of Nevada, Reno; the University of Nevada, Las Vegas; Nevada State College, Henderson; Community College of Southern Nevada; Great Basic College; Western Nevada College; Truckee Meadows Community College and the special units shall be given:

a. Not later than March 1 of the first academic or fiscal year of service, if the employment contract terminates at the end of that year, or if an employment contract for one year appointment terminates during an academic or fiscal year, at least 90 calendar days in advance of its termination;

b. Not later than December 15 of the second academic or fiscal year of service, if the employment contract terminates at the end of that year, or if the second employment contract for a one year appointment terminates during an academic or fiscal year, at least 180 calendar days in advance of its termination;
### 2,000-2,999 PERSONNEL

#### ACADEMIC AND ADMINISTRATIVE PERSONNEL

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<th>Resignations and Terminations for Faculty Members, Continued</th>
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- **c.** At least 365 calendar days in advance of the termination of each succeeding employment contract of one academic or fiscal year's duration after the second year of service;

- **d.** For employment contracts of less than one academic or fiscal year's duration, for a period of time which may be mutually agreed upon by the parties to such employment contracts, but, in all events, no less than 14 calendar days in advance of the termination of such contracts.

#### Shortened Notice of Nonreappointment for Non-tenured Academic and Administrative Faculty for Financial Exigency (B/R 2/05)

- **a.** Nonreappointment of a non-tenured academic or administrative faculty member at the end of an existing employment contract by a System institution because of a financial exigency declared by the Board of Regents under Subsection 5.4.5 of the Nevada System of Higher Education Code shall require at least 60 calendar days notice, except that if a financial exigency is such that adequate funds do not exist to pay the terminating faculty member's salary for such period, the notice of nonreappointment may be shortened to a period commensurate with the amount of funds reasonably available to make such payments.

- **b.** If a non-tenured academic or administrative faculty member is not reappointed to employment under the shortened notice of nonreappointment because of financial exigency, the faculty member's position will not be filled by a new appointee within a period of two years, unless a reasonable attempt to offer reappointment has been unsuccessful or reappointment has been offered in writing and the faculty member has not accepted the same in writing within 20 calendar days of the receipt of the offer. The reappointment referred to herein shall be at the faculty member's previous rank or salary level.

- **c.** Nothing herein shall prevent the System institutions from not reappointing non-tenured academic or administrative faculty members at the end of the term of their employment contracts because of financial reasons without a declaration of financial exigency by the Board of Regents under Subsection 5.4.5 of the Nevada System of Higher Education Code if the notice of non-reappointment provided by Subsections 5.4.2, 5.8.2 or 5.9.1 of the Nevada System of Higher Education Code is given.

#### Notice of Termination for Non-Tenured Academic and Administrative Faculty Hired on or After March 1, 2005

Except as provided in Subsections 5.4.2, 5.9.2 and 5.9.3 of the Nevada System of Higher Education Code, and unless otherwise provided in the contract of employment, the employment of non-tenured academic and administrative faculty hired on or after March 1, 2005, at the University of Nevada, Reno; the University of Nevada, Las Vegas; Nevada State College, Henderson; the Community College of Southern Nevada; Great Basin College; Western Nevada College; Truckee Meadows Community College and the special units may be given notice of termination by the appointing authority at any time after the commencement of employment. Such (non-reappointment) termination notice:

- **a.** If in the first academic or fiscal year of service shall be given at least 90 calendar days in advance of date of termination;

- **b.** If in the second academic or fiscal year of service shall be given at least 180 calendar days in advance of date of termination;

- **c.** If in the third and subsequent years of service shall be given at least 365 calendar days in advance of the date of termination;
Resignations and Terminations for Faculty Members, Continued 2,640

d. For employment contracts of less than one academic or fiscal year's duration, for a period of time which may be mutually agreed upon by the parties to such employment contracts, but, in all events, shall be given no less than 14 calendar days in advance of the termination of such contracts.

The contract of employment of a non-tenured administrative faculty member is terminated at the expiration of the appropriate notice period whether or not the notice period ends during the fiscal year the notice is given.

For non-tenured academic faculty if the notice period expires during the semester the contract terminates at the end of the semester.

(B/R 2/05)

Notice of Termination for Non-Tenured Administrative Faculty at the Rank of Dean or Above Hired on or After March 1, 2005

Except as provided in Subsections 5.4.2, 5.9.2 and 5.9.3 of the Nevada System of Higher Education Code, and unless otherwise provided in the contract of employment, the employment of non-tenured administrators of the rank of Dean or higher to include those who directly report to the provost or president, hired on or after March 1, 2005, at the University of Nevada, Reno; the University of Nevada, Las Vegas; Nevada State College, Henderson; the Community College of Southern Nevada; Great Basin College; Western Nevada College; Truckee Meadows Community College and the special units may be given a notice of termination by the appointing authority at any time after the commencement of employment. Such notice of termination shall be given:

- a. 60 calendar days after the receipt of written notice of termination, in the first full or partial fiscal year of employment;

- b. 90 calendar days after the receipt of written notice of termination, in the second fiscal year of employment;

- c. 120 calendar days after the receipt of written notice of termination, in the third or subsequent fiscal year of employment.

The contract of employment of a non-tenured administrative faculty member at the rank of dean or higher is terminated at the expiration of the appropriate notice period whether or not the notice period ends during the fiscal year the notice is given.

(B/R 2/05)

Whenever a letter of appointment is canceled, a revised PAF is completed and signed by the department chair, the terminating faculty member, and the dean or director and sent to Human Resources before the appropriate cutoff deadline. A PAF is required for letters of appointment or graduate assistants only when termination occurs prior to the ending date on the contract.

For terminating "A" contract faculty members, leave cards are submitted to Human Resources for final audit. Unused annual leave up to 48 days will be paid upon termination unless the employee has been notified in writing to take the accumulated annual leave during a specified timeframe before the termination of the contract.
Faculty members on an "A" contract who breach their contracts are not entitled to any terminal leave payment of accumulated annual leave provided; however, the appointing authority may totally release a faculty member from an existing contract and authorize payment of accumulated annual leave which would otherwise be forfeited. In any case, faculty whose contracts are contingent on available funds are free to resign at any time with two months’ written notice without forfeiture of accumulated annual leave or other privileges to which they would otherwise be entitled.

Pre-Employment Certifications

Revised: June 2010

The Code of the Nevada System of Higher Education (NSHE) requires that all candidates interviewed for academic and administrative faculty positions execute a Pre-Employment Certification before they are interviewed [Board of Regents Handbook: Title 2, §5.10.2b]. In addition any candidate hired through a non-search (LOA, grant named, etc.) is required to complete a Pre-Employment Certification prior to the compliance form being approved.

Any falsification, misrepresentation, or material omission in a candidate’s application materials or making other false or fraudulent representations in securing employment may be grounds for disqualification of candidacy or (if discovered after the date of hire) invalidation of any employment contract, without recourse or appeal under Title 2, Chapter 6 of the NSHE Code.

The following refers to candidates who disclose information on the Pre-Employment Certification form.

Criminal History
1. When a candidate discloses a record of a criminal conviction, the search committee coordinator/chair must forward the form to the Assistant Vice President, Faculty Human Resources.
2. The Assistant Vice President, Faculty Human Resources shall convene a committee of appropriate personnel for the purpose of determining if the conviction is directly related to the job function and if the candidate should be excluded from further consideration.
3. Each case will be considered on its own merits including applicability to the position, seriousness of the offense, recency, and conduct since the offense and other pertinent information. The appointing authority shall be responsible for making the final decision after considering the recommendations of the Assistant Vice President, Faculty Human Resources.

Nepotism
1. When a candidate discloses employment of relatives on the Pre-Employment Certification, the search committee coordinator/chair must forward the form to the Director, Faculty Human Resources.
2. The Director, Faculty Human Resources reviews the candidate’s relationship with other employees as it relates to the NSHE nepotism policy.
3. If the hiring of a candidate would violate the nepotism policy, the candidate will be excluded from further consideration for that position.
4. Any information that is disclosed under the Disclosure of the Employment of Relatives section on the Pre-Employment Certification form is public record.
NSHE is committed to providing a safe workplace. In order to provide a safe work environment, employees must be able to perform their job duties in a safe, secure, productive, and effective manner, and remain able to do so throughout the entire time they are working. Employees who are not fit for service may present a safety hazard to themselves, to other employees, to students, or to the public. All employees are required to report to work fit for service and able to perform their job duties in a safe, appropriate and effective manner. This policy applies to all full-time and part-time professional employees. This policy will be interpreted and applied so as to conform to applicable law, including the Americans with Disabilities Act, the Rehabilitation Act, HIPAA and the Family and Medical Leave Act.

b. Definitions
   i. "Fit for service" means able to perform the duties of the job in a safe, secure, productive, and effective manner, with or without reasonable accommodation.
   ii. "Health service provider" is a doctor of medicine or osteopathy, dentist, podiatrist, psychiatrist, clinical psychologist, optometrist, nurse practitioner, physician assistant, nurse-midwife, or a licensed clinical social worker or other health care practitioner who is authorized to practice in the state of Nevada or licensed in the state in which the health service provider resides or works.
   iii. "Essential Functions of the Position" generally includes the required major duties and responsibilities of the position, specific tasks associated with the position, and physical, mental and environmental demands of the position, which may be set forth in writing such as a role statement, position description or similar document.

2. Placing an Employee on Leave and Requiring Medical Examination and Return to Work Certification.
   a. Placing an Employee on Leave. An appointing authority or designee, after consultation with the institution Human Resources department and institution or unit counsel, may require an employee to take paid sick leave, annual leave or unpaid leave and require the employee to undergo a medical examination and return to work certification if, based upon a written recommendation from the employee's supervisor, the employee:
      i. Poses a significant risk of substantial harm to the health and safety of the employee or others that cannot be eliminated or reduced with or without reasonable accommodation; and/or
      ii. Due to a known or suspected illness or injury is not able to perform the essential functions of his or her position with or without reasonable accommodation.

The employer will consider whether the mandatory leave also qualifies as Family and Medical Leave which may only be granted if the employee is otherwise eligible for such leave.
b. Meeting with Employee and Documentation. The employer shall document the reason for placing an employee on leave and shall provide the employee with a copy of such documentation including a copy of this policy. The employer shall meet with the employee before placing him or her on leave to explain the reasons for the action, unless such a meeting poses a significant threat of substantial harm to the health or safety of the employee, his or her fellow employees, students or the public or unless the employee refuses to attend the meeting. If the meeting is not held as provided under this subsection, the employer shall inform the employee in writing of the reasons the meeting was not held.

c. Access to Premises, Equipment and Resources. Whenever there is reasonable cause to believe that life, limb, property or the maintenance of order are at risk, the appointing authority or designee may withdraw consent for the employee to enter or remain on the institution premises and to use institution equipment or resources until the employee is returned to work following the initial medical examination or following a return to work certification. The reasons for the withdrawal of such consent must be given to the employee in writing at the time of the meeting required in subsection b. above.

3. Initial Medical Examination and Return to Work Certification.

a. Initial Medical Examination. If the appointing authority places the employee on leave pursuant to subsection 2 above, the appointing authority or designee shall require the employee to undergo an initial medical examination performed by a health service provider selected by the employer to determine whether the employee:

i. Poses a significant risk of substantial harm to the health and safety of the employee or others that cannot be reduced or eliminated with or without reasonable accommodation; and/or

ii. Due to a known or suspected illness or injury is not able to perform the essential functions of his or her position with or without reasonable accommodation.

Employees are required to cooperate fully with the selected health service provider and must sign consent forms for both the medical examination and the communication of the results to the employer. The health service provider shall report the results of the medical examination in writing to the employer and employee on a form provided by the employer. The employer shall provide the health service provider with a written description of the essential functions of the employee's job, as defined in subsection 1(b)(iii) above. The final decision on whether a provider's medical examination determination will be accepted lies with the appointing authority or designee after consultation with Human Resources and institution or unit counsel. A second independent health service provider medical examination may be required by the employer for reasonable cause documented in writing. The employer shall pay the costs of the medical examination(s). The determination of whether an employee is fit for service should be completed within a reasonable time of the employee being placed on leave in consideration of all of the relevant facts and circumstances.
b. Return to Work Certification. If the medical examination(s) determines that the employee: i. poses a significant risk of substantial harm to the health or safety of the employee or others that cannot be reduced or eliminated with or without reasonable accommodation; and/or ii. due to a known or suspected illness or injury is not able to perform the essential functions of his position with or without reasonable accommodation, then the employee shall not return to work, unless and until he or she obtains a written return to work certification from a health service provider on a form provided by the employer. The employee must provide the health service provider the essential functions of his or her position as defined in subsection 1(b)(iii) above and a copy of the written determination(s) from the initial medical examination(s). The final decision on whether a health service provider's return to work certification will be accepted lies with the appointing authority or designee after consultation with Human Resources and institution or unit counsel. The employee is responsible for the cost of the return to work certification. The employer may, for reasonable cause documented in writing, require a second return to work certification by a health service provider, chosen and paid for by the employer. The employee is required to cooperate fully with the selected health service provider and must sign consent forms for both the return to work medical examination and the communication of the results to the employer. If the second return to work certification concurs with the first certification and has delayed the employee's return, the additional leave taken will be restored and/or the employee will be reimbursed for any unpaid leave.

4. **Fitness for Service Records.** Records created pursuant to this policy will be treated as confidential medical records and be kept separate from existing department and personnel files; this information can be disclosed in accordance with the provisions of the Code, Title 2, Ch. 5, Sec. 5.6.

5. **Restoration/Payment for Leave.** If, as a result of the medical examination(s) provided for in subsection 3.a above, the appointing authority or designee concludes that the employee is fit for service, any paid leave required to be taken by the employee shall be restored, except as provided herein. If unpaid leave was required, the employer shall pay the employee for those days of unpaid leave, unless the employee caused an unreasonable delay in obtaining the medical examination. If the employee caused an unreasonable delay, as determined by the employer and documented in writing, the employee shall not be paid nor have paid leave restored for the period of the delay.

6. **Finding that the Employee is not Fit for Service.** If the appointing authority or designee determines that the employee is not fit for service in accordance with subsection 3.a above, the employer shall take appropriate action, which may include but is not limited to disciplinary action, in light of the particular circumstances, and consistent with NSHE policy and applicable law.
ACADEMIC AND ADMINISTRATIVE PERSONNEL

Academic Faculty Seeking Admission to Advanced Degree Programs at UNR

Reviewed: 5/6/98

No academic faculty member with the rank of instructor or above is allowed to obtain a graduate degree at this campus. Any exception to this policy must be approved by the president.

Consultant Hiring

Reviewed: 5/6/98

When hiring a consultant, including hiring a current university employee for consulting not included in his or her regular contract, refer to sections 1,071 and 2,690. Such requests must always be made on appropriate forms, filled out completely, and filed before the consulting is done.

Faculty Workload Policy

Revised: May 2012

This policy provides guidelines for instructional faculty and for department chairs, deans, and others responsible for faculty workload. The Board of Regents’ policy (Title 4, Chapter 3, Section 3) regarding the teaching portion of workload is that university faculty are expected to teach six courses per academic year (three + three), with the teaching workload for faculty who are heavily involved in doctoral programs or research being reduced equivalent to the increase in doctoral-level instruction and/or research.

“Workload” consists of teaching; scholarly research, creative activity, and/or professional development; and service. The scholarly research or creative activity assignment is a critical feature of the culture of a research university, and it is expected that all tenure-track and tenured faculty will maintain a program of research, scholarship or creative activity. All non-tenure-track faculty on continuing appointments, such as lecturers, are expected to maintain a program of professional development appropriate to the area in which they teach.

The distribution of responsibilities in these areas for each faculty member is to be specified in an individual statement of professional responsibilities, or “role statement,” to be determined by the faculty member in consultation with the department chair (or equivalent). Role statements are prepared annually, at the beginning of the calendar year or term of employment. The distribution of responsibilities in an individual faculty member’s role statement may vary from one year to the next. If it becomes necessary to change the distribution of responsibilities significantly during the calendar year, the faculty member and chair should revise the role statement. The distribution specified in the annual role statement must be considered during the faculty member’s annual evaluation.

The policy is designed to be flexible enough to enable faculty to do the varied tasks that are required throughout the University and to credit them appropriately for that work. In particular, it is designed to recognize and account for the many activities necessary to the work of the University that do not appear in tabulations of student credit hours, including service on graduate students’ committees at the master’s and doctoral levels, mentoring of graduate students, formal advising of undergraduate and graduate students, and formal assessment of instructional programs. It is also designed to recognize certain non-instructional aspects of workload, including varied expectations in scholarly research, creative activity, and/or professional development for different kinds of faculty positions.

Department chairs (or equivalent) are responsible for determining individual faculty teaching loads and the “equivalent teaching load credit” of other activities associated with instruction to which a faculty member may be assigned. Deans are responsible for review and the maintenance of equity in teaching load and other assignments within the college. The Executive Vice President & Provost is responsible for equity in assignments within the University.
The teaching load specified by the Regents may be adjusted when faculty have responsibilities that have been approved by their department chair (or equivalent) as having “equivalent teaching load credit.” Reassignments from the expected teaching load will be specified in faculty role statements. Role statements will also specify the appropriate assignment for faculty holding “A” rather than “B” contracts.

A. The following guidelines explain when such teaching reassignments might occur. They are meant to be illustrative, not exhaustive. All such reassignments are specified in faculty role statements.

1. Faculty in departments with master’s degree programs who are actively involved in those programs may be reassigned to mentor graduate students and serve on their committees. Faculty who are actively involved in an interdisciplinary graduate program may be reassigned to mentor and serve on the committees of graduate students in that program. Pre-tenure faculty may be reassigned to begin mentoring graduate students.

Determinations of the involvement of individual faculty members in master’s and doctoral programs must take into account the following: chairing of graduate committees, service on graduate committees in one’s own department or program, service as outside members of graduate committees in other programs, formal advising responsibilities, oversight for independent studies and internships, extensive graduate-level teaching, and the nature of graduate mentoring in the discipline.

2. Faculty with major administrative assignments, such as department chair or director of a large instructional program at the graduate or undergraduate level, may have a portion of their workload reallocated.

3. Faculty with substantial formal responsibility for undergraduate advising; independent studies, internships, or undergraduate research; or assessment or performance assessment may be reassigned to those responsibilities.

4. Faculty whose teaching assignments include one of the following may be reassigned:
   - courses requiring extra contact hours, such as studio-based and lab-intensive courses
   - very large classes with limited teaching assistant support
   - multiple new preparations or formal responsibility for new curriculum development
   - off-campus or non-traditional teaching responsibilities

B. The following guidelines explain when other kinds of workload reassignments might occur. They are meant to be illustrative, not exhaustive, and to take into account the different kinds of instructional faculty positions at the university. Such reassignments may include an increase in the load of activities associated with instruction. All such reassignments will be specified in faculty role statements.

1. Faculty in continuing non-tenure-track positions that do not have a substantial expectation of scholarly research or creative activity may be reassigned.

2. Tenured faculty may request to be reassigned in lieu of a portion of the standard expectation of scholarly research or creative activity.

3. Faculty in full-time positions that are renewable contingent upon funding and have no expectation of scholarly research or creative activity may be reassigned.
Faculty Accessibility Policy

Revised: February 2014

Faculty members who teach classes are expected to provide students with reasonable access for promoting student-faculty consultation, in accordance with major unit/department policy. The methods of consultation should be included in course syllabi and publicly posted each academic term. Whenever possible, arrangements most convenient for both students and faculty, e.g., email, phone or chat groups may be substituted for the posted method of consultation where provided for by department policy.

Annual Leave Policy for Faculty

Revised: August 2012

Annual and Terminal Leave for Full-time (1.0 FTE) Faculty

General Provisions:

All faculty members on a full-time 12-month appointment (“A” contract) earn annual leave at the rate of two working days for each full calendar month of service. Annual leave is accrued for the first half of the month (granted on 15th day) and the additional day is accrued for the second half of the month (granted on the last day of the month). Leave may not be taken until it is granted. Prorated credit is earned for partial months of service.

Faculty on an academic year (“B” contract) appointment do not earn annual leave.

Annual leave may be cumulative from year to year, not to exceed 48 days as of the first day of each fiscal year, and any annual leave in excess of 48 days is forfeited on that date. No compensation will be authorized for unused or excess leave at the end of each fiscal year. Earned annual leave shall be taken at a time approved or directed by the supervisor or other appropriate administrative officer. Insofar as possible, approval to use annual leave must be secured in advance, in accordance with the provisions contained in the Board of Regents Handbook, Title 4, Chapter 3, Section 19.2.

Employees shall be given an opportunity to use accumulated annual leave in excess of 48 working days prior to the last day of the fiscal year provided a request for leave is given by the employee no later than April 1 to the supervisor or other appropriate administrative officer.

Annual leave for full-time faculty is used in increments of a half-day or a full-day (see BOR Title 4, Chapter 3, Section 20). Annual leave and personal time away from work duties must be approved in advance by the faculty member’s supervisor. The supervisor has sole discretion for approving any time away from work and annual leave. If a period shorter than one-half work day is requested, the supervisor can require a half-day increment of annual leave be requested, taken and deducted from the leave balance.

If while on annual leave a faculty member becomes ill or injured, the employee remains on annual leave for the duration of the original request. Annual leave cannot be converted to sick leave after the annual leave has commenced, unless an illness or injury is approved as FMLA leave.

Faculty on an “A” contract appointment who resign or retire shall be entitled to be paid for unused accrued annual leave up to a maximum of 48 days, unless the supervisor or other appropriate administrative officer directs the employee, in writing, to use all or a portion of the accumulated leave prior to the final date of employment.
Faculty whose contract is being changed from a 12-month (“A” contract) appointment to an academic year (“B” contract) appointment shall be entitled to be paid for unused accumulated leave up to the maximum of 48 days, unless the supervisor or other appropriate administrative officer directs the employee, in writing, to use all or a portion of the accumulated leave prior to the final date of the “A” contract.

Faculty on a 12-month “A” contract appointment who take an approved leave of absence without pay shall be entitled to use accumulated annual leave, with prior approval of the supervisor or other appropriate administrative officer, before going into unpaid status; however, the faculty member shall not be paid for any unused accumulated annual leave before going into unpaid status. Annual leave cannot be earned while on leave without pay.

Faculty on “A” contracts who are on approved sabbatical or professional development leave can accrue annual leave.

VPAF-100 leave request forms are completed for annual leave requests.

**Part-time (.50-99) Faculty Leave Accrual and Usage**

Annual leave for faculty members who are less than 1.0 FTE (part-time) is converted from days to hours for accrual, tracking and usage. This policy and procedure explains how to calculate and charge leave for part-time faculty. In addition, the procedure for determining full and half day increments for leave is demonstrated. Because many part-time faculty work varied schedules (different hours on different days) the length of the work day varies. This policy provides a standard method that shall be used consistently across the institution.

Faculty who are part-time must have an established work schedule.

To calculate leave accrual for part-time faculty:

Part-time Faculty Leave calculation: (16 hrs x FTE = Accrual [in hours])

Example: .60 FTE  
16 x .60 = 9.6 hours earned per month of annual and sick leave.

The leave calculation should only be carried to one decimal place.

Accrued leave for faculty who are part-time is reported in half day or full day increments depending on the scheduled work day. Leave is reported in half and full day increments (per Board of Regents policy) and then converted to hourly increments for tracking and usage.

To calculate leave for part-time faculty:

1. Determine the standard work schedule.
2. Determine the scheduled hours for the leave day. Divide the scheduled hours for that day by 2. The result is the number of hours in half a work day.
3. Examine the request and determine if a half day or full day should be charged.
4. Deduct the appropriate number of hours from the faculty member’s leave balance.
Part-time Faculty Leave Accrual Maximums

Effective July 1, 2008, the maximum leave accrual for part-time faculty will be prorated based on the faculty member’s FTE. The prorating will be based on the maximums for full-time faculty members.

The formula for the prorating is as follows:

Annual Leave: Part-time Faculty Maximum Leave Calculation
\[(48 \text{ days} \times \text{FTE} \times 8 \text{ hrs} = \text{maximum accrual [in hours]})\]
\[(48 \text{ days} \times .60 \times 8 \text{ hrs} = 230.4 \text{ maximum accrual [in hours]})\]

For part-time faculty leave payout will be prorated based on FTE.

Examples for calculating leave:

A part-time (.50 FTE) faculty member is scheduled to work M-F 8-12 (4 hours) and leaves for 2 hours for personal business. A leave slip for 2 hours would be submitted because 2 hours is half of the scheduled work day.

A part-time (.70 FTE) faculty member is scheduled to work M-8; T-8; W-8; Th-4.

- On a Thursday she wants to take annual leave so she would submit a leave request for a full day. This would be recorded and tracked as 4 hours since Thursday is scheduled for 4 hours.
- If she went to her child’s school play on a Tuesday for 2 hours, a leave slip would not be completed because it is less than half of her scheduled day.
- If she went to her child’s school play on a Thursday for 2 hours, a leave slip (for ½ day) would be completed because it is half of her scheduled day. This would be recorded and tracked as 2 hours.

On June 30 a part-time (.75 FTE) faculty member has 312 hours of annual leave. This amount exceeds the allowable annual leave carry over (48 days x .75 x 8 hrs = 288 hours). The annual leave must be adjusted to 288 hours on July 1st.

Limitation on Transfer of Accrued Annual Leave

Persons employed by the University in positions that earn annual leave may not transfer any earned leave to another university position supported from a different source of funds. Any compensation for accrued leave comes from the same funding source as the salary paid while earning annual leave and must be taken during the employment covered by the funding source.

A faculty member transferring from another NSHE institution in a position that earns annual and sick leave may not transfer any earned leave to a UNR position supported from a different source of funds.

Faculty who transfer from a faculty position to a classified position may transfer remaining annual leave to the classified position subject to the classified maximum accrual limitation of 30 days at the beginning of the calendar year.

Classified staff who transfer from a classified position to a faculty position may transfer all accrued unused annual leave to the faculty appointment subject to the same funding limitations noted above and are subject to faculty accrual limitations which does not allow for more than 48 days to be carried over from one fiscal year to another.
Occasionally, an academic faculty member has to miss one or more scheduled obligations (i.e. class, meeting, office hours, or other event) due to a conflicting event or emergency. These may include, but are not limited to, illness, a family emergency, travel to a conference, or other professional obligation.

When a faculty absence from a scheduled obligation occurs, it is the responsibility of the faculty member and/or the department to make accommodations for any missed classes, office hours, and other university-related obligations.

If the faculty member knows in advance that s/he will be absent, the faculty member shall make arrangements for someone to cover her/his classes, and to give advance notice to students that s/he will not be available for office hours. The faculty member should also provide notice that s/he will not be able to attend university-related obligations during the absence.

In the case of an emergency, when the faculty member must be absent without advance notice, s/he shall contact the department immediately. It is then the department’s responsibility to arrange for someone to cover the faculty member's classes, if possible, and post a notice that the faculty member is not available for office hours.

All absences of a half-day or more in which scheduled obligations are missed must be reported in accordance with university policies, as described in this manual. As absences from scheduled obligations may have an adverse effect on students, other faculty, and university staff, faculty are urged to limit absences during times that conflict with scheduled classes, office hours, and other university-related obligations.

Reporting Sick Leave:

Academic faculty who miss class or any other scheduled activity such as a scheduled meeting, office hours, or other scheduled activities due to illness or family illness are required to report sick leave using a Leave Request Form. Any absence (either sick or annual for A contract faculty or sick for B contract faculty) must be reported in half or full day increments.

Faculty members must obtain approval of planned absences for medical reasons and give their supervisor as much advance notice as possible using the Leave Request Form. If the absence cannot be predicted in advance, the employee has two days to turn in the leave slip after return from leave.

For absences lasting more than three days, the employee or employee’s department must contact the BCN Benefits Coordinator to determine whether the faculty member should be considered to be on leave under FMLA (Family and Medical Leave Act).
Academic and Administrative Personnel

Sick, Family Sick, Child-Rearing, and Family Medical Leave

Revised: August 2012

General Provisions:

Sick leave is accrued for the first half of the month (granted on the 15th day) and the additional day is accrued for the second half of the month (granted on the last day of the month). Leave may not be taken until it is granted. Prorated leave is earned for partial months of service.

Sick Leave: Full-time Faculty Leave Accrual and Usage

Full-time academic and administrative faculty members on “A” or “B” contracts are granted sick leave up to 30 working days at full salary, available at any time during the initial 12 months of service. Sick leave for full-time faculty is used in increments of a half-day or a full-day (see BOR Title 4, Chapter 3, Section 17). Any sick leave and personal time away from work duties must be approved by the faculty member’s supervisor. If a period shorter than one-half work day is requested/used, the supervisor can require a half-day increment of sick leave be requested and deducted from the leave balance.

Beginning one year after the starting date of the initial contract, each full-time faculty member begins to accrue additional sick leave at the rate of two days for each full month of paid service, to be added to any remaining balance of unused sick leave from the first 12 months of service. Sick leave may be accrued from year to year, not to exceed 96 working days as of the first day of each fiscal year, and any sick leave in excess of 96 days is forfeited on that date. Paid sick leave shall not be granted in excess of sick leave earned except if approved as extended salaried sick leave.

Faculty members shall not be paid for any unused sick leave upon termination of employment. Sick leave may be taken for personal illness, disability, medical, optometric, or dental service or examinations, child-bearing or temporary disability upon the approval of the appointing authority. For absences of more than five consecutive days or if abuse is suspected, the appointing authority may require a faculty member to provide medical certification.

Sick Leave: Part-time (.50-.99) Faculty Sick Leave Accrual and Usage

Part-time academic and administrative faculty members on “A” or “B” contracts are granted a pro rata amount of sick leave for each calendar month worked.

Sick leave for faculty members who are less than 1.0 FTE (part-time) is converted from days to hours for accrual, tracking and usage. This policy and procedure explains how to calculate and charge leave for part-time faculty. In addition, the procedure for determining full and half day increments for leave is demonstrated. Because many part-time faculty work varied schedules (different hours on different days) the length of the work day varies. This policy provides a standard method that must be used consistently across the institution.

Faculty who are part-time must have an established work schedule.

To calculate leave accrual for part-time faculty:

Part-time Faculty Leave calculation:

(16 hrs x FTE = Accrual [in hours])
(16 x .60 = 9.6 hours earned per month of annual and sick leave).

The leave calculation should only be carried to one decimal place.
Accrued leave for faculty who are part-time is reported in half day or full day increments depending on the scheduled work day. Leave is reported in half and full day increments (per Board of Regents policy) and then converted to hourly increments for tracking and usage.

To calculate leave taken for a part-time faculty:

1. Determine the standard work schedule.
2. Determine the scheduled hours for the leave day. Divide the scheduled hours for that day by two. The result is the number of hours in half a work day.
3. Examine the request and determine if a half day or full day should be charged.
4. Deduct the appropriate number of hours from the faculty member’s leave balance.

**Part-time Faculty Leave Accrual Maximums**

Effective July 1, 2008, the maximum leave accrual for part-time faculty will be prorated based on the faculty member’s FTE. The prorating will be based on the maximums for full-time faculty members.

The formula for the prorating is as follows:

\[
\text{Sick Leave: Part-time Faculty Maximum Leave calculation:} \\
\frac{96 \text{ days} \times \text{FTE} \times 8 \text{ hrs}}{\text{maximum accrual [in hours]}} \\
\frac{96 \text{ days} \times .60 \times 8 \text{ hrs}}{460.8 \text{ maximum accrual [in hours]}}
\]

**Examples for calculating leave:**

1. A part-time (.75 FTE) faculty member is scheduled to work M-F 9-4 (6 hours with lunch). The faculty member leaves for 2.5 hours to go to a doctor’s appointment. No leave slip would be completed. The faculty member does not report leave because 2.5 hours is not half of the scheduled work day.

2. A part-time (.70 FTE) faculty member is scheduled to work M-8; T-8; W-8; Th-4.
   a. On a Monday, she calls in sick. A leave slip must be submitted for a full day. This would be recorded and tracked as 8 hours.
   b. If she went to the doctor on a Tuesday for 2 hours, a leave slip would not be completed because it is less than half of her scheduled day.
   c. If she went to the doctor on a Thursday for 2 hours, a leave slip (for ½ day) would be completed because it is half of her scheduled day. This would be recorded and tracked as 2 hours.

3. A part-time (.60 FTE) faculty member is scheduled to work 8 hours and goes home sick after 4 hours. A leave slip would be completed. The faculty member reports a half day and 4 hours is deducted.

4. A part-time (.60 FTE) faculty member calls in sick on a day he is scheduled to work 5 hours. A leave slip must be completed and the leave keeper deducts 5 hours from his available balance.

5. A part-time (.80 FTE) faculty member calls in sick on a day he is scheduled to work 8 hours. A leave slip must be completed and the leave keeper deducts 8 hours from his available balance.

6. On June 30 a part-time (.75 FTE) faculty member has 580 hours of sick leave. This amount exceeds the allowable sick leave carry over (96 days x .75 x 8 hrs = 576 hours). The sick leave must be adjusted to 579 hours on July 1st.
If a faculty member is using leave, with or without pay, in a manner, which would qualify as FMLA, the appointing authority shall designate the leave as FMLA and shall provide written notice to the employee detailing the use of FMLA.

Family Sick Leave

Up to 15 days of earned sick leave per contract year may be used by faculty to care for or assist family members, in-laws, or step relatives within the third degree of consanguinity or relationship, or members of the faculty member’s household.

Relationships within the third degree of consanguinity or affinity are defined as:

a. The employee's spouse, child, parent, sibling, half-sibling, or step-relatives in the same relationship;
b. The spouse of the employee's child, parent, sibling, half-sibling, or step-relative;
c. The employee's in-laws, aunt, uncle, niece, nephew, grandparent, grandchild or first cousin.

Family sick leave may be used for the following events: illness, injury, or medical, optometric or dental service or examinations. Requests for additional use beyond the - 15 days may be made in writing to the appointing authority. Approval is at the discretion of the appointing authority. The 15 day limit does not apply if the leave is approved under FMLA.

Family Death

Faculty may take up to 10 working days of earned sick leave in the event of the death of a person listed in the paragraph above. Requests for use of additional leave beyond the 10 days may be made in writing to the appointing authority. Approval is at the discretion of the appointing authority.

Family and Medical Leave Act

A faculty member who qualifies under the Family and Medical Leave Act of 1993 (FMLA) is entitled to a total of 12 workweeks of leave during a “rolling” 12-month period. The period is measured backward from the date an employee uses any qualifying Family and Medical leave. To qualify, a faculty member must have been employed by the NSHE for at least 12 months and have been in paid status for a minimum of 60% FTE averaged over the 12-month period preceding the leave. While in FMLA status, all available paid annual and sick leave must be used before leave without pay. A faculty member may use FMLA leave for the birth of a child, and to care for the newborn child; for placement of a child with the faculty member for adoption or foster care; to care for the faculty member’s spouse, parent or child with a serious health condition; or because the faculty member is unable to perform one or more of the essential functions of his/her job due to of a serious health condition. If a faculty member must take unpaid leave under FMLA, the employer is required to maintain the faculty member’s health insurance coverage for the timeframe represented by the FMLA leave.

Child Rearing Leave - Additional unpaid leave directly related to the birth, placement of a child with the faculty member for adoption or foster care, or child-rearing of a child who is a member of the employee’s household shall be granted to either parent, upon request and approval by the president, up to a maximum of one year. During unpaid leave the University will not maintain the faculty’s health insurance coverage, unless the unpaid leave is approved under the FMLA. The University guarantees that the faculty member will return to his or her original position, or if the original position no longer exists, to a comparable position, without loss of seniority or other benefits.
Extended Salaried Sick Leave

After 12 continuous months employment, where a physician certifies that a faculty member is unable to resume duties after exhausting all accumulated sick and annual leave, the faculty member may petition for, and may be granted with the approval of the president, extended salaried sick leave. Approval may be given only if the funding source permits payment of extended salaried sick leave. Anyone not on state funds must get approval from the funding source before seeking approval from the president. Up to three calendar months of extended salaried sick leave may be granted to faculty members continuously employed for more than 12 months and up to 24 months; up to six calendar months may be granted to employees continuously employed for more than 24 months and up to 36 months; and up to 12 calendar months, for a period not to exceed one year plus one calendar month for each full 12-month year of employment with the NSHE, may be granted to faculty members continuously employed for more than 36 months. Extended salaried sick leave applies to all months in which the faculty member receives compensation – a “B” contract faculty member earns compensation in each month of the year and thus is considered to be employed for 12 calendar months per year under this policy. An eligible employee may initially request less extended salaried sick leave than authorized under this policy, or may be granted less than the maximum amount of time authorized. The lifetime maximum, which may be granted to an employee, is 12 calendar months plus one calendar month for each full 12-month year of employment with the NSHE. During extended salaried sick leave, no annual or sick leave shall be earned. If, at the end of the extension period, a physician certifies that the professional staff member is still unable to resume duties, appointment shall be terminated. Where employment shall be terminated under these circumstances, the provisions of Title 2 of the Board of Regents Handbook shall not apply.

Unpaid Sick Leave

If a faculty member has been employed for less than 12 consecutive months, and has exhausted all accumulated annual and paid sick leave, the president may approve an employee request for unpaid sick leave not to exceed three months. If the employee is unable to return to work after this unpaid leave, the appointment shall be terminated (Board of Regents Handbook Title 2, Chapter 5, Section 5.10). If employment is terminated under these circumstances, the provisions of Title 2, Chapter 6, of the Board of Regents Handbook do not apply.

See the Board of Regents Handbook (Title 4, Chapter 3, Section 12) for additional detail.
ACADEMIC AND ADMINISTRATIVE PERSONNEL

Military Leave

Revised: September 2007

Faculty who are members of Federal Reserve forces or the Nevada National Guard are entitled to serve under orders without loss of regular compensation for a period not to exceed 15 working days in any one calendar year. Such military leave of absence shall be in addition to any annual or sick leave to which the faculty member might otherwise be entitled. Authorized military leave of absence without salary shall be granted for periods in excess of 15 working days.

Faculty who officially receive orders to serve as members of Federal Reserve forces or the Nevada National Guard will be compensated for the difference in their NSHE pay and their military pay through the end of their employment contract. The differential compensation will commence immediately following the 15 working days provided for in Board of Regents Handbook Title 4, Chapter 3, Section 22, subsection 1.

The institution at which the professional staff member is employed will continue making retirement contributions for eligible employees in accordance with the Retirement Plan Alternatives plan document. At the request of the employee, other employment benefits – including but not limited to health insurance - will be continued through the contract year at the same cost that the employee is currently paying.

In time of war or national emergency, leave without pay may be granted to a faculty member who is called or volunteers to serve in federally sponsored scientific research and development projects.

Faculty members applying for military leave must present a copy of their military orders or other substantial evidence pertaining to their activity for training duty requirements or employment in defense work. Certified copies of discharge papers or other evidence pertaining to discharge or termination must be submitted to Human Resources for reinstatement.

See the Board of Regents Handbook (Title 4, Chapter 3, Section 22) for additional detail.

Leave for Judicial Services

Revised: September 2009

Appearance in connection with one’s official capacity as a university employee as a witness in connection with university matters at a trial or other court proceeding, to include an arbitration or mediation hearing, whether it be as a party to the action, or as a witness for any party to the proceeding, is considered a short-term leave and may be authorized by the appointing authority for periods up to 30 calendar days without loss of salary. In special cases, salaried leave for longer periods may be authorized by the president. Judicial leave also will be granted to serve on a jury or when summoned to be a witness. Judicial leave is not available for court appearances in connection with personal legal matters.

Any remuneration received in connection with jury duty or as a witness as a university employee may be retained by the faculty member.

See the Board of Regents Handbook (Title 4, Chapter 3, Section 18) for additional detail.
ACADEMIC AND ADMINISTRATIVE PERSONNEL

Leave Records 2,676

Revised: June 2008

Each department/unit must keep accurate records of earned and used leave. Each unit must have a designated leave keeper. Leave records must be maintained in a secure location, separate from other employee files. Access to leave records is limited to the leave keeper, the supervisor and the appointing authority. The employee may review his/her leave records upon request. The unit leave keeper may not record or track the leave of their immediate supervisor. Leave records are kept as prescribed by Faculty/BCN Human Resources (HR) and must be available for review upon request by HR.

Insofar as possible, with the exception of emergency (i.e., unanticipated) sick leave, leave for faculty and classified staff is reported and approved in advance by means of a VPAF-100 leave request form. In the case of emergency sick leave, where completion of the VPAF-100 form in advance is impractical, the form must be completed and transmitted to the record keeper not later than two days after return to work.

Faculty annual and sick leave must be reported in half day or full day increments as prescribed by Faculty HR. All leave records are audited periodically by department leave record keepers with assistance from Faculty HR.

Classified leave must be reported to the minute of time actually taken.

Quarterly leave balances are reported to the employee by the leave keeper. The employee reports any discrepancies to the leave keeper within ten working days. The employee verifies the leave records and signifies agreement by signing the leave report.

Upon termination of employment, leave records for the last year will be audited by the appropriate HR department.

A leave keeper may not keep the leave of his/her direct supervisor. A supervisor’s leave record must be maintained by an employee that is not a subordinate to the supervisor.

Compensatory Time/Overtime for Faculty 2,677

Reviewed: September 2009

In accordance with the 2004 revised Fair Labor Standards Act (FLSA), most faculty positions meet the criteria for exemption from overtime regulations and provisions and therefore are not eligible for overtime pay or compensatory time.

Certain administrative faculty positions may not meet the FLSA test for exemption from overtime. In these limited situations, the employee will be notified of their unique status and the necessary steps before prior approval for working overtime.
Faculty Leave of Absence without Salary

Revised: September 2009

Leave of absence without salary, for periods up to 12 months, may be granted by the President to faculty who have been employed by the System for one year or more.

Reasons for leave of absence without salary would include: a) to undertake work that benefits the System, such as research, advanced study, related consultation, teacher exchange, and governmental service; or b) other situations deemed appropriate by the president.

If the leave of absence without salary is deemed beneficial to the System, the University will pay the insurance premiums during the leave of absence otherwise, the premiums must be paid by the faculty member.

The faculty member is expected to return to the University for a period of time at least equal to that of his/her last contract.

Faculty on a 12-month “A” contract appointment who take an approved leave of absence without pay shall be entitled to use accumulated annual leave concurrently, with prior approval of the supervisor or other appropriate administrative officer, before going into unpaid status; however, the faculty member shall not be paid a lump sum for any unused accumulated annual leave before going into unpaid status. Annual and/or sick leave cannot be earned while on leave without pay.

Requests for leave of absence without salary for more than 12 months must be approved by the Board of Regents.

Leave may only be taken in accordance with the policies in the Board of Regents (BOR) Handbook Title 4, Chapter 3. If an academic or administrative faculty member is absent from work without authorized leave, as defined in the BOR Handbook Title 4, Chapter 3, Section 10, the absence must be charged as unauthorized leave without pay.

Unauthorized leave may be grounds for disciplinary action. However, placement of a faculty member on leave without pay under this section shall not constitute a disciplinary action, as defined in Chapter 6 of the Code. If a disciplinary action is brought under Chapter 6 of the Code, any discipline measures are in addition to the absences charged as unauthorized leave. (BOR Handbook Title 4, Chapter 3, Section 40)

Child rearing leave is a form of unpaid leave and must have approval of the President.

Leave for Administrators

Revised: September 2009

Leave not to exceed three months may be granted to aid administrators in improving their performance of their current assignments. Administrative officers such as the president, provost, vice presidents, vice-provosts, assistant or associate vice presidents, deans, and assistant or associate deans who are on continuing full-time administrative appointments would be eligible. Permanent full-time administrators or directors of programs may be eligible if so designated by the president and the chancellor. Eligible administrators can apply for a leave-for-administrators after serving at least three years as a full-time administrator in the Nevada System of Higher Education. An administrator would be eligible to reapply for additional leave-for-administrators at three-year intervals. Complete policy in Title 4, Chapter 3, Section 12 of the Board of Regents Handbook.
Any academic faculty member whose position is funded in whole from state sources, and who has served full-time (an appointment at 1.0 FTE for the contract year) on either an “A” or “B” contract for six or more years is eligible for sabbatical leave. Such faculty shall serve at least six additional years prior to eligibility for subsequent sabbatical leaves. Faculty holding the designation of lecturer may be eligible for sabbatical leave, at the discretion of the University. Those faculty whose primary responsibility is administrative in nature are not eligible for sabbatical leave.

Full-time faculty whose positions are funded in whole or in part from non-state sources may be eligible for sabbatical leave according to the terms of this policy only if the funds to support a sabbatical leave can be derived from the appropriate non-state funding source. The use of non-state funds for sabbatical leave must also be approved by the appointing authority.

Part-time academic faculty (i.e., those having an FTE of at least 50% but less than 100% for the contract year) may be eligible for sabbatical leave at the discretion of the University. In such cases, the leave and payment provided shall be at a time and amount pro-rated to reflect part-time status.

Eligibility for sabbatical leave commences at the end of the sixth year of full-time service in the same position. Any period of time spent on an unpaid status is not considered a part of the six-year service requirement under this policy. Applications for a sabbatical leave must be submitted while a faculty member is in a paid status.

Eligible applicants for sabbatical leave shall have two alternatives: one year’s leave at two-thirds of annual base salary or one-half year’s leave at full base salary. For part-time faculty, FTE will be used to calculate pro-rated salary continuation while on leave. A one year leave will typically start on July 1, but may be approved to start at another time with the limitation that the one year may not include more than two semesters (not counting summer). A one-half year leave will typically start on July 1 or January 1, but may be approved to start at another time with the limitation that the one-half year may not include more than one semester. Therefore, for teaching faculty, leaves must begin before or after the end of a semester; the start date of a one year or one-half year may not be during a semester. Exceptions must be approved by the executive vice president & provost.

Sabbatical applications are submitted during the fall semester for leave during the following fiscal year. Leave may not be applied for and taken in the same fiscal year. Once awarded and scheduled, sabbatical leave may not be rescheduled or postponed without forfeiting the leave and reapplying the following year. Faculty who have been awarded a sabbatical leave may request a change in length of their leave from a full year to a semester or from a semester to a full year, as long as the leave will still occur within the same fiscal year and approval is obtained from their department chair, dean, and the executive vice president and provost.

The taking of sabbatical leave will not interfere with the continuing employment of an individual or any other rights or privileges normally associated with appointment to the faculty. Service credit for retiree health insurance will be based on the faculty member’s full-time equivalency (FTE) while on sabbatical.

In conformity with NRS 284.345: “. . . no sabbatical leave with pay shall be granted unless the person requesting such leave agrees in writing with the employer to return to the employer after such leave for a period not less than that required by his/her most recent contract of employment with the employer if the employer desires his/her continued service.” The employee will agree to return to the employer in a paid status immediately upon the end of the sabbatical leave.

Additional income - for example, grants-in-aid or fellowships - may be accepted during the leave provided the activity for which the income is received contributes to the individual’s professional development or his/her future usefulness to the University.
Acknowledgement of sabbatical assistance shall be given in any publications resulting from work accomplished during the sabbatical leave.

A written report concerning sabbatical leave activities shall be submitted to the Provost’s Office and to the faculty member’s dean or other appropriate supervisor within three months of return from leave. Upon approval by the Provost’s office, a copy will be forwarded by this office to the institution’s Human Resources Office for placement in the faculty member’s personnel file.

Specific information regarding eligibility, options, application, etc., is updated annually by the Provost’s office in April or May and may be found on the UNR website. See the Board of Regents Handbook (Title 4, Chapter 3, section 9) for additional detail.

Annual and/or sick leave is accrued while on sabbatical leave at the appropriate FTE.

The Professional Development Leave committee, appointed by the Faculty Senate, reviews the proposals and makes recommendations to the executive vice president and provost.

Faculty Development Leave Program

[THIS PROGRAM IS CURRENTLY ON HIATUS]

Revised: June 2014

This program enables academic and administrative faculty to be reassigned to projects that lead to professional advancement in instructional, service, or research areas. The program permits reassignments which may be for one-half year or less at full base salary or more than one-half year up to one full year at two-thirds base salary. The work need not be conducted at UNR. For teaching faculty, a leave at full base salary may not include more than one semester and a leave at two-thirds base salary may not include more than two semesters (not counting summer).

Eligibility:

1. Any full time faculty member whose position is funded in whole from state sources, and who has served the University for six full years or more and who has not been awarded a sabbatical leave or development leave for six years or more, is eligible. Eligibility for development leave commences at the end of the sixth year of full-time service in the same position. Any period of time spent on an unpaid status is not considered a part of the six-year service requirement under this policy. Applications for a sabbatical leave must be submitted while a faculty member is in a paid status.

2. Full-time faculty whose positions are funded in whole or in part from non-state sources may be eligible for development leave according to the terms of this policy only if the funds to support a development leave can be derived from the appropriate non-state funding source. The use of non-state funds for development leave must also be approved by the appointing authority.

3. Part-time academic or administrative faculty (i.e., those having an FTE of at least 50% but less than 100% for the contract year) may be eligible for development leave at the discretion of the University. In such cases, the leave and payment provided shall be at a time and amount pro-rated to reflect part-time status.
Faculty development leave applications are submitted during the fall semester for leave during the following fiscal year. Leave may not be applied for and taken in the same fiscal year. Once awarded and scheduled, faculty development leave may not be rescheduled or postponed without forfeiting the leave and reapplying the following year. Faculty who have been awarded faculty development leave may request a change in the length of their leave from a full year to a semester or from a semester to a full year, as long as the leave will still occur within the same fiscal year and approval is obtained from their department chair, dean, and the Executive Vice President & Provost. Exceptions to this policy must be approved by the Executive Vice President & Provost.

The taking of development leave will not interfere with the continuing employment of an individual, or any other rights or privileges normally associated with appointment to the faculty. Service credit for retiree health insurance will be based on the faculty member’s full-time equivalency (FTE) while on sabbatical.

No development leave with pay shall be granted unless the faculty member requesting the leave agrees in writing to continue to employment at the University after the leave for a period not less than one year if the University desires his/her continued service. The faculty member will agree to return to the University in a paid status immediately upon the end of the development leave.

Additional income - for example, grants-in-aid or fellowships - may be accepted during the leave provided the activity for which the income is received contributes to the individual’s professional development or his/her future usefulness to the University.

Acknowledgement of development leave assistance shall be given in any publications resulting from work accomplished during the development leave.

A written report concerning development leave activities shall be submitted to the Executive Vice President & Provost and to the faculty member’s dean or other appropriate supervisor within three months of return from leave. Upon approval by the Provost’s Office, a copy will be forwarded by this office to the institution’s Human Resources Office for placement in the faculty member’s personnel file.

Annual and/or sick leave is accrued while on faculty development leave at the appropriate FTE.

The Professional Development Leave Committee appointed by the Faculty Senate reviews the proposals and makes recommendations to the Executive Vice President & Provost.

Faculty who are recipients of prestigious awards such as Fulbright Scholarships or Guggenheim Awards may request research leave even if they do not meet the six-year eligibility requirement for sabbatical. However, for those faculty receiving such an award prior to meeting the six year eligibility requirement, the campus shall not be obligated to pay more than the amount of salary which, when added to the Fulbright or other award stipend, will equal 100% of the individual's annual base salary for the period of leave. If an allowance for transportation and/or cost-of-living differential is included in the outside compensation, the amount of this allowance will not be considered in computing the salary to be paid by the campus.

A faculty member wishing to receive research leave to accept such a prestigious award shall make the written request in advance to the Executive Vice President & Provost through the dean and chair. This request shall include a copy of their notice of award letter. The Executive Vice President & Provost is responsible for determining if the award qualifies the faculty member for research leave.
Faculty Holidays

Revised: April 2012

The holiday schedule for faculty is established by the Legislature (NAC 284.255).

Full-time “A” contract faculty (administrative academic) who work a regular Monday through Friday schedule are entitled to the holiday as listed below.

Holidays are observed (non-contract days) for academic “B” faculty. Holidays are not included in the number of contract days per semester.

“A” contract faculty who work an alternative or part-time schedule are entitled to the holiday when it falls on their normally scheduled work-day. If the holiday falls on a scheduled day off, the faculty member is not entitled to additional holiday time off.

The following are legal holidays per State of Nevada Statute:

January 1 New Year’s Day
Third Monday in January Martin Luther King Jr.’s Birthday
Third Monday in February Presidents’ Day
Last Monday in May Memorial Day
July 4 Independence Day
First Monday in September Labor Day
Last Friday in October Nevada Day
November 11 Veterans’ Day
Fourth Thursday in November Thanksgiving Day
Fourth Friday in November Family Day
December 25 Christmas Day
Entrepreneurial leave shall be without pay for periods up to and including 12 months. It may be granted by the president to tenured academic faculty or administrative faculty who have been employed by the System for one year or more.

Justification for entrepreneurial leave shall be provided in the application and shall be based on the faculty member’s entrepreneurial activity that 1) advances research and 2) supports the state’s economic development plan, technology transfer, commercialization, the Knowledge Fund established pursuant to NRS 231.1592; or similar activities deemed appropriate by the President.

Applications for entrepreneurial leave shall be made to the president or designee through the department chair and dean of the college or immediate supervisor and appropriate vice president. The dean or supervisor and appropriate vice president will consider the needs of the department in the recommendation to grant the leave. A requirement of the approval process is that the leave can be arranged without seriously impairing the work of the department. An application for part-time entrepreneurial leave must specify the FTE portion of the leave requested and the role statement that would cover the faculty member’s responsibilities to the university for the FTE portion employed.

Applications for entrepreneurial leave must identify ongoing effort commitments related to externally-funded research and must demonstrate how such commitments will be met should the leave be granted.

Applications for entrepreneurial leave must be submitted while the faculty member is in a paid status.

The University will continue to pay its portion of the health insurance premiums during the entrepreneurial leave.

When entrepreneurial leave is approved, the conditions shall be specified in writing and a copy of the authorization shall be given to the faculty member and forwarded to the Human Resources Office with a Payroll Action Form and a contract stating the conditions of the leave.

Requests to revise the FTE portion of the leave or to extend the period of leave must be made in writing to the president or designee through the department chair and dean of the college or immediate supervisor and appropriate vice president. Such requests may be accommodated if they do not seriously impair the work of the department.

The faculty member shall return to the University immediately following the entrepreneurial leave for a period at least the same duration as the entrepreneurial leave.

Any period of time spent on entrepreneurial leave is not considered a part of the six-year service requirement for sabbatical leave. Applications for a sabbatical leave must be submitted when a faculty member is in a paid status.

Faculty on a 12-month “A” contract appointment who take entrepreneurial leave without pay shall be entitled to use accumulated annual leave concurrently, with prior approval of the supervisor or other appropriate administrative officer, before going into unpaid status; however, the faculty member shall not be paid a lump sum for any unused accumulated annual leave before going into unpaid status. Annual and/or sick leave cannot be earned while on entrepreneurial leave. Entrepreneurial leave may only be taken in accordance with the policies in the Board of Regents (BOR) Handbook Title 4, Chapter 3. If an academic or administrative faculty member is absent from work without authorized leave, as defined in the BOR Handbook Title 4, Chapter 3, Section 10, the absence must be charged as unauthorized leave without pay.
Revised: June 2014

Administrative Faculty:
The following policies apply to administrative faculty engaged in professional activities in addition to their regular university responsibilities.

Consulting at UNR: Administrative faculty may engage in consulting services related to their professional responsibilities for other units at UNR only with the approval of their dean/vice president. The employee may only accept compensation for this work if it is done outside the normal working hours for their assigned university duties. Administrative faculty may not accept additional compensation for providing the same clientele the same services which are part of their assigned university duties.

Consulting within NSHE: Administrative faculty who engage in consulting activities related to their professional responsibilities for other components of NSHE may do so upon approval of the appropriate vice president, and are granted release time if performed during the normal working hours. Administrative faculty may not accept additional compensation for services when granted release time.

Outside Consulting: The following policies apply to administrative faculty members providing specialized professional services compensated through sources other than university administered funds.

- Faculty members understand that the services must not interfere with normal university duties;
- Faculty members must inform in writing those who engage them that they are not acting in the name of the University;
- When consulting for State of Nevada agencies, faculty members must receive prior written approval from their vice president, dean or director;
- Administrative faculty who engage in consulting work with agencies or firms outside the University must request prior written approval from their vice president, dean or director and provide information as to the nature of the services to assure compliance with the conflict of interest policy;
- Prior approval is requested via the “Consulting Activity Form”. Consulting approvals must be obtained for each fiscal year even if the consulting work is ongoing or encompasses more than one fiscal year.
- Faculty members on 12-month contracts must take annual leave if providing outside consulting services during the standard work week.
- University facilities, equipment or personnel may not be used unless such use is authorized by the vice president, dean or director with proper consideration made.

Academic Faculty:
Outside Consulting: Academic faculty members have the right to offer specialized professional services which may include studies, surveys, consulting, research, teaching, and/or training programs, which are compensated through sources other than university-administered funds. There are certain limiting conditions on the right to obtain payment for federal consulting services. Faculty members must consider and consult Federal Circular A-21, issued by the Executive Office of the President through the Office of Management and Budget, in applying the guidelines contained in the Faculty Consultation Policy before they can claim payment for federal consulting services. Faculty members paid from federal funds must also consult Circular A-21 before engaging in any consulting services.
The following policies apply to academic faculty members providing specialized professional services compensated through sources other than university administered funds.

a. Faculty members understand that the services must not interfere with normal university duties;

b. Faculty members must inform those in writing who engage them that they are not acting in the name of the University;

c. When consulting for the State of Nevada agencies, faculty members must receive prior written permission from their dean or director;

d. Academic faculty members must request prior written approval from their dean or director through the appropriate channels and provide information as to the nature of the services to assure compliance with the conflict of interest policy;

e. Prior approval is requested via the “Consulting Activity Form”. Consulting approvals must be obtained for each fiscal year even if the consulting work is ongoing or encompasses more than one fiscal year;

f. For “B” contract faculty, specialized professional services must not occupy more than one day's equivalent time per week, exclusive of non-contract days, evenings, weekends and holidays. "A" contract faculty must take accumulated annual leave time for performance of services upon agreement by the dean or other appropriate administrator and the university central administration.

g. University facilities, equipment or personnel may not be used unless such use is authorized by the dean or director with proper consideration made.
Conflict of Interest Policy

Revised: August 2012

This policy sets forth University, Nevada System of Higher Education Board of Regents, State and Federal requirements to identify, manage, reduce and/or eliminate conflicts of interest. The key to conflict of interest management is timely and appropriate disclosure by University Employees who shall disclose any outside activity or interest that may adversely affect, compromise, or be incompatible with the obligations of the Employee to the University or to widely recognize professional norms as defined herein. Employees shall disclose all potential conflicts held by the Employee or the Employee’s Household or Family Members that the Employee knew or should have known. Such disclosure shall be made on an annual basis by Faculty and Key Personnel and on a project basis as necessary for other employees. Potential conflicts of interest, when properly disclosed and managed, can serve to benefit the University, the State of Nevada, and the Nation. This policy prescribes procedures for disclosure, review, and for the exercise of ongoing oversight of potential and/or actual conflicts where necessary. It also provides for review of decisions at higher levels of University administration. Lastly, it indicates the sanctions that may be applied when the policy is violated.


University of Nevada Cooperative Extension Consulting

Reviewed: June 2004

Individuals accepting an assignment with the University of Nevada Cooperative Extension, either as state or community based faculty and staff have in effect agreed to provide their professional services without additional compensation to the people of Nevada according to the faculty or staff member's position description and area of assigned responsibility. Compensation for educational services within the State of Nevada provided by University of Nevada Cooperative Extension personnel is prohibited. In exceptional cases when compensation cannot be refused, the compensation must be returned to the University of Nevada Cooperative Extension. University of Nevada Cooperative Extension state and community-based faculty and staff may receive compensation for work performed for individuals and/or groups outside the State of Nevada following the policies outlined for other faculty members after obtaining written approval, in advance, from the dean/director of the University of Nevada Cooperative Extension.
Administrative Faculty:

1. **Teaching at UNR:** Administrative faculty who want to engage in teaching activities at the request of an instructional unit of the University of Nevada Reno, including Extended Studies, may do so upon approval of their immediate supervisors. The faculty member may request additional compensation if the instructional activity is not in the faculty member’s home department and is in addition to his/her regular work duty. Where additional compensation may be paid, the following procedures apply:

   a. the administrative faculty member’s regular job requirements will be maintained and fulfilled;

   b. the administrative faculty member may teach no more than one class per semester, summer session included. The one class may carry up to five credits, but not more than five. Consistent with policy for academic faculty, several courses taught through Extended Studies may be considered ‘one class,’ but only up to a total of three credits. If the teaching or teaching-related activity does not carry formal credits, the activity will be assigned a “credit equivalency” under the following guidelines:

   - 1 credit equivalency = 16 contact hours (workshops, seminars, etc.)
   - 1 credit equivalency = 32-48 lab/hands-on experience hours

   **Extended Studies Credit Equivalency Rates for hands-on experience programs**
   - 4 hours (1/2 day) session = 1/10 credit equivalency
   - 8 hours (1 day) session = 2/10 credit equivalency
   - 16 hours (2 day) session = 4/10 credit equivalency
   - 5 day session = 1 credit equivalency

   c. the administrative faculty member must submit a Request for Instructional Compensation form to his/her supervisor for approval, after having obtained signature from the requesting department chair or dean (the form may be obtained on the Human Resources website);

   d. the academic unit or Extended Studies must submit a Personnel Action Form (PAF) contract with the approved request form to Human Resources for processing. Compensation for instructional activities will be the same as that for Letters of Appointment. The department in which the instruction takes place is responsible for the additional compensation except for Extended Studies classes. If the faculty member is less than 100% FTE, the FTE will be increased; any pay exceeding 100% of base would be processed as an overload. The PAF for a faculty member who is less than 100% FTE should be prepared through the faculty member’s home department.

2. **Teaching within NSHE:** Administrative faculty who engage in teaching activities for other components of the Nevada System of Higher Education may do so upon approval of their immediate supervisors. The faculty member may request additional compensation if the instructional activity is in addition to his/her regular work duty. Where additional compensation may be paid, the same procedures as pertain to teaching at UNR apply (paragraph 1 above) with the exception that there is no limit on the number of courses or credits taught per semester.
Academic Faculty:

1. The following guidelines apply to earning additional compensation from university administered funds for providing specialized professional services and shall be interpreted consistently with those established in the federal government's Circular A-21.

   a. **Administrative Stipends:** “A” contract and “B” contract academic faculty members may receive additional compensation in the form of administrative stipends as approved through the stipend policy (see section 2,550).

   b. **Over-load Teaching during the Contract Year:** In special cases, the dean or director may grant special permission for an “A” contract or “B” contract academic faculty member to teach and receive additional compensation during the contract year for additional course(s) per semester either in the faculty member’s home department or another academic department including Extended Studies. The maximum overload for a full time member of the academic faculty is a three-credit course per semester. Exceptions must be approved by the Provost’s Office. Several courses taught through Extended Studies may be considered ‘one class,’ but only up to a total of three credits. If the teaching or teaching-related activity does not carry formal credits, the activity will be assigned a “credit equivalency” under the following guidelines:

       - 1 credit equivalency = 16 contact hours (workshops, seminars, etc.)
       - 1 credit equivalency = 32-48 lab/hands-on experience hours

   Extended Studies Credit Equivalency Rates for hands-on experience programs

       - 4 hours (1/2 day) session = 1/10 credit equivalency
       - 8 hours (1 day) session = 2/10 credit equivalency
       - 16 hours (2 day) session = 4/10 credit equivalency
       - 5 day session = 1 credit equivalency

   c. **General Provisions for Additional Compensation for “B” Contract Faculty:**

      Overload Earnings – Earnings on non-contract days which **ARE NOT** eligible for retirement contributions (payroll earnings code – OVL).

      Extra Duty Assignment – Earnings on non-contract days which **ARE** eligible for retirement contributions (payroll earnings code – EDA). The faculty member must match the required contribution.

      The definition of the contract year for purposes of this section is consistent with the definitions found in sections 2,509 and 2,550 and means all contractual days during the period identified in the university calendar from the beginning of a semester to the end of a semester, exclusive of Saturdays, Sundays, and holidays.

   d. **Additional Compensation on Non-Contract Days during Winter and Spring Break – “B” Contract Faculty:**

      "B" contract faculty may earn additional compensation (Overload) from university administered funds on days they are not on contract during Winter and Spring Break. A PAF indicating OVL earnings code must be submitted for each break period when work is performed. Winter and Spring break periods are not eligible for EDA earnings (retirement contribution).
ACADEMIC AND ADMINISTRATIVE PERSONNEL

Additional Compensation, Supplemental Pay, and Overloads, Continued 2,695

e. “B” Contract Faculty Engaged in Research or Creative Activity during Summer Break (No Teaching):

“B” Contract Faculty Working More than .5 FTE:

To be eligible for retirement on summer earnings, the faculty member must work at least .5 FTE in the period when work is performed. If the faculty member satisfies the .5 FTE requirement earnings for that period will be considered extra duty assignment (EDA) and the funding source must contribute the required retirement percentage of salary. The faculty member is eligible for EDA earnings (if .5 FTE is achieved) in one or both of the periods.

- Period 1 – begins on the first non-contract day after Spring semester and ends on June 30.
- Period 2 – begins on July 1 and ends on the Friday before the first contract day of Fall semester.

To be eligible for the retirement contribution on Summer earnings and to be paid appropriately, the faculty member must do the following:

- Work at least .5 FTE in non-teaching activities for either Period 1 or Period 2
- Submit one PAF using the EDA earnings code for the entire period. (In order to receive the retirement contributions, the work for the entire period must be recorded on the PAF)

“B” Contract Faculty Working Less than .5 FTE:

Faculty who work less than .5 FTE in Period 1 or Period 2 are eligible for overload (OVL) earnings but may not receive retirement contributions for those earnings.

To be eligible for overload earnings, the faculty member must do the following:

- Work less than .5 FTE in research or creative activities for either Period 1 or Period 2
- Submit a PAF(s) using the OVL earnings code

d. “B” Contract Faculty Engaged in Teaching During Summer Break (No Research or Creative Activities):

Faculty Teaching More Than .5 FTE (8 or more credit hours)

In order to be eligible for Extra Duty Assignment (EDA – retirement contribution) for teaching during Summer break, the faculty member must teach at least 8 credit hours over the three Summer sessions.

To be eligible for the retirement contribution on Summer earnings and to be paid appropriately, the faculty member must do the following:

- Teach at least 8 credit hours over the three Summer sessions
- Submit ONE PAF using the EDA earnings code for the entire Summer (all three sessions). In order to receive the retirement contributions, all classes must be listed on one PAF.

Faculty Teaching Less than .5 FTE (Less than 8 credit hours)

Faculty who teach less than 8 credit hours combined over all three Summer sessions are eligible for overload (OVL) earnings but may not receive retirement contributions for those earnings.
To be eligible for overload earnings, the faculty member must do the following:

- Teach less than .5 FTE (8 credit hours) for the three summer sessions combined.
- Submit a PAF(s) using the OVL earnings code.

g. “B” Contract Faculty Engaged in Both Research/Creative Activities and Teaching During Summer Break:

Faculty Working and Teaching More than .5 FTE (Combined Teaching and Research Days)

To be eligible for the retirement contribution on summer earnings and to be paid appropriately, the faculty member must do the following:

- Follow the normal approval and scheduling process for teaching summer session classes.
- Alert Extended Studies that the faculty member will be teaching and conducting research which will result in the faculty member being .5 FTE or above for the summer.
- Extended Studies will prepare a PAF using EDA as the earnings code and provide the PAF to the faculty member.
- The faculty member must obtain the PAF from Extended Studies which states that the number of credit hours to be taught during all Summer sessions. See the chart below for converting credit hours to days.
- The faculty member must ensure an additional PAF is prepared for the research/creative activities for both Summer periods. The total of teaching and research/creative activities must equal at least .5 FTE (32 days) for the entire summer.
- The PAF for teaching and the PAF for research/creative activity must be submitted together to Human Resources.
- No retroactive actions or changes to earnings code (OVL or EDA) will be processed.

### Full Time Equivalency Conversion for Academic and Research Days for Summer Work

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ACADEMIC AND ADMINISTRATIVE PERSONNEL

Additional Compensation, Supplemental Pay, and Overloads, Continued

Faculty Working and Teaching Less Than .5 FTE (Combined Teaching and Research Days)

Faculty who work less than .5 FTE for teaching and research/creative activities during the entire Summer are eligible for overload (OVL) earnings but may not receive retirement contributions for those earnings.

To be eligible for overload earnings, the faculty member must do the following:

- Teach/work less than .5 FTE (combined teaching and research days) for the three summer sessions combined.
- Submit PAF(s) using the OVL earnings code.

2. **Maximum Amount of Additional Compensation (OVL and EDA earnings code) from University Administered Funds:**

   a. "B" contract faculty are permitted to earn a maximum of 50% of their base salary as additional compensation (typically from stipends, overload teaching and non-contract days) paid through university administered funds from July 1 through June 30 of each year. In special situations, faculty members may request, through the respective dean, approval for an exception to the 50% additional earnings policy. Such requests must be approved by the Executive Vice President & Provost.

   b. With the approval of the dean, department chairs engaged in research may have the amount of their chair stipend excluded from the maximum 50% additional earnings over base outlined in (a) above.

   c. “A” contract faculty are permitted to earn a maximum of 30% of their base salary as additional compensation (typically from stipends and overload teaching) paid through university administered funds from July 1 through June 30 of each year. In special situations, faculty members may request, through the respective dean, approval for an exception to the 30% additional earnings policy. Such requests must be approved by the Executive Vice President & Provost.

   d. Payment of additional compensation is made via a PAF. The reason for the additional compensation must be stated clearly in the “comment section”.

**Deadlines for Sponsored Projects Effort Reporting:**

All effort extended during non-contract periods must be confirmed via the effort reporting process. It is the responsibility of the PI to submit a PAF in accordance with the deadlines stated below. Late PAFs will not be processed.

**May Reporting Term:** “B” Faculty working during their non-contract days in December, January, and Spring Break must submit a PAF to Human Resources no later than the 1st business day in April.

**September Reporting Term:** “B” Faculty working during their non-contract days in May, June, July and/or August must submit a PAF to Human Resources no later than the 1st business day in September.

It is not acceptable to store effort from a semester and pay overload during a non-contract day. Semester effort must be reported on a semester effort report. Overload must be earned during non-contract days.
Revised: February 2010

**University of Nevada, Reno Faculty**: Appointments for off campus teaching are made upon completion of the following:

1. The recommendation of a faculty member by the department chair;
2. Approval of the assignment by the appropriate dean or director for off-campus programs;
3. Approval of the vice provost of Extended Studies;
4. Approval of the assignment by the Provost’s Office, and
5. In cases where graduate credit may be earned, approval of the assignment by the graduate dean is also necessary.

**Appointments of Instructors Not Regular University Faculty**: Instructors who are not members of the university faculty (consultants excluded) have the following items on file in the applicable regional programs office prior to appointment:

1. resume;
2. three recommendations from professional sources outside the University, or a confidential file including such references.

**Regional Program Salaries**: 

Salaries for instructors appointed to teach off campus credit courses are based on a schedule determined by the Board of Regents allowing additional increments to compensate for time involved to meet classes in communities in northern Nevada (contact Extended Studies for current salaries).

Travel and per diem is also provided according to the policy of the University.

Stipends for instructors or consultants for courses offered for non-credit or continuing education units is based on the expertise, experience, and prestige of the individual as well as the length of the particular educational program involved. Per diem and travel from the home base of the instructor is also provided according to the policy of the University.
Evaluation of Administrative Faculty

Reviewed: 5/6/98

A formal performance appraisal of administrative faculty includes:

1. A planning process at the beginning of each appraisal period during which the administrative faculty member and the immediate supervisor, dean and/or director jointly review the major job responsibilities (position description questionnaire) and establish the major projects, activities, and plans for enhancing professional/managerial growth and effectiveness, as appropriate, for the appraisal period.

2. Periodic meetings during the appraisal period in which the administrative faculty member and the supervisor and/or dean or director discuss and review the projects and activities and the progress towards completing them.

3. A meeting at the end of the appraisal period in which the performance is discussed with the administrative faculty member and is measured relative to the plans developed at the beginning of the period.

4. A draft of future projects and activities, prepared by the faculty member, is attached to the evaluation form for discussion with the supervisor and/or dean or director.

5. The final review on an administrative faculty evaluation is typically the appropriate vice president.

Evaluation of Academic Faculty

Reviewed: 5/6/98

Annual evaluation decisions are based on the success with which the faculty member has reached established goals. Specific evaluations of each faculty member, based on a workload plan or role statement for the year, are of major importance in evaluating performance. Activities selected in formulating the annual plan must be chosen wisely as this obviously affects the evaluation. Evaluations will need to consider both the quality of the service planned for the year and the success with which it is provided. Evaluations for academic faculty normally give primary consideration to accomplishments in teaching, scholarship and service. Progress on long-range projects is considered as well as evidence of completed work.

Specific procedures for faculty evaluations are provided in department and/or unit bylaws.
Merit funds are provided to the University by the legislature specifically for rewarding meritorious performance of state-funded faculty positions and are not designed to be used for cost-of-living increases or to fund promotions or equity adjustments. One major objective of the merit distribution policy is to maintain the standards for awarding quality performance. Vice presidents are responsible for reviewing and approving the recommendation of merit within each unit for which they are responsible.

Merit funds are inevitably affected by the availability of funds provided by the legislature. The amount of the merit pool allocated will be based on the funding provided. Comparable funds need to be provided by non-state-funded budgets to reward meritorious performance for non-state-funded faculty positions.

Recommendations for merit salary increases follow from faculty evaluations. There are five levels of merit awards: commendable: steps 1 and 2; excellent: steps 3 and 4; and extraordinary: step 6. An extraordinary merit award must be approved by the executive vice president & provost. A satisfactory rating is not meritorious performance. Individual faculty merit dollar amounts are calculated by multiplying the step number by the dollar value of one merit step. The specific value of the merit steps, as well as any additional criteria or procedures for implementing the merit program are determined by the president, based on recommendations from the Faculty Senate. No NSHE, university, college, department, or professional award automatically results in recommendation for an extraordinary merit award.

**Eligibility for Merit**

1. Full-time and part-time academic and administrative, tenured, tenure-track, and non-tenure track (Rank 0) faculty (.5 FTE or more) on a renewable "A" or "B" contract are eligible to participate in the merit program.

2. The process to be used following the 2013 and 2014 annual evaluations will include merit recommendations from previous years in the calculation of merit salary increases, using the model determined by the president following recommendations from the Faculty Senate. It will continue the practice by which academic faculty who receive promotion are ineligible for merit that single year and the practice by which academic or administrative faculty must be hired or promoted on or before September 1st of the year for which merit is awarded to be eligible to participate in the process. Beginning with evaluations for the 2015 calendar year, all new or promoted academic and administrative faculty will be eligible to participate in the merit process regardless of the date of hire or promotion.

**Procedure for Calculating Merit Salary Increases and Promotion Raises**

For academic faculty awarded promotion during the 2013 or 2014 annual evaluation years, merit will be calculated based on the Senate’s multi-year model prior to the 10% salary adjustment for the promotion year. This will ensure that prior merit is incorporated into base pay before promotion adjustments are made.

**Salaries above Range-Maximum**

The UNR Human Resources Office notifies the president and the appropriate vice president on an annual basis of faculty whose salary exceeds the salary range of their position. This is done prior to renewal of employment contracts. In exceptional cases, an individual whose salary exceeds the maximum for that rank/range is granted a merit increase. A recommendation for such an increase must be submitted to the president for review and approval through the appropriate vice president.
Certain university-wide standards are assumed; a professor at the University is expected to have equal stature with a professor at other institutions of the same quality. Both university committees and the university administration attempt to ensure that standards of excellence are applied uniformly throughout the University.

The UNR Bylaws define the standards to be utilized for recommending appointment with tenure. A failure to grant tenure does not require any statement of negative causes or reasons and does not necessarily imply inadequacies in the qualifications or performance of the faculty member.

Concerning promotion recommendations, it is understood that merit is the main determinant of advancement, but service also is a criterion. Only in very unusual cases is promotion beyond the rank of instructor or equivalent rank granted when the faculty member involved has not completed all requirements for the terminal degree usual in the discipline or professional assignment.

An individual whose main assignment is teaching and/or research may be considered for more rapid promotion if outstanding in both of these fields or in one of these fields and in public service.

An individual whose main assignment is public service may be considered for more rapid promotion if outstanding in service program activities of community development, and if outstanding in national or regional as well as local levels of public service.

The UNR Bylaws state that, "A member of the faculty may be considered for promotion in any year. An instructor shall be evaluated and formally considered for promotion no later than the second year in rank if he or she has the formal education requirement of the next rank and annually thereafter."

Five years in the rank of assistant professor (consideration during the fifth contract year at the University or elsewhere with the appropriate terminal degree, promotion with sixth contract) is the period of service to be expected before advancement to a higher rank, but exceptions for merit may be made.

Promotion from the rank of associate professor (consideration during the seventh contract year as an associate professor, promotion with eighth contract) may be accelerated for special reasons so that consideration is given in the sixth year and, in any case, as specified in the UNR Bylaws, "An associate professor shall be evaluated and formally considered for promotion no later than the sixth year in rank and annually thereafter." In a few cases, promotion might be considered earlier but even greater merit must be shown."

The above specified times are not to be construed as a minimum time in rank before promotion. Any academic or equivalent rank may be a terminal rank.
In accordance with Chapter 3 of the NSHE Code, academic faculty eligible for appointment with tenure must serve in a probationary period before receiving such an appointment. Except as provided below, the total probationary period for all academic faculty eligible for such appointment shall not exceed seven years of uninterrupted full-time employment in Ranks I through IV.

At the discretion of the Board of Regents, an academic faculty member may be exempt from the requirement of serving a probationary period and tenure shall be awarded on a case-by-case basis in negotiation with the President or President’s designee. Prior to recommending such an appointment, the President shall seek a recommendation from the appropriate faculty on whether an academic faculty member may be exempt from the requirement of serving a probationary period under procedures set forth in the UNR Bylaws.

The President, without seeking Board of Regents’ approval, may grant tenure upon hire to an academic faculty member who at the time of hire holds tenure at another institution. Prior to making an offer of tenure upon hire, the President must seek a recommendation from the appropriate faculty. The department chair must seek a recommendation from the faculty as specified in the department bylaws. The chair and the dean must each send letters recommending tenure upon hire to the Executive Vice President & Provost, along with the candidate’s CV and any other essential documentation. The dean and/or Executive Vice President & Provost may ask the college or university personnel committee to make a recommendation as well. The Executive Vice President & Provost will then make a recommendation to the President. Any offer of tenure upon hire must be consistent with criteria specified in university, college and department bylaws.

Authorized periods of leave, paid or unpaid, may be excluded from service toward the seven-year probationary period upon written request of the faculty member and approval of the President or designee. The decision of whether to grant the faculty member’s request to exclude periods of leave shall be based upon the sole discretion of the President or designee. The President’s decision is final. The request for leave must state if the leave is to be excluded from service toward the probationary period.

The period of probation may exceed seven years upon written request of the faculty member and approval of the President or designee. The decision of whether to grant the faculty member’s request to exceed the seven-year probationary period shall be based on the sole discretion of the President or designee. The decision of the President is final. The request for an extension of the seven-year period of probation must state the reasons for such extension.

Upon the request of the academic faculty member and the approval of the President or designee, up to three years’ full-time employment at other accredited institutions of postsecondary education, in positions equivalent to positions providing eligibility for appointment with tenure, may be included in the probationary period. Such decision must be made at the time of initial employment.

Although eligible academic faculty may request being considered for appointment with tenure sooner than in the sixth year of the probationary period, the norm is to make that request at the start of the sixth year. Faculty should consult their department and major unit administrators, as well as the Provost’s Office, for annual deadlines and guidelines on what materials must be submitted.

After completion of a probationary period, an academic faculty member eligible for appointment with tenure shall not be reappointed at any rank providing eligibility for such appointment unless such appointment is with tenure.
The primary purpose of the Student Employment Office within the Human Resources Office is to:

- Assist eligible students in securing part-time employment on campus;
- Provide guidance to student employees and on-campus employers through policies and procedures related to student employment;
- Establish an employment record in the Human Resources Management System and maintain proper personnel records.

Eligibility:

An eligible student, for this purpose, is defined as an individual who is enrolled as an undergraduate student, graduate student or graduate special during the fall or spring terms in any academic year. Departments will verify that a student is enrolled by requesting a copy of their course schedule at the beginning of each term. The course schedule is important so that hours can be scheduled that do not conflict with class times. Only enrolled UNR students are eligible for student employment. Students at other NSHE institutions are not eligible. A student may work during the summer term if they are enrolled at the University during the summer terms or are enrolled for the fall semester. Students who graduate or terminate their academic program are no longer eligible for student employment beyond the calendar month of such action.

Students who are no longer enrolled in classes will be terminated from their student employment positions immediately upon notification being sent to the hiring department by Human Resources.

Work Hour Limitations:

Student employees may work a maximum of 25 hours per week during periods of enrollment when classes are in session (Fall/Spring semesters). During breaks (winter, spring, summer) students should not work more than eight hours a day or a 40 hour work week (Sunday-Saturday). Should these limitations be exceeded, the employer must pay overtime. Overtime should be used sparingly and if overtime is expected to be incurred for more than two weeks, dean or vice president approval is required. The approval for extenuating circumstances should be provided to Human Resources prior to timesheet submittal. Students must not be scheduled to work when they have a scheduled class period. When a student is employed with more than one department the employer should coordinate their schedule with the other department as not to exceed work hour maximums.

International students attending the University on F-1 Visas who work on campus are required to comply with U.S. Citizenship and Immigration Services (USCIS) guidelines that limit hours worked to 20 per week during periods of enrollment and 40 during summer and winter breaks. Hours worked by international students on J-1 Exchange Visitor Visas are limited by authorization from the sponsor, and may not exceed 20 hours per week during periods of enrollment and 40 hours per week during summer and winter breaks.

On-Campus Job Postings:

In order to provide equal opportunity and access to on-campus employment, student employment vacancies typically will be posted on https://www.unrsearch.com/. The ultimate goal of on-campus student employment is to provide work experience for our students, provide financial aid in the form of wages and increase the student’s likelihood for academic success.

A student may not begin work until the hiring department has confirmed the student meets the minimum eligibility requirements. Departments have the ability to set more stringent requirements as appropriate for the job.
Procedures to be followed in obtaining authorization to offer a contract as a graduate assistant shall be established by the President. The number of graduate assistantships authorized by the Board of Regents may be found in the annual operating budget for each division. Additional temporary graduate assistantships may be authorized by the President.

A new position group called "graduate assistant-special" has been established. These positions will not be subject to the adopted salary schedule or eligible for any fringe benefits of graduate assistant employees, except those itemized on their individual contracts, and will not be included with regular graduate assistants for calculation of average salary or compensation. The category will be used only in extraordinary circumstances where no other category is appropriate, will usually be paid from non-appropriated funds, will usually not be subject to renewal, and will not be used if a regular graduate assistant appointment would be appropriate.

All graduate assistants on five month or ten month full time contracts are required to devote the equivalent of 20 hours per week for 17 weeks to their university duties for each regular academic semester when holding a half-time appointment. If the graduate assistantship is for a 12-month period, the additional conditions of work for summer months and the semester break must be stipulated in the contract.

The assignment of duties and the equivalent time shall be left to the discretion of the department chair, or similar appropriate officer, with the approval of the academic dean. Assigned duties are to be consistent with graduate education.
GRADUATE ASSISTANTS

Procedures for Issuing Contracts for Graduate Assistants

2,000-2,999 PERSONNEL

Revised: December 2014

1. The standard application form for a graduate assistant must be filled out completely.

2. The contract will be prepared by the department. Department chairs, department heads, primary investigators (PI) or their equivalent are designated to sign for the appointing authority for Graduate Assistant Terms of Employment as the appointing authority for their organizational units or in the case of PI’s, for the grant accounts for which they are responsible. For Personnel Action Forms (PAF’s), the authority may be delegated to the individual responsible for the account from which the student is paid. Once signed by the appointing authority and the student, it will be forwarded to Human Resources.

3. All graduate assistants who teach at the University of Nevada, Reno are required to satisfy the requirements of TA training (i.e. GRAD 701), attend the orientation and complete sexual harassment prevention and FERPA training during their first semester. Graduate assistants with substantial prior teaching experience who wish an exception to mandatory attendance at the orientation may file a request with the Dean of the Graduate School. The following departments/programs conduct an approved TA orientation program and students teaching for these programs are exempt from the Grad 701 course requirement: Intensive English Language Center, English, Chemistry, Core Humanities, Foreign Languages and Literatures.

4. Students on probationary status, prescribed programs, and graduate special status for the masters and provisional for the doctorate are not eligible for graduate assistantships.

5. A graduate assistant may be provided with grant-in-aid (GIA) and GIA is customary except in those cases where grant funding does not permit payment of tuition. The GIA is proportional to the semester FTE of the graduate assistant’s contract.

6. The office responsible for the funding is responsible for generating the grant-in-aid form, regardless of funding source.

7. Human Resources will run reports of students that are below the 6 credit minimum enrollment. Departments will be notified of students below the minimum. If the enrollment level is not resolved prior to the last drop/add date, the students will be released from their assistantship including their tuition, insurance and non-resident tuition benefits.

8. Graduate assistants taking more than 12 credits or working more than 50% during the semester require an overload memo approved by the Graduate School Dean.

9. Strict criteria must be observed in the selection and appointment of graduate assistants. They should be selected on the basis of both their scholarly records and promise of achieving success in graduate study and their maturity or experience.
10. International students serving as Teaching Assistants must meet a two-part testing requirement. Both Part A and Part B must be satisfactorily completed.

<table>
<thead>
<tr>
<th>Requirement Part A - Test</th>
<th>Score</th>
<th>Requirement Part B - Test</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL paper version</td>
<td>550 or better</td>
<td>Speak Test or Test of Spoken English (TSE)</td>
<td>50 or better</td>
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<tr>
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<td>TOEFL internet based – speaking section OR Speak Test or Test of Spoken English (TSE)</td>
<td>24 or better OR 50 or better</td>
</tr>
<tr>
<td>International Language Testing System (IELTS)</td>
<td>7 or better</td>
<td>Speak Test or Test of Spoken English (TSE)</td>
<td>50 or better</td>
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11. What constitutes a superior academic record has not been defined formally, but since a minimum grade point average of 2.75 is necessary for admission to graduate standing, most departmental chairs and deans observe this minimum. In addition, international teaching assistants must score at least 550 on the TOEFL exam to be eligible for a teaching assistantship and a score of 50 or better on the Speak Test or apply the substitutions permitted above. This testing policy is not required for international students that have received an undergraduate degree from a U.S. institution or when the student is originating from the following English-speaking countries: Australia, Bahamas, British Guyana, Canada (except Quebec), Ireland, Jamaica, New Zealand, St. Vincent, Trinidad & Tobago, and United Kingdom.

Reviewed: 7/9/99

"Graduate fellow" designates individuals receiving a stipend that would be treated as a scholarship.
## GRADUATE ASSISTANTS

### Graduate Teaching and Research Assistants

Revised: August 2011

Contracts funded from appropriated monies can be issued for no more than three years for students completing the master's degree and five years for students completing the doctoral degree.

In order to insure satisfactory progress towards the degree, graduate teaching assistants are required to pass at least ten graduate credits per year in order to maintain eligibility for the assistantship. In exceptional cases, partial fulfillment of a graduate requirement (e.g., language proficiency) may be permitted as part of the ten-credit load. Such exceptions must be approved by the Graduate School Dean with notification to the office of Financial Aid.

Research assistants on state or federal funds may not include personal thesis or doctoral research as part of their assistantship duties. It is recognized that occasionally thesis research can legitimately be part or overlap with larger research projects and that in such cases the policy must be flexibly applied.

### Resignation for Graduate Assistants

Reviewed: 7/9/99

A graduate assistant who wishes to resign during a contract period should submit a letter of resignation to the department chair. The department chair will forward the letter with a recommendation to the dean or director. The dean or director, in turn, forwards the letter with a recommendation to the president or his designee, who acts on the resignation and notifies all persons concerned.

### Student Assistants

Reviewed: 7/9/99

Undergraduate student assistants may be appointed to carry out non-teaching assignments ordinarily performed by graduate assistants. Normally, such appointments are made only when an adequately suitable graduate assistant is not available. A student assistant must be a senior with an outstanding academic record and other similar qualifications. Undergraduate student assistants are paid at a lower rate than graduate assistants and are not eligible for grant-in-aid or fee waivers for the capital improvement fee or summer session.

The procedures for appointing undergraduate student assistants are the same as those for appointing graduate assistants. For additional information on student employment, refer to section 2,800.
The University of Nevada, Reno allocates graduate tuition costs based on the following guidelines:

- **Sponsored project account** – tuition charges cannot exceed the amount proportional to the student’s level of effort on the project for the entire semester.
- **State account** – tuition charges cannot exceed the amount proportional to the salary paid to the student for the entire semester from fund 1101 and 1104 accounts.
- **Discretionary account** – (e.g. department, PI indirect cost recovery) – full or partial tuition costs are allowable irrespective of the student’s effort and/or salary payments.

**Late Start Assistantships:**

Assistantships that start prior to the eighth week of the semester are eligible for full tuition support for that semester. Tuition support for assistantships starting after the eighth week will be prorated based on the number of weeks left in the semester.

**Terminated Assistantships:**

In the event the graduate student assistantship is terminated prior to the eighth week of the semester, the graduate assistantship will be revoked and all fees will become the responsibility of the student. Assistantships terminated between the eight and fourteenth week of the semester will be prorated based on the number of weeks completed. Any tuition charges that are deemed to be unallowable costs on a sponsored account will become the responsibility of the department that hired the student.

**Roles and Responsibilities:**

**Faculty Supervisors/Principal Investigators:** Ensure that student salary, tuition and insurance are charged to sponsored and state accounts reflecting the student’s effort for the semester. Notify department/unit administrators to process corrective documents as soon as a change in the student’s effort occurs.

**Department/Unit Administrators:** Assist faculty to prepare documents and manage accounts to ensure that charges are posted to the correct account. The designated account must be budgeted for the expenses. The correct budget lines are:

- Graduate student salaries – 12
- Health insurance and fringe benefit costs – 16
- Tuition and fees – 44

All documents must be complete, reference an account number that is budgeted for tuition, and use the correct amounts to be charged based on a pro rata distribution of the salary. Failure to provide complete and accurate information will result in a delay of processing the documents.
All graduate students paid on graduate assistantship contracts for 10 hours per week or more, and enrolled for six credits or more per semester, are to be provided with student health insurance (see university website for information on the coverage provided under the student health insurance policy). To be eligible for health insurance coverage, a graduate assistant must be enrolled for a minimum of six credits in the fall and spring semesters. There is no minimum credit requirement for summer.

The health insurance cost is to be paid by the source of funding providing the salary for the graduate assistantship. Health insurance costs for graduate assistantships paid from the UNR instructional budget (1101 accounts) will be paid from the centrally administered 1101 pool of funds for health insurance. For graduate assistantships paid from other state appropriations, from grant accounts, or from self supporting accounts, the appropriation or account paying the salary of the graduate student will provide the funding for the health insurance.

Health insurance must be made available to the graduate assistant; a funding source cannot opt out of providing the health insurance because of the cost.

A student on a graduate assistantship may waive the insurance by signing a waiver stipulating that the graduate assistant has other health insurance coverage. A unit may not request that a student waive the insurance as a condition of being hired as a graduate assistant.

The cost of the health insurance premium paid for each student on a graduate assistantship by the university will be taxable income to the student and will be noted on the first paycheck of each semester and on the student’s W2 earnings reports.
The University of Nevada, Reno exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon opportunities and conditions in the classroom, on the campus, and in the larger community.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is jointly shared by all members of the academic community. Students exercising the rights and freedoms defined in this document shall do so with concomitant responsibilities as prerequisites for achievement of the educational objectives involved. Freedom to teach and freedom to learn are alike dependent upon modes of individual and collective conduct as permit the orderly exchange and pursuit of knowledge and opinion.

A regard for the University as a physical as well as a social entity is a condition of its satisfactory functioning. The University has a duty to develop policies and procedures which provide and safeguard these conditions. Policies and procedures should be developed at the University within a framework of general standards and with the broadest possible participation of the members of the academic community.

The purpose of the following is to enumerate essential student freedoms. The term "student" shall herein refer to any person registered at the University for any course at any level.

The University of Nevada, Reno is committed to Equal Opportunity/Affirmative Action in recruitment of its students and employees and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, sexual orientation, genetic information, gender identity, or gender expression.

All facilities of the University, including the services for health, recreation, living, and study, shall be open to all enrolled students who have paid the appropriate fees where required. The University may use its influence to secure equal access for all students to public facilities in the local community.
The professor/instructor in the classroom and in conferences shall encourage free discussion, inquiry, and expression. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

**Protection of Freedom of Expression:** Students shall be free to take reasoned exception by legal means to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they shall be responsible for learning the content of any course of study for which they are enrolled.

**Protection against Improper Academic Evaluation:** Students shall have protection through orderly procedures as established by the President of the University against prejudiced or capricious academic evaluation.

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   All inquiries regarding student data should be directed to the Office of Admissions & Records.
   
2. Access to records and files is guaranteed to every student, subject only to reasonable regulation as to time, place, and supervision. Exceptions to this right of access are:
   
   a. Financial records of parents.
   b. Confidential letters and statements of recommendation.
   c. Records that the student has waived the right to inspect.
   d. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a regular replacement for that record holder. An example would be a professor's grade book.
   e. Records of law enforcement agencies which are kept separate from educational records, maintained only for law enforcement purposes, and available only to law enforcement officials of the same jurisdiction.
   f. Privileged records of physicians, psychiatrists, and other professionals concerned with the treatment of a student and available only to other professionals providing treatment. (Students may designate a physician or other appropriate professional to view the records.)

3. No record may be made in relation to any of the following matters except upon the expressed written request of the student: (a) race; (b) religion; (c) sexual orientation; (d) gender identity; (e) political affiliation or social view; and (f) membership in any organization other than honorary and professional organizations directly related to the educational process.

4. Provision shall also be made for periodic destruction of non-current disciplinary files, except those cases resulting in expulsion.
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records and establishes rights for students relative to the disclosure of these records. As a recipient of federal education funding, the University of Nevada, Reno is subject to this act. To ensure consistent observance of the requirements of FERPA, all faculty and staff who have access to student information through the university’s student information systems (MyNevada, WebCampus, paper records, or any other media containing FERPA protected student information) must complete FERPA training. This training is designed to prepare members of the campus community to fully understand the responsibilities of handling student record information under FERPA:

- Before a faculty or staff member can gain on-line access to data, he/she must participate in FERPA training, provided on-line or in person.
- Any individual who violates FERPA will be required to retake training and may be subject to employee discipline or termination.
- A record of individuals who have completed FERPA training will be maintained by the university Registrar.
- Access to administrative computing systems, including MyNevada and CAIS, will be allowed only after completion of FERPA training.
- Any questions regarding this policy should be directed to the Office of the Registrar.
Freedom of Association

1. Students shall be free to organize and join associations to promote their common interests and shall be free to determine their own membership, policies, and actions.

2. Affiliation with an extramural organization shall not in itself affect recognition of a student organization.

3. Campus organizations which include students, including those affiliated with an extramural organization, shall be open to all students in compliance with Federal and State laws. They shall not be required to submit a membership list as a condition of institutional recognition.

Freedom of Inquiry and Expression

1. Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by legal and orderly means which do not interfere with the operation of the University or of its educational objectives.

2. Freedom to speak and to hear will be maintained for students, faculty, and staff. University policies and procedures may not be used to stifle speech but may be used to provide a full and frank exchange of ideas. Efforts should be made to allow a balanced program of speakers and ideas. For more information please see the University Public Forum Policy: http://www.unr.edu/administrative-manual/5000-5999-general-university-services/scheduling-university-facilities/5303-public-forum

3. An invitation to speak at the University does not imply that the University endorses the speaker or the philosophy or ideas presented by the speaker.

Student Participation in University Government: As constituents of the academic community, students shall be free, individually and collectively, to express their views on issues of university policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of university policy affecting academic and student affairs.

Student Publications: Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the administration and of formulating student opinion on various issues on the campus and in the world at large.

In the delegation of editorial responsibility to students, the University shall provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity or purpose as vehicles for free inquiry and free expression in the academic community.

As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content (Board of Regents, 7/76).

3. All student publications shall explicitly state that the opinions expressed therein are not necessarily those of the University or student body.

The editorial freedom of students, editors, and managers shall entail corollary responsibilities to be governed by the canons of responsible journalism, as prescribed by the Student Publications Board and approved by the Board of Regents, and offer reasonable opportunities for rejoinder to the same audience.
### Off-Campus Freedom of Students

Revised: July 2012

**Exercise of Rights of Citizenship:** University students are both citizens and members of the academic community. As citizens, students have the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

**Institutional Authority and Civil Penalties:** The University has no legal authority over a student when he or she is outside university property unless engaged in official university activities, except as provided elsewhere. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority shall not be used merely to duplicate the function of general laws. Only where institutional interests as an academic community are distinct from those of the general community may disciplinary proceedings be invoked by the institution. Institutional action shall be independent of community pressure.

### Procedural Standards in Disciplinary Proceedings

Revised: July 2012

Student conduct information for the University of Nevada, Reno students is provided to all students and university members as the “Student Code of Conduct, and Policies and Guidelines”. This code of conduct and accompanying policies and guidelines present the specific regulations, policies, procedures, and guidelines that are in place for all students enrolled at this University.

### Sexual Harassment

Revised: July 2012

It is the policy of the University of Nevada, Reno that the sexual harassment of students, employees, and users of university facilities is unacceptable and prohibited. This stance is consistent with the university’s efforts to maintain equal employment opportunity, equal educational opportunity, nondiscrimination in programs, services and use of facilities, and the affirmative action program. See section 1,911 for complete policy: [http://www.unr.edu/administrative-manual/500-1999-fiscal-and-business-affairs/affirmative-action/1911-sexual-harassment-policy](http://www.unr.edu/administrative-manual/500-1999-fiscal-and-business-affairs/affirmative-action/1911-sexual-harassment-policy)
Absences: There are no official absences from any university class. It is the personal responsibility of the student to consult with the professor regarding absence from class. In the event that a student misses a class because of an official university function or event or because of serious personal considerations, the Office of the Associate Vice President for Student Life Services may, at its discretion, send an explanation to the instructor involved or to the faculty in general. The instructor shall make the final determination on whether the missed work can be done at a time other than during the regularly scheduled class period.

Religious Holy Days: It is the policy of NSHE to be sensitive to the religious obligations of its students. Any student missing classes, quizzes, examinations or any other class or lab work because of observance of religious holy days will, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up work will apply to the religious holy day absence only. It shall be the responsibility of the student to notify the instructor in advance in writing, if the student intends to participate in a religious holy day which does not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the assignment at an alternate time would impose an undue hardship on the instructor or the institution which could not reasonably have been avoided.

Any student who is denied a make-up option after appropriately notifying the instructor shall have the right to appeal that decision through the normal appeal mechanism.

Substance Abuse Prevention Policies for Students: The University of Nevada, Reno complies with the “Drug-Free Schools and Communities Act”, joining other colleges and universities across the nation in encouraging the elimination of drugs, including alcohol. The abuse of alcohol or any drug by students constitutes a grave threat to their physical and mental well-being and significantly impedes the process of learning and personal development. For more information please visit: http://www.unr.edu/student-conduct/policies/programs-and-policies.

Alcohol: For students on the university campus, alcoholic beverages may not be possessed or consumed on university property unless the students are participating in a sanctioned event where alcohol has been approved. In these cases, the sponsoring student organization will make a request at least 10 working days in advance of their event to serve alcoholic beverages. When all participants attending an event are 21 years of age or older, student organizations are eligible to make a request to serve alcoholic beverages. See section 5,313 or http://www.unr.edu/student-conduct/policies/university-policies-and-guidelines/alcohol for additional information.

For students living in campus residence halls, the following regulations apply:

1. Possession (internal and external) or consumption of alcoholic beverages in and around the residence halls is permitted only by individuals 21 years of age or older, in student rooms, with doors closed, and no minors present. If anyone in the room is under 21, then everyone present is in violation of policy, regardless of who has or has not been drinking.

2. Alcohol may not be kept in room or suite areas, including refrigerators, if any room resident or suite member is under 21. Individuals who are not residents may not bring alcoholic beverages into the hall regardless of their age.

3. Common Areas – Open or unconcealed containers of alcohol are not permitted in common areas such as entrances, hallways, lounges, or on adjacent grounds.

4. Excessive quantities of alcohol are not permitted in the residence halls at any time, including brewing kits.
Except as provided above, the storage, possession, or use of alcoholic beverages shall not be permitted on university owned or supervised property, including university supervised housing, apartments, or residence halls.

Individuals believed to be intoxicated will have their alcoholic beverage confiscated and will not be served any additional alcoholic beverages.

The President, or his designee, has the authority to designate the time and place for special events where alcoholic beverages may be served on the university campus or at university recognized living groups.

**Discipline:** Regulations regarding student conduct and disciplinary procedures are contained in the Student Code of Conduct for the University of Nevada, Reno, available in the Office of Student Conduct and on the web at: http://www.unr.edu/student-conduct/policies/university-policies-and-guidelines/alcohol. Questions may be directed to the Director of Student Conduct, who serves as administrative officer in cases regarding student discipline.

**Associated Students of UNR:** All undergraduate students are members of the Associated Students of the University of Nevada (ASUN). The association is governed by elected student officers and the senate which is composed of elected representatives from all academic colleges. ASUN committees and boards are responsible for the extracurricular programs. Members of the Student Services staff serve as advisers to ASUN officers.

**Fraternities and Sororities:** Chapters of national fraternities and sororities have been established at the University, including multicultural Greek organizations. University regulations apply to these groups. For the chapters that offer housing, all residents must be currently enrolled students who are affiliated with the fraternity or sorority in whose house they reside.

**University-Recognized Organizations:** Permission to use university facilities is granted to university-recognized organizations. Student groups apply for recognition through the ASUN Senate. Applications are available in the ASUN office.

**Role of Faculty or Staff Adviser of a University Recognized Organization:** The faculty or staff adviser of a university-recognized organization serves as the university's representative to that organization. The adviser should be aware of university regulations and policies involving recognized organizations, especially those regarding use of university facilities, alcoholic beverages, use of university vehicles, and official university travel. An ASUN representative is available to help interpret and understand university and ASUN regulations.

**Identification Cards (WolfCard)** - A valid student photo I.D. card (WolfCard) is required to use most university services (e.g., checking out materials in the Knowledge Center, access to Lombardi Fitness Center, meals in the dining café, or purchases made on campus with WolfBucks). The combination WolfCard/Prox card is a key or building door access card. WolfCards and Prox cards are issued at the WolfCard Office in the Joe Crowley Student Union.

The New Student Fee, paid for by full-time degree seeking students, includes the cost of a first WolfCard for each new student. For all other students there is a nominal fee for the first card. Replacement WolfCards and Prox cards are available for a nominal fee. Additional card program details can be found at the WolfCard webpage at: http://www.unr.edu/wolfcard.
STUDENTS

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<th>Student Health Service</th>
<th>3,050</th>
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Revised: July 2012

A mandatory student health fee is assessed each semester to all undergraduate and graduate students registered for six or more credits. Undergraduate students taking nine or more credits and graduate students taking six or more credits may also elect to purchase the supplemental accident and hospital insurance. Undergraduate, graduate teaching, research fellows, and regular graduate students who are engaged in full-time graduate study, but are registered for less than six credits may voluntarily pay the student health fee each semester. A written statement from the student's advisor may be requested to verify enrollment status.

Services provided at the Student Health Center include treatment for acute and chronic illnesses, emergency first aid, outpatient care, x-ray and laboratory work, health education, and referrals to specialists. More information and service hours can be found at: [http://www.unr.edu/she/](http://www.unr.edu/she/)

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<th>Academic Advising</th>
<th>3,051</th>
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Revised: July 2012

All university freshmen are required to meet with an academic advisor within their college during their first and second semesters. If the student is pursuing a bachelor’s degree in General Studies or if the student is undecided, he or she is required to meet with an advisor in the Academic Advising Center.

The mechanism by which advising is provided to students may vary by academic unit. However, it is the responsibility of faculty and staff who serve as advisors to:

1. Be knowledgeable about the curriculum requirements for the program(s) for which they advise
2. Assist students in selecting appropriate classes and developing an academic plan that meets degree requirements
3. Assist students in linking program requirements with relevant career and other post-graduation opportunities
4. Be familiar with campus resources and make appropriate referrals when necessary
5. Support the achievement of campus-wide goals for increasing graduation and retention rates
6. Clarify and provide accurate and timely information about university policies, regulations and procedures
7. Be available and accessible to student advisees on a regular basis
8. Maintain student confidentiality in accordance with FERPA
9. Be proficient in the use of the university’s student information system/computerized advising tools relevant to the advising process

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<tr>
<th>Reasonable Accommodations for the Academic Needs of Students with Disabilities</th>
<th>3,052</th>
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Revised: July 2012

It is university policy, in compliance with the provisions of the Americans with Disabilities Act, 1990 (as amended) and Section 504 of the Rehabilitation Act, 1973, to provide reasonable accommodations to meet the academic needs of students with disabilities. The Disability Resource Center (DRC) is authorized by the President to determine and coordinate such accommodations. Failure to honor an institutional reasonable accommodation authorized by the DRC is a violation of university policy and federal regulation and may result in disciplinary proceedings and sanctions as provided in the NSHE Handbook (Title 2, Chapter 6.6.2(m) or Title 4, Chapter 8).
This state-funded program helps students with verified documented disabilities who are accepted for enrollment or are currently enrolled at UNR. Based upon the impact of the disability, services for students include a variety of reasonable accommodations as deemed appropriate.

Counseling services are provided to students of the University by professionally trained staff who follow professional, national, and state guidelines for confidentiality. Services include individual and group counseling, for personal, developmental, vocational, or academic concerns. Students may refer themselves to the Center, and faculty members are encouraged to refer students who need assistance. The Counseling Services staff members are also involved with outreach activities that include, but are not limited to, personal safety and sexual assault prevention, cultural diversity, mental health, and international student issues.

Services obtained in the Counseling Center are supported by the mandatory counseling fees paid for by full-time students at registration. Part-time students are required to pay the fee at the time they request services.

As a service to university students and the Northern Nevada community, the university’s Counseling Services administers several graduate school admissions and professional licensure and certification examinations.

Currently these include:
- Graduate Record Examination (GRE) (Subject tests only)
- Law School Admission Test (LSAT)
- Pharmacy College Admission Test (PCAT)
- PRAXIS Series: Teacher Licensure and Certification
- Miller Analogies Test (MAT)

Counseling Services does not provide test preparation guidance or materials.

Group tutoring services provided by the Tutoring Center, Mathematics Center, and University Writing Center are funded by the Academic Success Fee.
**STUDENTS**

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<th>Tutoring Services</th>
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The Tutoring Center provides group tutoring for university students. Peer-tutors, specifically trained in content and learning strategies, encourage and support students to become successful independent learners. Group services include math/physics walk-in labs, science walk-in labs, and small group tutoring. One-on-one tutoring is available for a nominal fee. For more information, please call (775) 784-6801 or visit [http://www.unr.edu/tutoring](http://www.unr.edu/tutoring).

The Mathematics Center offers mathematics and statistics walk-in tutoring for students enrolled in any university course. For more information, please call (775) 784-4433 or visit [http://www.unr.edu/mathcenter/](http://www.unr.edu/mathcenter/).

The University Writing Center (UWC) provides one-on-one tutoring for undergraduate and graduate students. In addition, Center staff develop and give presentations for classes, students, groups, and faculty. The UWC is committed to helping students become more confident and capable writers. The UWC is NOT a drop-off editing service; however, the center provides editing workshops and tutoring to students who need help identifying editing issues and developing editing strategies. For more information, please call (775) 784-6030 or visit [http://www.unr.edu/writing-center](http://www.unr.edu/writing-center).

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<th>Office of International Students &amp; Scholars</th>
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The Office of International Students & Scholars (OISS) provides a variety of services to international students and scholars as well as the university community. The OISS staff provides advisement on immigration matters; conducts orientation meetings for international students and scholars; issues visa documents for students, faculty, and their dependents; recruits international students; advises the International Club; runs the Friendship Family Program; coordinates the International Alumni Chapter; and offers training on immigration and cultural issues. For more information visit: [http://www.unr.edu/oiss/](http://www.unr.edu/oiss/).

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<th>Veteran Services</th>
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The Veteran Services Office acts as a liaison to the U.S. Department of Veterans Affairs for certification of veteran and veteran-related education benefits. The office provides assistance to students who are veterans or are receiving veteran education benefits with applying for and receiving those benefits to further their education. For more information please visit: [http://www.unr.edu/veteran](http://www.unr.edu/veteran).

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<th>Grants-In-Aid</th>
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For overall policy and details of student financial aid, see Title 4, Chapter 18 of the Board of Regents Handbook. Grants-in-aid for university personnel are reviewed in Section 2,170 of this manual.
Continuation of the College Work-Study Program is dependent on strict adherence to federal regulations. Compliance with these regulations is also necessary to avoid financial penalties. Employers of work-study students are reminded of the following requirements:

1. Students can only be paid for the hours they actually work. They cannot be paid for hours they did not work. Students cannot receive a payroll advance.

2. The College Work-Study Program is intended by law to be a learning process as well as a financial aid.

3. Student workers must be supervised adequately.

4. Supervisors, by signing the bi-monthly hourly student time card, are attesting that the hours stipulated were in fact worked by the student involved.

5. Departments must complete and retain the College Work-Study hourly time sheets (hard copies or electronic) for 5 years for possible future audit.

6. College work-study employment is not to be used as study time.

7. Students must not work in excess of the amount of money awarded to them under the College Work-Study Program.
On-line Catalog:

During the fall semester of each year, the applicable sections of the General Catalog are distributed to the individual deans and directors for updating and return to the Office of Admissions and Records to prepare for publication. The effective date of each new catalog is in May following the close of the spring semester.

The university catalog contains information, policies, and/or procedures for the following:

- Institutional mission and core themes;
- Entrance requirements and procedures;
- Grading policy;
- Information on academic programs and courses, including degree and program completion requirements, expected learning outcomes, required course sequences, and projected timelines to completion based on normal student progress and the frequency of course offerings;
- Names, titles, degrees held, and conferring institutions for administrators and full-time faculty;
- Rules, regulations for conduct, rights, and responsibilities;
- Tuition, fees, and other program costs;
- Refund policies and procedures for students who withdraw from enrollment;
- Opportunities and requirements for financial aid and scholarships;
- Academic calendar;
- Honors program;
- Credit by examination;
- Policy regarding permanent academic records;
- Applying for graduation;
- Scholarships

Publications describing educational programs include accurate information on:

- National and/or state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered;
- Descriptions of unique requirements for employment and advancement in the occupation or profession.
NSHE Title 4, Chapter 17, Section 17 contains Board policy regarding the assessment and use of student fees. Except for student health service and health insurance fees, all additions, revisions and deletions to special fees including, but not limited to student, special course, differential program and special use fees, and residence hall, apartment rentals, and food service rates are presented to the Board for approval during the last Board meeting of each calendar year. Exceptions to this policy require approval of the Chancellor.

(Added 10/09; A. 4/10)

Prior to going to the Board of Regents, all student fees must first be approved by the Student Fee Review Committee. Proposals for new or increased student fees are due to the Provost’s office by the end of August each year. Such proposals should include justification for the new or increased fee and a revenue and expense budget. The Vice Provost for Faculty Affairs and Planning, Budget & Analysis staff review these documents prior to submitting them for committee review. The committee meets early in the fall and spring semesters to review student fee and special course fee requests. If the requested fee is approved by the committee, it is then submitted to the Board of Regents for approval.

Students pay a per credit hour registration fee that is intended, along with the state general fund appropriation, to cover the normal and customary expenses of their education. Board of Regents policy does, however, permit campuses to charge special course fees to support extraordinary costs of instruction. Courses with special fees should be an exception rather than standard practice. Special course fees up to $50 are approved on campus. Special course fees greater than $50 must be approved by the Board of Regents at the last scheduled meeting of the calendar year.

Use of Special Course Fees

Special Course fees are intended to cover extraordinary expenses directly associated with a specific course. Examples of allowable/extraordinary expenses include:

- Transportation costs associated with field experiences
- High cost or specialized consumable materials
- Course specific software or equipment
- Repair or maintenance of equipment used as part of the course
- Payments to third parties for use of facilities
- Salaries of support staff – not course instructors – who provide individualized instruction, maintain equipment, or assist students in some manner directly related to the specific course.

Special course fees cannot be used to supplement departmental operating accounts. Acquisition of general office or lab supplies, paper, photocopy charges, or general use software are not allowable expenditures of special course fees.
STUDENTS

Special Course Fees, Continued 3,502

Deadlines and Review Process

All special course fees are reviewed by the Student Fee Review Committee. The committee meets semi-annually in February and September.

Proposals for course fees greater than $50 per course must be submitted to the Provost’s Office by August 31st of each year. Proposals for course fees less than $50 are also submitted to the Provost’s Office, but may be submitted by August 31st to be effective the following Spring Semester, or by January 31st to be effective the following Fall Semester. These deadlines are fixed and will not be extended. Proposals received after the deadline will not be considered until the subsequent review cycle.

Proposals to establish or modify a special course fee must be submitted on the form found at the Provost website: http://www.unr.edu/provost/forms-and-documents. The proposals must include a justification for the new or increased fee, as well as anticipated revenues and a detailed expense budget. All proposals must be reviewed with the appropriate college budget officer prior to submission to the Provost’s Office. The Vice Provost for Faculty Affairs and Planning, Budget and Analysis staff review these documents prior to submitting them to the Student Fee Review Committee.

Course Fee Account Management

All approved course fee accounts will be established by the Controller’s Office within fund 1212. Standard practice will be to approve individual accounts for specific course fees to eliminate co-mingling of funds and provide a clear audit trail. The amount of revenue generated by the special course fee should closely match expenditures made from the account. The purpose of the special course fee is to cover the extraordinary expenses associated with the class. Significant cash balances should not accumulate in special course fee accounts unless there is a need to build a reserve to replace or maintain course-specific equipment. Planning, Budget and Analysis closely monitors cash balances in fund 1212. Transfers out of course fee accounts will not be allowed unless the transfer is specifically addressed in the fee proposal approved by the committee or necessary to correct a processing or allocation error.

Departments are required to justify the continuation of all their special course fees on a three-year cycle.

Reporting of Final Course Grades 3,505

Revised: February 20145

Following each academic term final course grades shall be made available to students within 24 hours of the faculty grade reporting deadline.
This policy describes the procedure by which a student may appeal a final course grade. A grade assigned by an instructor is only subject to the appeals procedure if:

- There was a clerical/administrative error in the calculation and/or assignment of the grade;
- The grade assignment was based on factors other than the student’s performance in the course and/or completion of course requirements; or
- The grade assignment meant that the student was held to more demanding standards than other students in the same section of the course.

The burden of proof of these conditions rests on the student.

Undergraduate students shall only follow this procedure in situations of academic dishonesty when they challenge the final grade received as a sanction, resulting from the Academic Dishonesty Procedure for Undergraduates.

Graduate students should not follow this procedure in situations of academic dishonesty. If a student wishes to appeal a grade received as a sanction for an instance of academic dishonesty, the student must follow the Academic Dishonesty procedure for Graduates.

There are four possible processes in this grade appeal procedure:

1. **Student Consults with Instructor**
   
   In the event that a student disagrees with the final grade received in a course, the student must discuss the basis for the grade with the instructor. This requirement allows clerical/administrative grade errors that are discovered to be corrected by the instructor by means of the Change of Grade Form without the necessity of filing an appeal. If the grade is still in dispute after consultation, then the student may complete the Grade Appeal Form. The consultation step can be skipped only if the instructor is unavailable or fails to respond within 10 working days. (For the purpose of this policy, working days refers to faculty academic contract days.)

2. **Student Files a Grade Appeal Form with Department Chair**
   
   If after consulting the instructor the student still feels the grade assignment meets one of the three bulleted criteria above, and/or the student was unable to consult with the instructor, the student may complete a Grade Appeal Form and file it with the chair of the department offering the course. (In this policy, the term “chair” may also refer to the director of a program offering the course, or a designee for the chair or program director.)

   The Grade Appeal Form must be filed no later than 10 working days after the start of the next spring or fall semester (whichever comes first) after the grade is assigned.
3. **Student Meets with the Department Chair or with both the Department Chair and Instructor**

The chair has a total of 30 working days after receipt of the Grade Appeal Form to contact the student, request a written response from the instructor, meet with the student or the student and the instructor to attempt to facilitate a resolution between the student and the instructor, and provide a written summary of the results of the process. A recommended schedule is as follows:

- Within 5 working days of the receipt of the Grade Appeal form, the Department chair shall contact the instructor and the student to begin investigation of the situation.
- The department chair requests a written response from the instructor.
- The instructor has 5 working days to provide a written response to the chair concerning the appeal.
- The chair shall arrange a meeting with the student within 5 working days of receiving the written response from the instructor.
- The chair shall complete the written summary of the results of that meeting within 5 working days of meeting with the student and student and instructor.

If the chair is able to facilitate an agreement between the student and the instructor on the final grade within 30 working days after the receipt of the Grade Appeal Form, the agreed-upon grade is considered final. If this grade is different from the original grade assigned by the instructor, a Change of Grade form must be filed by the instructor.

4. **Department Chair Appoints a Grade Appeal Review Committee**

If the chair is unable to reach a resolution between the student and the instructor within 30 working days of receiving the Grade Appeal Form, the chair will appoint a Grade Appeal Review Committee and forward the Grade Appeal Form, along with the instructor’s response, to the Committee. The committee will consist of the following four members: one student currently enrolled at the institution, one faculty member from within the department, one faculty member from outside the department, and a committee chair (from within or outside the department). The student on the Grade Appeal Review Committee shall have the same status as the student requesting a grade appeal. For example, an undergraduate student filing a grade appeal shall have an undergraduate student on the Grade Appeal Review Committee, while a graduate student should have a graduate student on the Grade Appeal Review Committee. The department chair should not serve on or chair the Grade Appeal Review Committee. The Grade Appeal Review Committee chair will chair the Committee and act as a non-voting member. While the instructor and the student may comment on the composition of the committee within 2 working days of its appointment, the final decision on the committee’s composition rests with the department chair.

The Grade Appeal Review Committee does not have subpoena power. The principals (i.e., the student and the instructor) may not be represented by counsel. The hearing of the grade appeal by the committee is a closed meeting to be attended only by the Grade Appeal Committee, the student, and the instructor. The student or the instructor may waive his or her right to attend.
The Grade Appeal Review Committee may request additional materials from the student or instructor within 10 working days of the appointment of the committee, and those materials shall be provided to the Committee within 5 additional working days.

The Grade Appeal Review Committee will convene no later than 20 working days after it is appointed and receives the grade appeal materials, and will make a recommendation of grade assignment within 5 more working days.

The decision of the Grade Appeal Review Committee is determined by vote and a majority decision rules. The decision does not have to be unanimous. This decision is not subject to appeal. The dean, department chair, instructor, and student will be notified of the decision, and in case the decision involves a change from the original grade, the Registrar’s Office will be notified. A Change of Grade form will be filed by the department chair if the committee recommends a change of grade.

Requests for transcripts, whether received by mail, by fax or in person, go immediately to the transcript clerk for processing. A student is entitled to a copy of his or her permanent academic record regardless of academic or disciplinary standing at the University. However, the University does not issue transcripts for any student who has an outstanding financial obligation to the institution. Official transcripts may be ordered for a nominal fee. A person must present proper identification and a signed request or approved digital signature (effective 2011) to either request or receive a transcript. A transcript is not released to anyone other than the person requesting it unless the person requesting it specifies in writing that the transcript should be mailed to a designated address or released to a designated person who in turn presents proper identification. A partial transcript is never issued under any circumstance, except for students in the School of Medicine.

For more information visit: http://www.ss.unr.edu/records/transcripts/

All classes are required to meet during the final week at the appropriate times and dates indicated in the Final Week Schedule.

The Wednesday preceding the start of finals week is the semester’s designated prep day. The intent or prep day is to allow students a day of preparation for final exams. Faculty are not to schedule exams or any required classes or activities on that day. Conducting optional activities like review sessions or specifying prep day as a due date for papers and projects are allowed activities.
For regular academic terms, final examinations held during the required final week class meeting must occur at the time specified in the Final Week Class Schedule, unless a change is approved by the Office of the Provost prior to the first day of instruction of the term. A request to change the assigned final class meeting time for an entire class must be forwarded via the instructor, department chair, and dean to the Provost’s Office. Approved requests will be communicated by the Provost’s Office to Scheduling Services. Except in unusual circumstances, permission will not be granted to change final class meetings to times outside the final week period. For final exams in online classes that are scheduled in alignment with a standard academic term, instructors shall provide students with a range of allowable final exam times during the final week period. The range shall not be less than 3 days in duration.

It is the responsibility of students to consult the Final Week Class Schedule each academic term and also to verify final class meeting times in class syllabi. A student having three or more final examinations scheduled in a 24 hour period has the right to a special schedule arrangement if the examinations cover 9 or more credit hours of coursework.

The student should first request a schedule accommodation by contacting the relevant instructors. The process of seeking this request should begin as soon as possible after the start of the academic term, and no later than the fifteenth day of instruction. If the student is unable to obtain an accommodation from the instructors, the student can formally request an arrangement from the dean of the college or school in which the student is registered. The request can be made using the Final Exam Schedule Accommodation Form. The deadline for submission of this form is 5:00 pm on the last day to drop classes with no monetary refund. In consultation with other deans, if appropriate, the dean of the student’s college shall determine which of the examinations is to be taken at a time other than that originally scheduled; that decision is final. The dean shall notify the student and the relevant instructor(s) of the decision within 7 days of the receipt of the Final Exam Schedule Accommodation Form. The student then shall consult with the relevant instructor(s) to reschedule the examination(s).
STUDENTS

Application for Graduation 3,525

Revised: July 2012

All graduating students must apply and pay for graduation by the dates listed on the academic calendar available online.

Tentative Graduation List:

After the graduation application is reviewed, tentative lists are forwarded to the deans of the colleges for faculty approval and returned to the registrar.

Final Graduation List:

When final grades are posted, a final graduation check is made on all applicants to determine if all university requirements have been completed. The final listing of graduates is forwarded to the President’s Office, the Chancellor’s Office, and the Dean’s Office for each college.

List of Graduates for Commencement:

The list of candidates for graduation is furnished by the registrar for the commencement program.

Commencement 3,526

Revised: July 2012

The Director of Commencement, appointed by the President, is responsible for the overall planning, coordination, and evaluation of the university commencement activities.

Participation in commencement ceremonies is considered part of an academic faculty member’s regular responsibilities and an important courtesy to graduates and their families and friends. Academic faculty members unable to attend the ceremonies are expected to notify their supervisors in advance.

Academic attire may be obtained through the Nevada Wolf Shop.
### Definition of the Libraries

Revised: 4/30/99

The libraries consist of the books, print and electronic periodicals, electronic databases, microforms, manuscripts, maps, and other materials commonly collected and preserved in university libraries, purchased by university funds, including gifts and grant funds, or acquired in any other manner by the University for the use of faculty or students in instruction or research. The libraries' collections may also include such audio-visual materials, software, and electronic formats as are deemed appropriate in its role of support for instruction and research.

### Recommending Book Acquisitions

Revised: 4/30/99

Suggestions for books and other materials to be added to the libraries' collections are welcomed. Faculty members recommending materials in their subject field should submit requests to the member of the department or school designated as the library representative, to the subject librarian assigned to their discipline, or to the appropriate branch librarian.

### Library Policies and Regulations

Reviewed: 4/30/99

The library issues a series of information leaflets covering specific policies (such as the circulation code), about specific services such as Interlibrary Loan, CD-ROM Databases, and Course Reserve, and about the branch libraries and other departments of the library. Copies of these publications are available at the Circulation and Reference Desks, in the branch libraries, and on the library’s website: [http://www.knowledgecenter.unr.edu/](http://www.knowledgecenter.unr.edu/)

### University Archives

Revised: August 2005

The Archives of the university is the depository for all administrative records, documents, publications, and correspondence pertaining to the operation of the university, its colleges and schools, and all other agencies formally related to it.

**Documents to be Deposited in the Archives**

1. Records and proceedings of boards, councils, and committees (e.g., the Faculty Senate and its various boards and committees). Volumes of minute books to which infrequent reference is made will be deposited in the Archives within a reasonable period of their becoming inactive. In addition to the minutes of a board or committee, special reports are to be deposited in the Archives.

2. Reports and other documents created by these and other bodies which pertain to the University and its work (e.g., NSHE Code).

3. Files of correspondence from which all merely routine letters have been removed will be deposited in Archives within a reasonable period of their becoming inactive.

4. Official, including student, publications.
5. All other documents of historical importance for the University (e.g., photographs of the faculty, students, alumni, buildings and events; personal papers of the faculty).

6. The Archives will serve as the depository for NSHE offices, including the Chancellor's office, for records, documents, correspondence, etc., which are of historical value and which are no longer needed to be physically located in those offices.

7. Such documents which are available from other components of the NSHE (e.g., UNLV, community colleges) which are deemed by the archivist to be useful and desirable for the Archives.

8. A microfilm copy of each graduate thesis or dissertation is to be deposited in the Archives.

Confidential Documents - Confidential documents may be deposited in the Archives under restrictions agreed upon by the person or office depositing them and the Archives.

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Film Library
Revised: 4/30/99

There is no charge to faculty for using film and video materials in their classes. Request for film or video materials should be made well in advance of the projected date of use. The closer the date of the request comes to the use date the more difficult it may be to accommodate the request. Film and video materials may be rented from other institutions as well. Fees and other charges associated with such rentals will be charged back to the individual faculty member’s department.

The projection room, located next to the Film and Video Library, can be scheduled for instructional media presentations. The projection room is connected to the campus' local area network and has a telephone drop for special outside communication and satellite broadcasts.

Faculty are encouraged to submit suggestions for new materials.

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Learning Laboratory
Reviewed: 4/30/99

The Learning Laboratory provides special instructional media support to classes, functioning as a "reserve" area for media assigned by a faculty member but expected to be previewed outside of regular class time.

The Learning Laboratory serves as a distribution point for audio, film and video materials sent over the campus' local area network.
Information Technology (IT) provides computing, software, networking, security, and communications support services to students, faculty, staff, clinics, and visitors of the University throughout the state.

IT manages and supports major software applications, data warehousing, network services, servers and storage, workstations and other equipment, mobile devices, and computing labs. The goal of the organization is to assist departments and colleges in automating administrative or academic processes and thereby improve the efficiency and accuracy of university operations.

The faculty, staff and student employees of IT are responsible for core IT systems and services, including email, network storage, account management, and campus telephones. IT support is available online, over the phone, in the field, or by visiting an IT help desk. Free consultation and some fee-based services are offered to departments for hardware purchasing, upgrades, specialized equipment, and customized or dedicated services.

Further information can be obtained at the Help Desk in the Knowledge Center or (775) 682-5000 in Reno and (702) 671-5100 in Las Vegas or help@unr.edu and www.unr.edu/it.

Proprietary Software Usage: A continuing cost associated with the use of computers is the cost of acquiring appropriate software. Proprietary software is legally protected from unauthorized copying. All university personnel and students using university owned or privately owned computers on campus must use only legally acquired software. Violations of software copyright laws are sufficiently serious to warrant a review by the General Counsel. The University will not defend students, faculty or staff who engage in software piracy. Violations of copyright also violate NSHE Code, Section 6.2.2.

Use of University Computing Resources

1. All university computing resources are to be used only for educational, research, and administrative purposes. Computers, computer-related equipment and software owned by the University may be used by faculty and staff only for purposes related to the individual’s professional responsibilities or university activities and may not be applied to private purposes whether or not these purposes include a for-profit motivation.

2. Computers and computer-related equipment and software owned by the University may not be removed from the campus unless the individual removing the equipment and/or software has obtained approval in writing from the department chair, dean, or other appropriate administrative officer responsible for the equipment. Written approval is not required when computing equipment is regularly used on off-campus teaching or extension work, or if authorized by the department chair or other responsible officer.
COMPUTER SERVICES

Authorized Computer Users: It is the policy of the University and of NSHE System Computing Services to make available computer resources for students, faculty, staff, and other authorized users. Authorized users are those persons explicitly granted access by appropriate officers of the University and NSHE System Computing Services. Authorized users will be governed by this policy, by related computing use policies of the university, and by the policies of NSHE. Current versions of policies may be found on the university’s official website: http://www.unr.edu.

Acceptable Use: Users of University and NSHE computing resources will be subject to all provisions of computing use policies currently adopted at the university and system level. In addition to these policies, it is expected that computer users will practice ethical behavior in computing activities. Users have access to many valuable and sensitive resources. Their computing practices can adversely affect the work of other users. Misuse of resources can cause loss of valuable files, can delay or prevent access by other users, and can cause monetary loss to the university community.

1. Users shall apply standards of accepted academic ethics and polite conduct in their use of computing resources. This includes the respect for the privacy of others.

2. Users may access only computer accounts for which they are specifically authorized. Accounts may not be shared with others.

3. Users must ensure that accounts are secured from unauthorized access.

4. Computers and computer accounts may be used only for authorized purposes. The following are examples of unauthorized use:
   a. Use of computer resources for paid consulting or other commercial purposes, unless arrangements are made for appropriate fees to be paid to the institution.
   b. Unpaid computing support for research projects that have a source of funding such as private, federal, or state grants, commercial contracts, or similar situations.

5. Users must not access or copy programs or data belonging to other users or copyright holders without permission.

6. Users should minimize the impact of their work on the work of other users. Users may not encroach on the use of facilities by others nor deprive other users of resources. Following are a few examples of violations of this provision:
   a. Attempting to crack passwords or to gain unauthorized access to an account.
   b. Attempting to modify, delete, or circumvent operating system software.
   c. Attempting to purge files in another user’s account.
Computer Services

Appropriate Use of Computer Facilities, Continued

Violations: Violations of this policy and of currently adopted computer use policies can result in actions ranging from suspension from the use of computing facilities, to disciplinary action under the NSHE Code, to legal action under appropriate state or federal law. The following describes the action that will be taken when a violation of this policy is suspected:

1. When system administrators have reason to suspect that a user’s action is in violation of policy, a determination will be made as to the seriousness and gravity of the incident. When the circumstances indicate that the incident is not serious, the user will be notified by the system administrator and asked to cease and desist.

2. When circumstances indicate greater seriousness in the offense, the following actions will be taken:
   a. Access to the system by the suspected user may be temporarily suspended in the interest of maintaining system integrity and security.
   b. Depending on the status of the user, the matter will be referred to the appropriate university office for determination of the facts in the matter and for the application of any penalties deemed appropriate after evaluation of the situation.
   c. Violations of the NSHE Code will be handled as stipulated in the Code.

System Security Approval Process

Employees with a need to access student, financial, and human resources information via PeopleSoft, CAIS, NOLIJ, Advantage and/or HRMS--or any other third party application containing student, financial or human resources information--must complete a security application. The application must be signed by the applicant; approved by the applicant’s department chair, director, dean or VP, depending on the access being requested; and then submitted to the security coordinator for sending out to the respective application coordinators. PeopleSoft requests only allow for a dean or VP approval; reasons for the need for accessing student information and how it will be used must be indicated on the application in the dropdowns after selecting a role on the PeopleSoft page. Human Resources access follows the role-based assignments listed below. Since roles are defined via job descriptions, supervisory approval is not required. In addition, the applicant must certify compliance with all university, federal and state privacy and computing regulations. The application will be reviewed and approved by the appropriate application coordinator and then returned to and processed by the security coordinator.

HRMS Security Access

HRMS security access uses a role-based security model with three types of roles defined: Department, College/VP and Functional Area. Each of these areas is defined below along with the default security assignment for each. Security is assigned for all four access points for each user. Security for HRMS is established for both green screen and web access at the same time. Security for QA is also established for all users. Additionally the same profile is used to establish CAIS security at setup. The span of access is defined by the organizational hierarchy and where the employee’s duties fit within the organizational hierarchy. In the event a job description does not list duties requiring HR data, the supervisor will be consulted.

Departmental Users: If the employee is in a department they will, by default, receive department-level access by completing a security application as long as their job duties warrant such access. Access will be granted to all employee types including volunteers in the department in which the staff member is employed. This role is typically assigned to administrative assistants, department chairs and directors. The level of access allows a user to view employee and pay information and update that information in suspense.
College/VP: If the employee is in a college or VP budget office they will, by default, receive access to the college or appropriate vice president by completing a security application as long as their job duties warrant such access. Access will be granted to all employee types including volunteers in the college, dean or vice president level in which the staff member is employed. This role is typically assigned to personnel and budget officers, deans and assistant/associate deans, vice presidents and assistant vice presidents. The level of access allows a user to view employee and pay information and update that information in suspense.

Functional Area: Administrative units have defined access privileges based on their job function. Employees in these administrative units will receive the security profile associated with their required job duties. In the event this assignment is unclear, the Director of the administrative unit will be consulted. Profiles for budget, payroll and controller’s office are defined on an individual basis based on job duties. The level of access allows a user to view employee and pay information for most functional areas. Human Resources and Payroll staff have permissions to release information into the production environment, where such access is being requested the employee’s supervisor must authorize.

A small number of employees have access to more than one area. In most cases these employees are assigned two access ID’s to reflect the distinctive access profiles. If an employee requires access to additional departments outside the above protocol, they will be asked to provide a justification/explanation of business need. The designated security administrator within Human Resources will determine the appropriate level of access based on the job function and justification listed on the security application.
**EXTENDED STUDIES**

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<thead>
<tr>
<th>Extended Studies Services and Procedures</th>
<th>4,401</th>
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Revised: February 2010

Extended Studies is responsible for providing and administering all continuing education programs sponsored by the University whether the sponsor be an individual university employee, a department, a college, or any other organizational component of the university and whether the activities are for academic credit or for non-credit. All revenues generated through continuing education activities will flow through approved Extended Studies accounts. In accordance with university consulting policy, individual faculty members may provide instruction for continuing education activities on their own time outside of the university’s sponsorship, but may not use university facilities or resources to conduct such programs. Questions concerning the interpretation and implementation of this policy shall be referred to the vice provost of Extended Studies.

<table>
<thead>
<tr>
<th>Academic Credit Programs through Extended Studies</th>
<th>4,402</th>
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Revised: February 2010

Any academic credit course not offered on campus during a regular 16-week fall or spring session or during summer session must be initiated by Extended Studies via an Academic Credit Course Section Approval Form available through Extended Studies. These courses may be offered at a variety of sites as dictated by program requirements. They may be offered during the day, at night, or on weekends. Departments and colleges approve each course and its instructor(s) each time the course is to be offered. Course approval forms shall be initiated by Extended Studies eight weeks or more before the first class meeting. Instructors are compensated and reimbursed for teaching these classes at rates approved by the Board of Regents. Tuition is established by the Board of Regents. Courses are delivered by a variety of modalities. Travel and field study courses fall under these guidelines.

**Independent Learning**

Independent Learning courses are offered for academic credit at the University of Nevada, Reno. Only courses which have been approved and are listed in the general university catalog may be offered as an Independent Learning course. Additionally, the department or college must specifically approve it as an Independent Learning course. Instructors are paid for writing and/or revising courses, grading lessons/assignments, and constant interaction with students. Rates of faculty remuneration and tuition levels are established by the Board of Regents.

**Summer Session**

With the exception of the School of Medicine, all on-campus academic credit courses taught during the period between the end of the spring term and the beginning of the fall term are part of the summer session. Courses and instructors for the summer session are selected by the departments and colleges involved. All courses are budgeted by the director of Summer Session and are listed in a website in fall semester and in a printed class schedule published each year during the spring semester. Instructors’ salaries and tuition rates are established by the Board of Regents.

**Wintermester**

With the exception of the School of Medicine, all on-campus academic credit courses taught during the period after completion of the fall semester and before the start of spring semester are part of the winter session, called Wintermester. Courses and instructors for Wintermester are selected by the departments and colleges involved, but are budgeted and approved by the associate director of Independent Learning. Classes are listed at [http://www.wintermester.unr.edu](http://www.wintermester.unr.edu) by July of the previous summer and listed in the Spring Schedule as well. Instructors’ salaries and tuition rates are established by the Board of Regents and follow the summer session model.
EXTENDED STUDIES

Academic Credit Programs through Extended Studies, Continued 4,402

Late-Start Weekend Classes
On-campus late start weekend classes during the fall and spring semesters are selected by the departments and colleges involved. Students can register for these classes after the late registration deadline for ‘regularly’ scheduled classes in that term. All classes are budgeted and approved by the associate director of Independent Learning and available for students to view before registration opens for the semester at http://www.weekendclasses.unr.edu.

Professional Development 4,405
Revised: February 2010

Professional development courses are predominantly non-credit classes and are offered either solely by Extended Studies or jointly sponsored between Extended Studies and another department or college. If a professional development course is offered for academic credit, it is treated as an academic credit course. If the proposed instructor is a regular university faculty member, the relevant department or college must approve of the instructor's participation. Rates of compensation are a result of negotiation between Extended Studies, the sponsoring unit (if any), and the individual instructor.

Professional development non-credit courses are financially self-supporting. Co-sponsoring departments or colleges may share in the surplus revenues generated.

Professional Conferences 4,406
Revised: February 2010

Extended Studies provides program coordination activities for meetings of professional organizations on a fee-for-service basis. The coordination activities may include any or all of the following: curriculum design, marketing activities, hotel/catering negotiations, registration support, accounting, and extracurricular planning.
While University of Nevada, Reno employees are free to represent their own views to any group, all of us are prohibited from representing ourselves as university spokespersons. Employees cannot be presenters of university requests, projects, or policies unless specifically authorized by the Governmental Relations Office or the Office of the President.

Faculty, staff, students, and administrators who wish the University to take an official position with elected officials on any matter must discuss their interests with the Director of Governmental Relations in the Office of the President.

Procedures regarding contact with governmental officials and visits by governmental agencies:

1. The Governmental Relations Office shall be advised in advance of appearances before federal and state legislative and administrative bodies in which an individual is representing an official university position. An official university position is any response to a request for an appropriation, a regulation, legislation, a resolution, or supporting information for the foregoing that affects the authority, operation, budget, or structure of the university. Copies of materials are to be provided in advance to the Governmental Relations Office.

2. Faculty appearing before federal and state legislative bodies to provide expert testimony as a university faculty member should notify the Governmental Relations Office in advance of their appearance and provide copies of their testimony.

3. Faculty, staff, students and administrators contacted by the staff of elected officials or interest groups external to the University seeking professional or institutional support for initiatives or those interests shall advise the Governmental Relations Office.

4. Requests for the support of federal elected officials for any university interests, including grant proposals, shall be made through, and approved by the Governmental Relations Office. In the case of grant proposals, such requests shall be approved by the vice president for research prior to being submitted to the Governmental Relations Office.

5. The director of Governmental Relations is to be informed in advance, except as noted hereafter, of invitations to elected officials to visit the campus or any unit of the University in their official capacity. Invitations to elected officials to appear in class as part of a course’s curriculum are excluded.

6. The director of Governmental Relations will be expected to assist with an official visit.

7. Notice of such contacts or requests should be provided to the Governmental Relations Office through the appropriate Department Chairs, Deans, the executive vice president & provost and vice presidents.
Office of Governmental Relations

Policy Regarding Contact with Governmental Officials and Visits by Governmental Agencies, Continued

Procedures regarding personal contacts with elected state and federal officials:

1. Personal contacts with elected officials, whether in writing or in person, must be made in the name of the individual making the contact.
2. It is inappropriate to imply that the contact is being made on behalf of the University.
3. University letterhead is not to be used in presenting a personal view in such cases.
4. Contact by email should follow these guidelines as well as those in the NSHE Acceptable Use Policy.

Procedures regarding professional contacts with elected state and federal officials:

1. Professional contacts on behalf of professional societies with elected officials, whether in writing or in person, must be done in the name of the individual making the contact or on behalf of the professional society, and not on behalf of the University.
2. Reference to affiliation with the University may be made as an aid to identification.
3. Contact by email should follow these guidelines as well as those in the NSHE Acceptable Use Policy.
The Office of Communications, operating within the University Advancement division, publishes a campus newspaper, *Nevada News*, a magazine *Silver & Blue*, as well as other periodic publications including a campus resource guide, the *Educated Yellow Pages*. The office maintains a media relations program providing news and feature stories to local and regional print and broadcast media. The university’s internet web site front page is maintained by the office, with daily updates on campus activities, programs achievements and news.

The president is the university’s official spokesperson. The director of Communications along with the manager of Media Relations work in concert with the president and other university administrators to initiate and respond to press contacts. The Media Relations manager maintains strong ongoing press contact so that the media will address inquiries through the Office of Communications.

While members of the University are encouraged to cooperate with the media, those who may be concerned about an interview request may contact the Office of Communications. Members of the university have the option of having the Communications Office respond to media inquiries.

It is university policy to deny requests for university directories to all commercial entities and to other individuals or groups who might use the document for solicitation of faculty or staff.

Units within the University that maintain information specialists trained to handle news of a technical nature peculiar to limited areas of interest may, in cooperation with the director of Communications and/or the manager of Media Relations, disseminate information to the media. All information disseminated from such units should be clearly labeled as to the point of origin and include the name and phone number of the university contact.

Copies of all disseminated materials should be submitted to the Office of Communications in order to maintain a university news style and to ensure quality control.
In the interest of maintaining a balanced information program and to insure proper coordination with the media, the Office of Communications has the discretion to edit and/or determine placement of news for most efficient coverage.

Because of the volume of institutional news received from many sources by the various media, it is essential that news requests be in the hands of the manager of Media Relations well in advance of events to be publicized. Three weeks advance notice is preferable.

When the University hosts a prominent, newsworthy personality, when the University is involved in an issue of public concern, or when some other situation warrants a press conference, the Office of Communications will handle the arrangements. Requests for press conferences must be submitted to the director of Communications who will determine if the subject warrants this type of news service.

Colleges maintaining their own news services must have approval for press conferences from the Office of Communications.

The manager of Media Relations works with public affairs programmers at broadcast media stations to schedule talk show interviews and other public affairs programs with university personalities. Media contacts, news releases and Public Service Announcements (PSA’s) will be coordinated by the Media Relations manager.

Members of the University who are contacted directly for interviews by broadcast media stations should report such contact to the Office of Communications.

Academic areas of the university should not purchase media advertising to promote their activities. If you have any questions concerning this policy, contact the director of Communications.

Athletic programs, including sports personality interviews and live coverage of athletic events and commercial sponsorships are to be arranged by the director of Intercollegiate Athletics.
OFFICE OF COMMUNICATIONS

Rebroadcast 4,618

Revised: 4/2/99

The University reserves the right of first broadcast after the event. However, the University will permit general media broadcast after the event, but only on a public service basis and only with the written consent of the person or group involved.

Use of tapes, photographs, or film for commercially sponsored broadcasts ordinarily will not be permitted. Under special circumstances advantageous to the University, permission for commercial use of such material may be given mutually by the director of Public Information and the sponsoring group.

Mechanical arrangements for taping or filming for later broadcast should be made well in advance of the event with Teaching and Learning Technologies. The sponsoring organization and the Office of Communications should be informed of such arrangements.

A speaker will have the right to edit such tapes and release of this right is between the speaker and the station. The University requires the reading of a disclaimer at the opening and closing of any broadcast to the effect that views expressed are not necessarily those of the University.

Creative Services 4,652

Revised: 4/2/99

The Creative Services department of the University works as part of the Office of Communications and is available to the campus community for designing and developing publications and other printed materials. Jobs are done on a recharge basis. Creative Services, along with the director of Communications, is responsible to insure that all publications and printed materials meet the high level of quality and graphic standards set by the university. These standards are set by the Office of Communications in conjunction with the president and division leaders.
MARKETING AND PRINTING SERVICES

Charges for Services 4,702
Revised: 5/20/98

Printing Services is operated as a self-supporting sales and service center. This requires that all divisions and departments of the university pay total printing costs for work completed by Printing Services.

Charges at Printing Services’ Copy Center 4,708
Reviewed: 5/22/98

The charges for copies produced are based on the type of paper used. Additional charges will be assessed for other operations such as folding and trimming.

Copy Services for Students or Student Groups 4,709
Revised: December 2003

Materials which are primarily an aid to the student in that they provide some of the content of a course or the type of information which might be found in a textbook or a periodical, and material for campus organizations and clubs, will be duplicated at Printing Services only if the student or student groups pay for all materials and labor. This includes articles, student reports, student committee reports, student activity or living group materials, and class-prepared projects. Material of this nature, other than syllabi (see Section 4,711), which is distributed to a class may, if approved by the chair, be charged to the department's budget. Arrangements may also be made with Printing Services for the reproduction and sale to students of those materials not supported by departmental budgets.

It should be noted that the responsibility rests with the faculty or staff member for securing permission to reproduce copyrighted material. All reproduction of this type must be scheduled through the director of Printing Services.

Syllabi 4,711
Reviewed: 5/22/98

Arrangements for the duplication and distribution of syllabus material must be made with the ASUN Bookstore. Material for syllabi should be submitted as early as possible to the bookstore manager.

Other Miscellaneous Work 4,713
Reviewed: 8/24/98

Scholarly reports and other work of a noncommercial nature not directly related to a campus activity may be duplicated by Printing Services in conformity with the following guidelines:

1. Announcements and programs for activities jointly sponsored by a university academic department, college, or division may be prepared by Printing Services at the request of the dean or department chair of the academic department, college, or division.

2. State appropriated funds accounts may not be charged for this type of work; therefore, other arrangements for payment must be made.

3. Acceptance and scheduling of such work will depend upon the existing workload.

4. All work of this nature must be scheduled through the director of Printing Services.
Print Releases

Revised: February 2010

A print release is required for all university printing projects using external vendors and costing more than $50. Print release forms must be obtained prior to printing and can be downloaded online at www.unr.edu/silverandbluekit.

Prior approval must be obtained from Integrated Marketing. All print and copy jobs must meet the University’s Graphic Standards to obtain a print release. Projects printed without prior approval are subject to review and approval by the Office of the President. These projects may need to be reprinted at the originating department’s expense.

The following do not require a print release:

a. Instructional materials, such as tests, syllabi, articles and reports
b. Scholarly works, such as a dissertation or thesis
c. Items related to the business system (letterhead, envelopes, business cards, etc) must be printed by university contracted vendors listed at www.unr.edu/silverandbluekit.

Projects completed by the University Copy Center do not need a print release but must follow the University Graphic Standards. Should the Copy Center outsource a job in excess of $50 to an external vendor, the Copy Center will inform the department. It is the responsibility of the department to obtain a print release.

University Logo

Revised: February 2010

The Block N logo is the core element of the graphic identity program, and it should appear on all university communications. The logo should be used on the front of every university publication including newsletters, invitations, promotional items, recruiting materials, postcards, brochures, and posters, etc. The logo should appear at the top of every website.

Secondary artwork can be developed for special events. The artwork must be coordinated and approved by the Office of the President. The artwork is valid for use one year from the date of the special event, such as the opening of a building. After the one-year anniversary, the department and college must retire the artwork and use the university logo on all publications and websites.

The Block N logo must be used in tandem with all uses of the secondary artwork. Exceptions will be granted on a case-by-case basis.

For more information visit: www.unr.edu/silverandbluekit.

Marketing Policy

Revised: May 2012

Prior approval is required for advertising that publicizes an academic or administrative unit within the University and will be seen or heard on television, radio, regional print publications, billboards or online. Approval is also required prior to developing logos or taglines representing academic, administrative units, or any other organization affiliated with the University. Approvals are obtained from Integrated Marketing.
MAIL SERVICES

Delivery 4,750

Revised: 2/20/98
All mail for intra-campus, Carson City state offices, and U.S. Postal Service will be picked up and delivered each business day by Mail Services.

Charge for Mail Services 4,755

Revised: 2/20/98
All accounts will be charged actual postage costs.

Distribution of Incoming Mail 4,760

Revised: 2/20/98
Mail Services personnel shall observe U.S. Postal Service censorship guidelines for all incoming mail. Incoming mail, if individually addressed, will be delivered regardless of the source.
Incoming mail from an office within NSHE, not individually addressed, will be delivered to the established mail stop when each piece of mail is printed on the department's official university stationery, or with the department’s name indicating its source; or a fee is paid with non-state funds to recover delivery costs, and each piece of mail is marked in a conspicuous place:

"The contents of this document do not reflect an opinion or endorsement by the University of Nevada, Reno. This document has not been printed or distributed at state or university expense. Delivery beyond the mail stop is optional."

Incoming mail not from an office within the NSHE and that is not individually addressed, will be delivered to the established mail stop when a fee is paid with non-state funds to recover delivery costs, and each piece of mail is marked, in a conspicuous place:

"The contents of this document do not reflect an opinion or endorsement by the University of Nevada, Reno. This document has not been printed or distributed at state or university expense. Delivery beyond the mail stop is optional."

Actual fees and distribution options can be obtained by calling the customer service desk for Mail Services.

Personal Mail Prohibited 4,765

Revised: 2/20/98
University facilities, addresses, and stationery may not be used for sending or receiving personal mail of any sort (including Federal Express, United Parcel Service, and other such vendors).
The Facilities Management Department is responsible for the construction, renovation, maintenance, repair, and operation of buildings, facilities, and utility systems for all components of the University of Nevada, Reno. The department is also responsible for the capital improvement programs (CIP) and capital improvements of the University.

Some university auxiliary enterprises and other components maintain separate arrangements for some or all of their maintenance and repair; however, the Facilities Management Department is responsible for assurance that all maintenance, repair, construction, renovation, or alteration to university facilities and installed equipment and systems is in accordance with all applicable codes, ordinances, and statutes. All work shall be compatible with university systems and conform to university standards and policies.

Regardless of the source of funds or methods used to accomplish such work, the Facilities Management Department staff are available to review or develop plans and specifications and provide field supervision. This will be accomplished by departmental staff or by contracts with outside consultants.

The Facilities Management Department employs a large force of employees in all crafts necessary for facilities maintenance, repair, construction and service. These employees can respond to the urgent and specialized needs of the university to provide the continuity of service for the maintenance and repair programs.

The use of university forces has proven more economical on most projects if crafts are available. However, the scope, costs, nature of the work, or urgency may make it advantageous to have the work performed by outside contractors. The Facilities Management Department determines the best way to complete specific projects.

Departments with assigned personnel may wish to perform minor alterations or renovations themselves. Such work is subject to prior review and approval, as well as inspection of completed work, by the Facilities Management Department. Inspection will assure conformity with applicable codes and regulations.
Connections to Utility Systems

Revised: 5/6/98

All connections to university utility systems, both inside and outside of buildings, must be done by the Facilities Management Department or contractors working under their direction. Because of the safety hazards involved and possible damage to systems, this policy applies to all electric, heating, air conditioning, vacuum, air, water, sewer, gas, control, and communication systems.

Services Available

Revised: 5/6/98

Emergency Services: Emergency services may be requested by contacting the Buildings and Grounds (B&G) office between 8 a.m. and 4:30 p.m., Monday through Friday at 784-8041. After hours, emergencies should be reported to Buildings & Grounds (784-8020) or the University Police Department (334-2121).

Non-emergency Service: Maintenance and repair work may be requested by DPO, memo, or phone call to the B&G office. Work beyond the scope of maintenance/repair work, but not exceeding a cost of $2,000, should be requested by DPO sent to the B&G office or Facilities Management Department. Minor work will be done on a fill in basis or by outside contract within six weeks of price approvals. Departments will be back-charged for minor work that is not normal maintenance or emergency work.

Major Work: All work with a direct total cost exceeding $2,000 is classified as major work. This work should be requested by DPO or memo to the Facilities Management Department. This work will be prioritized and scheduled by Facilities Management, generally by outside contract. If funds are not available, this work will be referred to the next capital improvement request.

Buildings

Revised: 5/6/98

Numbering: The individual rooms in each building are to be numbered in a logical progressive order so that all rooms can be easily located and properly referenced for inventory control.

1. Any change of a room number requires the advance verification and written approval of the director of the Facilities Management to assure that:
   a. Necessary authorization to change has been granted.
   b. Funding is available.
   c. Official building plans have been corrected.
   d. Room inventory is corrected.
   e. Key indices and files can be corrected.

2. Room numbers in new buildings are to be assigned before construction drawings are approved by the university. The specific room numbers are to appear on construction drawings and are to be coordinated by the Facilities Management Department to ensure that they serve the needs of the University.
Remodeling: Each modification of an existing room requires the advance verification and written approval of the director of the Facilities Management to assure that:

a. Necessary approval has been granted by the proper authority.
b. Necessary funding, labor, and/or materials are available.
c. Official building plans have been corrected.
d. Room inventory is corrected.

Any modification or remodeling that is planned to be undertaken by departmental "craftsmen" requires the advance written approval of the director of the Facilities Management.

Any facility that is scheduled for demolition will not normally be approved for any remodeling that involves the expenditure of funds (public or private). Any exception requires the advance written approval of the president.

Funding

Revised: 5/6/98

The Facilities Management Department is budgeted to provide services for maintenance and repair of state general fund supported programs and facilities. Major work is requested in the capital improvement budget or requested from the administration on a non-emergency basis. Similar services are provided to the auxiliary enterprise areas and non-state general fund areas on a reimbursable basis. A Departmental Purchase Order (DPO) is required for this work with the source of funding identified.

Keys

Revised: 9/15/98

1. Keys and/or card access keys are issued by the office of the director of the Facilities Management only upon written authorization of a division or department chair.

2. The person to whom the key is issued must accept sole responsibility for the key. Lending of keys is prohibited.

3. The person who provides written authorization for the issuance of the key is responsible to see that the key is returned to the Facilities Management Department when the key is no longer needed.

4. The Facilities Management Department shall keep a written key record for each individual.

5. Keys are state property; the unauthorized duplication of university keys is prohibited.

6. Lock changes may be requested by a DPO. Lock changes and keys are charged to the requesting department. Departments will be charged for new or replacement keys and card keys.

7. A new building perimeter security system has been implemented in a number of buildings which require the use of a card key to enter and exit after normal business hours. These buildings have signs posted at the entrance of the facility. See the “How-To” book for procedures to follow.

8. The entire Key Control Policy is available by request from the Facilities Management Department.
5,000-5,999 GENERAL UNIVERSITY SERVICES

GENERAL

Moving and Set-Ups 5,009

Revised: 5/6/98

Moving of furniture and office equipment will be handled by the Buildings and Grounds department upon receipt of proper authorization from the director of the Facilities Management. Charges for moving and set-up will be made in accordance with Facilities Management Department policy.

Telephones 5,010

Revised: 5/6/98

A Centrex telephone system is in use on campus. The switchboard is open Monday through Friday from 8 a.m. to 5 p.m.

Report telephone trouble to the university operator, extension "0."

For information on installing new telephones or additional lines, contact the Centrex Department, extension 6581. The requesting departments will be billed for installation and monthly charges for such service. A DPO must be submitted to cover the cost.

Refer to section 1,066 for information concerning billing.

University Notary Public Services 5,020

Revised: February 2012

The University shall provide notary public services to students, faculty, and staff for university business at no charge in accordance with this policy. When a notary commission is required for a particular University office or position and where immediate access to a notary public is essential to the work of the office, upon written approval of the appropriate supervisor with authority to expend university funds, such funds may be used to pay the cost of an individual employee’s notary commission and surety bond.

When university funds have been used to pay for an individual’s notary commission and surety bond, notary services for university related business are to be made available to students, faculty, and staff free of charge. University business includes, but is not limited to, such purposes as the Nevada loyalty oath, scholarship certification, applications for internships, programs and awards, passport and insurance documentation, legal documents related to university affairs, voter registration, financial aid requirements, grant applications, placement and certification needs, retirement documents and student activity participation.

University notaries are not prohibited from providing their services to students, faculty, staff and members of the public for non-university related personal, legal and financial matters; however, such services should not be performed while the notary is performing his or her university job duties. Notaries who are employees and have paid for their commission and surety bond personally shall not provide non-university notary services during work hours; such notaries are not prohibited from charging fees as allowed by Nevada Notary laws.

There are several university notaries. University notaries can be found using the on-line Campus Directory. Because all university notaries have other university duties, they may not be able to assist at your convenience. It is advised that individuals needing notarizations call ahead to arrange a convenient time.
All state-owned motor vehicles used by the University are incorporated into this general Vehicle Use Policy. State-owned vehicles include all state purchased vehicles, vehicles purchased for university use from other than state funds, and all vehicles of affiliated 501(c)(3) organizations. This policy also pertains, when specified in this policy, to rental vehicles through State of Nevada or Nevada System of Higher Education (NSHE) contracts and personal vehicles that are used for the convenience of the University. It is the responsibility of the appointing authority of each work unit to reinforce and ensure employee participation with the requirements of this policy through routine communications and related department procedures.

Vehicles owned by the State of Nevada or NSHE or affiliated 501(c)(3) are to be used only for official university business. "Official university business" shall be defined as any activity which directly relates to the conduct of university affairs. The driver and/or the person to whom such a vehicle is assigned may be held accountable for any damage which results from the use of a state or university vehicle while not conducting official university business.

To avoid violations of State policy prohibiting the use of State vehicles for non-State use, agency department heads and division administrators are urged to remind their employees who utilize State-owned motor vehicles of the provisions of NRS 204.080. This section provides that:

It shall be unlawful for any individual, individuals, or groups of individuals, whether an employee or employees of the State of Nevada or not, to use any automobile, truck, or other means of mechanical conveyance, property of the State of Nevada, for their own private use.

The executive officer of any State office, agency, department, commission or institution to which such auto, truck or other means of conveyance is assigned, and the operator of such equipment, shall be jointly and severally responsible to the State for the unauthorized use of such equipment while so assigned, used or operated.

A violation of any provision of this section by any person other than the officer or employee of the State of Nevada is a misdemeanor.

A violation of any provision of this section by an officer or employee of the State of Nevada shall constitute malfeasance in office.

Drivers of University-Owned Vehicles:

Drivers of state-owned (university) vehicles are restricted to university employees, volunteers or contractors approved by the applicable appointing authority. Each driver must have and maintain a valid Nevada driver's license unless they are a student employee who retains his home address in another state or an employee whose primary residence is in another state and who have and maintain a valid driver’s license in said state.

Drivers must report a suspension or revocation of their driver’s license to their supervisor within one business day of the action. Drivers must obey all traffic laws and immediately report (the same or next working day), to their immediate supervisor and the Risk Management Department the receipt of a traffic citation received while operating a university owned vehicle. If a driver’s job duties include transporting students, the driver must report, prior to the next scheduled work shift, the receipt of a traffic citation received off the job for a serious driving violation as defined by the Nevada Department of Motor Vehicles, including DUI, careless or reckless driving and leaving the scene of an accident to the Risk Management Office. Drivers must report any vehicular accident while driving a university-owned or
rental vehicle within two hours of the accident and may be required to submit to drug and alcohol testing. An employee must also report a vehicle accident involving a 3rd party when driving a personal vehicle for university business prior to the next scheduled work shift. Drivers must obtain a police report if the accident involves a 3rd party. Drivers must not operate a vehicle while in an impaired condition, such as under the influence of alcohol or drugs, prescribed or illegal, or when sleep deprived. Employees who are considered “regular drivers” (i.e. driving is an essential function of the position or the employee drives a vehicle on an average of more than one time a week), must sign an Employee Driver Acknowledgement Form and submit it to the Risk Management Office prior to the start of their first shift. Drivers who have multiple vehicular accidents may be required to provide a copy of their DMV Motor Vehicle Report to the Risk Management Office.

**Defensive Driving Training:**

In accordance with the State Administrative Manual Section 0521.0 employees who drive state-owned vehicles must participate in an approved Defensive Driving class and applicable refresher courses once every four years or subsequent to an at fault accident if recommended by an accident review committee.

**Passengers:**

Passengers in state-owned (university) vehicles are to be restricted to university employees and students, volunteers or individuals cooperating in university projects and programs. Courtesy rides to individuals not qualifying under the above are prohibited.

**General Requirements:**

When traveling on university business, all employees are required to use vehicle seat belts and to require all passengers to use seat belts. This includes all vehicles whether publicly or privately owned, leased or rented. Smoking in state-owned vehicles is expressly prohibited.

**Use of Cell Phones:**

1. A person shall not drive a state motor vehicle, rental vehicle or personal vehicle while conducting university business while using an electronic wireless communications device to call, write, send, or read a text-based communication.
   
   a. As used in this section “write, send, or read a text-based communication” means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail.
   
   b. For purposes of this section, a person shall not be deemed to be writing, reading, or sending a text-based communication if the person reads, selects, or enters a telephone number or name in an electronic wireless communication device for the purpose of making or receiving a telephone call.

2. This does not apply to a driver who is:
   
   a. A law enforcement officer designated by the Chief of Police who is acting within the course and scope of his or her employment.
   
   b. A person who is reporting a medical emergency, a safety hazard or criminal activity or who is requesting assistance relating to a medical emergency, a safety hazard or criminal activity.
   
   c. A person who is responding to a situation requiring immediate action to protect the health, welfare or safety of the driver or another person and stopping the vehicle would be inadvisable, impractical or dangerous.
d. A person who is licensed by the Federal Communications Commission as an amateur radio operator and who is providing a communication service in connection with an actual or impending disaster or emergency, participating in a drill, test, or other exercise in preparation for a disaster or emergency or otherwise communicating public information.

e. Conducting hands-free wireless interpersonal voice only communication that does not require manual entry, except to activate, deactivate, or initiate a feature or function.

University Vehicle Storage:

Ordinarily, university vehicles will be stored overnight at a university facility. Vehicles in use on official university business may be temporarily stored elsewhere (including infrequent, one night storage at the employee’s home), as made necessary by travel and the nature of the university business being conducted. Permanent overnight storage at a non-university facility must be approved by the Executive Vice President & Provost or designee in writing on the basis of a request submitted by the operator through the dean, director or supervising officer.

Vehicles shall not be taken to the operator’s home without prior written permission from the operator’s appointing authority and may not exceed two consecutive nights, and two such occurrences within a calendar month. Storage at the employee/operator’s home in excess of the above time limits must be approved by the Executive Vice President & Provost or designee. Such permission may be obtained on the basis of adequate justification submitted by the operator through his dean, director, or supervising officer. The permission above must specify that the vehicle may not be used for personal purposes other than commuting. According to IRS requirements an amount for the value of the commute will be added to the employee’s reported taxable wages.

For more information please refer to the State Administrative Manual.

Vehicle Rentals:

Vehicle rentals may be obtained from a variety of sources:

1. State of Nevada Fleet Services Division: For more information please visit Fleet Services Division.

2. State Contracted Rental Agencies: The list of companies and code information is listed on the BCN website. For more information contact the University’s Travel Program at 775-784-4167.

Supplemental liability and physical damage insurance is included in the formal rental contracts as long as the assigned NSHE user code is applied. It is the responsibility of each employee who rents a vehicle to provide this code that is available on the website noted above. However exclusions apply for any vehicle use that will be “Off Road” or “not on regularly maintained roads”. In the event that a vehicle is rented for this purpose it must be disclosed to the rental company and the driver/department will be responsible to purchase the supplementary physical damage insurance as the self-funded pool does not provide insurance for non-owned vehicles. If a non-contracted rental company is utilized the driver/department is encouraged to purchase the supplementary insurance to avoid personal liability for damages.
Revised: June 2012

Newly purchased or donated vehicles are set up for automobile liability and physical damage coverage (including comprehensive, collision, and theft protection) through Business Center North (BCN) Purchasing upon acquisition of the vehicle. For purchased or donated vehicles departments must complete an **NSHE Owned Motor Vehicle Form (URM-004)** and submit to the BCN Risk Management Office and the Attorney General’s Office within 30 days of the vehicle acquisition.

**Vehicles Less Than and Including Ten Years Old:**

The premiums for automobile liability and physical damage coverage are paid out of a central university account. Liability coverage is mandatory and is maintained and paid through this account as long as the vehicle is owned by the University. Physical damage coverage is paid through the central account until the age of the vehicle reaches ten years.

There is a $300 deductible for each automobile physical damage claim. Departments are responsible to pay the deductibles for accidents and claims involving their vehicles. Currently there is no deductible for liability only claims.

**Vehicles Older Than Ten Years Old:**

If a department wishes to retain physical damage coverage after the vehicle is ten years old they may do so by completing **“Vehicle Change Reporting Form”** and submit it to the BCN Risk Management Office. All departments are notified by the BCN Risk Management Office when the physical damage coverage for a vehicle is due to be discontinued. If the department chooses to retain the coverage, the premium is assessed directly to the department.

The cost for physical damage coverage generally ranges between $85 and $150 per vehicle per fiscal year. A new rate is established each year and is communicated to all departments through the BCN Risk Management Office.

**Golf/Utility Carts:**

Physical damage insurance for carts is not paid through the central university account. If a department wants to have this coverage for their carts, a **NSHE Owned Motor Vehicle Form (URM-004)** must be completed and submitted to the BCN Risk Management Office. The cost for this coverage is billed directly to the department. The rate is the same as the general automobile rate for each fiscal year. Carts are not covered under the property insurance program.

The BCN Risk Management Office maintains a master list of all UNR vehicles and carts and the insurance coverage that is in place. On an annual basis, and in conjunction with budget planning processes, all departments are notified by the BCN Risk Management Office regarding vehicles and carts that need to be considered for coverage through the individual department. This notification generally occurs in February or March of each year.

**Maintenance:**

Each department is responsible to obtain routine maintenance and necessary repairs of their vehicles through 3rd party vendors or general contracted vendors if applicable. On campus services are not available.
Privately Owned Vehicles: The University does not have insurance coverage for the owner of a privately owned vehicle. Persons using private vehicles for official business must have personal automobile insurance. In the event of an accident, the private vehicle’s insurance is primary. The use of private vehicles is reimbursed in accordance with state regulations.

Claims:
Should an accident occur, the employee should notify the proper authorities (police), followed by his immediate supervisor. Claims involving another party must also be reported to the Tort Claims Manager in the Attorney General's Office (and the rental agency if a rental vehicle) at the address below. Details of the accident should be reported on form URM-002. This form can be found on the Business Center North (BCN) Risk Management Website.

Claims for damages to owned vehicles with APD coverage should be reported to the BCN Risk Management Office at (775) 784-4394 as soon as possible. Reports should be made on form URM-002 accompanied by three repair estimates and any police reports. Reimbursement will be made based on the lowest repair estimate. There is a $300.00 deductible.

Accidents with Rental Vehicles:
Damages to rental cars should be reported to the rental agency and BCN Risk Management.

Accidents to Owned Vehicles Caused by Others:
If a third party is responsible for the damage to a NSHE vehicle, it should be reported to the BCN Risk Management office so they can work directly with the third party’s insurer for repair or replacement of the damaged vehicle. The cost of repairs will be reimbursed by NSHE Risk Management if there is APD coverage on the vehicle and the third party has no insurance or is not able to otherwise pay for the damages.

Addresses:

Attorney General Office
100 N. Carson Street
Carson City, NV  89701-4717
Jean Ann Westfall, Program Officer I
Telephone (775) 684-1263
Stan Miller, Tort Claims
Telephone – (775) 684-1252

NSHE Risk Management Office
Mail Stop 014
2601 Enterprise Road
Reno, NV 89512
John L. Hansen, Risk Manager
Telephone – (775) 784-4901 ext. 237

BCN Risk Management
Mail Stop 0241
Artemesia Building
Reno, NV 89557
Lisa Schaller, Risk Specialist
Telephone – (785) 682-6105
Susan Dunt, Manager
(775) 682-6107
### Obtaining Additional or Replacement Vehicles

**Revised: 5/6/98**

Vehicles shall be replaced by the director of the Facilities Management contingent upon availability of funds. Condition, mileage, and date of manufacture will be considered in replacing vehicles.

Used vehicles acquired from surplus or other sources shall be put in acceptable running condition by the Motor Pool. Any charges incurred in reconditioning used vehicles shall be charged against the department purchasing the vehicle prior to acceptance in the Motor Pool.

<table>
<thead>
<tr>
<th>University Police</th>
<th>5,115</th>
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<tbody>
<tr>
<td><strong>Reviewed: 5/22/98</strong></td>
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<tr>
<td>The functions and responsibilities of the University of Nevada, Reno Police Department are as follows:</td>
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<tr>
<td>1. Protection of all life and property within the jurisdiction of the university community.</td>
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<tr>
<td>2. Enforcement of all federal, state, and local ordinances on university property which include, but is not limited to, the following:</td>
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<tr>
<td>a. Control of all vehicular and pedestrian traffic.</td>
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<td>b. Control of all crowds.</td>
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<tr>
<td>c. Investigation of all crimes occurring on University of Nevada property.</td>
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<tr>
<td>d. Custody and disposal of all evidence and recovered property.</td>
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<tr>
<td>e. Inspection of money depositories and other vulnerable high-value property.</td>
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<tr>
<td>f. Reporting and assisting in handling persons injured on University of Nevada property.</td>
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<tr>
<td>g. Reporting and taking immediate action necessary to eliminate any health or safety hazards.</td>
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<tr>
<td>h. Investigation of all accidents occurring on University of Nevada property.</td>
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<tr>
<td>i. In the event of exigent circumstances relating to life and property external of University jurisdiction, the University Police are empowered to take any action necessary in accordance with the inter-local agreement throughout Washoe County.</td>
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<tr>
<th>Police for Special Events</th>
<th>5,116</th>
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<tr>
<td><strong>Reviewed: 5/22/98</strong></td>
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<tr>
<td>If a special event requires more officers than those on assigned duty, the department or sponsor of the event shall be billed accordingly.</td>
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<tr>
<th>Fire Protection</th>
<th>5,117</th>
</tr>
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<tbody>
<tr>
<td><strong>Reviewed: 5/6/98</strong></td>
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<tr>
<td>The City of Reno Fire Department provides the University with fire protection by inspecting structures and by providing men and equipment to fight fires.</td>
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<tr>
<td>Dormitories have automatic fire alarm systems which are connected directly to the central fire station. Red fire alarm pull-boxes are located in all new buildings as well as on outside pedestals at various locations on the campus. In case of fire, pull the lever of such a box or telephone 9-911 on campus or 911 off campus. If reporting by phone, give your name and complete description of the location.</td>
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</table>
Revised: October 2014

Police Services offers safety presentations upon request, which includes active shooter response and safety. In addition, the police department website (http://www.unr.edu/police) offers safety tips and safety videos.

The University of Nevada, Reno offers an emergency messaging system, Emergency Alerts, available to faculty, staff and students. The program sends a text and/or email message to all enrolled cell phones and email accounts in the event of an emergency at the University. The system is only used during an emergency to provide important safety information or unexpected closing of the University. For more information and to sign up for Emergency Alerts please visit http://www.unr.edu/emergency/alerts.

Parking is regulated in accordance with the UNR Parking and Traffic Regulations as approved by the Board of Regents and published in the Regents Handbook. Copies of the regulations are available in the Parking Services Department.

Campus parking is available to faculty, staff, and students. Parking permits are obtained at the Parking Services Department office Monday through Friday between 8 a.m. and 5 p.m. There is a fee for the purchase of the permit. The license plate number and make of vehicle are required for the issuance of a campus parking permit.

Various zones are available on a first-come, first-served basis, and permits for such zones are priced in accordance to their proximity to campus buildings.

For additional parking related information, call the Parking Services Department at 784-4654.
Before the chancellor or the president of a NSHE institution can commence negotiations for the purchase or sale of real property on behalf of the Board of Regents, the Board's approval must first be obtained. The Board's approval of a campus master plan is deemed to constitute the Board's prior approval of the acquisition of property according to the terms of the master plan.

After the Board gives its approval for the acquisition or sale of real property, the chancellor or the president of a NSHE institution, as the case may be, shall be authorized to negotiate the real property acquisition or sale, including the purchase or sale price, subject to the subsequent approval of the terms by the Board.

The purchase or sale must be an arm's length transaction and any transaction with a buyer or seller related to the NSHE must be revealed to the Board of Regents.

All offers for the acquisition or sale of real property under this subsection must be in writing and must contain the following statement:

This [purchase] [sale] offer is contingent upon the approval of the terms of the [purchase] [sale] by the Board of Regents. If the Board of Regents does not approve the terms of the [purchase] [sale], the [purchase] [sale] offer made herein is void and is of no binding effect whatever.

The following general procedures and divisions of responsibility shall govern all campus master planning:

1. The University has the basic responsibility for campus master planning.
2. All physical development plans and proposals and contemplated land acquisitions shall be submitted to the Nevada System of Higher Education and the State Public Works for review and comment.
3. The staff of the State Public Works shall provide all possible architectural and engineering assistance to the University in developing physical master plans.

The following general procedures and divisions of responsibility shall govern the capital improvement programming of university projects:

1. The University shall determine the sequence of priority and scope of work of all university projects.
2. The sequence of priority and scope of work shall be submitted to the Nevada System of Higher Education and the State Public Works for review and comment.
3. The State Public Works shall develop budget estimates of total project costs based on the project scope of work and shall submit the budget estimates to the University for review prior to adoption.
4. The State Public Works shall have the responsibility for assigning the priority of university projects in the statewide program and, in doing so, agrees not to modify the sequence of priority established by the Regents for university projects.
Division of Responsibility between the University of Nevada System and the State Public Works

Reviewed: 5/6/98

**Project Design Process:** The following general procedures and divisions of responsibility shall govern the design of all projects financed in whole or part by state appropriated funds:

1. Detailed project programs based on legislative action shall be prepared by the university and submitted to the State Public Works Board for approval.

2. Detailed project budgets based on the university program and legislative appropriations and authorizations shall be prepared by the State Public Works and submitted to the University for review and comment prior to adoption by the State Public Works Board.

3. The State Public Works insures that qualified architects and engineers are retained to design all projects. The preparation, execution, and administration of professional service agreements shall be the responsibility of the State Public Works Board.

4. Preliminary and final plans and specifications shall be approved by the University prior to being approved by the State Public Works Board.

5. The contract documents and bid schedule shall be approved by the State Public Works Board after consultation with the University.

6. The bidding procedures shall be a State Public Works Board responsibility.

7. The technical and professional staffs of the University and the State Public Works Board shall cooperate to ensure the satisfactory design of the project.

**Construction Procedures:** The following general procedures and division of responsibility shall govern the construction procedures on all projects funded in whole or in part by state-appropriated funds.

1. The State Public Works Board shall award construction contracts with the concurrence of the university. Construction contracts jointly financed by state-appropriated funds and by non-appropriated funds shall be executed by both the State Public Works Board and the University.

2. The administration of construction contracts shall be a State Public Works Board responsibility, and the Board shall comply with all commitments made by the university in obtaining non-appropriated funds. Expenditures during the administration of the contract shall be consistent with the approved budget. All change orders shall be submitted to the University for review and comment prior to approval. The State Public Works Board shall, prior to final payment to the contractor, provide copies of "as built" drawings and guarantees to the university on all completed projects.

3. Final acceptance and the "Notice of Completion" shall be a State Public Works Board responsibility.

The technical and professional staffs of the University and the State Public Works Board shall cooperate to ensure the satisfactory completion of all construction projects.
Procedures for Projects Financed by Non-Appropriated Funds: The following procedures shall govern all physical development projects, including land acquisitions, in which no state-appropriated funds are involved.

1. The University has the primary responsibility for these projects.
2. Preliminary plans showing the site and architecture shall be submitted to the State Public Works Board for review and comment.
3. Proposed acquisitions of land by the University shall be submitted to the State Public Works Board for review and comment.
4. The State Public Works Board provides architectural and engineering services to the University upon request of the University.
5. Final plans of all construction work which establishes new facilities shall be submitted to the State Public Works Board for review and comment prior to bidding.

Coordination

Reviewed: 5/6/98

The coordination of the development project between the ad hoc committee, which is appointed by the president, and the consultant is provided by joint meetings with Facilities Management personnel, the State Public Works Board, and consultants.

Construction Inspection

Reviewed: 5/6/98

Technical inspection services required for the construction and equipping of the university expansion and development program is provided by Facilities Management personnel and/or the State Public Works Board.
The term "facilities" as defined within this policy includes rooms, buildings, roadways, green areas, and specific campus locations. This policy applies to all university facilities located within recognized campus boundaries as well as university facilities located beyond recognized campus boundaries, including the Agricultural Experiment Station and Cooperative Extension facilities, whether owned or rented by the university.

**Dedication:** Dedication to a donor of any portion of a university facility must be recommended through the UNR Foundation office and be in conformity with the Board of Regents Handbook.

**Naming of Facilities:** Naming of university facilities must be recommended through the Facilities Resource Committee and conform to Board of Regents and University policy (see section 1670 of this Administrative Manual).

**Signage:** Signage of any portion of a university facility in the name of an individual, group, or corporate entity must conform to guidelines approved.

Guidelines for approved external signage are as follows:

1. Signs shall be constructed of materials of a similar nature to and compatible with existing signs in the area and on the campus so as to provide a uniformity to all campus signs. Approved materials for exterior signs include routed redwood and anodized metal.

2. Building signs located outside the structure shall be restricted to the building name and its designation.

3. Signs shall be horizontal and located near the building entrance or other location that will assist in identifying the facility.

4. Signs attached to the building will be restricted to the building name, sized for easy identification from the site (not to exceed 12" in height).

Guidelines for approved interior signage are as follows:

1. Signs shall be made from materials which are compatible and harmonious with the interior decor of the individual facility.

2. Signage within an individual facility should be consistent in style, color, and size throughout the facility.

3. Signage made from tape or paper material is inappropriate and is restricted to temporary usage only.
The purpose of these policies and regulations is to ensure the effective use and enjoyment of facilities of the University of Nevada, Reno campus, hereinafter referred to as University, as an educational institution.

The name, insignia, seal, logo or other university or departmental indicia may be used by university and non-university organizations, groups or individuals with approval of the appropriate university authority.

The use of university facilities for events by non-university organizations, groups, or individuals (including university employees using university space for personal events), both sponsored and non-sponsored, shall be limited to the Manzanita Bowl; the Jot Travis Lawn; the athletic fields; Mackay Stadium; and the designated exterior and interior spaces. The use of facilities at the Nelson Building, the Stead campus, the Redfield campus, as well as university sites located throughout the state are covered under this policy. Exceptions may be made by the president or designee(s) for these or for any university site. An event is defined as any function, meeting, gathering, workshop, or seminar attended by others, regardless of size or purpose. Permission to use university space can only be granted if such use is consistent with the mission of the University.

Use of such space must be approved in advance and is prohibited during major university events, e.g., new student orientation, commencement, athletic game days, with the exception of use of space to gather signatures on petitions per NRS 293.127565. All non-sponsored, non-university organizations, groups, and individuals are required to identify themselves and any products, information or materials being distributed as being neither sponsored by nor endorsed by the university. This disclaimer must be prominently displayed at all times for the duration of the event.

The Scheduling Services Office is responsible for approving, coordinating and scheduling the use of all main campus space, as well as space at the Nelson Building, the Redfield campus, and the Valley Road property, for non-instructional events, as defined above, in accordance with university policy, except for the following specific areas in which scheduling is handled by each respective unit: Joe Crowley Student Union; Lawlor Events Center; Mathewson-IGT Knowledge Center; Redfield Campus; Mackay Stadium; Peccole Field; Stead property; residence halls; and department conference rooms. Upon request, the Scheduling Services Office may assist in coordinating arrangements for events held at any of these facilities or at remote university sites. Exceptions may be made by the President or designee(s).

In order to preserve space and flexibility for regular meetings of classes during prime academic periods, academic classes have scheduling priority over events. Events include department meetings, review sessions, student club meetings, non-university group meetings, etc. Events will not be scheduled until the tenth day of the semester on week days during the hours from 9:30 a.m.-12:00 p.m. and 1:00 p.m.-6:45 p.m. in high demand buildings (Ansari Building, AB; Davidson Math and Science Center, DMSC; Cain Hall, EJCH; Frandsen Humanities, FH; Leifson Physics, LP; Living Learning Community, LLC; and Schulich Lecture Hall, SLH).
Events scheduled outside these hours may be scheduled prior to the tenth day. All events are subject to being moved if the room is needed to accommodate an academic class.

Events especially important to the University or community as a whole that also require a great deal of advance coordination may be granted an exception and be scheduled in advance. This will be determined by Scheduling Services.

Failure to comply with the guidelines will result in the loss of the privilege to use university facilities for up to one year. Appeals may be directed to the Associate Vice President for Planning, Budget and Analysis.

Revised: March 2014

Preamble

This University has always created an environment for raising challenging questions and the discussion of significant issues. There is perhaps none more significant that the challenge and issue of free speech. A function of free speech is to invite dispute which can result in unrest, anger, and dissatisfaction. It is in this light that the university has traditionally understood the First Amendment’s application to our campus. Of all social institutions, the university should be the most friendly toward and protective of the right of free expression.

For over one hundred years the University of Nevada, Reno has followed the traditions of college campuses in this country by designating public forum areas on campus. We have interpreted law and policy in a broad and flexible manner so as to allow all views to be expressed while continuing to carry on the mission of learning, research, and service. The public forum policy now reflects the long-time practices of this University. It was, in fact, developed in full consultation with student, faculty and staff whose ideas are reflected in this document. The ability to craft a policy that is open and inclusive while taking into consideration such a diverse set of views, is a testament to the value of what is taught, learned and practiced at the University of Nevada, Reno.

Public Forums on University Grounds for Non-Commercial Speech

The modern land grant institution fosters acquisition of knowledge and the search for and distribution of newly discovered information. It enlivens curiosity, cultivates critical judgment and encourages the contribution of its informed students to the development of American society. The University of Nevada, Reno is committed to these land-grant goals and to the maintenance of an academic environment which advances the free exchange of ideas.

Public expression in the form of freedom of speech and advocacy, including video recording of matters of public interest, is a fundamental right and an essential element in the marketplace of ideas of higher education. In the spirit of open discussion and freedom of expression, any individual or group may use campus grounds to exercise this constitutionally protected right. This policy applies to outside public areas such as sidewalks, lawns, and plazas. The university is obligated to create an environment where free speech and higher learning will enhance its mission of teaching, research and service.

In order to protect this fundamental right and assure the university fulfills its responsibility as an educational institution the university may define time, place, and manner provisions. Individuals and groups using campus grounds have an obligation to follow all university policies, local ordinances, state and federal laws. This includes: following university policies regarding the recording of classes and ticketed events, allowing the university’s regularly scheduled classes, research, events, ceremonies or normal and essential operations to proceed without interference; allowing parking and the flow of vehicular traffic; allowing the ingress and egress to and from all buildings; allowing a group that has reserved the space to use it; allowing a speaker or performer to be seen and heard by the audience; maintaining a noise level that allows classes, campus events and operations to occur; and assuring that actions do not create an imminent health or safety hazard.
SCHEDULING UNIVERSITY FACILITIES

Public Forum, Continued

The university reserves the right to immediately terminate any ongoing activity that violates time, place and manner provisions included in this section. The individual or group will be informed by a University official of the specific time, place and manner violation.

While it is the university’s intention to assure maximum use of its grounds for the purpose of free expression, reservations are strongly encouraged in order to ensure that a location is available for outdoor assembly at a specific date and time. An individual or group with a reservation will have priority in the use of the location. Reservations for outdoor space should be made with Scheduling Services or, in the case of the Joe Crowley Student Union (CSU) lawn, the CSU Scheduling Office. Applications will be processed in the order in which they are received. Denial of a reservation application shall not be based on the speech content of the proposed activity or on the viewpoint of the individual or group.

Denial of a reservation application may be appealed. The reasons for which an application may be denied and the process for appeals are available in Scheduling Services and the CSU Scheduling Office.

Use of University Space by Non-University Organizations, Groups, and Individuals

Revised: September 2011

The University and its facilities are deemed to be a “non-public forum,” except for those specific areas identified as “public forums” in section 5,303. The University and its facilities shall be used only in accordance with federal, state, and local laws and shall not be used for the purpose of organizing or carrying out any unlawful activity. The University and its facilities are provided primarily for the support of the regular educational functions of the university and the activities necessary for the support of these functions which take precedence over any other activities.

All persons on university property are required to abide by university policies and regulations of the Board of Regents and shall identify themselves upon request to university officials or appropriate university employees acting in the performance of their duties.

Use of University Space by Non-University Organizations, Groups, and Individuals

Arrangements to use designated areas must be made in advance through the Scheduling Services Office and are subject to cancellation when in conflict with university events. The fee structure is available from the Scheduling Services Office. A signed application must be on file in the Scheduling Services Office prior to the start of an event. The University does not assume responsibility for licensing and taxes. Both licensing and any applicable state or local taxes are the responsibility of the commercial enterprise utilizing university facilities. Off campus groups are prohibited from using campus software in centrally scheduled space; however they may utilize their own cord and laptop for use with a university video presenter.

Actions by non-university organizations, groups, and individuals shall be consistent with the maintenance of university facilities and the free flow of persons and shall not interfere with other scheduled activities. Interference with entrances to buildings, classrooms, offices or study areas is strictly prohibited.

Sponsored Use of Space by Non-University Organizations, Groups, and Individuals

An event is sponsored when there is a non-university group involved and the event is not directly related to the purpose or mission of the university, and/or if the proceeds are not kept on campus. A university official who has authority to sign for funds for a university organization, department, unit, or division can act as the “official representative” on behalf of the university group sponsoring the non-university group/event. An individual cannot act as a sponsor on his or her own behalf.
Only an official representative of the university group, who has authority to sign for funds, can enter into a sponsorship arrangement. The official representative shall request the use of designated university space, exterior or interior, through the University’s Scheduling Services Office or the Joe Crowley Student Union (CSU) Scheduling Office. When a university group sponsors an event on campus, the university group, in addition to the off-campus group or individual, shall be fiscally responsible for all expenses and fees that apply. Rates shall be at the appropriate non-profit or commercial rate. Guidelines for Scheduling Services can be found at [http://www.unr.edu/scheduling/](http://www.unr.edu/scheduling/) and for the CSU Office or [http://www.unr.edu/union/meeting-and-event-spaces/reservations-and-scheduling](http://www.unr.edu/union/meeting-and-event-spaces/reservations-and-scheduling).

In order for these offices to review a request, an application form must be completed and on file in the appropriate scheduling office, with all necessary signature approvals, no less than 15 working days in advance of the requested date(s).

Department/unit sponsorship must be approved in writing by the department chairs/directors. Graduate student organizations must consult with the Graduate Student Association (GSA) advisor. University recognized undergraduate student groups must submit an application to the Associated Students of the University of Nevada’s (ASUN) Student Events Advisory Board (SEAB) where, if approved, the request will be forwarded to the appropriate scheduling office for final approval. In order for the request to be reviewed by both bodies, an application form should be submitted no less than 30 working days in advance of the requested date(s).

University groups are limited to sponsoring two outside events per academic year. Written exceptions to this limit must be approved in advance by the Associate Vice President for Planning, Budget and Analysis for any centrally scheduled space or by the Associate Vice President of Student Life Services for events at the CSU.

All notices, advertisements, literature, or other communications for the event must clearly represent the event as being sponsored by the university group and include contact information. Posting guidelines can be found at [http://www.unr.edu/scheduling/](http://www.unr.edu/scheduling/).

All billing must go through the group’s university account. If the group does not have a university account, billing must go through the account of their department, ASUN or GSA. The IPO/Deposit is due within two weeks of the reservation being made. If it is not received within two weeks the space may be released and the group may lose scheduling privileges and/or incur additional charges.

In addition to all expenses, the university group must pay a sponsoring fee. Fees can be found at the appropriate scheduling office website: [http://www.unr.edu/scheduling/](http://www.unr.edu/scheduling/) for Scheduling Services and [http://www.unr.edu/Documents/student-services/student-union/Rate%20Structure%202012.pdf](http://www.unr.edu/Documents/student-services/student-union/Rate%20Structure%202012.pdf) for the CSU Office.

Program responsibility and liability for the event rests with the non-university organization, group, or individual being sponsored, the university sponsor and the official representative(s). The official representative(s) or the designee(s) from the sponsoring university group must be physically present at the event being sponsored for the duration of the event, including set-up and post-event clean-up. Both the official representative and the designee must be identified on the application form which will remain on file in the University Scheduling Services Office or CSU Scheduling Office.

Failure to comply with the guidelines will result in loss of scheduling privileges for up to one year for the non-university organization, group, or individual being sponsored and the university sponsoring group. Also, the non-university group will lose its campus sponsorship and will be charged as a corporation or a non-profit.
Appeals of University Scheduling Services Office may be directed to the Associate Vice President for Planning, Budget and Analysis. Appeals of CSU Scheduling Office decisions may be directed to the Associate Vice President of Student Life Services.

**Fundraising and Concerts**

University facilities are available for concerts and fundraisers on a space available basis. All expenses incurred in conjunction with fundraising events must be covered by the sponsoring campus organization. Refer to section 1,600 of this manual for details on fundraising. Advanced deposits covering all expenses are required from the group hosting the event.

**University Event:** A university department may schedule appropriate facilities through the University Scheduling Services Office or the CSU Scheduling Office with the following provisions:

1. Full costs will be assessed.
2. All profits revert to the requesting department

**University Co-Sponsored Event:** A university department may co-sponsor an event and schedule facilities through the University Scheduling Services Office or the CSU Scheduling Office. In addition to all expenses, the university group must pay a sponsoring fee.

**Non-University Event:** A non-university organization may schedule the appropriate facilities through the University Scheduling Services Office or the CSU Scheduling Office. All expenses must be paid in advance.

Printed materials (as well as handwritten material) include posters, signs, circulars, newspapers, pamphlets, handbills, fliers, announcements, graffiti or statements and similar material.

No printed material may be on, attached to, or written on any structure or natural feature of any university facility such as the sides or doors of buildings, windows, the surface of walkways or streets, fountains, posts, fences, monuments, waste receptacles, trees, shrubbery, rocks, or statues. Manzanita Lake and its shoreline are considered natural features. No printed materials may be placed on a vehicle other than by the owner or driver of the vehicle, or by a member of the University Police or Parking departments.

Publications, both non-university and university, are allowed on campus as further specified in this section. The specific guidelines, e.g., size, are available either from the Scheduling Services Office or the university organization responsible for the facility. Publishers and distributors shall be responsible for reasonable clean-up costs. Failure to comply with the guidelines will result in the loss of the privilege to use university facilities for up to one year. Appeals may be directed to the assistant vice president for Planning, Budget and Analysis.

**Non-University Publications:** Non-university publications are not allowed to be distributed at exterior locations and will have limited interior sites. The only campus buildings allowed to have interior non-university publication sites will be the residence halls, Joe Crowley Student Union, and the University Inn, and are to be scheduled directly with each facility. Non-university publications must be displayed and maintained as required by the individual responsible for each of these buildings.

**University Publications:** University publications are allowed at specified exterior locations and at least one distribution point inside each campus building if this can be accommodated without compromising safety. The Office of Communications has the authority to approve which publications are official university publications. The Associated Students of the University of Nevada (ASUN) or Graduate Student Association (GSA) has the authority to approve student publications. The assistant vice president for Facilities Management or designee(s) will determine exterior and interior distribution sites and all other specifications in consultation with building managers, ASUN, and GSA.

**Posting on Bulletin Boards:** All bulletin boards on campus are assumed to be “public view bulletin boards” unless identified as a “legal notice bulletin board” or a “department bulletin board”.

**Public View Bulletin Boards:** Materials to be posted on “public view bulletin boards” by non-university organizations, groups, or individuals must be approved by the Scheduling Services Office before posting, except that ASUN or GSA have the authority to approve student material. Materials must include the official source of the posting and contact information on whose behalf the material is posted.

Materials to be posted by non-university organizations, groups, or individuals must include the following statement on the face of the document and may be part of the text of the document or affixed with a stamp available in the Scheduling Services Office:

> “The contents of this document do not reflect an opinion or endorsement by the University of Nevada, Reno. This document is not printed or distributed at state expense.”

All materials on the “public view bulletin boards” will be removed on the first working day of every month by the building custodial staff. A copy of all materials approved by the Scheduling Services Office will be kept on file by that office.
Specific guidelines and the fee structure for posting by non-university organizations, groups, and individuals are available from the Scheduling Services Office. Failure to comply with the guidelines will result in the loss of the privilege to use university facilities for up to one year. Appeals may be directed to the Assistant vice president for Planning, Budget and Analysis.

The ASUN may have announcements or signs on campus grounds only for ASUN elections. The ASUN and recognized student organizations may, on special occasions, have announcements or statements on campus grounds with the approval of the vice president for Student Services through the Joe Crowley Student Union office.

**Department Bulletin Boards:** Postings are at the discretion of and maintained by the university department or recognized student group responsible for a given bulletin board.

**Legal Notice Bulletin Boards:** The university department responsible for designating a bulletin board as a “legal notice bulletin board” is responsible for all postings and for the subsequent removal of those postings.

**Commercial Filming, Videography and Photography**

Revised: 3/31/98

The Scheduling Services Office is responsible for all physical arrangements involved in film, video and photography projects on campus. The University of Nevada, Reno’s name will not be used in the script or publicity about a commercial project. Identifiable landmarks, buildings, trademarks and logotypes may not be photographed unless specifically permitted. All scripts, and/or storyboards, and photo shoots must be submitted for subject approval to the Office of Communications. Approval must be granted prior to the signing of contracts and to filming. Precaution must be taken to ensure the university does not appear to endorse commercial ventures.

These guidelines do not apply to legitimate news or athletic contest-related videos, film and photography done in cooperation with the university’s Office of Communications or Intercollegiate Athletic Department.

**Attendance at Meetings and Events on University Facilities**

Revised: 3/31/98

Attendance at meetings and events may be limited to members of the university community or to members and invited guests of the sponsoring organization.

When meetings or events are open to the public, attendance by all persons must be permitted to the extent allowed by the size of the facilities.

Disruptive individuals will be requested to leave or, when appropriate, ejected.
SCHEDULING UNIVERSITY FACILITIES

Fee Structure

5,000-5,999 GENERAL UNIVERSITY SERVICES

Revised: 3/31/98

The University Scheduling Services Office maintains fee schedules approved by the vice president for Administration and Finance for use of university facilities.

Space is reserved through the Scheduling Services Office and the fee structures described below are applied as appropriate based on the nature of the group or organization. The University has established fees for use of its facilities which are charged to recover actual costs incurred by the University. The Scheduling Services Office is the authorized unit to quote rates to the departments or organizations reserving facilities. These fees will be reviewed on an annual basis.

Fee Structure Description:

1. There is no charge for facilities during regular operating hours.

2. All variable and/or fixed costs will be charged for facility usage outside of regular working hours.

3. Class I - Commercial Organizations: will be charged full costs, 100% of rental or fixed percentage of gross revenues, whichever is greater. Gross revenues will include, but are not limited to, gate receipts, programs, novelties and vendor sales in conjunction with a specified event.

4. Class II - Non-Profit Organizations: are defined as any charitable, scientific or religious groups which provide a copy of IRS tax exempt status. Non-profit organizations will be charged fixed costs. If admission is charged for the scheduled event, the organization will be charged 50% of rental.

5. Class III - Governmental Agencies: are defined as any federal, state, county or city agency or subdivision thereof which is fully tax supported.
   a. These agencies will be charged variable costs unless prohibited by law, e.g., State Personnel.
   b. The following are exempt from all costs: State of Nevada legislative and gubernatorial committees.

   All variable and/or fixed costs when applicable will be billed by the Scheduling Services Office.

Definition of Costs

1. Fixed Costs: an assessment for custodial services, utilities or reimbursement for cost of property, and the administrative fee when applicable.

2. Variable Costs: an assessment for security, set-up, special services, technical equipment, other than usual custodial services, and other costs directly associated with the event/meeting. These costs are based on actual expenses and billed accordingly. University departments and organizations using classrooms or conference rooms are not normally charged variable costs.

3. Full Costs: the sum of items 1 and 2 above.
SCHEDULING UNIVERSITY FACILITIES

Concessions

Revised: 3/31/98

University: When a university department brings a commercial enterprise on campus to raise funds for its department through a percentage of the sales, the department or commercial organization will be charged a flat fee per day and all related costs, etc., variable or fixed. The Scheduling Services Office will schedule the requested space and assess the appropriate fees. The intent of the regulations is to assure that departments providing service for the commercial event are compensated from the receipts of the fund-raising activity.

The above regulations do not apply when:

- the ASUN Bookstore sells commercial items in the assigned bookstore area;
- the Lawlor Events Center sells commercial items in conjunction with a scheduled activity;
- athletic booster clubs sell commercial items to raise funds for intercollegiate athletics in conjunction with a scheduled athletic event.

Non-university: Requests for sales may be approved as specified in Section, 5,308.

Insurance Coverage

Revised: 3/31/98

The University will require a hold harmless/indemnification agreement, certificate of insurance, and/or the cost of university coordinated security for any facility usage or distribution of unsealed food products.
The university-contracted food service shall have the exclusive right to provide food service on the university campus with the exception of:

1. Food purchased for a single event through any client account that is less than $100 may be purchased from an outside vendor if preferred. The client shall indemnify the food services contractor for such purchases as provided for in Section 6.7 of the agreement between the Board of Regents, NSHE and the food services contractor. Notwithstanding the foregoing, campus policy does not allow outside vendors to make deliveries on campus.

2. Food that is donated and not being resold.

3. Food purchased with personal funds and not being resold. This exception shall not apply at the Lawlor Events Center and catering sites at the Joe Crowley Student Union.

4. Other specific event exceptions as approved (in advance of event) by the appropriate manager of the affected food service operation and mutually agreeable with the food services contractor.

5. The client reserves the right to sponsor certain social events and other functions that may serve food and beverage, where such events and functions exclude the food services contractor, provided they meet the following criteria:
   a. No cover or other admission charges.
   b. No cost to the client.
   c. No use of client food service facilities.
   d. Approval by the institution's president or his/her designee.

6. In late fall and early spring, not to exceed three times in each semester, the UNR student government may request a dispensation for items purchased at cost or below for special student functions. These items normally consist of steaks and/or chicken and the purchases are handled by students in the ASUN office directly with outside vendors.

7. All student organizations recognized by either the Associated Students of the University of Nevada (ASUN) or the Graduate Student Association (GSA) are exempt from the exclusivity clause for catering under this contract except for events where alcohol is served. Such student organizations cannot co-sponsor with other groups so that these groups can avoid the exclusivity clause.

All invoices submitted by the university contracted food service shall be paid within 10 days of the invoice date. In the event invoices are not paid within 30 days of the invoice date, interest will be charged to the ordering department.
At the University of Nevada, Reno, all non-student, catered events to occur on campus in which alcohol will be present must be approved in advance by the president of the University, or his designee, according to the NSHE Board of Regents Handbook, according to established policies and procedures. In all cases, alcohol should not be the focus of any catered events, and there should be no special pricing or promotions for any alcoholic beverages. In order to assure that the event has the potential of being a successful, safe event, the following parameters must be followed by the university personnel, as well as by the individuals associated with the event and/or sponsoring the event:

1. All events involving the sale, distribution or service of alcohol on campus require advance approval from the president of the University of Nevada, Reno or his designee, at least 10 working days prior to the event with one exception, Lawlor Events Center which makes the request by memorandum on a batch bases. In order for the event to be approved, at least one “on site” person from the sponsoring group must be identified who will be present throughout the event.

2. No alcohol will be served on-campus by anyone other than a Licensed Liquor Vendor (LLV), except in the skyboxes in Mackay Stadium, where it is authorized to serve alcohol whether it is purchased or donated. All other food and beverage purchases over $50 must be ordered through catering.

3. For approved events where the customer is providing the alcohol, a corkage fee will be charged and the LLV will take control of the sale/distribution of the alcohol.

4. In order to prevent the service of alcohol to underage persons and/or intoxicated people, the LLV must take precautions as outline in the “Parameters and Procedures for Non-Student Catering Events to be Held in Compliance with the Campus Alcohol Policy at the University of Nevada, Reno.”

5. Individuals who appear to be intoxicated at an event will not be served alcohol by the bar person.

A complete copy of the procedures for serving alcoholic beverages at events may be obtained through the Scheduling Services Office or the Office of Student Life.
This section outlines policy regarding the use of campus athletic, recreational and cultural facilities. Persons using these facilities must observe the individual facilities regulations, the regulations pertaining to the recognized campus organizations (i.e. student groups) and campus departments. Non-university organizations are required to make reservations through the Scheduling Services Office. Campus departments and student organizations may schedule directly with the respective facility.

**Athletic Facilities:** Primarily intended for intercollegiate athletics.

Priorities for use:
1. Intercollegiate athletics,
2. Physical Education classes, dance classes, etc.
3. Intramural activities,
4. Recognized campus organizations and campus departments,
5. Non-university organizations.

**Recreational Facilities:** Primarily intended for recreation and physical education classes.

Priorities for use:
1. Academic scheduling,
2. Intramural activities,
3. Intercollegiate athletics,
4. Recognized campus organizations and campus departments,
5. Non-university organizations.

**Cultural Facilities:**

**The Redfield Theaters:** The Proscenium and the Studio (Black Box) Theatres are intended primarily for Speech and Theater department use.

**Nightingale Concert Hall:** Primarily intended for Music Department use.

Campus departments and ASUN recognized organizations may request/schedule the theaters and concert hall, based on availability, directly with those departments. Non-university groups are to make their requests through the Scheduling Services Office.

**Lawlor Events Center:** Due to the specialized nature of the Lawlor Events Center management will process all scheduling requests.

**Joe Crowley Student Union:** Due to the specialized nature of these facilities, the CSU Scheduling Office will process all scheduling requests. If the non-university client also requires additional campus space outside of the CSU, the University Scheduling Office will make all arrangements for that client to include the use of CSU.
### SCHEDULING UNIVERSITY FACILITIES

#### Student Recruitment Events

Revised: 3/31/98

It is the goal of the University to promote on-campus recruitment events. Programs that bring prospective students to the campus enhance recruitment efforts. Recruitment events may qualify for a waiver of the facility usage fee if they are endorsed by the Office for Prospective Students as official recruitment events. All fees for technical or specialist assistance will be passed on to the user group. Athletic events are to be coordinated through Intercollegiate Athletics and generally will not qualify as recruitment events.

**Guidelines:**

- Events sponsored or co-sponsored by the Office for Prospective Students;
- Events sponsored by on-campus academic units or departments that are coordinated through the Office for Prospective Students and include a recruitment component in the program;
- Events sponsored by off-campus entities that are deemed to have recruitment potential in consultation with the Office for Prospective Students.

#### Police / Security for Events

Revised: 3/31/98

There will be no University Police Department charges to the user when police needs can be met through the use of assigned duty personnel. If an event requires police in addition to assigned duty personnel, the costs will be met by the user and billed accordingly. ASUN, Intercollegiate Athletics and Lawlor Events Center facility managers will coordinate all security/police needs through the University Police. All other security requirements in conjunction with scheduled events will be coordinated through the Scheduling Services Office and the Vice President for Student Services. When necessary, the University Police Department will arrange for additional personnel through standard bidding procedures.

#### Vehicles on Campus

Revised: 3/31/98

Vehicular traffic is prohibited on campus except on designated roadways and parking lots, with the exception of emergency vehicles.

#### Camping, Overnight Parking and Occupancy of Vehicles

Use of university facilities for overnight camping is prohibited with the exception of special university events as approved by the Scheduling Services Office on a case by case basis.

Vehicles may be parked overnight on campus with a valid parking permit. Overnight occupancy of these vehicles while on campus is prohibited with the exception of special university events as approved by the Scheduling Services Office on a case by case basis.

#### Solicitation of Signatures

Revised: 3/31/98

Solicitation of signatures for petitions or other statements of support for public issues are permitted free of charge at times and places approved by the Scheduling Services Office.
Voter Registration Booths 5,326

Revised: 3/31/98

Voter registration booths may be set up free of charge at times and places approved by the Scheduling Services Office.

Political and Religious Activities 5,330

Revised: 3/31/98

Religious and political campus organizations shall have access to selected university properties on the same basis as all other campus organizations – in keeping with the civil rights of all members of the campus community to express political or religious views.

Non-University Correspondence, Etc. 5,331

Revised: 3/31/98

In correspondence, statements or other material relating to non-university activities or issues, the university title of faculty or staff member shall be used only for identification. If such identification might reasonably be construed as implying the support, endorsement or opposition of the University with regard to any non-university activity or issue, the identification shall be accompanied by an explicit statement that the individual is speaking for himself or herself and not as a representative of the University or any of its offices or units.

Backlighted Advertising 5,335

Revised: 5/6/98

Backlighted advertising is permitted for a fee on a space available basis inside of Lawlor Events Center. Additionally, backlighted advertising is permitted for a fee on a space available basis on the scoreboards in Mackay Stadium and Peccole Field, and outdoor message center by Lawlor Events Center.

Non-NSHE Post Secondary Education Institutions 5,338

Revised: 3/31/98

Non-NSHE post secondary educational institutions may not regularly use university facilities for instructional purposes.

Major Gifts to the University 5,340

Revised: 3/31/98

Major gifts to the University may (with the permission of the office of the president) bear the name of the donor.
Activities funded from sponsored projects that are awarded to the University of Nevada, Reno from federal, state and/or private agencies are to be treated the same as any other on-campus activities. Therefore, the facilities use charges applied to grants and contracts activities must be consistent with the charges for other university-related activities.

*OMB Circular A-21 Cost Principles for Education Institutions* allows the expenditure for a facilities use charge as long as it "conforms to generally accepted cost accounting practices consistently followed by the institution."

All university facilities are to be utilized in the best interests of the total University and not in the proprietary interest of a particular organizational unit. As such, all assigned space is subject to periodic evaluation based on the priorities of the total institution. The responsibility for this task rests with the Executive Vice President & Provost and the Vice President for Administration and Finance through the Senior Planner, Space Management. The maintenance of university facilities is the responsibility of the Vice President for Administration and Finance through the Senior Director, Facilities Maintenance Services.

The Facilities Resource Committee recommends policy and reports to the President through the Executive Vice President & Provost.

Members of the Facilities Resource Committee include:

- Vice Provost, Faculty Affairs (committee chair)
- Vice President for Research & Innovation, or designee
- Chief Information Officer
- Vice President for Administration and Finance, or designee
- Vice President of Student Services, or designee
- Associate Vice President for Facility Services
- Faculty Senate chair-elect, or designee
- Vice President for Health Sciences, or designee
- Environmental Health and Safety representative
- Senior Planner, Space Management
- Director of Real Estate
- Intercollegiate Athletics representative
All buildings are locked by authorized personnel at the time specified by the campus building security schedule.

1. The director of Facility Services is responsible for developing the schedule taking into consideration the individual needs of the units located in each building.
2. All buildings are unlocked each school day morning by personnel in each building as determined by the dean whose departments occupy the facility.
3. All buildings are locked at all other times except by special authorization and arrangement with Scheduling Services and director of Facility Services.
4. University Police will monitor the security of all buildings after regular instructional periods.
5. A new building perimeter security system has been installed in a number of buildings which require the use of a card key to enter and exit after normal business. Refer to section 5,008.
6. For key control policy, refer to section 5,008.

Revised: December 2005

**Responsibility:** The responsibility for university space policy is assigned solely to the executive vice president & provost.

The Scheduling Office assigns space for the regular instructional programs. The executive vice president & provost assigns all space for non-instructional functions.

**NOTE:** The unilateral commitment of space by a user unit to another user requestor is inconsistent with university policy and therefore prohibited.

**Priorities for Assignment and Scheduling:** The broad general priorities applied in the scheduling of space are:

1. University-funded instruction, research, and public service programs.
2. University-approved extracurricular activities which include athletics, intramurals, student functions, and faculty events.
3. University-sponsored organizations which include the USDA, National Judicial College, and National Council of Juvenile and Family Court Judges.
4. Non-university organizations as approved by the executive vice president & provost.

**Non-instructional Scheduling by University Personnel:**

The Scheduling Services office is responsible for the coordination and scheduling of all general purpose academic and exterior spaces for non-instructional meetings, activities, and events in accordance with university policy. University personnel may schedule non-university events and activities through the Scheduling Services Office.
1. General policies for All University Space:
   a. Smoking is not permitted in any university space.
   b. Non-research animals are not permitted in university buildings, except for service animals, defined as any animal individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability.

2. Classrooms (Including Seminar Rooms):
   Assignment: General purpose classrooms are assigned as university space for scheduled instruction by the academic units through the Scheduling Services Office. A major goal of the Facilities Resource Committee is to try to retain all good classrooms and to authorize the conversion of poor classrooms to other uses as justified.
   Use: To assure effective use of each classroom, university policy requires that:
      a. Classrooms are to be scheduled 30 hours per week at 60% occupancy when in use. Class laboratories are to be utilized 20 hours per week at 80% station occupancy when in use to comply with standards established by the Board of Regents.
      b. Chairs and other furnishings are not to be removed or added without advance authorization from the director of Facilities Planning and Analysis.
      c. General instructional classrooms are secured after cleaning and are made accessible each school day. When there is equipment to be protected, special provisions are to be made for securing other than locking the classroom. Department chairs or deans must make arrangements for special security through the University Police Department.
      d. Room defects and/or faculty equipment items are to be reported by Internal Purchase Order (IPO) to the director of Facility Services for corrective action. If corrective action is not possible, the director of Facility Services is responsible for reporting the deficiency to the Facilities Planning and Analysis Office for entry into the space inventory control file.
      e. Regularly scheduled university classes and activities have priority over any ad hoc use of a room.

3. Special Purpose Space (Class Labs, Research Labs, Shops, Darkrooms, etc.):
   Assignment: All special purpose space is assigned to a department or unit and is not to be opened for general university scheduling. Any use of these areas for other than assigned activities must be approved by the assigned unit. The Facilities Resource Committee will review the assignment of special purpose space at regular intervals or whenever it is advisable.
   Use: To assure effective use of all assigned special purpose space, university policy requires that:
      a. Any changes in the basic use of this space or in the staff members or unit activities used to justify its assignment must be immediately reported to the Facilities Resource Committee by the dean/director or department chair.
      b. All space that is not being used for its assigned purpose is subject to a review and possible reassignment. The Facilities Resource Committee or the director of Facilities Planning and Analysis is authorized to inspect and study all university space and to request current information on justification and utilization of any area.
      c. Special purpose rooms are normally locked. Each using unit is responsible for the security of these rooms and of the equipment they contain.
4. **Offices:**

**Principles in Assignment** – To assure effective use of the available office space, the following principles govern assignments:

a. Professional faculty are normally assigned individual offices in accordance with the Higher Education Advisory Commission of Nevada standards for each discipline (120 to 160 square feet). Multiple occupancy may be required in larger office areas.

b. Classified employees, including technicians, are normally assigned or provided work space appropriate to a specific function.
   1. Individual offices are not assigned unless specific circumstances warrant.
   2. The amount of administrative space assigned per unit is regulated by HEAC standards which range from 30 to 80 square feet per FTE faculty.

c. Teaching and research fellows are not normally assigned individual office space.
   1. Teaching fellows are provided desk space in multiple occupancy areas when available.
   2. Research fellows are provided desk space as above or in research laboratories when available.

d. Students (undergraduate and graduate) are not provided office or desk space unless required by university employment or justified through officially recognized student organizations. Any assignment of such space should be cleared through the Facilities Resource Committee.

e. Sabbatical leave personnel may normally retain use of the assigned office space unless the approved plan includes an extended absence from campus which then requires the office to be made available for the temporary replacement.
   1. Each individual is directly responsible for arranging for the security of all personal items.
   2. The director of Facility Services is to be contacted if storage assistance is desired for university property.

f. Visiting professors are assigned individual office space where available.

g. Emeritus faculty may be assigned office space, where available, if the emeritus faculty member's planned university activities require the use of office space.

h. Non-university personnel involved in officially recognized university-related activities are assigned office space where available subject to the conditions of the contractual agreement approved by the executive vice president & provost and monitored by the director of Facilities Planning and Analysis.

i. University boards and committees are not assigned individual office space.

5. **Multiple Offices** - The assignment of more than one office to any individual requires special authorization by the Facilities Resource Committee.

   Any request for additional office or work space which exceeds the HEAC standards requires approval through the Facilities Resource Committee.
6. **Conference Rooms:**

**Assignment:** The purpose of a conference room is to provide space for special group meetings which are not regularly scheduled.

a. Conference rooms are not assigned for classroom instruction.

b. These facilities are scheduled by the dean, vice president, or department to whom the conference room is assigned by the Facilities Resource Committee.

c. Non-university user requests should be processed through Scheduling Services.

7. **Lounges:** In general, a lounge area is intended to provide temporary waiting space for individuals having university-related business in that area. Therefore, lounge areas are not normally scheduled except in very special circumstances as authorized by the unit head responsible for the space.

Space is not assigned for individual unit food or beverage preparation unless specifically provided in the design of the building and approved by the Facilities Resource Committee.

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**Class Schedule and Instructional Space Assignment**

Revised: June 2011

Department class schedules are built by department personnel. Upon receipt of the class schedule information from the various departments, instructional space is assigned based on department requests and classroom availability. Copies of the tentative class schedule are sent to the department chairs and deans for final review. The final approved class schedule is then prepared for electronic publication prior to the next semester.

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**Damage, Destruction and Theft**

Revised: 3/31/98

The willful damage, destruction, defacement, theft, or misappropriation of property belonging to the university is a violation of policy subject to punitive action and restitution by the offender.

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**Facilities Inventory and Classification**

Revised: 3/31/98

**Responsibilities** - The facilities inventory control and file maintenance responsibilities for all university space are assigned by the president to the Facilities Planning and Analysis Office for management in accordance with federal guidelines contained in the most recent edition of the “Postsecondary Education Facilities Inventory and Classification Manual, (NCES 92-165).

**Listings and Reports** - Computerized files are maintained to provide current statistical data as required for institutional, system, state, and federal reports. Institutional reports and listings are generated periodically for: (1) all buildings by room number, assignment, and use; (2) total space assigned to each university organizational unit by building, room number, and use; and (3) total space assigned by major use groupings (i.e., office, classroom, research, etc.).

**Changes** - Any change in the classification, assignment, use, or configuration of university space as shown in the master space inventory or the building floor plans maintained by Facilities Management requires the advance written approval of Facilities Planning and Management Board in accordance with approved policy.
I. Definitions and Criteria for Core Research Facilities

A core research facility provides access to equipment that in and of itself is either too expensive, unique or whose usage would be too limited if it were to be accessible only to a single researcher. The basic intent of a core facility is to increase access to multiple users, thereby maximizing the efficiency of utilization and opportunities for research expansion.

Depending on the degree of access, core research facilities are (a) departmental core research facilities, (b) college core research facilities, or (c) University Core Research facilities (UCRF).

A. Departmental Core Research Facility

Departmental core research facilities primarily serve members within one department. Priority for service is given to departmental faculty members. The fee schedule is set by the department with the approval of the department chair. The use of research space to support the service is within the research space allocation of the department. Departmental core services are not eligible for institutional support for equipment, space or interim support.

B. College Core Research Facility

College core research facilities primarily serve faculty members within a particular college. At least 50% of the user activity must be from investigators distributed among departments other than the sponsoring department. User activity can be identified as a combination of the number of principal investigators, amount of revenue from other departments, percentage of the revenue that covers operating costs, the grant support activity and scientific impact factors. The research services provided are not redundant to existing university core services. Priority for services is given to college faculty members. These research services are not offered as a university-wide service and in general are not eligible for institutional support for equipment or interim support from the Vice President for Research (VPR). However, large, unique non-redundant (non-duplicative) equipment may require support from the VPR or the college, if a university-wide benefit is apparent. College core facilities reside within the research space of the sponsoring department or center and the research space is designated as college research space. This designation removes the core facilities space from the research space allocation within the sponsoring department or center.

C. University Core Research Facility

A University Core Research Facility (UCRF) serves two functions. The first is a research support function that offers equipment and services for the investigations of faculty, staff members, and students across the University. This function also may include support for faculty members engaged in the development, optimization, and benchmarking of new research equipment. The second function is a training function that assists users or possible users to focus the capabilities of the UCRF on research problems relevant to them. This function encompasses the publication of print and electronic manuals and guides, individual or small group consultations, short-term user workshops and technical seminars, and longer-term specialized training programs. In addition to its research support and training functions, a UCRF promotes the cross fertilization of research by encouraging the exchange of ideas that might not otherwise take place among researchers from diverse disciplines. Moreover, a UCRF supports multidisciplinary collaborations in areas that currently may not be obvious to faculty members.
A UCRF serves multiple users who may be from any department or center within the University. At a minimum, the faculty must serve at least three principal investigators from more than one department. Priority for service will be on a “first come, first serve” basis. The fee schedule must be equitable and established according to university policies and procedures. Established UCRFs have well-defined available services, established costs, and a users’ group. Established core services charge fees sufficient to cover at least 50% or more of their operating costs, and have undergone competitive external review. These facilities have current grant support for service activities, including extramural funding for the facility itself. Services must have an established impact in the form of grant support activity and/or manuscripts citing core support. The priority for service is University faculty. UCRFs are eligible for institutional support from the VPR for equipment and/or interim support. A UCRF is listed as VPR research space; therefore it is not included in the research space allocation for the sponsoring unit. University research facilities that, by their nature require significant regulatory compliance (e.g., vivarium, BSL3), may be designated as a UCRF.

II. Criteria for Establishing Core Facility

To determine whether or not a facility should/could be designated as a core facility of any type – departmental, college, UCRF - a thorough assessment and review should be conducted. The review includes a needs assessment, documentation of unique service, an administrative plan, a business plan, a utilization plan and a quality control/period review plan:

A. Needs Assessment

i. Supply vs. demand:
   Documentation is required detailing the projected use of the service. Acceptable documentation includes grant activities currently listing this type of service on the budget page justification, current publications from faculty using this type of activity, shared user instrumentation grant applications or letters of support from faculty outlining their specific needs.

ii. Cost-benefit analysis:
   The rationale for starting an in-house service rather than utilizing commercial services is required. Acceptable justifications include unique departmental needs, in-house versus out-sourcing considerations, the necessity for local expedited service or the potential for new technology development. Unacceptable justifications include service proximity or convenience factors not tied to performance.

iii. Risk assessment:
   There are potential services that exist on the “leading edge” that only one or a small group of principal investigators may recognize as having potential importance, including the impact of a new service that faculty will be using in two to three years. This potential class of services could greatly enhance the research mission of the University, but may involve considerable financial risk. Justifications of “leading edge” type services must include an analysis of benefit versus risk.

iv. Other compelling considerations:
   Occasionally, there is a compelling need for a rare service that is needed by a few investigators. Alternatively, a large number of faculty may use the service, but need it only occasionally. These considerations need explanation, justification and documentation.
B. Demonstration of a Unique Service

Documentation of non-duplication with existing services:
Significant overlap with existing services is strongly discouraged; however, in extraordinary circumstances some overlap may be considered, if compelling justification is provided. It is recognized that a proposed new service may have a minimal amount of overlap with existing cores. Overlapping services require justification as a new service since in most cases, existing established core services are expected to integrate new complementary services or take the lead in developing new complementary core services.

C. Administrative Plan

At a minimum the administrative plan must include:

i. One faculty member or service professional who assumes both administrative (personnel, advisory board, etc) and scientific oversight to assure that services provided remain current with respect to technology
ii. Financial tracking mechanism with quarterly reports
iii. Support personnel
iv. Web-based access for description of the service and fee schedule.
v. Faculty based users’ group, meeting semi-annually with documentation
vi. Annual reporting of activities to VPR’s Research Council
vii. Mechanism for communication with existing core support services

D. Requirement of a Business Plan

i. Fee schedule determination:
   Some considerations include – potential for tiered pricing or bundling, pilot projects vs. established projects, maintenance costs, personnel costs, and non-university users. A justification of the fee schedule is required and must be consistent with university policies and procedures.
ii. Target market
iii. Pro forma projections (3-5 years)
iv. Financial plan for long-term operation and maintenance of equipment
v. Requirement for inclusion of costs on PI users’ grants
vi. Revenue distribution from non-university user fees
vii. Upgrades
viii. New technology development
ix. Subsidizing interdisciplinary/pilot projects
x. Incentive plan
xi. Marketing plan:
   This should specify whether a web site will be used, brochures will be printed or if workshops will be scheduled and how this new service will be interfaced with research faculty

E. Plan for Maximum Utilization of Service/Instruments

i. How requests are made
ii. How time is allocated
iii. Plans for attracting new users
F. Quality Control Review Process
   
   i. Benchmarks for success
      - Listing of peer-reviewed grant funding support for the service
      - Number of users that have peer-reviewed funding
      - Number of users that include the service on grant budget
      - User satisfaction
      - Impact of service for publications, potential F&A, and total awards
      - Unique features or niche of the service
      - Balanced Scorecard (budget or goals are measured against actual costs)
      - Participation, presentation, leadership in national/international core research facilities societies such as Association of Biomedical Research Facilities (ABRF) (http://www.abrf.org)
      - Core facility-conducted surveys of users that include assessment of data quality, data accuracy, and turnaround time. Cores should distribute these to all customers, keep all returned surveys on file, and have them available at the review.

   ii. Ensuring that all projects have received approval by institutional human subjects, animal welfare and biosafety committees. The investigator is responsible for having appropriate University regulatory approval.

   iii. External Review process:
        Every three years, an external review of the core facility and its related services occurs. The external review may be accomplished by the required NIH core support services review. More frequent external review also may occur at the request of the users’ group contingent upon resources. This process includes an announcement (i.e., university web page, announcements to all users, and departmental and college administrators whose faculty utilize the core facility.) that a given core is due for review, and performance feedback is solicited from the relevant community of researchers. This is an opportunity for feedback independent of that channeled through the core, a mechanism that has limitations.

III. Designation and Approval of Core Facilities

The process for approving new research core facilities is coordinated through the VPR’s Research Council. The process requires a recommendation for approval by the sponsoring unit(s) – in the case of a department core, the department; in the case of a college facility – approval by participating departments and dean’s approval; for a UCRF, departmental and college approvals. Final approval will be at the designated core level – i.e. for departmental cores, the department chair approval; for college cores, the dean, for UCRFs, the VPR.
Revised: February 2010

The Sustainability Committee recommends policy and reports to the president through the executive vice president & provost. The ongoing charge of this committee is to:

- Assist in the preparation of the Climate Neutrality Plan
- Prepare an annual greenhouse gas inventory
- Recommend amendments to the Environmental Policy and other university policies as appropriate
- Develop processes for sustainability
- Demonstrate feasibility for achieving environmental sustainability
- Educate the members of the university community on environmental issues
- Help identify funding for sustainability projects
- Assist with implementing measurement technology
- Monitor and report on progress

Members of the Sustainability Committee include:

- Four (4) faculty members nominated by Faculty Senate, in consultation with the executive vice president & provost
- One (1) classified staff member nominated by the Staff Employees Council
- Two (2) members from Facilities Services nominated by the vice president for Administration & Finance
- One (1) member from Parking and Transportation Services nominated by the vice president for Administration & Finance
- The vice president for Administration and Finance, or his designee
- One (1) member from Environmental Health & Safety nominated by the vice president for Research
- One (1) member from the Academy for the Environment, nominated by the vice president for Research
- One (1) member from Student Services, nominated by the vice president for Student Services
- Two (2) student representatives, one each nominated by ASUN and GSA
- The Sustainability Coordinator (currently Environmental Affairs Manager)
- One (1) external member nominated by the vice president for Administration & Finance

The president, or designee, shall select the chair of the committee
Summer Use of Residence Halls

Revised:  3/31/98

The UNR residence halls are available for occupancy during the summer months and are to be used in support of the following university functions:

1. To meet the broad responsibilities associated with being Nevada's land grant institution.
2. To meet the recruitment and retention goals of the university through academic and athletic programs.
3. To promote the utilization of the intellectual resources of the university and to stabilize the employment of university staff.
4. To meet the organizational goals of the Residential Life, Housing and Food Service office (summer conference programs).
5. To promote the University by exposing the campus to groups with students who might apply for admission.

This policy is designed to be used as a guide for the allocation of rooms in residence halls during the summer months.

Priority
1. Students taking summer session courses and housing residents for the fall term.
2. Academic student recruitment activities including Upward Bound and any other recruitment activities designed to attract students of special needs or talents to the University.

Outdoor Banners

Revised: July 2012

The University supports the use of outdoor banners that comply with approved standards and which are only displayed on light poles (not buildings or trees) within designated zones throughout campus. This policy applies to both on and off-campus facilities, whether owned or rented by the University.

**Designated Banner Zones:** The University has three banner zones: Entrance, Historic and Residential. Within the Entrance zone there are a specified number of light poles which are assigned to specific departments ( Constituent Relations, Provost, Student Services, Athletics and the Student Union). The zone, pole locations, and light pole assignments are at: [Banner Policies](#)

Each department assigned light poles will assign a banner coordinator who is charged with seeking approval from the Director of Integrated Marketing for the content and graphic designs of all banners. The banner coordinators will also determine the duration of time a banner stays on an assigned light pole, rotate banners as they deem appropriate and provide for storage of banners.

In addition to these three zones, the Vice Provost, Faculty Affairs has approval authority to create smaller zones throughout campus in order to support academic events that advance the mission of the university; the Director of Integrated Marketing retains the same approval authority for student sponsored events. The Director of Integrated Marketing serves as the banner coordinator for these smaller academic and student event zones. In addition, prior to the start of a new school year, the Alumni Association, the Associated Students of the University of Nevada (ASUN) and/or the Graduate Student Association will identify its various sponsored events, dates, and locations for banners, and submit them collectively as a “one-time” request for approval to a meeting chaired by the Vice Provost, Faculty Affairs and which includes the banner coordinators. Subsequent ASUN or GSA banner requests that might occur during the school year, and which were not included in the “one-time” request, will be submitted for approval to either the individual zone banner coordinator if the banner request is for a pole in an established zone, or alternatively, to the Director of Integrated Marketing if it is not.
Banner Standards and Purchase: All outdoor banners must comply with University standards for size, material and graphic design. In general, banners will:

- Contain the official University of Nevada, Reno Block N logo that is proportionately sized and in compliance with graphic standards located at: Logo Standards
- Limit the use of the color red
- Include the building location of the service or program, and date of program (if applicable)
- Be in compliance with the graphic standards at: University Graphic Standards

Requesting departments are responsible for purchasing their banners through external vendors in accordance with Purchasing Department guidelines.

Banner Materials: All outdoor banners must comply with University standards for size, material and graphic design. Banners will be:

- Limited to a 24” wide x 48” high print area with the total banner dimension(s), of 24” x 52” including a 2” maximum sewn pole pocket at both the top and bottom of the banner.
- Fabricated with 16 ounce minimum vinyl scrim banner material
- Double sided (two layers of material back to back)
- Banners shall have a double sewn seam at all edges and at both sides of the pole pockets. The seams are to be located a minimum of ¼” from edges of the banner material and shall have a consistent ½” nominal spacing between the two lines of the double sewn seams
- Metal tie-down grommets shall be installed at all intersecting locations of double sewn seams (the 2 locations where the double side seam intersect the upper and lower pole pocket seam)

Banner installation, pole brackets, and pole rods will be provided by Facilities Services staff. Banners are to be delivered to the main reception desk room 012, at the Operation and Maintenance Building #076, located at 1303 Evans Avenue; phone number 784-8020.

Banner Request Process: A draft of the banner including content and graphic design must be submitted at least 20 working days in advance to the Integrated Marketing Department for approval. The requesting department is responsible for all costs related to revised content and graphic design. At the same time, a request for a banner location and posting time frame should be sent to the appropriate zone banner coordinator.

After content and graphic approval from Integrated Marketing, and location approval from the appropriate banner coordinator, a request for banner installations must be sent to Facilities Services using the Work Request Form. Requests must include:

- Department and point-of-contact,
- Account number to be charged for installation and removal expenses,
- Desired location,
- Installation and removal date.

The Facilities Services Department will install and remove banners via in-house staff or contractors, and will cross-charge requesting departments at the applicable shop rate for these services.

The requesting department is responsible for the storage of banners.

Appeals to a denied banner request may be made to the Facilities Resource Committee.
Revised: October 2013

The University of Nevada, Reno’s primary mission is to serve as an academic institution. The production of sound, either amplified or non-amplified, in conjunction with an outdoor event or speech activity should not disrupt educational activities and other university business. Outdoor events which use amplified sound equipment are prohibited on the university campus, except under guidelines, procedures, and policies specified in this section of the UAM.

Music, speakers, fairs, festivals, celebrations and other activities serve to contribute to the quality of campus life. However, the use of amplified sound must not disrupt the central academic mission of the University. Outside of regular business hours, or special events approved by Intercollegiate Athletics or the Office of the President, amplified sound should not substantially disrupt university residential areas and the surrounding city neighborhoods.

Public Forum use must follow all the guidelines in the Administrative Manual section 5,303.

The purpose of this policy is to establish standards for the control of noise pollution within the campus to reduce the making and creation of excessive, unnecessary, or unusually loud noises and to secure, protect, and promote the public health, safety, and general welfare of the university community.

**Time, Place and Manner**

Intercollegiate Athletics Events and Lawlor Events Center programming shall be excluded from this policy. These events are automatically monitored for sound level and appropriate measures taken if necessary. OSHA regulations cover all those events for all employees’ protection.

Sound amplification equipment is prohibited outdoors on the university campus, except in the locations and times listed below.

Regular business hours are Monday through Thursday 8:00 a.m. to 10:00 p.m. and Friday 8:00 a.m. to 5:00 p.m. for spring and fall semesters. During regular business hours, amplified sound is prohibited in all areas south of the Fitzgerald Student Services Building except for the Manzanita Bowl. Barnes Plaza and Hilliard Plaza may have approved amplified sound between Noon and 1:00 p.m.

Outdoor locations where amplified sound may be approved during regular hours of operation include but are not limited to: the Manzanita Bowl, the Knowledge Center Lawn, the Grand Plaza, Joe’s patio, parking areas north of the Student Union, Intramural Fields, and Mackay Stadium. Events with amplified sound in outdoor areas immediately adjacent to residence halls must also be approved by Residential Life and Housing.

During the Final Class Meeting Week, when final examinations are held, no events involving amplified sound will be scheduled from 7:00 a.m. until 10:00 p.m. No exceptions will be granted during this period, which starts on the first day of finals and runs through the last day of scheduled finals.
Approved events may have amplified sound if the following conditions are met:

- The event will not interfere with a previously scheduled event.
- During regular business hours, noise levels will not exceed 50 dBA (decibels) during academic terms inside any campus building or 110 dBA on the weekends, measured 50 feet from the speakers/sound amplifying equipment.
- Table spaces can only have amplified sound to enhance their space. The sound level should not go above 65 dBA three feet from the source of the sound.
- The level of sound measured at 50 feet from the source will not average more than 95 decibels (dBA) with sounds peaks no more than 100 dBA's.
- The sound level does not measure more than 75 dBA at the perimeter of campus.
- The event cannot start before 8 a.m. on any day and must conclude by 10 p.m. Sunday-Wednesday and midnight Thursday-Saturday.
- Campus officials including, advisors, event organizers, and campus police can ask for the sound level to be lowered at any time regardless if the requirements are being met. No outdoor events with amplified sound will be scheduled between the hours of midnight and 7:00 a.m.

**Monitoring and Compliance**

The responsible person or event planner must use an appropriate sound measuring device, as determined by the Environmental, Health and Safety (EH&S) staff, for compliance during the event and to enable the University to respond to complaints immediately. To ensure consistency, EH&S staff will calibrate all sound meters used for outdoor events. EH&S may work with other departments to loan out sound meters.

The responsible person or event planner must be available throughout the event to ensure compliance with this policy. If at any time the amplified sound exceeds the limits stipulated in this policy or reasonable conditions, the responsible person or event planner will be asked to reduce the volume. If the sound level exceeds 100 dBA for 60 seconds when measured at 50 feet, a warning will be given to lower the volume.

University officials have the right to require amplification systems to be turned down, or off entirely, if it is determined the sound level is too high or inappropriate. Failure to respond immediately may result in the cancelation of the event and/or the shutdown of the power source for the sound equipment. Event sponsors are hereby advised that this process may damage their equipment. University officials or the responsible person may immediately cancel the event if necessary. (For the purposes of this policy, university officials include but are not limited to UNR Police, Student Services staff, ASUN or GAS staff, Student Event Advisory Board (SEAB) staff, activity advisors, building staff, Facilities Services staff, and Scheduling Office staff.)

**Noise Complaints**

On weekdays between 8:00 a.m. and 5:00 p.m., complaints regarding outdoor amplified sound should be directed to the Student Life Services office if student groups are involved and to the Vice President of Administration and Finance office if student groups are not involved. After hours, complaints should be directed to the University Police.

Student Life Services or the Vice President for Administration and Finance office, as appropriate, will respond to the complaint by verifying that the amplified sound complies with this policy. A responsible person or event planner must be available throughout the event to respond to requests from university officials should complaints be received about sound amplification.

When a valid noise complaint is received, Student Life Services or the Vice President for Administration and Finance office, as appropriate, will follow up with the responsible groups and individuals for appropriate action.
Exceptions

In rare cases organizations may request an exception to policy. Undergraduate student organization requests for exceptions may be submitted for consideration with a reservation request for use of outdoor space through the SEAB. The SEAB will review the exception request. If approved, the SEAB will submit the justification for the exception to the Associate Vice President for Student Life Services for final approval. Graduate student organization requests for exceptions must be submitted to the Dean of the Graduate School. Non-student group requests for exceptions may be submitted for consideration with a reservation request for use of outdoor space through the Office of the Vice President of Administration and Finance.

All requests for exceptions must be submitted at least 30 calendar days in advance.

The type of sound requested, the time of the event and the proximity of the location to classrooms, outdoor instructional area, and residence halls will be taken into consideration before any exception is granted. Exceptions are not simply granted upon request.
Revised: February 2014

It is the policy of the University of Nevada, Reno to prohibit the use of skateboards, rollerblades, or similar types of equipment within university buildings. Faculty, staff, students, or visitors using skateboards, rollerblades or similar types of equipment as a means of transportation shall be expected to exhibit due regard for the safety of pedestrians.

Unsupervised recreational use of skateboards, rollerblades or similar types of equipment on university property is prohibited. Organizers of any scheduled recreational event using such equipment shall file a valid certificate of insurance with the Scheduling Services Office prior to the date of the event.

Individuals shall be held responsible for damage caused to university property as a result of improper operation of skateboards, rollerblades or similar types of equipment on the university campus. Individuals shall be held responsible for injuries to themselves or others as a result of the improper operation of such equipment on university property.

Individuals are also subject to relevant municipal codes. In Reno, following the Reno Municipal Code, Section 6.06.030, use of coasters, roller skates, rollerblades, skateboards and similar devices restricted as follows:

a) No person upon roller skates, rollerblades, skateboards or riding in or by means of any coaster, toy vehicle or similar device, shall go upon any roadway except while crossing a street on a crosswalk and when so crossing such person shall be granted all the rights and shall be subject to all of the duties applicable to pedestrians.

b) It is unlawful for any person to use a skateboard, coaster, roller skates, rollerblades, or any similar device upon any public property that is posted with reference to this section.

c) It is unlawful for any person, where such use is permitted, to operate or use a skateboard, coaster, roller skates, rollerblades, or similar device to jump on or over any object, to jump off or onto stairs, handrails, benches, planters or any structure not designed for such use; or operate these and similar devices in other than a careful or prudent manner, or at a rate of speed greater than is reasonable and proper, having due regard for traffic and pedestrians on the surface and width of the street, sidewalk or walkway; or such rate of speed as to endanger the life, safety, or property of any person.

Slacklining on University Property

It is the policy of the University of Nevada, Reno to prohibit slacklining.

Individuals shall be held responsible for damage caused to university property and injuries to themselves or others as a result of violations of this policy.
It is a policy of the University of Nevada, Reno to ensure safe and healthy learning, research, work, entertainment, and student living environments for faculty, staff, students and visitors. Protection of the environment, responsible resource utilization, security of university assets, and full regulatory accountability are inherent elements of this policy.

The University Safety Policy enables adoption of specific topical policies which are recommended by the Environmental Health and Safety (EH&S) Department and/or university safety committees.

**Administrative Responsibilities:**

Final responsibility for maintenance of campus environmental, safety and health standards rests with the President. The President has delegated to each dean, director, chairperson, and supervisor the responsibility for ensuring safe conditions and behaviors within their respective units. Supervisors must ensure that employees and students are aware of hazardous products, operation, or situations and that they understand how to avoid or limit risks. High levels of safety awareness and positive safety attitudes developed by supervisors lead to positive safety behaviors among staff and students even when specific rules are not established. Supervisors are expected and encouraged to request information and assistance from EH&S when necessary.

All faculty, staff and students must be vigilant in order to avoid unsafe acts which could jeopardize their own health and safety, or which could put others at risk. Everyone is expected to learn and follow approved standards, processes and procedures which apply to their activities, and to check with their supervisors when they have any concerns regarding potential hazards or individuals’ obligations to protect the environment.

**Environmental Health and Safety Department:**

Through the Vice President for Research and Innovation, the President has delegated to the Director of EH&S the responsibility and authority for assuring overall compliance with university environmental health and safety standards, UNR policies developed by the safety committees, UNR safety documents and applicable safety regulations. The full-time professional EH&S staff is qualified and authorized to assess, monitor and manage all areas of safety. EH&S staff shall remain current on regulatory requirements and on the latest professional practices which can be applied to effectively achieve compliance.

EH&S manages radioactive materials and hazardous waste chemicals. It also assists with management of biological hazards, conducts industrial hygiene projects, audits compliance with work place safety requirements, supports multiple aspects of laboratory safety and emergency preparedness, and provides various forms of safety education and training to staff and students. Overall, the department helps to develop, communicate and uphold high university safety standards which, in the process, will also meet regulatory requirements.

The following policies have been developed to address specific safety topics and are approved university environmental health and safety standards:

- [Laboratory Closeout Policy](#)
- [Laboratory Supervisor Safety Policy](#)
- [Select Agent Personnel Suitability Assessment Program Policy](#)
- [Laboratory Safety Assessment Program](#)
- [Evaluation and Use of Peroxide-Forming Chemicals](#)
The Occupational Safety and Health Act (OSHA) of 1970 prescribes certain regulations regarding occupational safety and health including the reporting and recording of industrial accidents and illnesses. The purpose of the act is to require employers to provide a safe and healthful place to work. All unsafe acts and unsafe conditions must be reported to Environmental Health and Safety (EH&S) so that the situation can be addressed. Any accident occurring in the course of employment which is fatal to one or more employees or which results in the hospitalization of three or more employees must be reported by the employer orally or in writing to the nearest Department of Industrial Relations, Division of Occupational Safety and Health, within eight hours after the accident has occurred.

The Director of EH&S is responsible for coordinating occupational safety and health programs, monitoring compliance with OSHA standards, and coordinating on-site OSHA compliance inspections. In the event of an inspection by the Division of Occupational Safety and Health, the department must notify the Director of EH&S immediately. The University has established Safety Committees (Section 5,404) which serve as an advisory body to the President and reports to the Executive Vice President & Provost and the Vice President for Research.

Anyone wishing to report an unsafe condition or activity found on the university premises may do so by contacting EH&S or a member of the occupational safety committee. If written correspondence is submitted with a name and a university address, a written response will be provided. Intra-departmental situations should be initially addressed to the department head, however, initial contact may be made directly to EH&S at Mail Stop 0328 or by calling 327-5040.

The OSHA Written Workplace Safety Plan (WWSP) is required by Nevada Revised Statutes 618.383 and Nevada Administrative Code 618.538-618.540. This document describes the organization and management of various UNR safety departments. The WWSP also describes which departments are responsible for the following programs:

- Safety inspections (including building, laboratory, and other infrastructure)
- Safety training of employees
- Including specific hazard recognition training
- Accident investigation
- Other safety Rules/Programs, as defined by the regulations
- Ergonomic Program
- Workplace Violence Reporting Programs
- Indoor Air Quality Investigation Program

The full document can be found on the Safety Manuals and Plans section of the Environmental Health & Safety website.
Revised: March 2011

The UNR safety committees promote a safe campus environment by developing specific policies and procedures that reduce the risks of a safety, health, and/or environmental incident to the University of Nevada, Reno.

UNR safety committees administered by EH&S:

- Emergency Planning Advisory Committee (EPAC)
- Institutional Biosafety Committee (IBC)
- Laboratory Safety Committee (LSC)
- Occupational Safety Committee (OSC)
- Radiation Safety/Laser Safety Committee (RSC)

**Policy Approval Process:**

All draft policies, except for policies drafted by the Radiation Safety/Laser Safety/Accelerator and X-Ray Safety Committees, are written by the individual committees and submitted to the Director of EH&S for tracking and document control. Policy topics which overlap the purview or interests of multiple committees should be reviewed by all applicable committees before submittal to higher administration.

Policies will be forwarded to the Academic Leadership Council (ALC) and the Vice President for Research (VPR) for review. Any policy affecting administration and finance will also be forwarded to the Vice President of Administration and Finance (VPAF). Comments will be remanded to the originating safety committee for consideration. Finalized policies will be inserted into the UAM through a hyperlink under Section 5,500, “University of Nevada, Reno Safety Policy”, indicating their approval as university environmental health and safety standards.
Revised: March 2006

The University is committed to instituting environmentally responsible procedures in all campus activities and in conducting its affairs in a manner that safeguards the environmental health and safety of students, faculty, staff and the local community. To build and maintain an environmentally aware campus, the University has identified specific areas for environmental focus.

1. Curriculum – Faculty are encouraged to take steps to incorporate environmental content throughout existing curriculum, increasing environment-related course offerings and research, and to seek more resources to dedicate to environmental research. Faculty are encouraged to utilize environmental practices in the classroom.

2. Natural Features – The University strives to protect, restore and enhance natural features, biological diversity, and ecological processes on campus.

3. Energy – The University strives to minimize energy consumption in accordance with the State of Nevada Energy Plan, reduce emissions and reduce the consumption of fossil fuels and other non-renewable energy sources.

4. Water consumption – The University strives to minimize the use of water both in its buildings as well as in future landscape design and in maintenance of current landscaping. The University tries to use the best available technology to minimize the use of water, encourage the use of reclaimed water, and prevent the wasting of water.

5. Transportation – The University strives to reduce vehicle emissions and to minimize energy consumption and the use of fossil fuel for transportation. The University encourages the use of alternative fuels, alternative transportation, acquisition of fuel-efficient and low emissions vehicles and incorporate strategies in campus master planning to enable efficient transportation systems.

6. Hazardous Materials – The University strives to limit and monitor the use of hazardous materials on campus grounds, in cleaning and in laboratories. Every effort is made to minimize the generation of hazardous waste. Hazardous waste that is generated will be treated, collected and disposed of properly.

7. Solid Waste – The University strives to minimize solid waste production and to make reasonable accommodations to divert solid waste to appropriate recycling or composting programs.

8. Buildings – The University strives to minimize the ecological impact of the demolition, construction, renovation, maintenance and operation of campus buildings. A University priority is to incorporate Leadership in Energy and Environmental Design (LEED™) in the design of new buildings, in accordance with the University of Nevada, Reno Sustainable Building Policy.

9. Life Cycle Cost Analysis – Nevada Revised Statutes 338.190 sets the requirements for Life Cycle Cost Analysis (LCCA) that must be performed prior to construction or renovation. The University uses LCCA to strive to achieve the highest quality, most cost-effective means for construction.

10. Indoor Environmental Quality – The University strives to promote healthy indoor environments and to support the selection and use of materials and products that minimize off gassing of chemicals and other pollutants.

11. Purchasing – The University strives to minimize the ecological impact of the products purchased in support of campus operations and to seek fiscally viable alternatives for any products that are environmentally detrimental. In general, the University strives to purchase products that include post-consumer recycled content, products that are durable, products that are amenable to repair and products that can be recycled after they are no longer useful.
COURSES AND CURRICULA

Procedures for Changes in Courses or Curricula or Academic Units

Revised: June 2009

The 6,000 through 6,099 sections of the Administrative Manual provide information related to and guidelines for the following changes:

- **Courses** – addition of new courses, deletion of existing courses, changes in existing courses (changes in course number, title, description, credits, prerequisites, etc.) - Sections 6,010-6,029
- **Curricula** – changes in majors, minors, programs, certificates, degrees, etc. – changes in the requirements; changes in the name; additions of new majors, minors, programs, certificates, degrees, etc.; elimination of existing majors, minors, programs, certificates, degrees, etc. – Sections 6,030-6,059
- **Academic Units** – changes in departments, colleges, schools – changes in name, re-organizations, additions or deletions of units– Sections 6,060-6,069  (see section 6,516-6,518 for changes in research or outreach centers, institutes, or other units)

Definitions of terms used in the chart on the following page:

- **Certificate** – Refer to sections 6,052 and 6,053 below
- **Emphasis** – Subdivision of an academic program that includes fewer than 18 credits (12 credits for master’s degrees) of sufficiently different coursework from other subdivisions. The emphasis name will not appear on transcripts.
- **Major** – Primary subject or field of study
- **Minor** – Secondary subject or field of study (refer to section 6,051)
- **Specialization** – Subdivision of an academic program that includes 18 or more credits (12 credits for master’s degrees) of sufficiently different coursework from other subdivisions. The specialization name will appear on transcripts.
### COURSES AND CURRICA
Revised: August 2011

<table>
<thead>
<tr>
<th>TYPE OF PROPOSAL (Admin. Manual Section)</th>
<th>New Program Pre-Proposal Committee</th>
<th>Department Courses &amp; Curriculum</th>
<th>College C&amp;C</th>
<th>University C &amp; C</th>
<th>Graduate Council</th>
<th>Faculty Senate Review</th>
<th>NSHE Academic Affairs Council</th>
<th>Board of Regents</th>
<th>NWCCU ACCRED. BODY</th>
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</thead>
<tbody>
<tr>
<td>Courses—Additions, Deletions, or Modifications¹ (6,010)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>Minors, Emphases, Specializations, etc. within a new degree—Changes, New, Eliminations (6,000; 6,030 &amp; 6,040)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>If graduate level</td>
<td>No</td>
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</tr>
<tr>
<td>Emphases, Specializations, etc – Converted to a major</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>If graduate level</td>
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<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>Degree, Major – New, Deletion, Deactivation (6,040, 6,041, 6,042, &amp; 6,045)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>If graduate level</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Degree, Major – Reactivation, if the degree or major was placed on hold (deactivated) by the BOR within 5 years</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>If graduate level</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
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</tr>
<tr>
<td>Degree, Major – Name change with significant curriculum change</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>If graduate level</td>
<td>No</td>
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<tr>
<td>Degree, Major – Cosmetic name change w/no curriculum change (6,040)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
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<td>If graduate level</td>
<td>No</td>
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<tr>
<td>Certificates—New, undergraduate of 30 credit hours or more; Elimination (6,052, 6,053)</td>
<td>Yes</td>
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<td>Yes</td>
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<td>If graduate level</td>
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<tr>
<td>Certificates – New undergraduate of less than 30 credit hours; post baccalaureate certificates</td>
<td>Yes</td>
<td>Yes</td>
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<td>If graduate level</td>
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<tr>
<td>Department, School, or College, or Other organizational unit - Cosmetic Name Change (6,060)</td>
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<td>No</td>
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<td>No</td>
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<td>Department, School, College, Institute, Center or other organizational unit—New, Deletion, Deactivation (6,060)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>For catalog copy changes</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td>Department, School, College – Name change resulting from significant reorganization, consolidation or change in mission (6,060)</td>
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<td>No</td>
<td>No</td>
<td>For catalog copy changes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Organizational Unit, Center or Institute – Name change that is the result of a significant reorganization of existing units, consolidation or change in mission</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>For catalog copy changes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Editorial Catalog changes/corrections [6,010(4) &amp; 6,030(3)(d)]</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes – Info, Item</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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</tr>
</tbody>
</table>

¹Note: Effective 07/01/04, new undergraduate courses or deletions of undergraduate courses require the NSHE Common Course Numbering form.
This section explains the procedures for adding, deleting or modifying courses resulting in a revision in the catalog description of a course.

This section covers:

- change in course prefix
- change in course numbers
- change in prerequisites or corequisites
- change to or from S/U grading
- change in course title
- change in credit hours
- change in distribution of credits between lecture and laboratory hours
- change in course descriptions
- deletion of courses
- establishment of new courses
- replacing an existing course with a new course

**Technical Assistance**

Technical assistance and review is available from University Courses and Curricula Committee (UCCC) staff at any point in the course approval process. When such assistance is requested by the proposal submitter, staff will review the proposal, provide guidance on required components, and begin tracking the proposal through the approval process. If requested, NSHE Common Course Numbering (CCN) forms, required for undergraduate new course proposals, course deletions, and certain course changes, will be completed by UCCC staff. Academic faculty will be consulted to negotiate changes. Please allow three weeks for processing.

**Procedures**

1. Except for proposals involving only editorial changes in courses which the Provost’s Office may immediately approve for implementation (see 4. below), proposals for changes in both undergraduate and graduate courses will be referred to the UCCC.

2. All proposals for changes in courses originate in the department or college and, after approval by the department faculty, department and college curricula committee, and the dean, are forwarded to the Provost’s Office.

   a. Requests for a change to an existing course that are limited to changes to a prerequisite, corequisite, or recommended preparation should be made on the “REQUEST FOR CHANGE TO COURSE PREREQUISITE, COREQUISITE, OR RECOMMENDED PREPARATION” form available on the UCCC website: [http://www.unr.edu/provost/forms-and-policies](http://www.unr.edu/provost/forms-and-policies)

   Requests for a change in existing courses, for deletion of a course, or for creation of a new course should be made on the “NEW OR CHANGED COURSE PROPOSAL” form, regardless of the magnitude of the change. See the UCCC website for instructions on completing the “NEW OR CHANGED COURSE PROPOSAL” form: [http://www.unr.edu/provost/forms-and-policies](http://www.unr.edu/provost/forms-and-policies)

   All requests for new courses, replacement courses, and changes to existing courses must be accompanied by a syllabus, revised catalog copy, and a Library Resource Assessment Form. In addition, proposals for new undergraduate courses or deletions of undergraduate courses require the NSHE Common Course Numbering form.

   Proposals must be signed by the department chair and the dean of the appropriate college or school. See instructions in item 2c regarding signatures and electronic submission.
Course proposals will be reviewed not only as entities, but also in the context of their impact on programs (i.e., degree, major, minor, etc.). Therefore, combine all proposals pertaining to a single department in one submission and attach new or revised catalog copy for the programs which will be affected by the proposals.

b. If the proposed change affects offerings in other departments, the “NEW OR CHANGED COURSE PROPOSAL” form or the “REQUEST FOR CHANGE TO COURSE PREREQUISITE, COREQUISITE, OR RECOMMENDED PREPARATION” form must be accompanied by a letter of support from the impacted department(s).

c. Three (3) hard copies or an electronic copy of the proposal and accompanying documentation should be forwarded to the Provost’s Office after department and college/school reviews are complete. Proposals delivered electronically should be emailed to UCC@unr.edu; proposals without signatures must come from or through (listed on “cc” line) the appropriate associate dean and department chair.

3. The Provost’s Office may route proposals to the Graduate Council or the University Core Curriculum Board, as appropriate, prior to their review by the UCCC.

4. Editorial changes in courses - The Provost’s Office may approve, for immediate implementation, proposals involving only editorial changes. Editorial changes are limited to changes of such a nature that they do not require action by the UCCC. Editorial changes could include correction of spelling, grammar, typographical errors, and resolution of inconsistencies such as changes in course numbers of prerequisite and corequisite courses when those courses have been renumbered through a UCCC approved course number change. Editorial changes do NOT include changes in the course description, changes in the courses used as prerequisites or corequisites, or any other change that is subject to review by the UCCC.

a. A department representative may initiate the request for an editorial change in a course by submitting a memo, and revised catalog copy if applicable, through the department chair and dean, to the Provost’s Office and the chair of the UCCC.

b. If the proposed change affects offerings in other departments, the memo must be accompanied by a letter of support from the impacted department(s).

c. If the Chair of the UCCC and the Provost’s Office approve the change, a copy of the memo and revised catalog copy will be sent to the Office of Admissions and Records. Upon receipt of the memo in Admissions and Records, the change is made in the degree audit encoding and in the catalog copy as soon as possible.

d. These changes will be reported to the UCCC as an information item and included in the minutes at its next regular meeting.
Departments shall provide accurate information in the student information system (e.g. MyNEVADA) indicating the mode of instruction that best describes each of their class offerings each instructional term. Departments are only permitted to schedule class sections of a course that are consistent with the approved modes of delivery for that course.

For all new and revised courses approved by the University Courses and Curricula Committee (UCCC) the allowable modes of delivery shall be recorded in the student information system.

The allowable modes of instruction associated with proposed new or modified courses shall be reviewed by college curriculum committees and the UCCC. Following the NSHE system of course classification, courses having a “mode of instruction” attribute of WB (completely web-based) or WM (web-based with on or off-campus organizational meetings, labs, or proctored tests) are considered to be “online courses” at the University.

For courses for which WB and WM are allowable modes of instruction, the instructor qualifications and quality expectations for course development, content, retention of intellectual property rights, assessment of student learning outcomes, grading of student performance, security of examination procedures, currency of instructional materials, availability of instructor for student questions, and instructor and course evaluations are identical to those for traditional modes of instruction.

Expectations for faculty training: Each faculty member assigned to an online course shall receive consultation, training, implementation, and evaluation support from instructional design and delivery staff that will ensure the effective and efficient use of the chosen delivery system, or provide evidence that have previously received such training. Training will typically be delivered in workshops arranged for this purpose by the Office of the Provost.

Course Evaluation: Student teaching evaluation of an online course shall be no different from the evaluation of that course when delivered by some other mode, but shall also include response items that assess the effectiveness and efficiency of the online delivery systems, access to academic resources, access to faculty, and access to student services.

Accessibility: The design and implementation of online courses and the supporting technological infrastructure shall take into account and be in compliance with regulations related to ADA accessibility.

Approval Procedures: The review and approval procedures for proposed new or modified courses which include the WB and WM modes of instruction are identical to those with other modes of instruction, except that there must be an assessment of the following criteria:

(1) Integrity of examination process: Students enrolled in online courses shall take examinations under the supervision of the instructor, an approved proctor, or other techniques that assure the integrity of the process. Proctors must manage the examination in a secure manner. Exceptions to this policy must be explained in the course proposal.

(2) Technological infrastructure: The equipment, software, and communications access shall be sufficient to support interaction with students, cooperating institutions, and other faculty. Evaluation of this requirement shall include a consideration of class size (student headcount) specified in the course proposal.
The course proposal for WB and WM courses shall be accompanied by the ONLINE INSTRUCTION QUALITY ASSURANCE FORM, which documents how these criteria will be addressed. The criteria will be reviewed by the Online Instruction Quality Assurance Officer (who is appointed by the Provost), and who shall provide on this form a written recommendation on quality acceptability to department and college curriculum committees and the UCCC. This assessment is restricted to non-academic issues related to the procedural criteria associated with online delivery.

In order to add the WB or WM modes of delivery to existing courses, departments shall submit the ONLINE INSTRUCTION QUALITY ASSURANCE FORM to the Provost’s Office for review by the Online Quality Assurance Officer and approval by college curriculum committees and the UCCC.

**Review of Online Courses:** Online courses, including those that existed prior to the implementation of this policy, will be subject to systematic review by the Online Quality Assurance Officer on the quality criteria listed above. The schedule for this systematic evaluation will be posted by the Office of the Provost. Departments must modify courses to correct any detected deficiencies to the satisfaction of the Online Quality Assurance Officer prior to the start of the next term in which the course will be taught.
Curricula – Procedures for Changes, New Curricula, or Eliminations

Revised: April 2013

A curricular change is defined as any modification requiring a revision in the catalog description of a degree requirement, program, major, minor, emphasis, specialization, certificate or other curricular description.

These sections cover:

- change in requirements for a degree, major, or program
- introduction of a minor or alteration of requirements for a minor
- elimination of a specialization, minor, certificate, or degree program
- creation of a new emphasis under an existing major or degree title
- establishment of a new minor, major, or academic degree program
- other alterations of or development of the curriculum
- requests for bachelor’s degrees exceeding the standard 120 credits

**Technical Assistance**

Technical assistance and review is available from UCCC staff at any point in the curriculum approval process. When such assistance is requested by the proposal submitter, staff will review the proposal, provide guidance on required components, and begin tracking the proposal through the approval process.

**Procedures for Changes in Curricula**

1. Procedures for additions of degrees, majors, or programs:
   a. Review by the New Program Pre-Proposal Committee (NPPP) – see section 6,040
   b. Review by department, college, and UCC Committees
   c. Review by the Board of Regents – see section 6,041
   d. Review by the University’s accreditation association

2. Procedures for deletions of degrees, majors, or programs – see section 6,045

3. Procedures for review by Courses and Curricula Committees:
   a. All proposals for changes in curricula originate in the department or college and, after approval by the department faculty, department and college curricula committee, and the dean, are forwarded to the Provost’s Office.

      Except for proposals involving only editorial changes in curricula, which the Provost’s Office may immediately approve for implementation (see d. below), proposals for changes in either undergraduate or graduate curricula are referred to the UCCC.

      i. Proposals for requests for curricular changes should be submitted in memorandum format. Proposals must be signed by the department chair and dean of the appropriate college or school.

      ii. Proposals for curricular changes should include the proposed new catalog copy and provide full justification for the requested change. Curricular proposals are reviewed particularly for their effect on other university programs, the availability of staff or other resources to implement the change, and the appropriateness of the change in relation to the goals and authorized purposes of the department and the university.

      Curricular proposals are reviewed not only as entities, but also in the context of their impact on programs (i.e., degree, major, minor, etc.). Therefore, combine all proposals pertaining to a single department in one submission and attach new or revised catalog copy for the programs which will be affected by the proposals.

      iii. If the proposed change affects offerings in other departments, the memo must be accompanied by a letter of support from the impacted department(s).

      iv. The submission procedure detailed in item 2c above should be followed.
b. The Provost’s Office may route proposals to the Graduate Council, the University Core Curriculum Board, and/or the NPPP Committee, as appropriate, prior to their review by the UCCC.

c. Following recommendation for approval by the UCCC, all proposals for new majors or degrees should follow the procedures and format described in the sections for University and Board of Regents’ New Program Approval appearing below.

d. Editorial changes in curricula - The Provost’s Office may approve, for immediate implementation, proposals involving only editorial changes. Editorial changes are limited to changes of such a nature that they do not require action by the UCCC. Editorial changes could include corrections of spelling, grammar, typographical errors, and resolving of inconsistencies such as changes in course numbers of prerequisite and corequisite courses when those courses have been renumbered through a UCCC approved course number change. Editorial changes do NOT include changes in the requirements for a degree, major, or program, creation or elimination of an emphasis, specialization, minor, or degree program, or any other change that is subject to review by the UCCC.

i. A department representative may initiate the request for an editorial change in curricula by submitting a memo, and revised catalog copy if applicable, through the department chair and dean, to the Provost’s Office. The Provost’s Office will forward the request to the chair of the UCCC.

ii. If the proposed change affects offerings in other departments, the memo must be accompanied by a letter of support from the impacted department(s).

iii. If the chair of the UCCC and the Provost’s Office approve the change, a copy of the memo and revised catalog copy will be sent to the Office of Admissions and Records. Upon receipt of the memo in Admissions and Records, the change will be made in the degree audit encoding and in the catalog copy as soon as possible.

iv. These changes are reported to the UCCC as an information item at its next regular meeting and included in the minutes.

4. University procedures for requesting a bachelor’s degree program in excess of 120 credits:

The number of credits for a bachelor’s degree has been established by the NSHE Board of Regents as 120 credits. Institutions with a compelling reason for exceeding the 120-credit standard in a particular academic major may request an exception from the Chancellor (BOR Handbook Title 4, Chapter 16, Section 39).

Proposals for exceeding the standard 120-credits for a bachelor’s degree originate with the faculty of the program, go through the normal college curriculum process, and require approval by the dean of the college or deans of cooperating colleges in the case of interdisciplinary programs.

The proposal should be in the form of a memo to the Executive Vice President & Provost. Once a college-approved proposal has been received by the Provost’s Office, it will be forwarded to the University Courses and Curricula Committee for a recommendation based on the criteria established by the Board of Regents policy. The Executive Vice President & Provost will make the final decision for the University, reporting any approved exceptions or the rationale for continuing an exception to the Chancellor’s office upon request.
Proposal Guidelines:

The proposal memo should include the following information:

a. Brief description of the existing program and any significant curricular changes that have taken place in the last decade.

b. Summary of consultations with other similar academic programs in NSHE regarding requirements for the bachelor’s degree.

c. Data relevant to the request. This might include, but not be limited to, average time to degree, average number of credits at graduation, alumni/employer survey data, comparisons with comparable programs at other universities, national trends, etc.

d. Rationale for exceeding the standard 120 credits, emphasizing items related to the BOR criteria.

e. Current catalog copy with modifications indicated, if required.
New Program Pre-Proposal Process - Units interested in initiating a new degree, major, or program, or creating a new major and/or degree title from an existing program emphasis or specialization, should consult the appropriate dean(s) regarding program feasibility. Prior to preparing a complete new program proposal, the proposer(s) should forward a preliminary proposal IN BOTH HARD COPY AND ELECTRONIC FORMAT to the Provost’s Office for consideration by the New Program Pre-Proposal Committee (NPPP). This preliminary proposal should be prepared using the NPPP Committee’s Proposal Summary Form, which is located on the university website forms page under University Courses and Curricula: http://www.unr.edu/forms/. The form requests that the following items be addressed:

1. Proposed program
2. Brief description
3. Demonstrated need
4. How the program addresses needs identified in the university, college, and/or department strategic plan
5. Estimate of resources needed (personnel, library holdings, facilities, equipment)
6. Source(s) of funding

Upon review and recommendation by the NPPP Committee, the proposing department will receive a memorandum from the Provost’s Office outlining how it should proceed. If authorized by the executive vice president & provost, a complete proposal for the new program should be prepared by the department. This proposal needs to include the NSHE New Academic Program Five-Year Budget Projection form and any University Courses and Curricula forms.

NSHE forms for consideration of new degrees, majors, or programs are available on the university website forms page: http://www.unr.edu/general-information/faculty-and-staff/forms. In addition to the New Program Proposal Summary (Section 6,040), items to be addressed on the NSHE full proposal form include:

1. Description and purpose of the program
2. Degree or program objectives
3. Plan for assessment of degree or program objectives
4. Plan for assessment of student learning outcomes
5. Contribution and relationship to NSHE, the institution, college, department, or other UNR programs, and other related programs in the system
6. Evaluation of the need for the program
7. Curriculum details
8. Readiness to begin program
9. Resource analysis
10. Facilities and equipment required
11. Student services required
12. Consultant reports
13. Articulation agreements
14. Budget and enrollment projections
15. Summary statement

This proposal is submitted through the university’s standard curricula approval process described in Sections 6,010 and 6,030.

If recommended for approval by the UCCC, the Provost’s Office may seek review and recommendations from the Faculty Senate, Graduate Council, and other appropriate administrative units, and will make a recommendation to the president. After receiving final recommendations, the president determines if the final proposal will be forwarded to the NSHE Academic Affairs Council and Board of Regents for approval, as described below.
Revised: June 2009

If a proposal is approved by the UCCC, the NSHE forms should be forwarded by the department in ELECTRONIC FORMAT to the Provost’s Office.

If approved by the president, proposals for new degrees, majors, or programs are forwarded by the Provost’s Office to the NSHE Academic Affairs Council for its review and then are normally submitted to the Board of Regents at its next regularly scheduled meeting.

Regulations regarding addition of new degrees, majors, and programs are specified in the Board of Regents Handbook, Title 4, Chapter 14, Section 5. The following are the conditions stated in that section:

1. It is the policy of the Board of Regents that before any new degree, major, program, department, school, college, center, institute, or other structural organization may be added, such proposal must be approved by the Board of Regents.

2. Each president is responsible for completion of institutional review procedures. Following that, proposals will be forwarded to the Office of Academic Affairs in the Chancellor's Office prior to the Board of Regents' meeting to allow for review by the Academic Affairs Council, which submits recommendations to the Chancellor for action by the Board of Regents.

3. The format for consideration of new programs shall be provided by the Vice Chancellor for Academic and Student Affairs.

4. Institutional affiliation agreements and other collaborative arrangements with non-NSHE degree-granting higher education institutions shall be submitted to the Chancellor and the Board of Regents for review and approval at least three months prior to the date of intended implementation, if the agreements involve any of the following:
   a. Joint offering of academic degree programs;
   b. A commitment of institutional resources such as personnel, physical space, or finances; or
   c. A physical presence of a non-NSHE higher education institution on the campuses or instructional sites of NSHE universities, the state college, community colleges, or the Desert Research Institute.

5. Articulation or other collaborative academic agreements between two-year and four-year degree granting institutions or between two four-year institutions within the NSHE do not require Board review and approval. Articulation agreements with K-12 that involve dual high school credit do not require Board review and approval.

6. Professional degree programs within the NSHE shall be limited to a single School of Medicine, School of Law and School of Dentistry until 2025.

Interdisciplinary programs should be considered by all departments and colleges involved in the proposed program.

Upon notification of approval by the Board of Regents and the Northwest Commission on Colleges and Universities (see Section 6,042), the Provost's Office sends a confirming memo to the department, with copies to the following: the appropriate college dean, Admissions & Records, Planning, Budget & Analysis, the Graduate School (if applicable), the vice provost, University Assessment, and the President’s Office.
Curricula – Approval by Northwest Commission on Colleges and Universities

The following items require the approval of the Northwest Commission on Colleges and Universities (NWCCU): New majors, degrees, or programs; new certificate programs; elimination of majors, degrees, or programs; change of degree name/title; a substantial increase or decrease in the length of a program; offering program(s) for academic credit outside the NWCCU region; contractual agreements with non-regionally accredited organizations for the organization to provide program(s) for academic credit on behalf of UNR; offering program(s) for academic credit within the NWCCU region in a legal jurisdiction not previously reported and evaluated; establishment of an additional location geographically apart from the main UNR campus at which UNR offers at least 50% of an educational program; offering a program or offering a degree-completion program by distance delivery; and offering a new program on a trial basis for a limited time such as a summer session or for a special group.

After approval by the UCCC, and concurrent with submission for approval to the Academic Affairs Council and the Board of Regents, the above items are submitted by the Provost’s Office to the NWCCU for approval. Upon notification of approval by the Board of Regents and the NWCCU, the Provost’s Office sends a confirming memo to the department, with copies to the following: the appropriate college dean, Admissions & Records, Planning, Budget & Analysis, the Graduate School (if applicable), the vice provost, University Assessment, and the President’s Office.

Courses - Approval by Northwest Commission on Colleges and Universities

The following items require the approval of the NWCCU: offering courses for academic credit outside the NWCCU region; and contractual agreement(s) with non-regionally accredited organization(s) for the organization to provide courses for academic credit on behalf of UNR.

After approval by the UCCC the above items are submitted by the Provost’s Office to the NWCCU for approval. Upon notification of approval by the Board of Regents and the NWCCU, the Provost’s Office sends a confirming memo to the department, with copies to the following: the appropriate college dean, Admissions & Records, Planning, Budget & Analysis, the Graduate School (if applicable), the vice provost, University Assessment, and the President’s Office.
The procedures below govern the elimination of an academic program. The necessary form “NSHE Proposal for Elimination of Program” is available on the university website forms page: http://www.unr.edu/general-information/faculty-and-staff/forms

New Program Pre-Proposal Process – Units interested in eliminating a degree, major, or other program should consult the appropriate dean(s) regarding the feasibility of the elimination. After review by appropriate departmental and college committees, the proposer(s) should forward the NSHE Proposal for Elimination of Programs IN BOTH HARD COPY AND ELECTRONIC FORMAT to the Provost’s Office for consideration by the NPPP Committee. Items to be addressed are:

1. Title of program to be eliminated
2. Reason for proposed elimination of the program
3. Plan to phase out the program including a description of how enrolled students’ needs will be met
4. Impact of elimination on faculty and staff, and related academic programs
5. Description of the process of notifying other institutions regarding impact of program closure on transfer and articulation

After review and recommendation by the NPPP Committee, the proposing department receives a memorandum from the Provost’s Office outlining how it should proceed. The final proposal and any University Courses and Curricula memos/forms needed should be forwarded to the Provost’s Office through the appropriate dean.

If appropriate, the Provost’s Office seeks review and recommendations from the Faculty Senate, Graduate Council, and/or UCCC. After receiving final recommendations, the president determines if the final proposal will be forwarded to the NSHE Academic Affairs Council and Board of Regents for approval.

Eliminations of degrees, majors, or programs also require approval by the NWCCU (see Section 6,042), which is sought concurrently with NSHE Academic Affairs Council and Board of Regents approval. Upon notification of approval by the Board of Regents and the NWCCU (see Section 6,042), the Provost’s Office sends a confirming memo to the department, with copies to the following: the appropriate college dean, Admissions & Records, Planning, Budget & Analysis, the Graduate School (if applicable), the vice provost, University Assessment, and the President’s Office.
COURSES AND CURRICULA

Curricula – Definition of Minor Programs of Study

Reviewed: June 2009

Undergraduate Minor Program of Study:

A minor program of study is generally offered by a department or interdisciplinary program. The purpose of these minor programs is to designate a set of courses to provide some degree of content mastery in an area of academic specialization that will complement the student’s academic major.

All undergraduate minor programs shall include a minimum of 18 credits, of which no fewer than nine shall be upper division (300-400) level credits. When prerequisites are included an undergraduate minor should require no more than 30 credits of course work.

All undergraduate minors should have both a foundational component (required body of knowledge or core experience) and a breadth component with a minimum of three credits in each component.

Any department offering an approved academic major or any organized interdisciplinary committee or board may propose an academic undergraduate minor program of study for consideration through regular procedures for curriculum approval (see section 6,030). All interdisciplinary minor programs shall be submitted through the Provost’s Office. Proposals for changes in or elimination of existing minor programs of study shall also be submitted through the curriculum review process as described in section 6,030.

GPA Requirements for Undergraduate Minor Program of Study:

A student must achieve a grade point average (GPA) of at least a 2.0 in the courses of a minor program of study to successfully complete a minor. A department may require a higher minimum GPA within the courses of the minor program of study and/or a minimum grade requirement for individual courses of the minor. A department offering a minor may not impose additional requirements for successful completion of the minor.

To establish a minimum GPA for a minor or a minimum grade requirement for individual courses in the minor, a department must receive approval through the curriculum review process as described in section 6,030.

Graduate Minor Program of Study:

For those students at the master’s level with a major-minor program of study, in a thesis program, at least 12 of the 24 graduate credits must be in a major field and at least six credits in a minor field; the minor may be a different department, or it may be a second division of the major department. The minor department has the responsibility for approving the candidate’s minor program. In a non-thesis program, at least 15 of the 32 graduate credits must be in a major field with at least eight credits in a minor field.
Undergraduate certificate programs are generally offered for academic credit by respective departments/colleges. The format of these certificate programs is to accumulate a specific set of courses to constitute some degree of content mastery. Most certificate programs provide an adjunct area of study to the student’s academic major.

The following guidelines are related only to undergraduate certificate programs offered for academic credit.

Certificate Purposes - Undergraduate certificate programs should provide an area of academic specialization in addition to the student’s academic major.

Undergraduate certificate programs must meet the Northwest Accreditation Standards;

**Standard 2.A. General Requirements:** The institution offers collegiate level programs that culminate in identified student competencies and lead to degrees or certificates in recognized fields of study. The achievement and maintenance of high quality programs is the primary responsibility of an accredited institution; hence, the evaluation of educational programs and their continuous improvement is an ongoing responsibility. As conditions and needs change, the institution continually redefines for itself the elements that result in educational programs of high quality.

2.A.3: Degree and certificate programs demonstrate coherent design; are characterized by appropriate breadth, depth, sequencing of courses, synthesis of learning, and the assessment of learning outcomes; and require the use of library and other information sources.

**Standard 2.B:** Educational Program Planning and Assessment: Educational program planning is based on regular and continuous assessment of programs in light of the needs of disciplines, the fields or occupations for which programs prepare students, and other constituencies of the institution.

2.B.2: The institution identifies and publishes the expected learning outcomes for each of its degree and certificate programs. Through regular and systematic assessment, it demonstrates that students who complete their programs, no matter where or how they are offered, have achieved these outcomes.

**Standard 2.C:** The undergraduate program is designed to provide students with substantial, coherent, and articulated exposure to the broad domains of knowledge. The commission encourages a tripartite structure for baccalaureate and academic or transfer associate degree programs: (1) general education requires students to master competencies for independent learning and to develop an awareness of the fundamental areas of knowledge; (2) the major requires students to achieve a knowledge base in a specific area of concentration; and (3) electives provide the opportunity for students to pursue other intellectual interests. The instructional program, as a whole, is based on a clear rationale with the component parts designed to reflect the rationale. Degree and certificate programs are characterized by clarity and order which are discernable in model curricula shown in official publications and are recorded in official student records of actual programs pursued.

**Policy 2.1 General Education/Related Instruction Requirements:** Programs of study for which applied or specialized associate degrees are granted, or programs of an academic year or more in length for which certificates are granted, must contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation, and 3) human relations. Additional topics which should be covered as appropriate include safety, industrial safety, and environmental awareness. Instruction in the related instructional areas may be either embedded within the program curriculum or taught in blocks of specialized instruction. Each approach, however, must have clearly identified content that is pertinent to the general program of study.
The institution’s baccalaureate degree programs and/or academic or transfer associate degree programs require a substantial and coherent component of general education as a prerequisite to or an essential element of the programs offered. All other associate degree programs (e.g. applied, specialized, technical) and programs of study of either 30 semester or 45 quarter credits or more for which certificates are granted, require at least six semester or nine quarter credits of related instruction or the equivalent.”

Therefore, undergraduate certificate programs should have the following characteristics:

a. A curriculum that is appropriate in breadth, depth, sequencing of courses and total number of credits,
b. Identified learning outcomes,
c. An assessment plan for the learning outcomes,
d. A plan for how the certificate program will be administered – how will students be identified and tracked for assessment purposes and towards completion of the certificate, what entity will be responsible for curricula review to ensure that a, b, and c above are maintained appropriately, and
e. Be housed in an academic unit department/college or a University of Nevada, Reno division.

Admissions Policies - All students completing undergraduate certificate programs must be admitted to the University of Nevada, Reno as either an undergraduate, graduate special, or regularly admitted graduate student.

Academic Requirements - To be awarded the certificate, the student must maintain a minimum “C” 2.0 GPA in the courses/credits that constitute the certificate. Departments/programs may require higher academic requirements for their specific certificates.

Procedures for approval of a new undergraduate certificate program or elimination of an existing undergraduate certificate program are described in sections 6,030; 6,042; and 6,045 and include review by the NPPP Committee and the UCCC.
Graduate certificate programs can either be:

a. **Professional certificate programs**: these programs are generally offered for no credit through Extended Studies. The format of these certificate programs is primarily a short course, workshop or series of workshops that provide an opportunity for professional development. Such courses do not lead to licensure of any type, do not require admission to graduate special status or graduate student status and do not, as noted, provide academic course credits.

b. **Graduate certificate programs offered for academic credit**: these programs are only offered at the post-baccalaureate level for academic graduate level course credits. Some of these graduate certificate programs can lead to licensure by an outside entity (e.g. teacher or administrator licensure). Those programs that require a baccalaureate degree for admission will be designated “Graduate Certificate Programs.” Those certificate programs that require a master’s degree either for admission or as part of the certificate process will be designated “Advanced Graduate Certificate Programs.”

The following guidelines are related only to graduate certificate programs offered for academic credit.

**Certificate Purposes -** Graduate Certificate programs should be organized in order to meet one or more of the following education needs:

1. Provide specialized professional training in a comparatively brief time frame,
2. Provide specialized professional training that leads to licensure by an outside agency (e.g. teacher licensure, accountancy),
3. Provide a curriculum that is more applied knowledge rather than research based, and/or
4. Provide a curriculum that complements a particular graduate program.

Graduate Certificate programs should meet the Northwest Accreditation Standards; Standard 2 – Educational Program and Its Effectiveness

**“Standard 2.A General Requirements:** The institution offers collegiate level programs that culminate in identified student competencies and lead to degrees or certificates in recognized fields of study. The achievement and maintenance of high quality programs is the primary responsibility of an accredited institution; hence, the evaluation of educational programs and their continuous improvement is an ongoing responsibility. As conditions and needs change, the institution continually redefines for itself the elements that result in educational programs of high quality.

**Standard 2.A.3:** Degree and certificate programs demonstrate a coherent design; are characterized by appropriate breadth, depth, sequencing of courses, synthesis of learning, and the assessment of learning outcomes; and require the use of library and other information sources.

**Standard 2.B Educational Program Planning and Assessment:** Educational program planning is based on regular and continuous assessment of programs in light of the needs of the disciplines, the fields or occupations for which programs prepare students, and other constituencies of the institution.

**Standard 2.B.2:** The institution identifies and publishes the expected learning outcomes of each of its degree and certificate programs. Through regular and systematic assessment, it demonstrates that students who complete their programs, no matter where or how they are offered, have achieved these outcomes.”
Therefore, Graduate Certificate Programs should have the following:

a. A curriculum that is appropriate for its purpose in terms of breadth, depth, sequencing of courses and total number of credits. As a rule of thumb, those certificate programs that provide specialized professional training in a comparatively brief time frame provide a curriculum that is more applied knowledge than research, and/or provide a curriculum that complements a particular graduate program should offer a minimum of nine credits and not exceed 12-15 credits of course work. For those certificate programs that lead to licensure, the curriculum must be consistent with the outside agencies licensure requirements. All course work for a graduate certificate program must be at the graduate level. For graduate certificate programs (post-baccalaureate) the course work for the certificate should be completed within six years. For advanced graduate certificates, the course work for the certificate should be completed within eight years.

b. A clear set of written policies regarding such matters as admissions and time to completion of the certificate.

c. A clear written statement of the final result(s) goes on the university transcript: i.e., meeting state requirement for licensure; general professional development.

d. An assessment plan for the learning outcomes of the certificate program.

e. A plan for how the program is administered; who administers it, who provides staff support, how students are admitted, how will student progress towards completion of the certificate be tracked.

f. Be housed in an academic department, graduate program or University of Nevada, Reno division.

Admissions policies - Admission to a graduate certificate program can either be:

a. As a graduate special student - These students complete the university graduate special application and notify the program/department of their intent to complete the certificate program. The program/department recommends/does not recommend admission to the certificate program to the Graduate School. The Graduate School has the final decision on admission to the certificate program. When these students complete the graduate program certificate requirements (coursework, etc.) the program notifies the registrar’s office, and the graduate program certificate is posted to the student’s transcript. These students (graduate special students) do not need to meet the minimum requirements for admission to graduate school.

Some students who are admitted as a graduate special student may decide after completing some/all of the credits for the certificate program that they wish to pursue a graduate degree. To do so, they must meet the minimum requirements for potential admission, apply to the graduate program and be admitted. If they are admitted, they may request that nine credits of their certificate work be applied to their degree. To apply more than nine credits of their certificate work towards the degree, they must submit the request for exception through their major advisor and the director of graduate studies for their graduate program, to the graduate dean who makes the final decision on the number of credits from the certificate program that can be applied to the degree.

Successful completion of a graduate certificate is not viewed as a guaranteed means of entry into a graduate degree program. However, courses comprising a graduate certificate may be used as evidence in support of a student’s application to a graduate degree program.
b. There are two possible options for a graduate student admitted to a particular graduate program. First there may be certificate programs that are open only to graduate students admitted to a particular certificate program (e.g. nursing certificate programs). In these cases, the students must be admitted to that program to pursue that certificate program. In the second case, students would be admitted to a particular graduate program and pursue the certificate that may or may not be housed in, but complementary to their graduate studies (e.g. admitted to social psychology and pursuing the Bioethics graduate certificate). In either of these cases, the student must meet the minimum requirements for admission to graduate school and the requirements for maintaining regular graduate student status. The student must apply to the certificate program with the department/program. The department/program recommends/does not recommend admission to the Graduate School. The Graduate School makes the final decision on admission. When those students who are admitted complete the graduate program certificate requirements (coursework, etc.) the program notifies the registrar’s office and the graduate program certificate is posted to the student’s transcript.

**Academic Requirements** - To be awarded the certificate, the student must maintain a “B” 3.0 GPA in the courses/credits that constitute the certificate. A grade of C- or lower in a particular course is not counted towards completion of the certificate and if the course is required for the certificate, it must be repeated to earn a grade of C or better. In cases where a graduate student is a candidate for both a graduate degree and graduate certificate, it will be at the discretion of a student’s advisory/examining committee whether or not any of the credit hours, up to a maximum of nine credits, earned toward a graduate certificate may be counted in the graduate degree program of study.

Procedures for approval of a new graduate certificate program or elimination of an existing graduate certificate program are described in sections 6,030; 6,042; and 6,045 and include review by the NPPP Committee, Graduate Council and UCCC.

**Review of Graduate Certificate Programs** - Graduate certificate programs, like all other instructional programs, go through regular program review. Typically, this occurs in conjunction with the program review of the academic department most responsible for the program.
Departments, schools, colleges, and other academic units interested in changing their name should consult the appropriate administrator(s) regarding feasibility. (See section 6,516 for name changes for research or outreach units.) The proposer(s) should forward a preliminary proposal IN BOTH HARD COPY AND ELECTRONIC FORMAT to the Provost’s Office for consideration by the NPPP Committee. This preliminary proposal can be in any format but ideally should address the following:

1. Proposed name change
2. Brief description
3. Justification
4. Impact of the name change on other departments, colleges, university, and system
5. Resources needed
6. Financial impact

This proposal needs to include signatures of appropriate department and college administrators and approval memos from other units impacted by the name change.

Upon review and recommendation by the NPPP Committee, the proposing unit receives a memorandum from the Provost’s Office outlining how it should proceed.

Once the proposed name change is approved at the department, college, and Provost’s Office levels, it should be forwarded by the dean to the Provost’s Office for review by the UCCC.

If recommended for approval by the UCCC, the Provost’s Office may seek review and recommendations from the Faculty Senate, Graduate Council, and other appropriate administrative units, and makes a recommendation to the president. After receiving final recommendations, the president will determine if the final proposal will be forwarded for NSHE approval. The Vice Chancellor for Academic and Student Affairs determines if the change warrants NSHE Board of Regents’ review and approval as well as Academic Affairs Council approval.

Upon the determination that all necessary approvals have been obtained, the Provost’s Office sends a confirming memo to the department or unit, with copies to the following: the appropriate college dean, Admissions & Records, Planning, Budget & Analysis, the Graduate School (if applicable), the vice provost, University Assessment, and the President’s Office.
The procedures below govern the creation of all new academic units. This includes the creation of any department, school, college, center, institute, or other organizational unit involving teaching programs awarding credits to students. See section 6,517 for creation of research or outreach centers, institutes or other units.

Regulations regarding the creation of a new organization are specified in the Board of Regents Handbook, Title 4, Chapter 14, Section 7. The NSHE New Organizational Unit Proposal Form is available from the Provost’s Office or on the university website forms page: http://www.unr.edu/general-information/faculty-and-staff/forms. The following information is required:

1. Proposed title of department, school, college, center, or other organizational unit
2. Date of implementation
3. Brief description and purpose of unit
4. Outline of plans for the success of the proposed unit
5. Mission statement
6. Goals and objectives
7. Major participants or collaborators
8. Evidence of contact within and between affected academic units
9. Proposed physical location
10. Proposed organizational structure
11. Activities to be sponsored (e.g. courses, seminars, research and outreach)
12. Resource analysis
13. Projected budget

The proposal should outline the plans for success of the proposed unit. All proposals for new academic units must be approved by the appropriate college(s), and then forwarded by the dean(s) to the Provost’s Office.

The Provost’s Office will forward proposals to the Faculty Senate for review and recommendation. The creation of new organizational units may come under the jurisdiction of the UNR Bylaws (Part 2, Chapter 1, Section 3) regarding changes in university organization. In accordance with Faculty Senate policy, completed proposals must be submitted to the Faculty Senate at least two full working months before consideration by the NSHE Academic Affairs Council.

Additionally, review and recommendations from the Graduate Council, Academic Leadership Council, and/or the UCCC may be sought at the discretion of the executive vice president & provost.

After receiving final recommendations, the president will determine whether or not to approve the final proposal and forward it to the NSHE Academic Affairs Council and the Board of Regents for approval.

Upon notification of approval by the Board of Regents, the Provost’s Office will send a confirming memo to the department or unit, with copies to the following: the appropriate college dean, Admissions & Records, Planning, Budget & Analysis, the Graduate School (if applicable), the vice provost, University Assessment, and the President’s Office.
Revised: June 2009

The procedures below govern the reorganization of all academic units. This includes the reorganization of any department, school, college, center, institute, or other organizational unit involving teaching programs awarding credits to students. See section 6,518 for reorganization of research or outreach centers, institutes or other units.

Regulations regarding reorganization of existing departments, schools, colleges, or other academic units are specified in the Board of Regents Handbook, Title 4, Chapter 14, Section 7. A condensed proposal form entitled NSHE Proposal for Reorganization of Program/Unit is available from the Provost’s Office or from the university website forms page: http://www.unr.edu/general-information/faculty-and-staff/forms. The following information is required on the form:

1. Current and proposed unit name
2. Effective date of change
3. Brief description
4. Justification
5. Relationship to other programs or units within the institution and the system
6. Estimated resources needed for proposed change
7. Estimated annual financial impact of proposed change
8. Description and mission of unit as proposed change
9. Statement of objectives
10. Plan for assessment of objectives
11. Contribution and relationship of proposed change to UNR, the college, other UNR programs, and other related programs in the system
12. Evaluation of need for the proposed change
13. Procedures used to arrive at the decision to make the proposed change
14. Capability to make the proposed change
15. Resource analysis
16. Estimated budgetary and financial ramifications that may result
17. Impact of proposed change on UNR’s existing resources

The proposal should outline the plans for success of the proposed unit. All proposals for new academic units must be approved by the appropriate college(s), and then should be forwarded by the dean(s) to the Provost’s Office.

The Provost’s Office will forward proposals to the Faculty Senate for review and recommendation. Some changes may come under the jurisdiction of the UNR Bylaws (Part 2, Chapter 1, Section 3) regarding changes in university organization. In accordance with Faculty Senate policy, completed proposals must be submitted to the Faculty Senate at least two full working months before consideration by the NSHE Academic Affairs Council.

Additionally, review and recommendations from the Graduate Council, Academic Leadership Council, and/or UCCC may be sought at the discretion of the executive vice president & provost.

After receiving final recommendations, the president will determine whether or not to approve the final proposal and forward it to the NSHE Academic Affairs Council and the Board of Regents for approval.

Upon notification of approval by the Board of Regents, the Provost’s Office will send a confirming memo to the department or unit, with copies to the following: the appropriate college dean, Admissions & Records, Planning, Budget & Analysis, the Graduate School (if applicable), the vice provost, University Assessment, and the President’s Office.
The University Courses and Curricula Committee (UCCC) is charged with reviewing proposals for changes in courses and curricula requested by academic departments, divisions, schools, and colleges. Committee recommendations are subject to approval by the executive vice president & provost or designee.

1. **Membership** - The UCCC shall be composed of one member from each of the academic units of the university (colleges or schools) to be appointed by the dean (typically, the college representative will be the assistant or associate dean to whom the college’s courses and curricula committee reports); one member appointed by the executive vice president & provost; one member appointed by the Faculty Senate; and one member appointed by the Graduate School (typically the associate dean). There will be two non-voting consultants, one appointed from the Registrar's office and one from the Library.

2. **Appointment Term** – New members of the committee shall be appointed by the appropriate units early in the spring semester, with the responsibilities of the committee to begin in the following fall semester. Membership on the committee will be ongoing unless the appointing authority chooses to name a replacement.

3. **Chair** - The chair of the committee shall be appointed to a two-year term by the executive vice president & provost, after consultation with the chair of the faculty senate. The chair of the committee shall designate a member to serve as vice-chair, in the event of the chair’s unavailability to perform required duties.

4. **Committee Operation** - Committee members should be knowledgeable about both the graduate and undergraduate curricula of their college, but should also be prepared to consider curricular matters in terms of the overall academic objectives of the university. The committee shall make provisions for deans, department chairs, and/or other concerned representatives to be present to discuss proposals. Curricular proposals will be reviewed particularly for their effect on other university programs, the availability of staff or other resources to implement the change, potential duplication, their relationship to the NSHE common course numbering system, and the appropriateness of the change in relation to the goals and authorized purposes of the department, the college, and the university.

5. **Meetings and Deadlines** - Regular meetings are held each month at a time determined by the schedules of the members. Special meetings shall be called at the discretion of the committee chair. Proposals for the committee’s review are due in the Provost’s Office at least 19 days in advance of the meeting on a schedule determined by the chair and posted on the University Courses and Curriculum home page at [http://www.unr.edu/catalog/uccc/](http://www.unr.edu/catalog/uccc/). Late proposals are automatically added to the agenda for the following meeting. A fall deadline exists for submitting material for incorporation in the spring class schedule and a spring deadline exists for material for incorporation in the fall class schedule. To be included in the PDF (hosted by CollegeSource) of the university catalog for the next academic year, items must be approved by the UCCC no later than the regular meeting that falls on the first Monday in November. Items approved during the spring semester that are effective for the next academic year, will be included in the HTML catalog.

6. **Final Recommendations** - After recommendation from the UCCC, the executive vice president & provost or designee will make decisions on course changes and curriculum changes. After approval by the executive vice president & provost or designee, the approved minutes of the UCCC will be posted on the UCCC home page.
Revised: June 2009

The purpose of the New Program Pre-proposal (NPPP) Committee is to review proposals for new degrees, majors, programs, and certificates, for deletion of existing degrees, majors, or programs, and for renaming of existing departments, schools or colleges. The NPPP Committee makes recommendations to the Executive Vice President & Provost.

Proposals for addition or deletion of degrees, majors and programs and proposals for unit name changes cannot go forward until reviewed by the NPPP Committee and approved by the Executive Vice President & Provost.

The purpose of having the NPPP committee review preliminary proposals prior to the submission of a complete proposal is to provide feedback to the originator. The NPPP committee reviews the feasibility of any proposals for new programs, reviews the impact of proposals for deletions, and reviews name change proposals for any potential conflicts. The NPPP committee may recommend changes and resubmission to the NPPP if appropriate. If the proposal is not approved through the NPPP committee process in the Provost’s Office, it cannot go forward to the UCCC.

1. **Membership** - The NPPP Committee shall be composed of the vice provost for instruction and undergraduate programs, the vice provost for budget and personnel, the current Faculty Senate chair and chair-elect, the dean or associate dean of the Graduate School, and the chair of the UCCC.

2. **Meetings and Deadlines** - This committee meets as needed to review proposals submitted to the Provost’s Office by colleges or departments.
The Core Curriculum Board (CCB) is charged with administering university policy regarding the university’s general education curriculum, subject to the approval of the Executive Vice-President & Provost or designee, and shall periodically verify that each course in the university’s core curriculum is helping the university meet its general education objectives.

1. Membership – Effective July 1, 2014, each of the colleges or divisions that have undergraduate majors and are administered by a dean or vice president may appoint one voting member of the CCB. These college representatives shall be appointed by the deans from among their faculty who teach or have taught in the undergraduate curriculum, unless the college bylaws specify another process. They shall serve three-year renewable terms beginning in July, staggered so that roughly a third of terms expire each year.
   a. The ASUN President and the program directors for core writing, core mathematics, and core humanities, or their designees, shall be ex officio voting members of the CCB.
   b. Additional ex officio voting members may be elected for three-year renewable terms by a two-thirds vote of the voting members.
   c. The Director of the Core Curriculum (Core Director), who is responsible for implementing core curriculum policies, shall serve as chair of the CCB, and shall only vote to break a tie.
   d. The Core Director may appoint non-voting members of the CCB to serve for a term of one year in either an ex officio or a liaison role, subject to the approval of a majority of the CCB.

2. Core Committees – Subject to the approval of the CCB, the Core Director shall create Core Committees or Advisory Groups as needed to assist with the work of the CCB, and these core committees shall make recommendations to the CCB.
   a. The Core Director shall annually appoint committee members from among the faculty who teach or have taught in the undergraduate curriculum. Faculty should be chosen to represent both providers and users of core courses, and no two faculty members from the same department should serve on the same core committee.
   b. Core committee members shall serve one-year renewable terms, with the expectation that these terms can be renewed upon satisfactory participation and performance.
   c. The Core Director shall annually appoint core committee chairs, and charge each core committee. Upon request, these committee chairs shall advise the Core Director on the application of Core Curriculum policy and transfer credits.
   d. A member of the CCB shall serve on each core committee, to act as a liaison between the CCB and the core committee. If for any reason the Core Director is unable to appoint a voting member of the CCB to the core committee, a member of the committee may be appointed by the Core Director as a nonvoting member of the CCB.
   e. The ASUN Senate may annually appoint one student representative to each core committee.

3. Meetings - Regular meetings are held each month at a time determined by the Core Director to best fit the schedules of the members. Special meetings shall be called at the discretion of the Core Director. Agendas shall be distributed in advance, and action items may not be added or substantially modified after that time. All voting members may appoint a proxy to vote on their behalf if they cannot attend a meeting of the CCB, as long as the Core Director approves in advance of the meeting. Minutes shall be distributed after each meeting, and shall be considered approved if corrections are not made within a week after such distribution.
### COURSES AND CURRICULA

Guidelines for Undergraduate Special Requirements

| Revised: | June 2009 |

**Recommended Policies and Procedures** - For special department, school, or college requirements beyond the minimum specified by university regulations relative to initial entry to a major, progression in the major and graduation:

1. The department's, school's, or college's faculty is responsible for initiating the development of any proposed special requirements or selection criteria.

2. Proposals approved by the department, school, or college are forwarded to the dean for consideration and, if approved, on to the Provost’s Office for final approval or disapproval, after review by the UCCC.

3. Proposals receiving final approval are to be published in the next edition of the catalog.

4. The department, school, or college concerned is directly responsible for administering and enforcing all special requirements as approved.

**Criteria for Special Requirements:**

1. The required GPA and all special requirements are to be clearly stated and available for information.

2. Requirements are to be objective and measurable to the fullest extent possible.

3. An appeals procedure is to be provided.

4. Appropriate counseling is to be provided for unsuccessful students to facilitate a positive redirection of their educational objectives.

5. All special requirements and the accompanying procedures are to be legally defensible.

**Revised Definition of Terms for New Admissions:**

1. The term "undeclared" major is to be replaced by the term "pre-major" for all new admissions who do not specify a major area of interest on their applications.

2. The term "pre-major" is also to be used for new admissions seeking entry to a major in a department, school, or college which has approved special requirements.

3. New admissions to departments, schools, or colleges not having special requirements will continue to be placed directly in the major as requested.

**Admission to departments, schools or colleges** having approved special requirements for entry to a major, progression or graduation:

1. All new admissions are placed in the "pre-major" status in the school or college as requested on the application.

2. A faculty advisor is assigned by the department, school, or college of the desired major to recognize interest.

3. The student remains in the "pre-major" status until acceptance to the major is formally approved by the department, school, or college through the regular procedure for changing a major, college, or advisor.

4. The assigned advisor is responsible for monitoring the progression of the student after acceptance in the major and enforcing any special progression requirements until graduation.
Requirements for the Lecture/Lab Ratio for a Course

Revised: June 2009

Accreditation guidelines typically expect that contact hours correspond to credit levels associated with a course. A course with 3 hours of lecture and no lab hours per week during a 15-16 week semester is equated with 3 student credit hours and would be listed in the catalog as 3+0 for the lecture/lab ratio. A student is expected to have additional outside work of 6 hours per week (studying, homework, etc.) on average for a typical 3 credit lecture class.

A typical lab course would be equal to 1 student credit hour for each 3 hour lab per week. The lecture/lab ratio would be shown as 0 + 3, 1 credit.

For a course with both 3 hours of lecture and 3 hours of laboratory, the lecture/lab ratio would be 3 + 3, 4 credits.

The “lab” portion of the ratio can be used for other types of course formats.

A course with 3 hours of lecture and 1 hour of discussion per week would have a lecture/lab ratio of 3 + 1, 4 credits.

The value of the information on lecture/lab ratios is at least twofold: it allows students to know what to expect when planning their schedules and the Scheduling Office to determine time allocations for a course.

The UCCC will determine whether or not the lecture/lab ratio proposed for a new course or for the revision of an existing course is acceptable. Generally, to be acceptable, the lecture/lab ratio should align correctly with the expected teaching format for the course and typical workloads for students. If a department is proposing a lecture/lab ratio that is non-traditional, the department should provide an explanation for the UCCC to review.

Examples of typical lecture/lab ratios are available at:

http://www.unr.edu/catalog/uccc/

Definition of Student Credit Hour

Revised: September 2013

The student credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction (defined as a nominal 50 minute classroom hour) and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. The amount of academic credit awarded for such other academic activities is specified in UAM 6,081.

This definition applies in every instance in which academic credit is awarded to students, including credit by exam or portfolio assessment, and regardless of whether instruction is delivered face-to-face, online, or by some other mode.

Review of the course learning outcomes, assignments, and syllabi for alignment with the definition of the Student Credit Hour shall be performed during the annual program assessment required of all degree programs, and review of alignment with this definition shall be a required component of external program review expected every 8 years for all degree programs.
COURSES AND CURRICULA

Funded Summer Credit Programs

Revised: June 2009

All proposals for funded summer programs (i.e., the National Science Foundation Institutes) which incorporate academic credit short courses and in-service seminars shall be reviewed for feasibility by the session administration before their final submission to the funding agency. If funded, all such programs will fall under the jurisdiction of the session administration.

Review of Low-Yield Academic Programs

Revised: July 2012

To conform to Board of Regents policies for low-yield program review and to provide data for an early warning to potential low-yield programs, the Office of Institutional Analysis annually produces for the President and Executive Vice President & Provost a report of all academic programs that are identified as low-yield according to criteria established by the Board of Regents. The policy also provides for exceptions based on criteria described in the Board of Regents Handbook (Title 4, Chapter 14).

Academic programs designated as low-yield in this annual report from Institutional Analysis are reviewed by the President and Executive Vice President & Provost in consultation with the Faculty Senate the year in which they meet the low-yield thresholds. According to Regents’ policy, action is required within the following three years regarding a program’s continuation, merger, or exemption from low-yield. This three-year period provides an early warning for programs in the low-yield category.

The President is required to report annually to the Chancellor all programs designated low-yield within three years of the program initially reaching the low-yield thresholds. Also included will be the results of the institutional review process of such programs. This report to the chancellor will not include programs in their first and second year of low-yield status.

In order to have clean and consistent data, the following guidelines will be used to prepare the report for the President and the Executive Vice President & Provost:

- Any program name changes that have been made during the last 10 years will be so noted to prevent cosmetic name changes from resulting in erroneous graduation reports. If a program name change is accompanied by sufficient curricular revision that Board of Regents approval is required, the date of Regents’ approval will be used as the new date of origin of the program.

- Summer graduates are included in the subsequent fall and spring graduates to be consistent with NSHE reporting policy.

Emphases and specializations within a major will not be treated separately; the lowest unit of analysis will be an academic major. An academic unit (department) having more than one academic major will have each academic major examined separately in relation criteria for low-yield. However, the University has the prerogative of exempting from low-yield status a program that is one of several programs provided by an academic unit or that can be justified for other reasons deemed adequate by the Provost’s Office and consistent with Regents’ criteria. This decision will be made annually by the Provost’s Office after reviewing the data identified above.
INSTRUCTION / RESEARCH PROCEDURES

Classroom Instruction and Regulations Concerning Disabled Students

Revised: 4/30/99

The most recent U.S. Department of Health and Human Services regulations include a section entitled "Academic Adjustments"; its provisions appear below. All members of the faculty should be familiar with these regulations and should attempt to make adjustments in their classes when appropriate. According to the university attorney, failure to comply with the HHS regulation could result in personal liability on the part of the teaching faculty as well as liability on the part of the institution.

The University has made provisions for some kinds of academic assistance for disabled students, and faculty members should inform the Disability Resource Center whenever a student requests special instructional provisions in a class.

1. **Academic Requirements** - A recipient to which this sub-part applies shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified disabled applicant or student. Academic requirements that the recipient can demonstrate are essential to the program of instruction being pursued by such student or to any directly related licensing requirement will not be regarded as discriminatory within the meaning of this section. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

2. **Other Rules** - A recipient to which this sub-part applies may not impose upon disabled students other rules, such as the prohibition of tape recorders in classrooms or of guide dogs in campus buildings that have the effect of limiting the participation of disabled students in the recipient's education program or activity.

3. **Course Examinations** - In its course examinations or other procedures for evaluating a student's academic achievement in its program, a recipient to which this sub-part applies shall provide such methods for evaluating the achievement of students who have a disability that impairs sensory, manual, or speaking skills as will best ensure that the results of the evaluation represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where such skills are the factors that the test purports to measure).
For all courses, faculty members are required to distribute a course syllabus to students by the end of the first week of class. Syllabi can be provided in paper form or by electronic means by e-mail or posting in a visible location on the home page for the course in the University’s web-campus application.

The syllabus must include, but is not limited to the following information:

- **Instructor information:** Name and contact information (office location, phone number, email address, office hours in accordance with the [Faculty Accessibility Policy](#), etc.)
- **Course identification:** Course number, section, title
- **Course description and prerequisites**
- **Course learning outcomes**
- **List of required course materials for reading, in-class work, writing, homework, viewing, and listening, including calculators, specialized materials or equipment, and computer software.**
- **Unique class procedures/structures, such as web-based or web-assisted, cooperative exercises, panel presentations, case study methods, class journals or learning logs, attendance at events outside of class, etc.**
- **Topics outline or course calendar**
- **Approximate schedule of exams and due dates of graded assignments, e.g., homework, quizzes, papers, projects**
- **Grading criteria, scale, and standards, including statements on whether or not plus/minus grading will be used. See the [NSHE Grading Policy](#).**
- **Policies regarding late work and make-up exams**
- **Description of course requirements, e.g., exams, quizzes, projects, papers AND the proportion each counts toward the final grade. If class participation and/or attendance are factored in, explain how these are evaluated.**
- **Statement on Academic Dishonesty:** "Cheating, plagiarism or otherwise obtaining grades under false pretenses constitute academic dishonesty according to the code of this university. Academic dishonesty will not be tolerated and penalties can include canceling a student's enrollment without a grade, giving an F for the course or for the assignment. For more details, see the [UNR General Catalog](#)."
- **Statement of Disability Services:** "Any student with a disability needing academic adjustments or accommodations is requested to speak with the [Disability Resource Center](#) (Thompson Building, Suite 101) as soon as possible to arrange for appropriate accommodations."
- **Statement on Audio and Video Recording:** "Surreptitious or covert video-taping of class or unauthorized audio recording of class is prohibited by law and by Board of Regents policy. This class may be videotaped or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may be given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded."
In addition to the required information listed above, it is strongly recommended that the syllabus include:

- Methods for communicating with students outside the classroom regarding matters such as class cancellations, meeting times, or room changes
- More detail about what constitutes academic dishonesty, with a concrete list or examples of “dos and don’ts” in the context of the class
- **Statement for Academic Success Services:** "Your student fees cover usage of the [Math Center](#) (784-443), [Tutoring Center](#) (784-6801), and University [Writing Center](#) (784-6030). These centers support your classroom learning; it is your responsibility to take advantage of their services. Keep in mind that seeking help outside of class is the sign of a responsible and successful student."
Introduction

Specific to the academic pursuits of students, the University of Nevada, Reno, believes the maintenance of academic standards is a joint responsibility of the students and faculty of the University. Freedoms to teach and to learn are dependent upon individual and collective conduct to permit the pursuit and exchange of knowledge and opinion. Faculty have the responsibility to create an atmosphere in which students may display their knowledge. This atmosphere includes an orderly testing room and sufficient safeguards to inhibit dishonesty. Students have the responsibility to rely on their knowledge and resources in the evaluation process. The trust developed in the maintenance of academic standards is necessary to the fair evaluation of all students.

Academic Standards:

Class Conduct: A student may be dropped from class at any time for negligence or misconduct, upon recommendation of the instructor and with approval of the college dean. Students may also be dropped for non-attendance upon indication of the instructor during the first week of instruction.

Subsection A: Definitions

Academic dishonesty is against university as well as the system community standards. Academic dishonesty includes, but is not limited to, the following:

Plagiarism: defined as submitting the language, ideas, thoughts or work of another as one's own; or assisting in the act of plagiarism by allowing one's work to be used in this fashion.

Cheating: defined as (1) obtaining or providing unauthorized information during an examination through verbal, visual or unauthorized use of books, notes, text and other materials; (2) obtaining or providing information concerning all or part of an examination prior to that examination; (3) taking an examination for another student, or arranging for another person to take an exam in one's place; (4) altering or changing test answers after submittal for grading, grades after grades have been awarded, or other academic records once these are official.

Subsection B: Sanctions for Violation of Academic Standards

Sanctions for violations of university academic standards may include the following:

(1) filing a final grade of "F"; (2) reducing the student's final course grade one or two full grade points; (3) awarding a failing mark on the test or paper in question; and (4) requiring the student to retake the test or resubmit the paper.

A student found responsible for violating this policy may not withdraw from the course in question. A student failed in a course due to academic dishonesty may not utilize the "repeat option" for that course.

A student may also be subject to discipline for academic dishonesty pursuant to the provisions of the Board of Regents Code, Title 2, Chapter 6.

Subsection C; Academic Dishonesty Procedures

Procedure for Undergraduate Students

A faculty member who suspects an undergraduate student of academic dishonesty must notify the student of the charge and proposed sanction, in writing, no later than fifteen (15) calendar days after the alleged action or fifteen (15) calendar days after the last day of instruction, whichever comes first.
Notification must be hand delivered or sent by certified mail. A copy of the notification to the student must be sent to the Assistant Dean, Student Conduct. The student has ten (10) calendar days to appeal after receipt of the notification.

1. If the student admits guilt, or fails to appeal, the faculty member may impose an academic sanction commensurate with the offense. In addition, the Assistant Dean, Student Conduct may impose an appropriate disciplinary sanction.
   a. If the student accepts the sanctions the matter is ended.
   b. If the student appeals the sanction insofar as it affects the final grade, the grade appeal process may be invoked. Students may appeal a final grade by filing an Intent to Appeal a Grade form with the appropriate department chair within ten (10) university working days after the determination of the student's responsibility for the academic integrity charge or following the timeline in the Grade Appeal Process, whichever is appropriate. Students who do not file the proper forms within the specified deadline forfeit the right to appeal the grade. Students who wish to appeal a disciplinary sanction may do so through the Assistant Dean, Student Conduct. (If the alleged dishonesty occurs during the summer session and the student cannot be located, the appeals date will be extended to the last day of late registration in the next regular semester.)

2. If the student denies the charge, the student must state this, in writing, to the chair of the department within the ten (10) calendar days noted above. Within the next five (5) calendar days, the chair must inform the faculty member, then refer the matter to the Assistant Dean, Student Conduct for a hearing by the Academic Integrity Board. The student should be allowed at least ten (10) calendar days to prepare for a hearing; but this period may be waived by the student.
   a. If the Academic Integrity Board determines the student to be responsible as charged, it may recommend disciplinary sanctions to the Assistant Dean, Student Conduct for implementation, if appropriate. In any case, the faculty member is so apprised and may then impose an academic sanction consistent with the offense. The student has no further appeal rights except of a sanction that affects a final grade as noted above.
   b. If the Academic Integrity Board finds the student not responsible, the matter is closed.

Undergraduate Academic Integrity Board

A. The Academic Integrity Board shall consist of the following members with due consideration being given to possible conflict of interest:

1. Two undergraduate students appointed from the Student Conduct Hearing Board.
2. Two academic faculty members selected by the executive board of the Faculty Senate, and,
3. A third academic faculty member selected by the Executive Vice President & Provost, who will serve as chair of the board.

To ensure the impartiality of the hearing board, members must be appointed from departments other than those in which the case originated and in which the accused student is majoring.

B. Empanelment Deadline - The board shall be empaneled by the Assistant Dean, Student Conduct and set a hearing date within twenty-one (21) academic contract days after the matter has been referred to the Assistant Dean.
C. The hearing procedure is as follows:

1. The accused student will be called to appear before the Academic Integrity Board by the Assistant Dean, Student Conduct. If the student wishes to be accompanied by an advisor or an attorney, the board must be notified at least 48 hours in advance. The faculty member shall also be present, and may be accompanied by an advisor, or by an attorney whenever the student chooses such counsel. Please see Section II for further information on advisors and attorneys.

2. In the hearing, the chair will state the content of the report of alleged academic dishonesty and the specific charges made.

3. The faculty member will appear before the board to present evidence against the student. The chair of the board may call other witnesses. The accused student and board members may cross-examine.

4. The student will appear before the board to present evidence on his or her own behalf.

5. The board members will then meet in closed session to make a final decision.

6. If the student is found to be responsible as charged, the hearing board shall consult with the Assistant Dean, Student Conduct about any past record of academic misconduct.

7. The hearing board then shall recommend appropriate disciplinary sanctions to the Assistant Dean, Student Conduct (if appropriate) and apprise the faculty member of its deliberations.

Procedure for Graduate Students

A faculty member who suspects a graduate student of academic dishonesty must inform the student, in writing, of the accusation and proposed sanction no later than fifteen (15) calendar days after the alleged action or fifteen (15) calendar days after the end of instruction, whichever comes first.

Notification must be hand delivered or sent by certified mail. A copy of the notification to the student must be sent to the Assistant Dean, Student Conduct.

Within ten (10) calendar days of receipt of such action the student may file a request with the department chair for a review and possible mediation of the matter within fifteen (15) calendar days. If the student rejects the review by the chair and/or the outcome of mediation, the chair shall refer the matter to the Assistant Dean, Student Conduct for further appeal. The Assistant Dean will be available to assist all parties in implementing the following appeal process.

1. The student may appeal the reviewed decision of the faculty member to the dean of the Graduate School. This appeal must be made in writing within ten (10) calendar days after the student has been informed in writing of the faculty member's decision.

2. The dean may take any of the following actions:
   a. Resolve the conflict through mediation
   b. Dismiss the charge
   c. Uphold the faculty member's decision in its entirety
   d. Impose a lesser sanction
   e. Impose a greater sanction.

3. The dean's action must be taken within ten (10) calendar days of receipt of the appeal.

4. The dean must inform the student in writing of any action taken within the above ten (10) calendar days. A student may appeal the dean's decision to the Executive Vice President & Provost. This appeal must be made in writing within ten (10) calendar days after the student received the decision in writing from the dean. This appeal shall be referred by the provost to the Academic Integrity Board, which shall be empaneled by the Assistant Dean, Student Conduct.
Graduate Academic Integrity Board

A. The Academic Integrity Board shall consist of the following members with due consideration being given to possible conflict of interest:

1. Two graduate students appointed by the Graduate Student Association.
2. Two faculty members selected by the executive board of the Faculty Senate.
3. A third faculty member selected by the Executive Vice President & Provost, who will serve as the chair of the board. To ensure impartiality of the hearing board, members must be appointed from departments other than those in which the case originated and in which the accused student is majoring. The board shall be empaneled and set a hearing date within twenty-one (21) academic contract days after the appeal is referred to the Executive Vice President & Provost.

B. The hearing procedures for graduate students are the same as for undergraduate students, as stated above. The Academic Integrity Board must forward its findings and recommendations to the Executive Vice President & Provost within five (5) days of the hearing's conclusion. The Executive Vice President & Provost will review the case and inform the student and all other concerned parties of the final action taken within fifteen (15) calendar days of the hearing's conclusion.
## Use of Copyrighted Materials for Educational Purposes

**Revised:** 4/30/99

### I. THE COPYRIGHT ACT

The U.S. Copyright Act (Title 17, U.S.C. §§ 101-810) is federal legislation enacted by Congress to protect the work of authors. This copyright law defines the rights of a copyright holder and how they may be enforced against an infringer. Changing technology has led to an expanding definition of protected work which includes architectural drawings, software, sound recordings, graphics, etc. Included with the Copyright Act is the "fair use" doctrine (§ 107) which allows, under certain conditions, the photocopying of copyrighted material.

From time to time, the faculty and staff of UNR may use photocopied materials to supplement research and teaching. In many cases, photocopying can facilitate the university's mission – that is, the development and transmission of information. However, while the Copyright Act lists general factors under the heading of "fair use," it provides little in the way of specific directions for what constitutes "fair use." The law states:

"107 – Limitations on Exclusive Rights: Fair Use"

Not-withstanding the provisions of section 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is fair use, the factors to be considered shall include:

1) the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
2) the nature of the copyrighted work;
3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

The purpose of the following guidelines is to provide the faculty and staff of UNR with a basic framework for deciding when the photocopying of copyrighted material is permitted under the fair use doctrine.

Please note that the copyright law applies to all forms of photocopying, whether it is undertaken at a commercial copying center such as Kinko's, at UNR's central or departmental copying facilities, or at a self-service machine. Whenever copying is performed by someone else, the requestor should be prepared to provide documentation of permission from the publisher or a statement insuring fair use.

Hopefully these guidelines will provide an appreciation of the factors which weigh in favor of and those which weigh against fair use, but faculty members must determine for themselves which works will be photocopied. UNR does not condone a policy of photocopying to avoid purchasing copyrighted works where such photocopying would constitute an infringement under the copyright law, but it does encourage faculty members to exercise good judgment in serving the best interests of students in an efficient manner.

Instructions for securing permission to photocopy copyrighted works are available in the Administration and Finance "How To" Book. It is the policy of UNR that the requestor secures such permission whenever it is legally necessary.
II. PHOTOCOPYING WHICH IS UNRESTRICTED

A. Published Works Which Were Never Copyrighted

Anyone may reproduce without restriction works which were never copyrighted. To determine whether an item has been copyrighted, look at the front pages of the book or periodical for a copyright notice. It consists of the copyright symbol (a letter "c" in a circle, the word "copyright" or the abbreviation "copr."), plus the year of first publication and the name of the owner of the copyright. Writings published prior to January 1, 1978, without copyright notices are not protected. "Notice" requirements for works published after that date have been relaxed somewhat with respect to position of notices and inadvertent omission of them, so there may be limited protection for works on which notices do not appear. However, in such instances copiers will not be liable for infringement who did not learn in some other way, prior to copying, that the works were actually copyrighted despite the lack of notices in them.

B. Published Works Whose Copyrights Have Expired

Anyone may reproduce without restriction published works whose copyrights have expired. All copyrights dated earlier than 1924 have expired. Copyrights dated 1924 or later may have expired because the initial period of copyright protection is for 28 years. We recommend that copiers either assume the protection is still in effect for copyrights dated 1924 or later, or ask the owners of the copyrights (or the U.S. Copyright Office) whether they are still subject to copyright protection. Usually publishers are either the owners or know the owners' locations. If not, owners can be located through the U.S. Copyright Office in Washington, D.C.

C. U.S. Government Publications

U.S. government publications may be copied freely because they are not copyrighted. This classification consists of documents prepared by an officer or employee of the U.S. government as part of that person's official duties. It does not extend to documents published by others with support of U.S. government grants or contracts. Such items may or may not be copyrighted, and teachers should first look at the front pages to see if they bear a copyright notice.

D. Unpublished Works

Unpublished works, such as theses or dissertations, may be protected by copyright. If such a work was created before January 1, 1978, and has not been copyrighted or published without copyright notice, the work is protected under the Copyright Act for the life of the author plus 50 years (17 USC:303), but in no case earlier than December 31, 2002. If such a work is published on or before that date, the copyright will not expire before December 31, 2027. Works created after January 1, 1978, and not published enjoy copyright protection for the life of the author plus 50 years (17 USC:302).
III. **PHOTOCOPYING UNDER THE PROVISIONS OF “FAIR USE”**

Under the Copyright Act, certain photocopying of copyrighted works for educational purposes may take place without the permission of the copyright owner under the doctrine of "fair use" (set forth in section I. THE COPYRIGHT ACT). This principle is subject to limitations, but neither the statute nor judicial decisions give specific practical guidelines on what photocopying falls within fair use. For faculty to achieve greater certainty of procedure and to reduce risks of infringement or allegations thereof, the following guidelines have been adopted by The Association of American Publishers, Inc., the National Associate of College Stores, Inc., and The Association of American University Presses, Inc., and were incorporated in the House of Representatives' report accompanying the Copyright Act.

It is important for those making copies to understand that fair use is a subjective decision and while strictly following these guidelines is probably the safest approach, there are many cases where fair use would permit copying and the guidelines would not.

IV. **GUIDELINES**

A. **Single Copying for Teachers**

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

1. a chapter from a book;
2. an article from a periodical or newspaper;
3. a short story, short essay or short poem, whether or not from a collective work;
4. a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

B. **Multiple Copies for Classroom Use**

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

1. the copying meets the tests of brevity and spontaneity as defined below; and
2. meets the cumulative effect test as defined below; and
3. each copy includes a notice of copyright.

C. **Definitions**

1. **Brevity**
   a. **Poetry**
      (1) a complete poem if less that 250 words and if printed on not more than two pages; or
      (2) from a longer poem, an excerpt of not more than 250 words.
   b. **Prose**
      (1) Either a complete article, story or essay of less than 2,500 words; or
      (2) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

(Each of the numerical limits stated in a. and b. above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

c. **Illustration**

One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
d. "Special" works
Certain works in poetry, prose, or in "poetic prose" which often combine language with illustration and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph b. above notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

2. Spontaneity
a. The copying is at the instance and inspiration of the individual teacher; and
b. the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

3. Cumulative Effect
a. The copying of the material is for only one course in the school in which the copies are made.
b. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
c. There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in b. and c. above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

D. Prohibitions to A. and B. Above
Notwithstanding any of the above, the following shall be prohibited:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefore are accumulated or reproduced and used separately.

2. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets and answer sheets, and like consumable material.

3. Copying shall not:
   a. substitute for the purchase of books, publishers' reprints, or periodicals;
   b. be directed by higher authority; or
   c. be repeated with respect to the same item by the same teacher from term to term.

4. No charge shall be made to the student beyond the actual cost of the photocopying.
V. VIDEO RECORDING GUIDELINES FOR COPYWRITTEN BROADCASTS

A. The guidelines were developed to apply only to off-air recording by non-profit educational institutions.

B. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately.

C. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. "School days" are school session days -- not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions -- within the forty-five (45) calendar day retention period.

D. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

E. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.

F. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes (i.e., to determine whether or not to include the broadcast program in the teaching curriculum) and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

G. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

H. All copies of off-air recordings must include the copyright notice in the broadcast program as recorded.

I. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.
Section 1: Preamble

1. The Board of Regents of the Nevada System of Higher Education (“NSHE”), on behalf of the University of Nevada, Reno (“University”) is dedicated to teaching, research, and the extension of knowledge to the public. University personnel recognize as two of their major objectives the production of new knowledge and the dissemination of knowledge. A byproduct of these objectives is the development of new and useful products and processes and the publication of scholarly works. Such activities (1) contribute to the professional development of the individuals involved, (2) enhance the reputation of the University, (3) provide additional educational opportunities for participating students and (4) promote the general welfare of the public at large.

2. Inventions and copyrightable works often come about because of activities of university personnel who have been aided wholly or in part through the use of university funds and/or facilities. It becomes significant, therefore, to ensure the utilization of such inventions for the public good and to expedite their development and marketing. The rights and privileges, as well as the incentive, of the inventor or author/creator must be preserved so that the abilities of the inventor or author/creator and those of other university personnel may be further encouraged and stimulated.

3. The University acknowledges that faculty, staff and students who are university employees regularly prepare for publication, usually through individual effort and initiative, articles, pamphlets, books and other scholarly works which may be subject to copyright and which may generate income. Publication may also result from work supported either partially or completely by the University. With the advent of innovative techniques and procedures the variety and number of materials which might be created in a university community have increased significantly, causing the ownership of such copyrightable works to become increasingly complex.

4. The foregoing considered, as directed by Title IV, Chapter 12, of the NSHE Board of Regents Handbook, the University does hereby establish the following policy with respect to inventions or intellectual property resulting from the work of its faculties, staff and students.

Section 2: Definitions

1. “Intellectual Property” is a category of intangible property which includes patents and copyrights.

2. The term “Inventions” shall refer to all inventions, discoveries, computer programs, processes, methods, uses, products materials, compositions of matter, or combinations, whether or not patented or patentable at any time under 35 U.S.C., or relevant international foreign laws, as now existing or hereafter amended or supplemented.

3. “Copyrightable Works” shall include the following: (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals; (2) lectures, musical or dramatic compositions, unpublished scripts; (3) films, filmstrips, charts, transparencies and other video or audio broadcasts; (4) programmed instructional materials; (5) computer programs and documentation; and (6) other materials or works which qualify for protection under the copyright laws of the United States, international or foreign laws, or other protective statutes whether or not copyrightable hereunder.

4. “Net Income” is defined as income received by the University from a university owned Invention or Copyrightable Work. Less a fifteen percent (15%) management fee to the University’s Technology Transfer Office, and less all payments or obligations directly attributable to patenting, copyrighting, marketing, licensing, protecting, or administering the Invention or Copyrightable Work.
INSTRUCTION / RESEARCH PROCEDURES

Intellectual Property Policy, Continued

5. “Personnel” refers to part-time and full-time members of the faculty, staff, all other agents and employees, and undergraduate students, graduate students, and postdoctoral fellows of the university.

6. “Work for Hire” is Copyrightable Work prepared by and employee within the scope of his or her employment, as defined by the copyright laws of the United States.

7. “Course Materials” refers to materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course Materials include, but are not limited to, documents related to course approval by relevant authorities, lectures, lecture notes, and materials, syllabi, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software.

Section 3: Significant Use

1. When an Invention or Copyrightable Work is developed by university personnel or others participating in university programs using significant university resources such as facilities, materials, equipment, personnel, funds or other resources under the control of or administered by the University, the University owns the Invention or Copyrightable Work in accordance with the provisions of this policy. University personnel, and others using significant university resources, as part of the terms of their employment/use of university resources, will assign and, as a consequence of their signing of an employment contract, their continued employment, or continued use of university resources, do thereby assign to the University their rights in Inventions and Copyrightable Works developed using significant university resources and, upon request, will provide reasonable assistance to the University, including executing documents, in protecting, or perfecting university’s title in, such Inventions and Copyrightable Works.

2. For the purposes of developing Inventions or Copyrightable Works, the University does not construe the provisions of office or library facilities or traditional desktop personal computers as constituting significant use of university space or facilities, nor does it construe the payment of salary from unrestricted accounts as constituting the significant use of university funds, except in those situations where the funds were specifically paid to support the development of Inventions or Copyrightable Works.

3. Textbooks developed in conjunction with class teaching are also excluded from the “significant use” category; unless such textbooks were developed using university administered funds paid specifically to support textbook development.

4. Ownership of the rights to Course Materials including copyright, shall reside with the author/creator. However, the University retains a fully paid-up, royalty-free, perpetual, and non-exclusive worldwide license to any Course Materials for the purpose of continuing to teach the course of instruction for which the documents were prepared, with the non-exclusive right to revise and update them as required for this purpose.

5. Generally, an Invention or a Copyrightable Work will not be considered to have been developed using university funds or facilities if:
   a. only a minimal amount of unrestricted funds have been used; and
   b. the Invention or Copyrightable Work has been created outside the assigned duties of the inventor or author/creator; and
   c. only a minimal amount of time has been spent using significant university facilities or only insignificant facilities and equipment have been utilized; and
   d. the development of the Invention or Copyrightable Work has been made on the personal, unpaid time of the inventor or author/creator.
Section 4: Inventions

1. An invention disclosure should be submitted when something new and useful has been conceived or developed, or when unusual, unexpected, or unobvious research results have been achieved or utilized.

2. Determination of rights and equities in Inventions (patentable or not) shall be as follows:
   a. Except as otherwise specified by the University in writing, Inventions shall belong to the University if conceived or reduced to practice: (1) by university personnel as a result of their duties, (2) by agreement with a non-university sponsor or, (3) through the significant use, by any person, of the university’s resources such as facilities, materials, equipment, personnel, funds, or other resources under the control of or administered by the University.
   b. Inventors acquire ownership in Inventions which are: (1) not the result of a university personnel’s duties or subject to the terms of agreements with research sponsors or other third parties; and (2) do not involve the significant use of resources administered by the University.
   c. In the event there is a question about an Invention as to whether the University has an ownership claim, the Invention should be disclosed to the University. Such disclosure is without prejudice to the inventor's ownership claim. In determining ownership interest in an Invention, a designated official may determine that the University has no property interest in the Invention because its conception and reduction to practice was unrelated to the inventor's university’s duties, involved only insignificant use of university resources or for such other reasons as may be set forth in the guidelines.
   d. Sponsor-Supported Efforts. Prior to signing any agreement with a non-university sponsor that may result in or which deals with patent rights or the like, where university time, facilities, materials, equipment, personnel, funds or other resources are involved, university personnel must bring the proposed agreement to the attention of the appropriate administrators of the constituent institution in accordance with its Invention procedures and either obtain a written waiver of university rights or otherwise modify the agreement to conform with these policies, as is determined by the University in its discretion. Research agreements with private sponsors shall define ownership of Inventions. The agreement under which Inventions may be produced may contain specific provisions with respect to disposition of rights to these materials. The sponsor may receive an option to license such Inventions on terms to be negotiated. In those cases where all rights are vested in the University, where income is shared between the sponsor and the University, the inventor may appropriately share in the income. The nature and extent of inventor participation in income, however, shall be subject to sponsor and university regulations as well as the agreement.
   e. The University will not release university Inventions to the inventor(s). However, in the event the University decides it cannot financially support Intellectual Property protection for a university Invention, on or more inventor(s) may request that the University seek such protection at the expense of the interested inventor(s). The interested inventor(s) shall enter into a written agreement with the University in which they agree to reimburse the out-of-pocket costs associated with seeking or maintaining Intellectual Property protection for the Invention. After execution of such an agreement, the University will consult with the interested inventor(s) on all patent prosecution or similar matters and will seek cost estimates upon request. Any expenses that were reimbursed by the inventor(s) under the agreement will be considered unreimbursed, out-of-pocket expenses eligible for reimbursement from the first revenue received from a license. In acknowledgement of the support provided by the inventor(s) under this option, in addition to receiving their inventor share of any royalties under University Patent Policy, the inventor(s) that reimbursed Intellectual Property expenses will share, on a pro rata basis, ten percent (10%) of the Net Income distributed to the University from any license revenue.
Section 5: Copyrightable Works

1. Copyright is the ownership and control of the Intellectual Property in original works of authorship which is subject to copyright law. In contrast to a patent which protects the “idea”, copyright covers the “artistic expression” in the particular literary work, musical work, computer program, video or motion picture or sound recording, photograph, sculpture and so forth, in which the “expression” is embodied, illustrated or explained, but does not protect any idea, process, concept, discovery or the like. It is the policy of the University that all rights in copyright shall remain with the author/creator unless the work is a Work for Hire (and copyright vests in the University under copyright law), is supported by a direct allocation of funds through the University for the pursuit of a specific project, is commissioned by the University, is created with the significant use of university administered resources or is otherwise subject to contractual obligations.

2. Except as may be provided otherwise in this policy, the University does not claim ownership of books, articles and similar Copyrightable Works, the intended purpose of which is to disseminate the results of academic research or scholarly study. Such Copyrightable Works include those of students created in the course of their education, such as dissertations, papers and articles. Similarly, the University claims no ownership of popular nonfiction, novels, poems, musical compositions or other Copyrightable Works of artistic imagination which are not university commissioned works or which were not created with the significant use of university administered resources. If title to copyright in Copyrightable Works defined within this paragraph vests in the University by law, the University will, upon request and to the extent consistent with its legal obligations, convey copyright to the creators of such works.

3. The University shall retain ownership of Copyrightable Works created as University rather than personal efforts -- that is, works created for university purposes in the course of the author/creator’s employment. For instance, work assigned to staff programmers is “Work for Hire” as defined by law (regardless of whether the work is in the course of sponsored research, unsponsored research or non-research activities), as is software developed for university purposes, and the University owns all rights, intellectual and financial, in such Copyrightable Works.

4. Except as excluded under Section 3, the University owns all rights, intellectual and financial, in Copyrightable Works created in the course of scholarly projects specifically funded by University sponsored agreements or other university funds. Prior to signing any agreement with a non-university sponsor that may result in or which deals with Copyrightable Works, where any university time, facilities, materials, personnel or resources are involved, university personnel and students must bring the proposed agreement to the attention of the appropriate administrators of the University in accordance with its copyright procedures and either obtain a written waiver of university rights or otherwise modify the agreement to conform with these policies as is determined by the University at its direction.

5. Under the copyright laws of the United States, commissioned works of non-employees are owned by the author/creator and not by the commissioning party, unless there is a written agreement to the contrary. University personnel must, therefore, generally require university commissioned contractors to agree in writing that ownership of Copyrightable Works is assigned to the University. Examples of Copyrightable Works which the University may commission non-employees to prepare are:

a. Illustrations or designs;
b. Artistic works;
c. Architectural or engineering drawings;
d. Forwards and introductions;
e. Computer software;
f. Reports by consultants or subcontractors;
6. Any videotaping, broadcasting or televising of classroom, laboratory or other instruction, and any associated use of computers, must be approved in advance by the appropriate university administrators, who shall determine the conditions under which such activity may occur and resolve questions of ownership, distribution and policy.

7. The University in all events shall have the right to perform its obligations with respect to Copyrightable Works, data, prototypes and other Intellectual Property under any contract, grant or other arrangements with third parties, including sponsored research agreements, license agreements and the like.

8. Except as provided in Section 3, university resources are to be used solely for university purposes and not for personal gain or personal commercial advantage, or for any other non-university purposes.

Section 6: Administration

1. Institutional procedures for the development of Inventions, Copyrightable Works and Intellectual Property at the University are as follows:

   a. The University Technology Transfer Office (“TTO”) shall be responsible for administering all Inventions, Copyrightable Works, and Intellectual Property owned by the University. In addition, an Intellectual Property Committee, consisting of at least the Vice President for Research, the Vice President for Administration and Finance, a faculty member, and the Patent Counsel and Director of the TTO (“Director”), or their designees shall make recommendations to the President regarding procedures, guidelines, and responsibilities for the administration and development of Inventions, Copyrightable Works, Intellectual Property and such other matters as the President shall determine. The committee shall report annually to the President and to the Chancellor of the NSHE on Inventions and Copyrightable Works disclosed and the disposition thereof.

   b. The Director is responsible for the administration and disposition of Inventions, Copyrightable Works and Intellectual Property. It is the Director’s duty to determine ownership of Inventions, Copyrightable Works, develop terms of agreements for with non-university sponsors, inventors and authors/creators and to resolve disputes among co-inventors and co-authors/co-creators. Any disagreement between an inventor(s) or author(s)/creator(s) and the Director concerning ownership of Intellectual Property, or whether to pursue or continue to pursue patent protection on an Invention, may be appealed to the Vice President for Research. If the issue is not resolved at this level, a final appeal may be made to the Executive Vice President & Provost and President.

   c. When income is to be shared, all Net Income received by the University from Inventions and Copyrightable Works subject to this policy shall be divided with the inventor(s) or the author(s)/creator(s) on the basis stated in Section 7, it being understood that if there should be a plurality of inventors, the portion accruing to the inventors or authors/creators will be distributed on an equal share basis unless specifically agreed otherwise in writing by all the inventors or authors/creators. The inventor(s) or author(s)/creator(s) at or before the time of filing a patent application or copyright must agree in writing to any other terms and conditions negotiated with the University. In the case of plurality of inventors or authors/creators, all individual inventors or authors/creators must sign the same agreement.

   d. The Director is authorized to establish policies and procedures for implementing the University Intellectual Property Policy, so long as those policies and procedures are not inconsistent with the University Intellectual Property Policy or the Intellectual Property Policy of the NSHE.
Section 7: Distribution of Income

1. The inventor(s) or the author(s)/creator(s) of Inventions or Copyrightable Works shall receive sixty percent (60%) of the Net Income from each Invention or Copyrightable Work.

2. The inventors’ or the authors’/creators’ academic unit(s) or department(s) shall receive not less than twenty-five percent (25%) of the Net Income.

3. The Vice President for Research shall receive fifteen percent (15%) of the Net Income, unless one or more inventor(s) have reimbursed patent costs under Section 4(2)(e), in which case the Vice President for Research shall receive five percent (5%) of the Net Income, to: (1) pay for unrecovered patent and technology transfer costs incurred by the TTO, and (2) stimulate research and scholarly activities at the University.
All members of an academic community engaged in research, development, and related activities involving the use of human subjects have obligations to their subjects and to the University. This policy is intended to give broad guidelines for conducting such activities.

University policy requires that researchers respect and protect the rights and welfare of individuals recruited for, or participating in, research conducted by or under the auspices of the University of Nevada, Reno (UNR), including the University of Nevada School of Medicine (UNSOM). In the review and conduct of research, actions by the University and UNSOM are guided by the principles (i.e., respect for persons, beneficence, and justice) set forth in the Ethical Principles and Guidelines for the Protection of Human Subjects of Research (often referred to as the "Belmont Report") and are performed in accordance with the Department of Health and Human Services (DHHS) policy, Title 45 Code of Federal Regulations (CFR), Part 46 (also known as the “Common Rule”) and with the Food and Drug Administration (FDA) policy, Title 21 CFR Part 50 and Title 21 CFR Part 56. In addition, the actions of the University shall also conform to all other applicable federal, State, and local laws and regulations.

To conduct this responsibility effectively, the President of the University has appointed the Vice President for Research as the Institutional Official to ensure that the university’s human research protection program is appropriately supported and its federal-wide assurance filed with the Department of Health and Human Services is executed. The Institutional Official has the authority to act for the institution and to assume on behalf of the institution the obligations imposed by the federal regulations pertaining to human research protection; however, the Institutional Official or other organizational officials may not approve research that has not been previously approved by one of the Institutional Review Boards (IRBs).

The human research protection program maintains federally sanctioned IRBs. The primary functions of the IRBs are administrative, educational, and consultative. Their purpose is to facilitate ethical research and optimum protection of human subjects while also insuring the academic freedom of researchers and instructors.

The IRBs review and have authority to approve, require modifications in (to secure approval), or disapprove all human research activities overseen and conducted by the University and its affiliates for which the IRB(s) serve as the “IRB of Record”; to suspend or terminate approval of research that is not conducted in accordance with the IRB’s requirements or that has been associated with unexpected serious harm to subjects; to require that information given to the subjects as a part of informed consent is done in accordance with the federal regulations and university policy, including observing or having a third party observe the consent process of the conduct of research.

The IRBs are not concerned with the quality, direction, or scope of activities being proposed, except when such consideration is required as part of the actual protection of human research subjects. Accordingly, the IRBs must decide whether a proposed research, development, or related activity places human subjects at risk.
The expression "subject at risk" means any person(s) who may be exposed to the possibility of any type of personal harm as a consequence of participation as a research subject. Members of the IRBs reviewing activities involving the use of human subjects have obligations to ensure that the following principles are applied in their deliberations:

a. The rights and welfare of human subjects are adequately protected;

b. The risks to the subject(s), in the judgment of the review committee, are outweighed by the potential benefits, either to the subject directly or to advancing scientific understanding in general,

c. The confidentiality of the subject is maintained; and

d. The informed consent of all subjects is obtained through methods that are both adequate and proper. Such consent is voluntary and subjects are free to withdraw and discontinue participation in a specific research project at any time.

The UNR Policies and Procedures for Human Research Protection details the policies and regulations governing research with human subjects and the requirements for submitting research proposals for review by the UNR IRBs. These policies and procedures, administered by the UNR Office of Human Research Protection, apply to all research involving human subjects, regardless of sponsorship and performance site, if UNR or UNSOM faculty, staff, students, or facilities are involved. In accordance with these policies and procedures, it is the responsibility of the administrative heads of these units or the academic deans to which these units report to assist in a continuing review of all activities involving the use of human subjects.

Departments, research institutes, and public service branches of UNR may conduct research, development, and related activities for which the support is obtained from appropriated and federal pass-through monies or from endowments and gifts to the university. It is the responsibility of the UNR faculty and students planning to submit proposals involving the use of human subjects to any sponsor to have their proposals and protocols submitted to the appropriate UNR IRB in accordance with sponsor guidelines and university policy. Financial support for any research activity involving the use of human subjects may not be released until the researcher has satisfied all requirements for human research protection.

University contributions to the training of students or to the resolution of questions concerning the human condition may involve the participation of humans in teaching and research experiences, in studies on human behavior, or on the influence of man-made or natural environmental factors on human welfare. The responsibilities of the teacher or researcher and the rights of the students or subjects researched are properly defined through a policy relating to each cooperator:

1. The multiple values of human participation in research are recognized. Thus, students in a given class may be invited to serve as human subjects in research when such participation meets the pedagogical purposes of the course. Students are advised that they may complete an alternative assignment requiring an equivalent effort on their part if they are unable or unwilling to participate as a subject.

2. As members of the academic community, students directing research, development, or related activities also have obligations to their subjects and to the University. The immediate supervisor or faculty advisor must inform students involved in the above activities of the university policy and of the procedures for obtaining approval from one of the IRBs.
3. Although answering to the administrative units, faculty and students involved in the use of human subjects are the responsible parties for the development of research procedures and for submitting protocols of these activities for approval.

UNR is committed to ensuring that initial and continuing educational opportunities related to ethical concerns and regulatory and institutional requirements for the protection of human subjects are provided to researchers, IRB members, and staff of the UNR Office of Human Research Protection. All investigators and study personnel conducting research involving human subjects, or data or biological specimens derived from such research, must maintain certification of human research protection training.

The University of Nevada, Reno employs various biological agents in scientific research, clinical medicine, and medical diagnostic activities. Additionally, UNR personnel may have exposure to biological agents while performing duties as maintenance personnel, athletic trainers, first aid providers, and a multitude of other activities. This policy provides guidelines for use of or exposure to biological agents to ensure a safe environment for the campus through the auspices of the Institutional Biosafety Committee (IBC).

The IBC was created in response to the NIH Office of Biotechnology Activities guidelines for the use of recombinant DNA (rDNA). The scope of IBC was expanded to include all risks associated with biological agents that arise as a result of UNR activities. The IBC will consider all consequences resulting from these risks including: (a) adverse effects to humans, animals, plants and the environment; (b) regulatory compliance; (c) legal liability; and (d) moral and ethical responsibilities. Biological agents include:

- Recombinant DNA (includes work with DNA and transgenic animals and plants)
- Microorganisms (bacteria, chlamydiae, rickettsiae, fungi, parasites, viruses, prions or other infectious agents)
- Toxins or toxic products
- CDC or USDA select agents
- Human blood, human body fluids, human tissues or human cells/cell lines
- Non-human animals, animal blood, body fluids, tissues, or cells
- Plants, plant tissues or plant cell cultures
- Insects, insect tissues or insect cell cultures
- Animals infected with human pathogens and animals as sources of zoonotic diseases

The IBC policies and procedures are in accordance with guidelines and regulations established by the National Institutes of Health, the Centers for Disease Control, the Occupational Safety and Health Administration, the United States Department of Agriculture, and the applicable state and local authorities.
The IBC is responsible for overall administration of the Biosafety Program through establishment of university biosafety policies and administrative oversight of activities involving biological agents. Specifically, the IBC is responsible to:

1. Advise the vice president for research on matters related to biological agents and biosafety.
2. Develop, recommend and implement policies and procedures for biological risk assessment and biological risk reduction throughout the University.
3. Develop emergency plans for the containment and resolution of accidental spills and other related emergencies with an emphasis on risk reduction, personnel, and environmental protection.
4. Oversee all biosafety issues associated with research, teaching, clinical medicine, medical diagnostic activities, and extension, including approval prior to initiation, reviews and updates, and compliance with regulations, CDC/NIH recommendations, and university policies governing the use of biological materials.
5. As an agent of the institution, evaluate the biosafety training and experience of principal investigators, co-investigators and directors. The IBC can refuse, suspend or cancel authorization to use biological agents when training and/or experience is deemed inadequate.
6. Advise and provide technical expertise on matters regarding biosafety to the Institutional Biosafety Officer or other members of the UNR community.
7. Conduct investigations of potential incidents involving any biological agent, violations of UNR policies or procedures, or regulatory violations and make recommendations to the vice president for research and other appropriate university administrators for the resolution of continued non-compliance or serious infractions. The IBC can refuse, suspend, or cancel authorization to use biological agents in the event of non-compliance or serious infractions.
8. Review the biosafety protocol form known as the Memorandum of Understanding and Agreement (MOUA) and modify as needed. Review of MOUAs submitted by all principal investigators (PIs) at a convened meeting with a quorum of members present. Inform PIs of all required modifications to their MOUA. Make final approval of all MOUAs.

To conduct this responsibility effectively, the president of the University has appointed the vice president for research as the Institutional Officer to ensure that the IBC is appropriately supported. The Institutional Official has the authority to act for the institution and to assume, on behalf of the institution, the obligations imposed by federal, state, and local regulations pertaining to the use of and exposure to biological agents. However, the Institutional Official or other organizational officials may not approve the use of biological agents in research, teaching, extension or testing that have not been previously approved by the IBC as a Memorandum of Understanding and Agreement (MOUA).

The Institutional Official appoints IBC members and also designates the committee chair. Each member will serve three years with the opportunity for re-appointment. Vacancies within the IBC will be evaluated by the current chair and the Institutional Official to determine appropriate replacement(s). The one exception to membership is the Biosafety Officer, who is a permanent member of the IBC. The Biosafety Officer will be a staff member of the Environmental Health and Safety Department (EH&S) and will be designated by the Director of EH&S.

The Standard Operating Procedures (SOP) on file with the Chair of the IBC and the Institutional Official provide details regarding: (a) training/qualifications; (b) membership terms, qualifications, responsibilities; (c) committee meeting attendance; (d) MOUA review (approval, amendment, modification and periodic review); (e) incident reporting and review; and (f) complaints and adjudication processes.
Policy on the Use of Animals in Teaching, Research Extension, and Testing

Revised: February 2010

The use of animals in teaching, research, or for cooperative extension mission is regulated by several federal policies to ensure the humane care, use and health of the animals involved. The University of Nevada, Reno supports the responsible study and humane care and treatment of animals in teaching, research, extension and testing for the purposes of advancing human and animal health. The University of Nevada, Reno supports the following overall goals: (a) to reduce the number of animals used wherever possible; (b) replace animals with other models whenever possible; (c) refine tests to ensure the most comfortable and human conditions possible.

Researchers and others using animals as part of their teaching, extension, testing, research have a responsibility for the ethical involvement of animals that complies with or exceeds all applicable laws, regulations, and professional standards. This policy provides guidelines for such activities.

The Animal Welfare Act, the Guide for the Use of Laboratory Animals, The Guide for the Care and Use of Agricultural Animals Used in Research and Teaching, the Hatch Act, the Health Research Extension Act of 1985, and Public Health Services (PHS) policy require that institutions establish a committee, the Institutional Animal Care and Use Committee (IACUC) to oversee all use of animals in teaching, research, testing, and extension.

The IACUC is responsible for the oversight of animals (vertebrate, including wild mammals and birds) used in biomedical research, basic (non-biomedical) research, education and agricultural research and teaching programs. The committee ensures both the health and welfare of such animals, as well as compliance with all applicable federal, state, and local laws and policies. In addition, IACUC is responsible for ensuring all animal work involving additional committees (Institutional Biosafety Committee, Institutional Review Board, Radiation Safety, etc.) is duly approved by the respective committee prior to ensuing animal work. The IACUC is responsible for ensuring the occupational health program related to animal care and use is in compliance with PHS standards to ensure the health and safety of university employees and students using animals or animal tissues in education, research, extension, testing.

To conduct this responsibility effectively, the president of the University has appointed the vice president for research as the Institutional Official to ensure that the IACUC is appropriately supported. The Institutional Official has the authority to act for the institution and to assume, on behalf of the institution, the obligations imposed by federal, state, and local regulations pertaining to the use of animals in teaching, research, extension and testing. However, the Institutional Official or other organizational officials may not approve the use of animals for teaching, research, extension, or testing that have not been previously approved by the IACUC.

Federal laws and policies require that IACUC members be properly trained (initially and continuing). IACUC approval is required before any studies/projects involving animals may be initiated. IACUC conducts on-going review and monitoring of approve studies/projects.

The IACUC Chair is designated by the Institutional Official. IACUC members are appointed by the Institutional Official. Membership will be reviewed annually to determine that the appropriate expertise is present on the IACUC to address the animal activities being submitted for approval. Each member will serve three years with the opportunity for re-appointment. Vacancies within IACUC will be evaluated by the current chair of IACUC and the Institutional Official to determine appropriate replacement(s). Once an IACUC member is selected the Institutional Official sends an appointment letter. Once the appointment is official, the IACUC member will meet with the Attending Veterinarian and/or IACUC Chair or their designee for new member training. All IACUC members are expected to attend and participate in all IACUC meetings and to conduct thorough evaluation of the proposed protocols for the use of animals assigned to them by the chair of the IACUC.
The IACUC has the authority to approve, require modifications or disapprove all teaching, research, extension, and testing use of animals conducted under the auspices of the university and its affiliates.

The Standard Operating Procedures on file with the Chair of IACUC and the Institutional Official provide details regarding: (a) training/qualifications; (b) membership terms, qualifications, responsibilities; (c) committee meeting attendance; (d) protocol review (protocol approval, amendment, periodic review, facility inspection, suspensions and adjudication of disputes); and (e) minutes of meetings.

Revised: September 2013

The University is committed to creating an atmosphere that promotes responsible conduct in research and fosters integrity within the research community. The responsible and ethical conduct of research is critical for study integrity, research excellence, and public trust. Compliance with Environmental Health & Safety (EH&S) regulations helps to ensure the health and safety of the university community and our environment.

It is the policy of the University of Nevada, Reno that all faculty, staff, students, postdoctoral scholars and volunteers that are engaged in the planning and/or conducting research shall receive training in the subject areas applicable to their roles and responsibilities.

All principal investigators (PIs) should be aware of their responsibilities in the research environment, including their responsibilities as supervisors of persons working or volunteering in their research. These responsibilities are identified through appropriate training. Existing PIs are encouraged to register for training that they have not attended to ensure that they have the same knowledge as the staff within their lab groups. This training provides PIs with the knowledge required to assess the readiness of their laboratory staff and identifies additional training that is required or beneficial.

All new PIs must attend the “New PI Training” as part of the new hire orientation before they begin their first sponsored research project.

The required training topics include but are not limited to:

- Responsible Conduct of Research
- Human Research Basic Course Social Behavior or BioMedical
- Effort Reporting
- Sponsored Projects Fiscal and Administrative Management
- Conflict of Interest
- Animal Welfare, Animal Care and Use
- Export Control
- Additional Appropriate Safety Training (as required for all research for which they are responsible and determined through activities associated with the research)
- For more trainings, please see the Training Matrix

The Office of the Vice President for Research and Innovation is responsible for coordinating the training sessions and maintaining the database of participants.

Faculty, staff, students, postdoctoral scholars and volunteers must have a verifiable record of appropriate training.

Personnel who have failed to receive the mandatory trainings will not be allowed to conduct research until the trainings are complete. Notification of failure to complete training may be directed to the PI, PI supervisor, and other university officials.
Ethical Standards in the Conduct of Research

6,515

Revised: October 2014

Scholars and researchers bear the primary responsibility for the monitoring and rigorous evaluation of procedures and results of research and other scholarly activities under their supervision. All members of the university community adhere to the university's strict standards of integrity of academic scholarship and research and must feel ethically obligated to report (in accordance with the procedures set forth in this policy) any fraudulent acts when they are known or are suspected to have occurred. Scholarly misconduct can neither be condoned nor tolerated at UNR.

A. Rights and Responsibilities of Scholars and Researchers:

1. Within the framework of the existing policies of the system and the University, including review guidelines, scholars and researchers are free to:
   a. Choose the subject of research or scholarly activity;
   b. Seek the resources necessary to conduct such activity, and to exercise control over those resources;
   c. Initiate and conduct such activity;
   d. Disseminate the results of such activity in an appropriate manner.

2. With the freedom to conduct and manage scholarly activities and research comes the academic responsibility for:
   a. Maintaining professional integrity within and external to the University;
   b. Honoring professional obligations to the University and, when relevant, to external benefactors and funding entities.

B. Ethical Standards of Performance in Research and Scholarship:

Researchers and scholars shall seek to uphold the following general ethical standards in the performance of their activities:

1. Project directors must comply with all internal and external requirements for protecting the public, human subjects and project personnel, and for ensuring the welfare of laboratory animals.

2. To promote and preserve a university climate for creativity and productivity with high ethical standards, scholars and researchers must not fall below accepted professional standards in proposing their activities, carrying them out, and reporting their results. Primary data must be scrupulously collected and retained.

3. All participants in scholarly/research activity must avoid both intentional and negligent behavior which may result in violation of the law; dishonesty or fraud; fabrication, falsification, or misrepresentation of data; or plagiarism.

4. Cooperative efforts require mutual attention to the integrity of the scholarly processes involved. Joint authorship entails joint responsibility; each author claiming shared credit must be aware of the risk of shared discredit.

5. Senior scholars and researchers must avoid exploitation of junior colleagues and students. Claims of credit and co-authorship should reflect actual involvement, responsibility, and effort.

6. Project directors must be free to manage their sponsored funding to the maximum extent allowed by the funding agency and the rules of the university yet, they must be knowledgeable of and responsive to the demands and requirements of financial responsibility and accountability.
7. Present or proposed activities or relationships which may present a conflict of interest, affect the objectivity of research or scholarship, give the appearance of being motivated by private financial gain, or involve unacceptable commitments for a scholar/researcher, must be disclosed and approved at the appropriate administrative levels prior to a commitment to or initiation of such activities or relationships.

8. As part of its efforts to promote research integrity, the University provides training in the Responsible Conduct of Research (RCR) that covers the following nine instructional areas:

   a. Data Acquisition, Management, Sharing and Ownership
   b. Conflict of Interest and Commitment
   c. Human Subjects
   d. Animal Welfare
   e. Research Misconduct
   f. Publication Practices and Responsible Authorship
   g. Mentor/Trainee Responsibilities
   h. Peer Review
   i. Collaborative Science

The National Science Foundation (NSF) and the National Institutes of Health (NIH) require training in the RCR for certain types of grants. Research faculty will participate in RCR instruction in ways that will foster their role as a mentor.

The NSF requirements apply to all undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research. The University will verify that those students (undergraduates and graduates) and postdoctoral researchers who receive NSF funds (support from salary and/or stipends to conduct research on NSF grants) will obtain RCR training.

NIH policy requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive instruction in responsible conduct of research.

C. Definitions:

1. For the purposes of this policy, the operant definition of "misconduct," "scholarly misconduct," or "scientific misconduct" shall be consistent with the prohibited activities as set forth in Chapter 6 of the Nevada System of Higher Education (NSHE) Code and with supplementary definitions which specifically address the requirements of federal agencies. A finding of misconduct requires that:
   a. There be a significant departure from accepted practices of the relevant research community for maintaining the integrity of the research record; and
   b. The research misconduct be committed intentionally, knowingly, or reckless disregard of accepted practices; and
   c. The allegation be proven by a preponderance of evidence.

2. Section 6.2.1 of the NSHE Code cites grounds for instituting disciplinary action against "all members of the faculty of the System" Specific to this policy is the prohibition against "acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results, or assisting others to do the same."

3. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest error or honest differences of opinion. (Federal Register Vol. 64, No 198 October 14, 1999)
4. Further definitions of acts associated with misconduct in science are to be found in the 1982 Association of American Universities policy statement. These definitions are:
   
a. **Falsification of data** - ranging from fabrication of data to deceptively selective reporting, and including the purposeful omission of conflicting data with the intent to falsify results.
   
b. **Plagiarism** - representation of another’s work as one's own.
   
c. **Misappropriation of other's ideas** - the unauthorized use of privileged information (such as violation of confidentiality in peer review), however obtained.
   
5. Except as stated under Ethical Standards in Section B.1, this policy does not cover other transgressions such as:
   
1. Material failure to comply with requirements for protection of researchers, human subjects, or the public or for ensuring the welfare of laboratory animals;
   
2. Intentional misuse of public funds;
   
3. Failure to meet other material legal requirements governing research.

Allegations and instances of misconduct in these areas are covered by the policies and practices of the applicable committees and/or organizational units responsible for oversight and control.

D. **Procedures for Dealing with Allegations of Misconduct or Violations of Ethical Standards in Research and Scholarship:**

Allegations of misconduct shall be dealt with in strict accordance with the provisions of Chapter 6 of the NSHE Code. Allegations of misconduct in science that involve research or other projects sponsored by applicable federal regulatory agencies are specifically addressed in section E.

The following procedural statements incorporate the appropriate sections of the NSHE Code in delineating the university's administrative process for the reporting of allegations of scholarly misconduct; for the fair, swift, and accurate consideration of such allegations; and for initiating the actions recommended after the consideration of allegations is complete. These statements further incorporate the practices and procedures required under the compliance rules issued by the applicable federal regulatory and federal funding agencies.

1. **Confidentiality:** The maintenance of confidentiality is the guiding principle for this process, to protect both those who make the allegations and those against whom the allegations are made. As few people as are reasonable shall be involved in the process, and all records dealing with an allegation, its review, and its disposition shall be treated in accordance with Section 6.14 and 6.15 of the NSHE Code.

2. **Reporting of Allegations:** Reports of allegations of scientific misconduct must be filed with the Vice President for Research and Innovation (as the designated university administrative officer in accordance with NSHE Code 6.7.1). Allegations must be in writing and must contain the elements of information as required in NSHE Code 6.8.1.

3. **Inquiry:** The inquiry is the initial step after an allegation is made. It is an informal process intended to assess the probable validity of the allegation. It is performed by the Vice President for Research and Innovation to whom the allegation was made and in accordance with the provisions of the NSHE Code 6.8.2. He/she may seek the advice and assistance of the Director, Research Integrity Office (RIO). RIO will ensure that all reporting requirements are met. RIO will be responsible for maintaining files of all documents and evidence and for the confidentiality and security of the files.
4. **Investigation:** If on the basis of the preliminary findings the Vice President for Research and Innovation feels a formal investigation should be initiated, the following steps shall be undertaken:

   a. The Vice President for Research and Innovation recommends to the President that a general or special hearing be held in accordance with the NSHE Code 6.8.2(d). The President then decides whether to proceed with the recommended hearing in accordance with the NSHE Code 6.8.2(e) & (f).

   b. If the decision is made to proceed with a general or special hearing, the Vice President for Research and Innovation shall convene the hearing in accordance with the NSHE Code section 6.9. The Vice President for Research and Innovation shall also notify the Office of Sponsored Projects of the pending action, so that any required notifications to funding agencies may be accomplished.

   c. In the case of a general hearing, a general hearing officer shall be appointed as specified in the NSHE Code 6.10. In the case of a special hearing, the hearing officer and committee shall be appointed as specified in the NSHE Code 6.11. For hearings dealing with allegations of misconduct in science, the following special considerations shall be made concerning the selection of the hearing committee.

      i. Care must be taken to ensure that there are no real or apparent conflicts of interest on the part of the committee members.

      ii. In the case of a special hearing, the special hearing committee should include persons having sufficient acquaintance with research and scholarship in the discipline in question so that the allegation may be properly assessed.

4. All procedures concerning inquiry, findings, disposition, and appeal shall be in strict accordance with the appropriate provisions of Chapter 6 of the NSHE Code.

5. **Appeal:** If the Vice President for Research and Innovation determines during the inquiry process that evidence of scientific misconduct is insufficient and recommends to the President that a formal investigation is not warranted, the individual who made the allegation may appeal this decision to the president. Appeals from the decision of the president shall be made in accordance with Section 6.13 of the NSHE Code.

E. **Special Procedures for Dealing with Allegations of Misconduct in Science Relating to Research or Other Projects Sponsored by Applicable Federal Agencies:**

The following procedures apply to allegations of scientific misconduct made against UNR faculty investigators, associates, and other personnel in connection with work on a research or other sponsored project supported by applicable federal regulatory or funding agency.

UNR shall comply with the established administrative process for reviewing, investigating, and reporting allegations of misconduct in science as set forth in Chapter 6 of the NSHE Code. UNR also shall supplement and modify practices and procedures within its authority in order to meet any special requirements set forth in the compliance rules of funding agencies. The following are summaries of special requirements of 42 CFR Part 50, Subpart A - Responsibility of PHS Awardee and Applicant Institutions for Dealing with and Reporting Possible Misconduct in Science.

1. **Institutional Assurance:** UNR shall submit annually to the PHS Office of Scientific Integrity (OSI) and HHS Office of Research Integrity:

   a. An assurance of compliance;

   b. Such aggregate information on allegations, inquiries, and investigations as may be prescribed;

   c. A copy of this policy, if requested.
2. **Role of the Office of the Vice President for Research and Innovation:** It is essential that the Vice President for Research and Innovation be informed immediately upon disclosure of allegations of scientific misconduct if these allegations in any way involve project activities sponsored by applicable federal regulatory or funding agency. The Vice President for Research and Innovation must initiate an inquiry and determine whether an investigation is warranted. All allegations and subsequent administrative acts must be adequately documented and maintained for a period of three years. The Vice President for Research and Innovation shall also be responsible for coordinating and submitting all notifications and reports required under 42 CFR Part 50, Subpart A.

3. **Specific Requirements for Inquiries, Investigations, and Reporting:** In following its established procedures, UNR shall ensure that the following specific requirements are met:
   a. Immediate inquiry into an allegation or other evidence of possible misconduct and completion of the inquiry within 60 calendar days of its initiation unless circumstances clearly warrant a longer period. [42 CFR 50.103(d) (1)]
   b. Protecting, to the maximum extent possible, the privacy of those who in good faith report apparent misconduct. [42 CFR 50.103(d)(2)]
   c. Affording the affected individual(s) confidential treatment to the maximum extent possible, a prompt and thorough investigation, and an opportunity to comment on allegations and findings of the inquiry and/or the investigation. [42 CFR 50.103(d)(3)].
   d. Notification of applicable federal regulatory agency when, on the basis of the initial inquiry, it is determined that an investigation is warranted. [42 CFR 40.103(d)(4)]
   e. Notification of applicable federal regulatory within 24 hours of obtaining any reasonable indication of possible criminal violations. [42 CFR 50.103(d)(5)]
   f. Maintaining for a period of at least 3 years sufficiently detailed information of inquiries to permit a later assessment of the reasons for determining that an investigation was not warranted [42 CFR 50.103(d)(6)].
   g. Undertaking an investigation within 30 days of the completion of the inquiry, if findings from that inquiry provide sufficient basis for conducting an investigation. [42 CFR 50.103(d)(7)]
   h. Securing the necessary and appropriate expertise to carry out a thorough and authoritative evaluation of the relevant evidence in an inquiry or investigation. [42 CFR 50.103(d)(8)]
   i. Taking precautions against real or apparent conflicts of interest on the part of those involved in the inquiry or investigation. [42 CFR 50.103(d)(9)]
   j. Preparing and maintaining the documentation to substantiate the investigation's findings. [42 CFR 50.103(d)(10)]
   k. Taking interim administrative actions, as appropriate, to protect federal funds and ensure that the purposes of the federal financial assistance are carried out. [42 CFR 50.103(d)(11)]
   l. Keeping the applicable federal regulatory apprised of any developments during the course of the investigation which disclose facts that may affect current or potential funding or that the agency needs to know to ensure appropriate use of federal funds an otherwise protect the public interest. [42 CFR 50.103(d)(12)]
   m. Undertaking diligent efforts, as appropriate, to restore the reputations of persons alleged to have engaged in misconduct when allegations are not confirmed, and also undertaking diligent efforts to safeguard the positions and reputations of those persons who, in good faith, make allegations as well as informants. [42 CFR 50.103(d)(13)]
   n. Imposing appropriate sanctions on individuals when an allegation of misconduct has been substantiated. [42 CFR 50.103(d)(14)]
   o. Notifying the applicable federal regulatory of the final outcome of the investigation. [42 CFR 50.103(d)(15)]
4. **Requirements for Reporting:**

   a. A decision to initiate an investigation must be reported in writing to the director of applicable federal regulatory, on or before the date the investigation begins. [42 CFR 50.104(a)(1)]

   b. An investigation should ordinarily be completed within 120 days of its initiation. [42 CFR 50.104(a)(2)]

   c. If an inquiry or investigation is to be terminated for any reason without completing all relevant requirements under 50.103(d), a report of such planned termination, including a description of the reasons for such termination, shall be made to applicable federal regulatory, which will then decide whether further investigation should be undertaken. [42 CFR 50.104(a) (3)]

   d. The final report submitted to the applicable federal regulatory must describe: [42 CFR 50.104(a)(4)]

      i. The policies and procedures under which the investigation was conducted;

      ii. How and from whom information was obtained relevant to the investigation;

      iii. The findings and the basis for the findings;

      iv. Include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct, as well as a description of any sanctions taken by the institution.

   e. If it is determined that it will not be possible to complete the investigation in 120 days, a written request for extension must be submitted to applicable federal regulatory. The request must include an explanation for the delay that includes an interim report on the progress to date and an estimate for the date of completion of the report and other necessary steps. [42 CFR 50.104(a) (5)]

   f. Applicable federal regulatory will review the final report to determine whether the investigation has been performed in a timely manner and with sufficient objectivity, thoroughness, and competence. Applicable federal regulatory may then request clarification or additional information and, if necessary, perform its own investigation. [42 CFR 50.104(a) (6)]

   g. In addition to sanctions the university may decide to impose, the Department of Health and Human Services may also impose sanctions of its own upon investigators or the university based upon authorities it possesses or may possess. [42 CFR 50.104(a) (7)]

   h. Prompt notification to the applicable federal regulatory must be made if it is ascertained at any stage of the inquiry or investigation that any of the following conditions exist: [42 CFR 50.104(b)]

      i. There is an immediate health hazard involved;

      ii. There in an immediate need to protect federal funds or equipment;

      iii. There is an immediate need to protect the interests of the person(s) making the allegations or of the individual(s) who is the subject of the allegations as well as his/her co-investigators and associates, if any;

      iv. It is probable that the alleged incident is going to be reported publicly;

      v. There is reasonable indication of possible criminal violation (see reporting requirement under [42 CFR 50.103(d)(5)].)
INSTRUCTION / RESEARCH PROCEDURES

Unit Name Changes for Research or Outreach Units

Revised: January 2005

Research or outreach units interested in changing their name should consult the appropriate administrator(s) regarding feasibility. (See section 6,060 for name changes for academic units.) The proposer(s) should forward a preliminary proposal IN BOTH HARD COPY AND ELECTRONIC FORMAT to the Provost’s Office for consideration by the New Program Pre-Proposal Committee. This preliminary proposal can be in any format but ideally should address the following:

7. Proposed name change.
8. Brief description.
10. Impact of the name change on other departments, colleges, university, and system.
11. Review of and impact upon directly related programs within the University.

This proposal needs to include signatures of appropriate department and college administrators and approval memos from other units impacted by the name change.

Upon review and recommendation by the New Program Pre-Proposal Committee, the proposing unit will receive a memorandum from the Provost’s office outlining how it should proceed.

Once the proposed name change is approved at the department, college, and Provost Office levels, it should be forwarded by the dean to the Provost’s Office.

The Provost’s Office may seek review and recommendations from the Faculty Senate, Graduate Council, and other appropriate administrative units, and will make a recommendation to the President. After receiving final recommendations, the president will determine if the final proposal will be forwarded by the Provost’s office to the Vice Chancellor for Academic and Student Affairs, who will determine if the change warrants NSHE Board of Regents’ review.

Upon the determination that all necessary approvals have been obtained, the Provost’s Office will send a confirming memo to the department or unit, with copies to the following: the appropriate College Dean, Admissions & Records, Planning, Budget & Analysis, Admissions and Records, the Graduate School (if applicable), the Vice Provost, University Assessment, and the President’s Office.
The procedures below govern the creation of all new research and outreach units. This includes the creation of any center, institute, bureau, program or other organizational unit involving research and/or outreach and NOT involving teaching programs awarding credits to students. See section 6,065 for creation of new academic units involving teaching programs.

Regulations regarding the creation of a new organization are specified in the Board of Regents Handbook, Title 4, Chapter 14, Section 7. A NSHE New Organizational Unit Proposal Form is available from the Office of the Provost or on the University Forms Page. The form requires information on the proposed unit including mission and goals, participants and collaborators, location and structure, and resources needed. Supporting documentation and letters may be provided as well.

The full proposal should outline the plans for success of the proposed unit. All proposals for new research and outreach units need first to be approved by the appropriate college or colleges, and then should be forwarded by the dean(s) to the Provost’s Office.

The Provost’s Office will forward proposals to the Faculty Senate for review and recommendation. The creation of new organizational units may come under the jurisdiction of the UNR By-Laws (Part 2, Chapter 1, Section 7) regarding changes in university organization. In accordance with Faculty Senate policy, completed proposals must be submitted to the Faculty Senate at least two full working months before consideration by the NSHE Academic Affairs Council.

Additionally, review and recommendations from the Graduate Council, Academic Leadership Council and/or other committees may be sought at the discretion of the Executive Vice President & Provost.

After receiving final recommendations, the President will determine whether or not to approve the final proposal and forward it to the NSHE Academic Affairs Council and the Board of Regents for approval.

Upon notification of approval by the Board of Regents, the Provost’s Office will send a confirming memo to the department, with copies to the appropriate offices.
INSTRUCTION / RESEARCH PROCEDURES

Reorganization of Existing Research or Outreach Units

Reviewed: January 2005

The procedures below govern the reorganization of all any academic units. This includes the reorganization of any center, institute, bureau, program or other organizational unit involving research and/or outreach and NOT involving teaching programs awarding credits to students. See section 6,067 for reorganization of academic units involving teaching programs.

Regulations regarding reorganization of existing departments, schools, colleges, or other academic units are specified in the Board of Regents Handbook, Title 4, Chapter 14, Section 7. A condensed proposal form entitled NSHE Proposal for Reorganization of Program/Unit is available from the Office of the Provost or from the university website forms page. The following information is required on the form:

1. Title of proposed program or organizational unit to be reorganized.
2. Date of initiation.
3. Complete description and objectives of program or organizational unit (include justification for new organization or rationale for change in existing program).
4. Relationship to other programs or units within the institution and the system.
5. Resource analysis. Indicate the estimated annual financial impact. (Include operating costs, personnel, equipment, library requirements, other; and source of funds.)

The full proposal should outline the plans for success of the proposed unit. All proposals for new academic units need first to be approved by the appropriate college(s), and then should be forwarded by the dean(s) to the Provost’s Office.

The Provost’s Office will forward proposals to the University Planning Council and the Faculty Senate for review and recommendation. Some changes may come under the jurisdiction of the UNR By-Laws (Part 2, Chapter 1, Section 3) regarding changes in university organization. In accordance with Faculty Senate policy, completed proposals must be submitted to the Faculty Senate at least two full working months before consideration by the NSHE Academic Affairs Council.

Additionally, review and recommendations from the Graduate Council, Academic Leadership Council and/or other committees may be sought at the discretion of the Provost.

After receiving final recommendations, the president will determine whether or not to approve the final proposal and forward it to the NSHE Academic Affairs Council and the Board of Regents for approval.

Upon notification of approval by the Board of Regents, the Provost’s Office will send a confirming memo to the department, with copies to the following: the appropriate College Dean, Admissions & Records, Planning, Budget & Analysis, Admissions and Records, the Graduate School (if applicable), the Vice Provost, University Assessment, and the President’s Office.

Community College/University Articulation Policy

The Academic Program Review and Articulation Policy for UNR is regulated in the Board of Regents Handbook, Title 4, Chapter 20.
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<th>Recognition of Deceased Students, Faculty and Staff</th>
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Reviewed: October 2006

The University will lower to half-mast the United States and Nevada flags for one day following the death of any registered student and faculty or staff member on contract with the University. The same will apply to deaths within the membership of the Board of Regents. The flags may also be lowered upon the death of an emeritus faculty member, at the discretion of the president. All other occasions for lowering the flags will be governed by "Flag Laws and Regulations" in the U.S. Code.

This policy will be implemented by Buildings and Grounds personnel upon notification by the University Police Services.
The University of Nevada, Reno is committed to maintaining a supportive and safe educational environment, one that seeks to enhance the well-being of all members of the University community and that includes creating a secure environment for children who may participate in University programs or activities, or be present at University facilities or events. The University policies for the protection of children are intended for the protection of all children who participate in University programs or activities involving children or who are University students.

1. **Public Events and Venues.**

Children are permitted at events and venues open to the public on University property. The University reserves the right to determine whether selected events or venues are appropriate for unescorted or unsupervised children.

2. **Definitions.**

   a. **Child.** A “child” is anyone under 18 years of age, or, if in high school, until graduation from high school, and includes children under the age of 18 who are registered as students at the University. The terms “child”, “minor” and “children” are used synonymously in this policy.

   b. **Child Abuse or Neglect.** “Child abuse or neglect” is defined in accordance with the provisions of NRS 432B.020-NRS 432B.150, including but not limited to:

      (i) physical injury of a non-accidental nature;
      (ii) mental injury;
      (iii) sexual abuse,
      (iv) sexual exploitation; and
      (v) negligent treatment or maltreatment

   of a child caused or allowed by a person responsible for the welfare of the child under circumstances which indicate that the child’s health or welfare is harmed or threatened with harm.

   “Mental injury” is defined as an injury to the intellectual or psychological capacity or the emotional condition of a child as evidenced by an observable and substantial impairment of the ability of the child to function within a normal range of performance or behavior, of a non-accidental nature.

   “Sexual abuse” is defined as incest, lewdness with a child, sadomasochistic abuse, sexual assault, statutory sexual seduction, and mutilation of the genitalia of a female child, aiding, abetting, encouraging or participating in the mutilation of the genitalia of a female child, or removal of a female child from the State of Nevada for the purpose of mutilating the genitalia of the child.

   “Sexual exploitation” is defined as forcing, allowing or encouraging a child to solicit for or engage in prostitution; to view a pornographic film or literature; to engage in filming, photographing or recording on videotape or posing, modeling, depiction or a live performance before an audience which involved the exhibition of a child’s genitals or any sexual conduct with a child.

   Negligent treatment or maltreatment of a child occurs if a child has been abandoned, is without proper care, control and supervision or lacks the subsistence, education, shelter, medical care or other care necessary for the well-being of the child because of the faults or habits of the person responsible for the welfare of the child or the neglect of the or refusal of the person to provide them when able to do so.
c. **Employee.** “Employee” means any person, including but not limited to faculty, classified employees, graduate teaching assistant, graduate research assistants, postdoctoral appointments, letters of appointment (LOA’s), and student employees, who is employed at the University. Although a person may meet the definition of employee in this policy, that fact does not establish the person as an employee for any other policy or purpose.

d. **Program or Activity Involving Children.** “Program or Activity Involving Children” means a program or activity for children that is established by the University, wherever it takes place, and to a program or activity for children sponsored by outside persons or entities which is permitted to take place at University facilities. “Program or Activity Involving Children” does not include events (such as concerts, plays, sporting events) or facilities (such as restaurants or stores) that are open to the public, nor does it include academic classes in which University students are enrolled or other residence hall or University activities in which enrolled students engage.

e. **Reasonable Cause.** “Reasonable cause” means those facts and circumstances which would cause a reasonable person to suspect that child abuse or neglect may have occurred.

f. **Volunteer.** “Volunteer” means an individual who is working at the University pursuant to a volunteer agreement approved by the University’s general counsel. For the purposes of this policy, “volunteer” does not include a parent or guardian of a child. Parents and guardians, however, shall be supervised by appropriate University or non-University personnel during their participation in the University sponsored or approved programs and activities.

3. **Duty of All University Personnel to Report Child Abuse or Neglect.**

All University employees, students, and volunteers, who have reasonable cause to believe that child abuse or neglect may have occurred at a University facility or during University programs or activities, must report the suspected abuse or neglect to University Police Services or the local police or sheriff’s office OR to the local office of the Nevada Division of Child and Family Services as soon as possible and within 24 hours. The reporter shall also report the suspected abuse or neglect to the Executive Vice President & Provost.

University of Nevada, Reno Police Services   (775) 334-2677 OR
Division of Child and Family Services toll-free hotline (800) 922-5757 OR
Washoe County Child Protective Services (775) 785-8600 OR
Clark County Child Protective Services (702) 399-0081

AND

Office of the Provost (775) 784-1740

**In an emergency, call 911.**

The duty to report is triggered by reasonable suspicion or belief. There is no requirement that there be actual evidence of abuse, nor should any individual seek to investigate the matter for him/herself. Any doubt as to whether or not to report should be resolved in favor of making the report to ensure that the appropriate professionals can assess the report and evaluate the safety of the child. (Nothing in this policy is intended to supersede the policies and procedures for child-care centers for the reporting of and response to situations of suspected child abuse. Moreover, nothing in this policy is intended to supersede obligation imposed by law regarding the maintenance of privilege by specified professionals.)
The duty to report exists regardless of whether the suspected perpetrator is a member of the University community and regardless of the specific role the perpetrator has, if any, in the child’s life.

Failure by any member of the University community to report information related to suspected child abuse as soon as possible to the designated officials will result in discipline up to and including termination for employees and dismissal for students. Failure of these officials to initiate timely notice and timely and appropriate investigation will result in discipline up to and including termination.

4. Consequences of Abuse.

The employment of any University employee who is convicted of a charge related to abuse of a minor will be terminated, whether the abuse occurred on or off campus. Any employee against whom a credible allegation of child abuse has been made as determined by a preponderance of the evidence, on or off campus, is subject to University discipline up to and including termination. Any University student who is convicted of a charge related to abuse of a minor will be expelled from the University, whether the abuse occurred on or off campus. Any University student against whom a credible accusation has been made as determined by a preponderance of the evidence, on or off campus, is subject to discipline up to and including expulsion.

5. Supervision and Protection of Children.

All children who participate in University Programs and Activities involving Children must be appropriately supervised at all times. A child must be immediately removed from a situation involving suspected child abuse or neglect or other inappropriate conduct, or conduct which presents a threat to the child’s health and safety.

6. Annual Inventory.

No later than March 1 of every year, each Vice President and the Athletic Director shall conduct an inventory of all programs or activities that involve children in their area, including, but not limited to, daycare facilities, summer camps and programs, sport camps, research studies, and other activities or programs, but excluding academic programs in which University students are enrolled or residence hall activities and other University activities in which enrolled students engage. The inventory shall include the name of the program or activity, the name of the director or responsible party in charge of the program or activity, the location where the program or activity is held, the number of children participating in the program or activity, and whether the program or activity includes an overnight stay. Vice Presidents and the Athletic Director shall provide their inventories to the Office of the President.

Following the inventory, the Office of the President shall provide the Director of Police Services a list of all Programs and Activities Involving Children.

Any proposal to establish a Program or Activity Involving Children after March 1 of each year must be provided to the Vice President of the area in which the Program or Activity or, in the case of Intercollegiate Athletics, to the Athletic Director, at least 60 days before the proposed start date for the program or activity. The time period may be shortened upon request. The Vice President or Athletic Director shall review the program to determine if it constitutes a Program or Activity Involving Children, and if it does, require the applicable procedures and training. The Vice President or Athletic Director shall notify the President and the Director of Police Services of any Programs or Activities Involving Children approved each year after the inventory is completed.
7. **Information and Certification.**

Any member of the University community (employee, student or volunteer) who participates in a University program or activity involving children must annually read, and certify to having read and understood the Information Packet that contains guidelines for working with minors, information about reporting requirements and “mandated reporter” rules and information about the signs of child abuse and neglect. The certification shall be in this form, **Certification of Receiving, Reading, and Understanding the University of Nevada, Reno Policy on the Protection of Children Information Packet**.

8. **Fingerprint Background Check and Online Training Required.**

All employees, students or volunteers working in a program or activity involving children that includes an overnight stay or that involves an employee, student or volunteer being alone with a child, in addition to annually reading and understanding the materials in the Information Packet and certifying to having done so, shall complete a fingerprint background check and annually complete an online training session on the topic of child abuse from the State of Nevada Department of Child and Family Services available [here](#).

The Associate Vice President for Human Resources or designee shall receive the results of the background check, apply the criteria of NRS 432A.170 and exclude any person who fails to meet that criteria. The Associate Vice President for Human Resources or designee shall provide a written statement of reasons and an opportunity to be heard before any employee may be excluded. The University shall pay the cost of the fingerprint background check. The employee shall certify that he/she has completed the online training by completing this form, **Certification of Completion of Online Training Regarding Child Abuse**.

At least one person who has completed and passed the fingerprint background check under the criteria of NRS 432A.170 and who has completed the online training shall supervise a program or activity involving children.

The University shall conduct a fingerprint background check every six years of any employee who is required to pass a fingerprint background check under this policy.

9. **Registered Sex Offenders Excluded.**

No registered sex offender may participate in any Program or Activity Involving Children in any way.

10. **Annual Review.**

At least annually, the University Police Services shall review the security of Programs and Activities Involving Children, including considering measures that may be appropriate for the protection of students from sex offenders who are registered with the University Police Services.
11. **Procedure for Approval for Use of Facilities by Outside Persons or Entities.**

Before the University approves the use of a University facility by any outside person or entity for a possible Program or Activity Involving Children, the University shall provide the person or entity the NSHE Child Protection Policies and this University policy, the Information Packet and the person or entity shall sign a written acknowledgement, using this form, Certification by Facility User of Receiving, Reading and Understanding the University of Nevada, Reno Policy on the Protection of Children, its Information Packet, and the NSHE Child Protection Policies, of receipt of the NSHE Child Protection Policies, this University policy, the Information Packet, a commitment to follow and comply with the NSHE and University policies, and consent to notify the University in writing if a background check of one of its staff/representatives reveals a criminal conviction. If the applicant does not do so, the application may be denied. Before the University approves the use of a University facility by any outside person or entity for a Program or Activity Involving Children that involves an overnight stay, the entity shall demonstrate compliance with the fingerprint background check and online training section of this policy; if the entity does not do so, the application may be denied.

12. **Mandatory Reporters.**

The University shall identify all University mandatory reporters of child abuse pursuant to NRS 432B.220-NRS 432B.250 and shall provide training materials regarding the mandatory reporter requirements.

13. **Providing Policies to Employees, Students, and Volunteers.**

The University shall annually provide a copy of the NSHE Child Protection Policies and this University policy to all employees and students. Any person who directs a Program or Activity Involving Children shall annually provide a copy of the NSHE Child Protection Policies and this University policy to all volunteers in the Program or Activity Involving Children.

14. **Website Posting of Policies.**

The NSHE Child Protection Policies and the University policy shall be posted on the University’s website.

15. **Investigation.**

In the event of a report or complaint of child abuse or neglect, the University Police Services shall conduct an appropriate investigation of the incident(s) giving rise to the report or complaint and shall provide a confidential notice of such incident(s) to the president of the University, the chancellor and the Chair of the Board of Regents.

16. **Retaliation Prohibited.**

Retaliation against any individual who makes a report of child abuse or neglect is prohibited.

*Nothing in this policy is intended to modify, and this policy does not modify, the requirements of Board of Regents Handbook, Title 4, Chapter 3, section 47 Background Check.*

Any questions concerning this policy should be directed to the Office of the Provost.
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<td><strong>Policy on Registered Sex Offenders</strong></td>
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Reviewed: November 2003

All students, university employees, non-university employees, and guests of the University who have been convicted of a sex crime as defined by NRS 179D.410 or crimes against children as defined by NRS 179D.210 must register with the University of Nevada Police Services no later than 48 hours after arriving on university property.

A student is defined as a person who is currently enrolled in at least one credit.

An employee is defined as anyone who engages in or who knows or reasonably should know that he will engage in any type of occupation, employment, work or volunteer service on a full-time or part-time basis for (a) any period exceeding 14 days; or (b) more than 30 days, in the aggregate, during any calendar year, whether or not the person engages in or will engage in the occupation, employment, work or volunteer service for compensation or for the purposes of a governmental or educational benefit. This definition includes, but is not limited to: (a) a person employed by the University; (b) a person who is self-employed; (c) an employee of an independent contractor; or (d) a paid or unpaid intern, extern, aide, assistant or volunteer.

A guest is defined as a person who is present on university property for 48 hours or more.
Revised: January 2006

**Purpose**

This policy regulates the installation, operation, maintenance and use of video and audio recording equipment at the University of Nevada, Reno.

The University is committed to the free exchange of ideas and freedom of action that should be found at any institution of higher learning. At the same time, it is committed to safeguarding the safety and security of those who visit, work, or study on its campus and are involved in its activities. Thus, the use of video cameras on campus shall be conducted so as to minimize the intrusion on the privacy of faculty, staff, students and visitors in their personal and professional activities.

The utilization of installed video equipment shall be to meet one or more of the following objectives:

1. Enhance public safety and security, while reducing the costs incurred by the University in the promotion of campus security, and promote compliance with any federal and state statutes related to security;
2. Aid instruction and/or facilitate its delivery to remote locations, as well as enable video conferencing among remote sites;
3. Prevent, deter or halt criminal activity, and facilitate criminal investigations and police actions to safeguard citizens.

The utilization of installed audio surveillance equipment shall be confined to objective #3 above. In all circumstances, the University shall comply with state and federal law.

**Scope**

This policy applies to all personnel, schools, and departments of the University in the use of installed video cameras and/or audio surveillance equipment on university owned, leased, or controlled properties.

Uses of audio and video technology in the execution of academic research projects are excluded from this policy.

This policy covers the use of video cameras, including, but not limited to, closed-circuit television (CCTV), networked cameras, and related imaging technologies installed in public places, either indoors or outdoors. It also includes all installed audio recording and remote audio monitoring equipment.

The use of covert video surveillance cameras and audio surveillance is governed by Nevada Revised Statutes (NRS) 396.970, “Surreptitious electronic surveillance on campus; exceptions,” which states:

1. Except as otherwise provided in subsection 2, it is unlawful for a person to engage in any kind of surreptitious electronic surveillance on a campus of the System without the knowledge of the person being observed.
2. Subsection 1 does not apply to any electronic surveillance:
   (a) Authorized by a court order issued to a public officer, based upon a showing of probable cause to believe that criminal activity is occurring on the property under surveillance;
   (b) By a law enforcement agency pursuant to a criminal investigation;
   (c) Which is necessary as part of a system of security used to protect and ensure the safety of persons on the campus; or
   (d) Of a class or laboratory when authorized by the teacher of the class or laboratory.

(Added to NRS by 1993, 2138) – (Substituted in revision for NRS 396.970)
The Board of Regents Handbook, Title 4, Chapter 1, Section 21, “Covert Video Surveillance,” also provides explicit guidelines for the use of such equipment, stating:

The use of covert video surveillance for anything other than a criminal investigation on the campuses of the Nevada System of Higher Education is prohibited. If, in a criminal investigation, such video surveillance is used, it must be approved by the President or the President’s designee. This policy shall not interfere with the legitimate use of videotaping for academic purposes. (B/R 6/92)

The University shall comply with the Nevada Revised Statutes and the NSHE Regents Handbook policy concerning the use of covert video and audio surveillance equipment. The remainder of this policy shall therefore be solely concerned with the installation and use of overt video equipment employed for the purposes stated above.

This policy does not cover, and is not intended to restrict the use of:

1. handheld, cell phone, web cams, or other portable video cameras used for personal reasons, including those used with computers for videoconferencing purposes;
2. university-deployed video cameras used expressly to record public special events on campus; or
3. audio recording equipment employed for academic research uses or by employees of the University Police Services (UPS) in the normal course of their public safety duties.

However, any of the above three exclusions could be reviewed by the Committee on Video Surveillance (defined below) if concerns are raised that an exclusion is or could be used in a manner that violates this policy.

General Principles

2. Audio recording or monitoring equipment is not to be installed in any public or private spaces on campus for purposes of monitoring private conversations. The only exception to this prohibition would be in the event of a criminal investigation.

2. Video security cameras are not to be installed in private, social, and professional spaces, including such places as private offices, private laboratories, classrooms (unless installed as part of instructional technology), residence hall student rooms, conference rooms (unless installed to facilitate remote videoconferencing), bathrooms and similar facilities, except in accordance with NRS 396.970 and NSHE Regents Handbook, Title 4, Chapter 1, Section 21. Cameras will not view into private rooms, through windows into private spaces, or under garments.

3. Video equipment installed in spaces used primarily for instruction shall not be used for security monitoring purposes, and shall be turned off when not in use for instruction.

4. Video surveillance of public spaces for security purposes will be conducted in a professional and legal manner, consistent with all existing University policies, NSHE Code and policies, and Nevada Revised Statutes. Video recordings will be kept in a secured space under the responsibility of UPS.

5. Information obtained through video surveillance will only be released by authority of the President in accordance with the procedures established in this policy. In the event persons authorized to view video surveillance for safety or security purposes view possible criminal behavior or some other emergency situation, the University Police Services and/or emergency services may be notified immediately.
6. Products of video surveillance will not be shared with any person or unit within the University, unless designated by the president, and shall not be shared with any person or agency outside the University unless specifically authorized by law, required for law enforcement purposes, or mandated by a properly issued subpoena or warrant. Recorded video images shall not be maintained for more than 30 days, except when needed in a criminal investigation, other disciplinary proceeding under the NSHE Code or the Nevada Administrative Code, or in an anticipated legal proceeding.

7. Information obtained from approved video cameras may be used by parties in disciplinary proceedings involving university faculty, staff, or students, in informal conflict resolution, or in litigation involving the University.

8. Cameras installed in violation of this policy may not be used in a disciplinary proceeding against a member of the university faculty, staff, or student body.

9. The following signage should be clearly posted at any public location featuring installed video cameras: “THIS AREA IS SUBJECT TO VIDEO MONITORING: For more information, contact University Police Services, 784-4013.” This signage is not required of covert video cameras installed in accordance with NRS 396.970 and Regents Handbook, Title 4, Chapter 1, Section 21.

10. Any unauthorized disabling of or tampering with installed overt video camera systems shall be subject to disciplinary proceedings as governed by the NSHE Code and Nevada Administrative Code, and could be subject to prosecution under local, state, and federal laws.

11. All existing uses of previously-installed video cameras will be brought into compliance with this policy within 90 days of the implementation of this policy, and all future installations shall follow this policy.

Responsibilities

1. It is the responsibility of the Director of UPS to ensure, prior to approving any request for installation of video camera equipment, that the proposed use of video cameras is consistent with applicable sections of this policy, the Nevada Revised Statutes and the NSHE Regents Handbook.

2. The requesting unit shall maintain and operate any approved installed video equipment and shall provide the name and phone number of an authorized contact person to the Director of UPS.

3. It is the responsibility of the president to appoint the Committee on Video Surveillance (CVS). The CVS shall consist of the following members, whose collective expertise should reflect knowledge of public safety and security practices, hazardous materials security, and privacy and academic freedom rights (nominators in parentheses):
   a. one representative from Facilities Services (VP for Administration and Finance);
   b. one representative from Residential Life, Housing, and Food Services (VP for Student Services);
   c. four faculty members (Faculty Senate);
   d. one representative from the Staff Employees Council (SEC);
   e. one undergraduate student (ASUN Senate);
   f. one graduate student (GSA);
   g. the Director of UPS (ex officio, non-voting member).

The president may add up to two additional members to ensure that the CVS includes appropriate expertise areas. The chair shall be nominated by the membership of the CVS and approved by the president.
4. The CVS shall meet as needed but at least once every six months, with a quorum established by the attendance of at least one-half of the committee. In addition to reviewing requests for video camera installation, the CVS shall periodically review long-term camera installations, review requests for removal of installed video equipment, make recommendations to the Director of UPS concerning appeals of video-equipment installation decisions, and recommend amendments to this policy. Once a year, the committee shall present a summary report on its activities to the president, the Faculty Senate, the Staff Employees Council, the ASUN Senate, and the GSA Council.

5. It is the responsibility of the Executive Vice President and Provost to approve the installation of audio/video camera equipment in spaces used for instructional or videoconferencing purposes. It is the responsibility of the Director of Teaching and Learning Technologies (TLT) to monitor the installation and operation/maintenance of all video cameras utilized for instructional purposes.

6. The Director of UPS is responsible for providing the Office of the President a current list of all authorized video cameras on University of Nevada, Reno properties. The Director of UPS is responsible for providing written notification to the Office of the President upon the addition, movement, or removal of any authorized video camera. Such lists and information shall be a part of the annual reports given to the president and governance groups listed above in #4.

Procedures

1. Individuals and individual units may request the installation or removal of a safety/security video camera system in specific public areas. Such requests should be submitted to the Director of UPS and the chair of the CVS, who will submit the request to the CVS for review and recommendation to the Director of UPS.

2. Requests for the installation of temporary or long-term (i.e. greater than 30 days) video surveillance equipment must be reviewed by the CVS, which will recommend to the Director of UPS whether the equipment should be installed and utilized.

3. The Director of UPS will render a written decision within 10 working days of receiving a recommendation of the CVS on any request to install or remove surveillance equipment. The Director shall provide the CVS with the reasons for any decision that contradicts its recommendation.

4. Should there be an urgent need to respond to a request to install a safety/security video camera, the Director of UPS may provisionally authorize such an installation after consultation with the chair of the CVS. If the Director of UPS is unsuccessful in contacting the chair of the CVS, the Director may provisionally authorize such an installation, so long as the chair is notified in writing immediately upon the authorization. In these cases, the CVS will be asked to review the request within 30 days and make a recommendation to the Director of UPS as to the continuing use of the video cameras. The Director will then have 10 working days to render a written decision.

5. Students, staff and faculty may petition the Director of UPS to forgo the installation of a proposed camera or for the removal of an existing camera. The CVS will review the petition and make a recommendation to the Director of UPS, who will determine the appropriateness of installation and submit a written decision on the request within 10 working days.

6. The CVS will review complaints regarding camera locations, determine whether this policy is being followed, and make recommendations to the Director of UPS regarding those complaints. Upon reviewing its recommendations, the Director of UPS or designee shall determine the appropriateness of a video camera installation.
7. An individual or unit may appeal a decision by the Director of UPS. Such appeals must be made in writing within 10 working days of the Director’s written decision. Appeals will be reviewed by the CVS, who will then make recommendations to the Director of UPS and the Director’s supervisor. The supervisor shall make the final decision concerning the appeal.

Sustainable Building Policy

Reviewed: November 2006

The University will strive to minimize the ecological impact of the demolition, construction, renovation, maintenance and operation of campus buildings. As new buildings are designed, it will be a priority of the university to incorporate Leadership in Energy & Environmental Design-New Construction (LEED-NCTM) principles, in accordance with the University of Nevada, Reno Sustainable Building Policy.

The purpose of this is to implement sustainable building concepts on this campus that benefit the environment, yield cost savings to taxpayers of Nevada, and provide a healthy workplace for students, faculty, staff, and visitors.

Implementing sustainable building concepts for efficient management of energy and water resources, material resources and waste, environmental quality, health and indoor environmental quality, natural systems, building materials and design, construction techniques, and operations and maintenance minimizes impacts to the overall environment.

It shall be the policy of the university to plan, design, construct, manage, renovate, maintain, and decommission its facilities and buildings to be sustainable. This applies to new construction and major remodels in which the total project square footage meets the criteria outlined in the NSHE Sustainable Building Policy (those buildings greater than 20,000 square feet). In new construction, the minimum requirements for achieving the equivalent standard as adopted by the Director of the Office of Energy will be incorporated into the campus design standards. However the university will strive for LEED NCTM Gold rating whenever possible.

To achieve these goals, specific measures and design strategies will be described during the project programming phase. If it is determined that a project cannot meet the requirements of the policy, the reasons must be documented in the project program and presented to the president for review and concurrence prior to the schematic design project phase.

Lost and Found

Revised: April 2011

All lost and found items should be delivered in person or by campus mail to the Joe Crowley Student Union Information Center on the first floor. For lost and found inquiries, information, and building hours please call (775) 784-6505 or visit: http://www.unr.edu/studentunion/.
Revised: March 2015

The University of Nevada, Reno is committed to ensuring the accessibility of its information technology resources and services as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (504). “Accessible” means that individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as individuals without disabilities, with substantially equivalent ease of use.

“Electronic and information technology” or “EIT” includes information technology and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. The term electronic and information technology includes, but is not limited to, the internet and intranet websites, content delivered in digital form, electronic books and electronic book reading systems, search engines and databases, learning management systems, classroom technology and multimedia, personal response systems (“clickers”), and office equipment such as classroom podiums, copiers and fax machines. It also includes any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, creation, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. EIT includes telecommunications products (such as telephones), information kiosks, Automated Teller Machines (ATMs), transaction machines, computers, ancillary equipment, software, firmware and similar procedures, services (including support services), equipment maintained and services operated by third-party vendors, and related resources.

Technology accessibility is an institution-wide responsibility. Technology access for individuals with disabilities must provide comparable functionality, affordability, and timeliness of service delivery. Products and services must be usable by the greatest number of people including individuals with disabilities.
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