GOVERNING DOCUMENTS

The University of Nevada, Reno is part of the Nevada System of Higher Education and is governed by its Board of Regents. Both NSHE and UNR procedures and policies govern university practices. In addition, colleges, schools, and departments have bylaws and procedures that govern practices within those units.

For NSHE procedures and policies, see:
- Board of Regents Handbook
  - Chapter 2 is NSHE’s formal Code
- Board of Regents Policies and Procedures Manual

For UNR procedures and policies, see:
- University of Nevada, Reno Bylaws
- University Administrative Manual

For College, School and Department procedures and policies, see their bylaws and additional procedural guidelines.

EMPLOYEE INFORMATION

New Employee Paperwork
This paperwork is critical since many University services and rights cannot commence until you are officially in the HR database as an employee. The New Faculty forms that are typically signed prior to start date—all available at http://www.unr.edu/hr—are:
- Terms of Employment
- OATH
- W4
- SSA Form
- I-9
- New Employee Personal Data
- New Hire Policy

Employee Self-Service (ESS)
All University of Nevada, Reno employees can use the Employee Self-Service (ESS) system. For more information, see http://www.unr.edu/hr/working-at-nevada/new-employee-resources/employee-self-service.

To establish your ESS account, go to https://mustang.nevada.edu/hrip/unrlog.htm with your employee ID number. (The department assistant can supply you with your ID number if you do not know it, or you can contact Human Resources at 784-6082.)

After gaining access to the self-service system, you can obtain basic Human Resources information on your current employment (including status, hire date, payroll and tax withholding information, office contact information, and home contact information.) You can also edit and update contact information, sign up for direct deposit, and elect to receive paycheck advice notices and download your W-2 tax form through ESS.
Employee Benefits
As a new employee you will be offered a benefits orientation at which you will a) learn about benefit programs available to you and your eligible dependents b) receive the enrollment materials for
- Health Insurance (this includes medical, dental, vision, life insurance, business travel accident and long term disability insurance)
- Mandatory Retirement Plans
- Voluntary Supplemental Savings Plans
- Voluntary Supplemental Insurance Plans
For more information, contact BCN Human Resources, Artemesia Rm 2, 784-6844.

Leave and Furlough
Academic faculty on B contracts have contract days during the regular academic year, August to May, with formal university holidays and winter and spring breaks. They do not have annual leave. They have sick leave and, through the 2014-2015 academic year, furlough days. For the Leave Request Form used for both sick leave and furlough, see http://www.unr.edu/hr/forms.

Travel
Faculty planning to travel out of state for university business—including to conferences or research—for more than 24 hours must file an Employee Travel Request even if the travel is not funded by the university.

Eligibility for travel funding depends on the nature of the faculty appointment, the purpose of the travel, and the policies set by the division, college, school, department, and/or program from which funding is obtained. To learn whether you are eligible for travel funding, and if so which policies apply, talk to your department chair and/or the department administrative assistant.

Faculty who have applied for and received a commitment of travel funding must file a Travel Claim to receive reimbursement. For university-level travel policies and forms, see http://www.unr.edu/campus-business/all-forms?c=552. Keep in mind that additional policies may be set at the college and department levels.

ACCESS

NetID
Your NetID allows access to essential university resources such as email, internet, library resources, MyNevada, and WebCampus. This is generated automatically within 24 hours of Human Resources receiving paperwork for a new faculty member but must be activated. To activate it, follow the process at https://netid.unr.edu/. You must change your NetID password annually. University of Nevada School of Medicine (UNSOM) faculty are assigned a MedID by the Med School Helpdesk. For additional questions or assistance, contact:

<table>
<thead>
<tr>
<th>NetID</th>
<th>MedID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research and Computing Help Desk</td>
<td>UNSOM Helpdesk</td>
</tr>
<tr>
<td>Main Atrium, Mathewson-IGT Knowledge Center</td>
<td>775-784-3534</td>
</tr>
<tr>
<td>775-682-5000 or <a href="mailto:help@unr.edu">help@unr.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Email
Faculty and staff should use a University email account for business purposes. UNR and UNSOM both provide Exchange email services. Once you have your UNR NetID and password, contact the appropriate help desk to establish an email account. Email addresses within the UNR domain typically end in "@unr.edu". Addresses associated with the School of Medicine Exchange server typically end in "@medicine.nevada.edu".

- **On campus:** UNR IT recommends use of Microsoft Outlook (Windows and Mac) or Mac OS X Email or Entourage for email. However, any secure email client may be used.
- **Off-campus:** Exchange mail is available in multiple ways:
  - Web access via Outlook Web Access (OWA)
    - UNR Exchange webmail: [https://owa.unr.edu/](https://owa.unr.edu/)
    - UNSOM Exchange webmail: [https://owa.medicine.nevada.edu/](https://owa.medicine.nevada.edu/)
  - Full MS Outlook client configuration using RPC over HTTP
  - Mobile devices

For details and configuration instructions, see [http://www.it.unr.edu/pages/facstaff-email.aspx](http://www.it.unr.edu/pages/facstaff-email.aspx)

WolfCard
The WolfCard is the university ID card. It may also be used as a debit card on campus and may be coded to allow access to restricted areas on campus. To obtain a WolfCard visit the WolfCard office on the second floor of the Joe Crowley Student Union, and bring a valid U.S. state or federally issued photo ID or a passport. An employee’s first WolfCard is free; replacements are not.

The WolfCard can be used to:
- Check out materials from the Mathewson-IGT Knowledge Center and other University Libraries locations
- Access the faculty/graduate student reading room in MIKC
- Obtain faculty/staff tickets for Intercollegiate Athletic events
- Serve as a prox (key) card for some campus buildings
- Enter Lombardi Recreation Fitness Center (membership required)
- Borrow equipment from Lombardi Recreation
- Make purchases with WolfBucks

WolfBucks is a debit account attached to the WolfCard that can be used in most campus locations. BonusBucks is a 5% bonus credited to the account attached to the WolfCard whenever a single deposit of $200 or more is made to WolfBucks.

**Keys and Prox (Key) Cards**
Each department is responsible for keys issued to its faculty. The department assistant should issue you the necessary, building, office, and classroom keys. Some buildings on campus use electronic door access. To obtain this access, provide an approved security form to the WolfCard Office in the Joe Crowley Student Union. The security form will then go to the University Police so your card can be activated. See [http://www.unr.edu/wolfcard/forms](http://www.unr.edu/wolfcard/forms).

WebCampus
WebCampus—a version of Blackboard—is the web-based program we use for courses and other purposes including committees and organizations. If you are a University of Nevada, Reno faculty member, your **WebCampus username** is your NetID and your **password** is your NetID Password. If you are a Medical School faculty member, your username is your MedID. See [https://wcl.unr.edu/](https://wcl.unr.edu/).
**MyNevada**  
MyNevada is the registration/enrollment system. This is where to find university course schedules and class rosters. It is also where faculty submit final grades. General information is available without login; information regarding your specific courses requires login with your NetID.

**Campus Parking**  
The campus parking system is a self-supporting enterprise. State policy prohibits the use of tax dollars to support the system. All expenses—including constructing, operating, and repairing parking lots—are funded through the fees paid by faculty, administrators, staff, students and others for parking.

A campus parking area map can be found at [http://www.unr.edu/parking/parking-maps](http://www.unr.edu/parking/parking-maps). A free shuttle service provides transportation between parking lots at the north end of campus and the campus center. Parking permit fees may be paid through payroll deduction. Citations are issued for failure to display a valid permit, expiration of meter time, or parking in a zone for which you do not have a permit. Towing or booting can occur after three unpaid violations. For more information see [http://www.unr.edu/parking](http://www.unr.edu/parking).

**RESPONSIBILITIES AND EVALUATION**  
Academic faculty have role statements, prepared each calendar year, that specify their primary responsibilities in the areas of teaching, research, service and administration (typically, faculty have responsibilities in some but not all of these areas).

All academic faculty are evaluated annually. Evaluation occurs on the calendar year. Each year, faculty a) submit data on their work through a web-based program called Digital Measures and b) submit an annual evaluation form produced from Digital Measures and any supporting materials required by their department or program. To access your Digital Measures account, see [https://www.cis.unr.edu/DigitalMeasures/](https://www.cis.unr.edu/DigitalMeasures/).

Chairs/directors evaluate faculty and submit those evaluations to their dean. Deans review and complete evaluations for their colleges. Individual unit practices regarding annual evaluation vary: consult with your chair/director regarding the specific process and timeline for annual evaluation in your department/program.

Student course questionnaires or evaluations play a role in faculty evaluation. UNR is in the process of moving to online course evaluations. To know more about how your teaching will be evaluated, consult with your chair/director.