

Western Nevada College

**ACADEMIC FACULTY SENATE BYLAWS**

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## **CHAPTER 1: ORGANIZATION OF WESTERN NEVADA COLLEGE ACADEMIC FACULTY SENATE**

### **Section I: NAME**

1.1 The Western Nevada College (hereafter referred to as the College) faculty organization shall be called the Western Nevada College Academic Faculty Senate and shall be referred to hereafter as the Senate.

### **Section II: PHILOSOPHY**

2.1 The purpose of the Senate is to assure faculty participation in the formulation of academic and institutional policies and goals, in the implementation of those goals, and in their evaluation.

### **Section III: DELEGATED AUTHORITY**

3.1 The Board of Regents delegates to the faculty of Western Nevada College (WNC) the authority and responsibility for organizing itself in accordance with WNC bylaws and for recommending procedures and policies on matters of faculty welfare, on the rights of faculty under the NSHE Code, and on their involvement in the College's primary missions as stated in the WNC Policy Manual.

### **Section IV: ELIGIBILITY**

4.1 All members of the College holding academic professional contracts 0.5 FTE or above, and authorized by the Board of Regents, are members of the Academic Faculty and shall be represented by elected members of the Senate, hereafter referred to as Senators.

4.2 Two representatives chosen from Part-time Faculty are eligible to hold voting-member status on the Senate.

### **Section V: COMPOSITION OF THE SENATE**

5.1 The Senate shall be composed of Senators who shall conduct the business of the Academic Faculty except as provided for elsewhere in this document.

5.2 Senate Composition:

5.2.1 Chairperson

5.2.2 Vice-Chairperson/Chair-Elect

5.2.3 One (1) Senator from Carson Campus.

5.2.4 One (1) Senator from Douglas and Fallon Campus.

5.2.5 Each professional academic unit shall be represented by at least one Senator, with the number of Senators allotted to each professional unit based upon the following number of eligible academic faculty within the professional unit. A professional unit is the academic division or Support Faculty classification.

(a) One (1) Senator for professional units with 14 or fewer eligible faculty assigned to the academic division.

(b) Two (2) Senators for professional units with 15-30 eligible faculty assigned to the academic division.

(c) Three (3) Senators for professional units with over 30 eligible faculty assigned to the academic division.

5.2.6 Academic Divisions are based upon the following [link to the WNC Policy Manual](#) and may alter with changes to the organization of the college. The official college academic division structure at the start of the academic year in which the election is held will establish the number and name of each academic division.

5.2.7 One (1) Senator from Support Faculty.

5.2.8 Two (2) voting Senators from Part Time Faculty: one from the Carson Campus and one from the Fallon/Douglas/Outlying Instructional Centers, to be appointed by the Senate Executive Board.

5.2.9 The immediate past Senate Chair will serve as a non-voting ex-officio Senator for one year at the completion his/her present term.

## **Section VI: TERMS OF OFFICE**

6.1 The Chair and Vice-Chair/Chair-Elect shall each serve a two (2) year term. Following the years served as Chair-Elect, the Vice-Chair shall assume the position of Chair. The Chair-elect will assume the position of Senate Chair in any case where the Senate Chair is unable to complete the full two-year term. If the Senate Chair is not able to serve the second year of the two-year term, the Senate Chair must notify the Chair of the Senate Committee on Elections by March 1 of the intention to serve one year. If so, the Chair-Elect will assume office in May and a new Chair-Elect will be chosen in the regular election.

6.2 Senators shall serve a two (2) year term.

## **Section VII: ELECTION OF SENATORS AND OFFICERS**

7.1 For election of Senators as described in 5.2.3 through 5.2.9, the Senate Committee on Elections shall supervise the elections in accordance with the following principles and report to the Senate in March of each year.

7.1.1 Nominations and elections shall be on forms and ballots designated by the Committee on Elections.

7.1.2 Elections shall be by secret ballot, and sealed absentee ballots will be accepted by the Chairperson of the Committee on Elections.

7.1.3 All nominations shall require one nominator.

7.1.4 All Academic Faculty members shall be eligible to vote.

7.1.5 Only Academic Faculty members may be candidates, and only Academic Faculty members may be nominators.

7.1.6 The Chair and/or Chair Elect shall be elected at-large by the eligible Academic Faculty.

7.1.7 In circumstances requiring it, the Academic Faculty shall elect a Chair and a Vice-Chair/Chair-Elect. In normal years, the Academic Faculty shall elect a Vice-Chair/Chair-Elect only.

7.1.7.1 In the event that the Vice-Chair replaces the Chair or vacates the Vice-Chair position, a special election will be held to elect a new Vice-Chair/Chair-Elect. A Vice-Chair who assumes the Chair's position shall finish that term as well as serve as Chair for the following year. The same shall hold for the newly elected Vice-Chair.

7.1.8 When a unit has two Senators, elections shall be held in alternate years for these seats.

7.1.9 No person shall be a candidate for more than one Senatorial office during a Senate election.

7.1.10 At the March Senate meeting, the Senate Committee on Elections shall submit a list of constituents as identified in 5.2.3 through 5.2.9. This list, as approved by the Senate, shall apply only to the elections for which it has been approved.

7.1.11 Each nominator may nominate two persons, one for Senator from one of his/her two categories (professional or campus) and one for Chair and/or Chair-Elect.

7.1.12 After nominations have been received, the Committee on Elections will distribute the list of nominees to those nominated. Nominees will have five (5) working days to withdraw their name from nomination if they so choose. After the withdrawal period, the Committee on elections will construct the ballot.

7.1.13 Members may vote only for candidates in their own categories (professional and campus) and for Chair and/or Chair-Elect. Each member will be listed in two categories: campus and professional.

7.1.14 All ballots, including sealed absentee ballots, will be opened and counted publicly in an adjacent room during the regular meeting of the Senate in April. If a tie occurs, a run-off is necessary between tied candidates only. Run-off votes will be counted publicly in an adjacent room during the regular meeting of the Senate in May.

7.1.15 The candidate with the greatest number of votes received shall be elected.

7.1.16 Eligibility of all candidates, certification of all nominations and elections shall be determined by the Committee on Elections. Determinations may be appealed to the Senate.

7.2 Those elected and/or identified as representing part-time faculty shall take office immediately following the regular meeting of the Senate in May.

7.3 The Recorder shall be elected by the Senate from its membership as newly constituted in May immediately following the regular meeting.

## **Section VIII: SENATE OFFICERS**

### **8.1 Duties of Officers**

#### **8.1.1 The Chairperson shall:**

8.1.1.1 act as the executive officer of the Senate, overseeing all business of the Faculty Senate

8.1.1.2 officially represent the Faculty Senate before the following groups:

- Board of Regents
- Council of Senate Chairs
- College Council

8.1.1.3 schedule and conduct Faculty Senate meetings

8.1.1.4 vote in Senate meetings to break a tie

8.1.1.5 proofread the draft of the minutes of the Faculty Senate meetings and will supervise the distribution of finalized minutes to the Academic Faculty, and College as a whole, within two (2) calendar weeks of all meetings

8.1.1.6 supervise the preparation and distribution of the agenda: gather information and accompanying documents from Committee Chairs, determine information and action items

8.1.1.7 make Senate recommendations (a) to College Council (b) directly to the President of Western Nevada College or (c) to the appropriate administrator, except as to matters the Senate is empowered to decide

8.1.1.8 administer a tracking system to ensure accountability of motions passed by the Senate

8.1.1.9 publish a list of standing committees, chairpersons and members by the regular Senate meeting in August

8.1.1.10 chair the Senate Executive Board

8.1.1.11 furnish the Western Nevada College President or Chancellor with nominees to serve on System and College committees

8.1.1.12 appoint Senators to fill vacated Senatorial positions as stated in these bylaws, Section 9.2

#### **8.1.2 The Vice-Chair/ Chair-Elect shall:**

8.1.2.1 assume the duties of the Chairperson in the case of absence or incapacity of the Chairperson and shall become Chairperson in the event of the death, resignation, or permanent incapacity of the Chairperson as determined by the Senate

8.1.2.2 monitor the Senate's adherence to the parliamentary rules set forth in Section XIV and serve as Senate Parliamentarian

8.1.2.3 attend Board of Regents meetings that are held in the Reno/Carson City/Fallon area (when possible).

### **8.1.3 The Recorder shall:**

8.1.3.1 supervise the recording of minutes of Faculty Senate meetings

8.1.3.2 be responsible for preparing and forwarding the draft minutes to the Senate Chair within (1) calendar week of all meetings

## **8.2 Recall of officers**

8.2.1 If a petition with the signatures of at least 30% of the senate members is submitted to the Senate Executive Board requesting the recall of an officer, a ballot shall be held within 30 days of receipt of the petition. A two-thirds vote of those Faculty Senators present shall be required to remove the Chair or the Chair-Elect.

## **Section IX: SENATORS**

### **9.1 Duties of Senators. A Senator shall:**

9.1.1 regularly attend Senate meetings or arrange a proxy as outlined in Section 12.1

9.1.2 be expected to keep his/her constituents informed of Senate proceedings

9.1.3 attempt to act and vote in the best interests of his/her constituents

9.1.4 study the issues before the Senate and attempt to discern the views of his/her constituency on upcoming Senate action items

9.1.5 be versed in the Senate and College Bylaws

### **9.2 Vacancies**

In the event a Senatorial position is vacated between elections, the Chairperson will appoint, at his/her pleasure, a Senator from the same constituency as that being vacated, subject to the Senate's confirmation. The position will be occupied until the next regular election, at which time nominations will be solicited for a term of one (1) or two (2) years.

### **9.3 Recall of Senators**

9.3.1 If a petition with the signatures of at least 30% of the eligible members of a Faculty Unit is submitted to the Senate Chair requesting the recall of a Senator representing the unit, a ballot shall be held within 30 days of receiving the petition. A two-thirds majority vote, of those voting, of the Faculty Unit shall be required to remove a Senator from office.

9.3.2 Two unexcused absences without a proxy will result in the Chair initiating removal proceedings before the Faculty Senate. A two-thirds majority vote of those Senators present is required to remove the Senator.

## **Section X: SENATE EXECUTIVE BOARD**

10.1 The Executive Board of the Senate shall consist of the following members of the Senate: Chair; Vice-Chair/Chair-Elect; Recorder, immediate Past-Chair, and two Senators as nominated and approved by the Senate at the May Senate meeting.

10.1.1 The Senate Executive Board shall meet at least once each semester.

10.1.2 The Senate Executive Board shall advise the Senate Chair.

10.1.3 The Senate Executive Board shall help determine issues to be placed on the Senate Agenda.

## **Section XI: SENATE MEETINGS**

11.1 Regular meetings shall be held by the Senate at least monthly during the academic year.

Special meetings of the Senate may be called by the Chairperson, or upon petition of twenty-five percent (25%) of the Senators.

11.2 A semester schedule listing the date, time, and place of regular meetings shall be posted in August and December of each year.

11.3 Formal notice of date, time, place and agenda shall be posted to the Academic Faculty members three (3) working days in advance of any meeting.

11.4 Faculty Senate meetings shall be open. All interested persons are encouraged to attend.

11.5 The quorum requirement of the Senate shall be fifty percent (50%) of the Senators. Any action taken by the Faculty Senate without a quorum shall be deemed invalid.

## **Section XII: VOTING**

12.1 Any Senator who is unable to attend the regularly scheduled or special meeting may designate a proxy for that meeting.

12.1.1 A proxy must be a faculty member from the absent Senator's area.

12.1.2 The proxy must be designated and be communicated in writing, by hard copy or electronically, to the Senate Chair at least one day prior to the meeting.

12.1.3 Failure to notify the Chair will result in a null vote for the proxy.

12.2 The Chair shall vote to break an otherwise tie vote.



### **Section XIII: QUORUMS OF WNC SENATE BODIES**

13.1 The quorum requirement of any Senate body shall be fifty percent (50%) of its membership.

### **Section XIV: PARLIAMENTARY AUTHORITY OF SENATE**

14.1 The rules contained in the latest edition of Robert's Rules of Order shall govern the Senate in all areas where they are not in conflict with the WNC Bylaws or the Senate Rules.

### **Section XV: AMENDMENT PROCEDURES**

15.1 These Bylaws may be amended at any time in accordance with the following:

15.1.1 Introduction of the proposed amendment at a regular meeting of the Senate, to include distribution of a copy in writing to each Senator.

15.1.2 Voting on the proposed amendment at the next regular meeting of the Senate following the introduction of the proposal.

15.1.3 Approval of the proposed amendment by the full Academic Faculty with a two-thirds (2/3) affirmative vote of those voting.

### **Section XVI: COMMITTEES OF THE FACULTY SENATE**

16.1 The following shall be the Senate standing committees:

- Senate Committee on Academic and Professional Standards
- Senate Committee on Senate Bylaws
- Senate Committee on Professional Development (PDC)
- Senate Committee on Sabbatical Leaves
- Senate Committee on Professional Advancement
- Senate Committee on Tenure Peer Evaluation (PEC)
- Senate Committee on Merit Pay
- Senate Committee on Elections
- Senate Committee on the Outstanding Faculty Member Award

Senate Committee on Student Course Evaluations  
16.2 Appointment of membership to any Senate committee within the College shall be at the pleasure of the Chairperson, subject to the confirmation of the Senate.

16.3 Standing committee chairpersons shall not be Senators.

16.4 The chairperson of each standing committee shall be appointed from among the committee members by the Senate Chairperson subject to Senate confirmation.

16.5 Recommendations of all Senate committees, except those duties of the Committee on Professional Advancement and the Committee on Professional Development, shall be made to the Senate.

16.5.1. Senate Committee recommendations to the Senate require a quorum vote by the Senate.

16.6 All standing committee members shall have voting privileges in committee actions.

16.7 All Senate committees, with the exceptions of the Senate Committee on Professional Advancement and the Committee on Professional Development, shall record the committees' vote and state the minority position(s) in all action reports to the Senate.

### **16.8 Duties of Standing Committee Chairpersons**

16.8.1 Schedule and conduct meetings

16.8.2 Record attendance of all standing Committee members

16.8.3 Report on Committee activity at the regularly scheduled Senate meetings

16.8.4 Submit to the Senate Chair, at least one week prior to the Senate meeting, written recommendations to be presented to Senate

### **16.9 Composition and Charges of Standing Committees**

#### **16.9.1 Senate Committee on Academic and Professional Standards**

16.9.1.1 Composition shall consist of a minimum of two (2) Academic Faculty members.

16.9.1.2 Charges are as follows:

- 16.9.1.2.1 Recommend an academic calendar
- 16.9.1.2.2 Recommend grading policies
- 16.9.1.2.3 Recommend requirements for all degrees awarded by WNC
- 16.9.1.2.4 Recommend criteria for selection of all professionals
- 16.9.1.2.5 Recommend student academic grievance procedures
- 16.9.1.2.6 Recommend minimum professional standards to be met by Academic Faculty, classes, and students

#### **16.9.2 Senate Committee on Senate Bylaws**

16.9.2.1 Composition shall consist of a minimum of two (2) Academic Faculty members.

16.9.2.2 Charges are as follows:

- 16.9.2.2.1 Review the wording of proposed bylaws changes
- 16.9.2.2.2 Review proposed changes for conflict with the Board of Regents Code and Handbook, and with WNC bylaws
- 16.9.2.2.3 Note deletions and insertions of changes to bylaws
- 16.9.2.2.4 Conduct a full Academic Faculty vote if accepted by Senate
- 16.9.2.3 Approval of any Senate Bylaws amendment requires a 2/3 affirmative vote of those eligible Academic Faculty members voting (see also Section XV.)

#### **16.9.3 Senate Committee on Professional Development (PDC)**

16.9.3.1 Composition shall consist of a minimum of three (3) Academic Faculty members, all of whom have been granted continuing contract (tenure).

16.9.3.2 Charges are as follows:

- 16.9.3.2.1 Perform the duties as described in Chapter 2, Section I (Senate Bylaws).
- 16.9.3.2.2 Recommend faculty professional development procedures
- 16.9.3.3 A quorum of the Senate Committee on Professional Development shall be all members.
- 16.9.3.4 Concurrent membership on the Committee on Professional Development and any PDC Ad Hoc Committee is prohibited.

#### **16.9.4 Senate Committee on Sabbatical Leaves**

16.9.4.1 Composition shall consist of a minimum of three (3) Academic Faculty members. No person being considered for sabbatical leave shall serve on this committee.

16.9.4.2 Charges are as follows:

- 16.9.4.2.1 Recommend sabbatical application procedures and criteria
- 16.9.4.2.2 Recommend sabbatical candidates to the Senate
- 16.9.4.2.3 Report to the Senate the rationale for selection
- 16.9.4.2.4 Solicit and receive sabbatical reports
- 16.9.4.2.5 House sabbatical reports in WNC Library

#### **16.9.5 Senate Committee on Professional Advancement**

16.9.5.1 Composition shall consist of a minimum of two (2) Academic Faculty members, all of whom have been granted continuing contract (tenure) with at least one member knowledgeable about trade and industry standards.

16.9.5.2 Charges are as follows:

- 16.9.5.2.1 Perform duties as described in [WNC Policy 4-5-3-5: Professional Advancement Program](#), including:
  - 16.9.5.2.1.1 Review applications by faculty seeking professional advancement and provide a recommendation on the application to the President of the College
  - 16.9.5.2.1.2 Develop procedures to ensure a fair and timely review of applications
  - 16.9.5.2.1.3 Develop and use policies for determining which courses, programs, contract hour training workshops, and work experiences will be recommended or not recommended
  - 16.9.5.2.1.4 Evaluate retroactive credits and make recommendations to the President of the College

### **16.9.6 Senate Committee on Tenure Peer Evaluation**

16.9.6.1 Composition shall consist of a minimum of three (3) tenured Academic Faculty members, representing a cross-section of the college community.

16.9.6.2 Charges are as follows:

16.9.6.2.1 Perform the duties and carry out the processes as described in Chapter 2, Section 3 (Senate Bylaws).

16.9.6.2.2 Recommend tenure peer evaluation procedures

### **16.9.7 Senate Committee on Merit Pay**

16.9.7.1 Composition shall consist of a minimum of three (3) tenured Academic Faculty members, representing a cross-section of the college faculty.

16.9.7.2 Charges are as follows:

- 16.9.7.2.1 Perform the duties and carry out the processes as described in the WNC Policy Manual on Academic Merit.
- 16.9.7.2.2 Recommend merit pay procedures

### **16.9.8 Senate Committee on Elections**

16.9.8.1 Composition shall consist of a minimum of two (2) Academic Faculty members.

16.9.8.2 Charges are as follows:

- 16.9.8.2.1 Perform the duties as described in Chapter 1, Section VII (Senate Bylaws).

### **16.9.9 Senate Committee on the Outstanding Faculty Member Award**

16.9.9.1 Composition shall consist of the three (3) most recent recipients of the Outstanding Faculty Award. If an award recipient (s) cannot serve, the faculty senate chair shall nominate the member(s) needed with approval by the Faculty Senate.

16.9.9.2 Charges are as follows:

- Perform the duties as described in the [WNC Policy Manual, Policy #15-1-2](#)
- Oversee a selection process that culminates in the nomination of a WNC academic faculty member for the Nevada Regents Teaching Award as described in the Board of Regents Handbook, Title 4, Chapter 1, Section 18. In situations where the committee deems it is appropriate to have a nominee for the Regents' Creative Activities Award (Title 4, Chapter 1, Section 16), oversee a selection process that culminates in the nomination of a WNC faculty member or appropriate group. This selection process may involve members from other councils and bodies of WNC.
  - The selection process starts in the preceding spring and the report on the selection process and identified nominee(s) must be presented to the Academic Faculty Senate by the October meeting as an information/action item.

### **16.9.10 Senate Committee on Student Course Evaluations**

16.9.10.1 Composition shall consist of a minimum of three (3) Academic Faculty members, representing a cross-section of the college community.

16.9.10.2 Charges are as follows:

- 16.9.10.2.1 Recommend questions for Student Course Evaluation Survey Instrument(s) to Senate.
- 16.9.10.2.2 Develop procedures for periodic review of the Student Course Evaluation Survey Instrument(s).

### **Section XVII: DEVELOPMENT OF COLLEGE POLICIES AND PROCEDURES**

17.1 Administration shall provide the opportunity for faculty participation in the development and revision, as necessary, of College policies and procedures relating to faculty security, welfare, and general working conditions.

## CHAPTER 2: TENURE AND EVALUATION

### Section I: TENURE ([NSHE Code, Title 2, Chapter 4](#)).

#### 1.1 Ad Hoc Professional Development Committees (PDC)

1.1.1 An Ad Hoc Professional Development Committee shall be appointed at the commencement of all professional employee contracts of 0.5 FTE or above.

- If the contract is tenure track, the Ad Hoc PDC shall meet for the three to four year probationary period.
- If the contract is other than tenure track, the Ad Hoc PDC shall meet for a two year period.

1.1.2 Employees under the purview of the Senate Committee on Professional Development who have been appointed an Ad Hoc PDC will hereafter be referred to as probationary employees.

1.1.3 The Ad Hoc PDC shall consist of two (2) tenured persons appointed by the Senate Chairperson during the probationary employee's first year.

1.1.3.1 In the event either of the members of the committee appointed by the Senate Chairperson cannot serve, the Chairperson shall appoint a replacement.

1.1.4 Beginning the second year of the probationary employee's employment, the Ad Hoc PDC shall include a third tenured person selected by the probationary employee to serve as advocate.

1.1.4.1 In the event the member of the committee selected by the probationary employee cannot serve, the probationary employee shall select a replacement.

1.1.5 Each Ad Hoc PDC should meet with the probationary employee as often as needed each semester, to determine how effectively the probationary employee is meeting his or her contract obligations and to offer mentoring assistance. The probationary employee shall be notified in writing at least ten (10) calendar days prior to any committee meeting which considers his/her professional development.

1.1.6 Members of the Ad Hoc PDC shall act as mentors to the probationary employee, providing guidance, recommendations, and information on policies and procedures.

1.1.7 A quorum of each Ad Hoc PDC shall consist of all committee members.

## 1.2 Evaluation of Tenure Candidates

1.2.1 A faculty member being recommended for appointment with tenure must receive an "excellent" rating in one of the following areas, whichever is applicable:

- If employed primarily as an instructor, a record of effectiveness as a teacher including, but not limited to, demonstrated teaching competence and efficiency in a classroom and/or laboratory, the ability to communicate effectively with students, and demonstrated skill in handling classroom and other duties related to teaching.
- If employed primarily as a non-teacher, a record of effectiveness, efficiency, and ability to perform assigned duties.

1.2.2 In addition, a faculty member being recommended for appointment with tenure must receive a "satisfactory" rating or better in the area of service which may include, but not to be limited to:

- Interest and ability in advising students
- Membership and participation in professional organizations
- Ability to work with faculty and students of the member institution in the best interests of the University and Community College System of Nevada and the people it serves, and to the extent that the job performance of the faculty member's administrative unit may not be otherwise adversely affected
- Service on College or System committees
- Recognition among colleagues for possessing integrity and the capacity for further significant intellectual and professional achievement; and
- Recognition and respect outside the System community for participation and service in community, state, or nationwide activity

1.2.3 In rating applicants the following rating terminology shall be used:

- "unsatisfactory"
- "satisfactory"
- "commendable"
- "excellent"

No other rating terminology shall be permitted.

1.2.4 The burden of demonstrating that these standards have been met lies with the applicant for appointment with tenure.

### **1.3 Timeline and Procedures for Probationary Years**

1.3.1 By April 15 of each probationary year, the **probationary** employee shall submit his/her self-evaluation for the previous academic year (or the portion for which he/she was employed) to his/her Ad Hoc PDC.

1.3.2 By the end of the spring semester of each probationary year, each Ad Hoc PDC shall meet with the probationary employee and submit its annual written committee report to the Senate Committee on Professional Development. The Report should incorporate, but not be limited to work-site visitations, student evaluations, and the employee's annual plan. The probationary employee shall have ten (10) working days to review any PDC report for errors of fact prior to its submission.

1.3.3 By Sept. 30 of each probationary year, the Professional Development Committee shall submit a copy of its report to the probationary employee. The probationary employee shall have ten (10) working days to review the report for errors of fact before its submission. By Oct. 15, the PDC shall submit a signed report to the employee, the Ad hoc committee, and the direct supervisor. A copy shall be placed in the WNC Human Resources Office.

### **1.4 Timeline and Procedures for Application for Tenure**

1.4.1 By September 1, a faculty member applying for tenure must send his or her written request to the President with copies to the chairs of the Academic Senate and Senate Committee on Professional Development.

1.4.2 By October 1, each Ad hoc committee for those applying for tenure must submit reports, including recommendations, to the PDC. The probationary employee shall have ten (10) working days to review the report for errors of fact prior to its submission.

1.4.3 In October and/or November, the PDC will review ad hoc committee reports on each faculty member applying for tenure, will meet with said employees, and will write its report on each faculty member. The probationary employee shall have ten (10) working days to review any PDC report for errors of fact prior to its submission.

1.4.3.1 The Senate Committee on Professional Development shall notify the continuing contract (tenure) candidate in writing at least ten (10) calendar days prior to any meeting at which his/her candidacy will be considered.

1.4.3.2 The Senate Committee on Professional Development shall recognize the right of the candidate to appear before it and to submit additional supportive evidence.

1.4.4 By December 1, the PDC will submit the entire file, including the PDC's evaluation of the applicant to the President. The probationary employee shall have ten (10) working days to review any PDC report for errors of fact prior to its submission.

1.4.5 By February 1, the President will inform the tenure applicant in writing of his/her tenure recommendation.



## **Section II: ANNUAL PERFORMANCE EVALUATION OF TENURED FACULTY**

([NSHE CODE, Title 2, Chapter 5 Section 5.12](#))

2.1 Tenured faculty shall be evaluated in accordance with the procedures outlined in the NSHE Code Section 5.

2.2 If the annual performance evaluations provided for in Section 5 of the NSHE Code result in a tenured faculty member receiving an unsatisfactory rating in the area of instruction or the performance of assigned duties (if the tenured faculty member is a non-teacher for two consecutive years), then a hearing shall be held for the purpose of determining if the tenured faculty member should be retained in employment.

2.3 Failure of a tenured faculty member to maintain at least a satisfactory rating in two consecutive annual performance evaluations as provided in this section shall be cause for termination of employment. Hearings to consider terminations initiated by this section shall be held by a special hearing officer and special hearing committee under Section 6.12 of the Code. All other provisions of Chapter 6 of the Code should be followed to the extent possible. The burden of demonstrating that termination of employment should occur lies with the administrative authorities of the College.

2.4 After the completion of the annual performance evaluations provided for in Section 5 of the NSHE Code, the President shall submit an annual report to the Board of Regents detailing the process and outcomes of the annual performance evaluations. (Refer to code)

## **Section III: GUIDELINES FOR PEER EVALUATIONS**

### **3.1 Terminology. For the purposes of this guideline:**

3.1.1 The Peer Evaluation Committee will be referred to as “the Committee.”

3.1.2 The Peer Evaluation Group will be referred to as “the Group.”

3.1.3 The term “faculty member” is meant to cover all permanent academic faculty members with more than 3 years of employment.

### **3.2 Purpose**

The purpose of the Committee is to provide for regular and systematic worksite evaluation of full-time academic faculty performance in order to ensure teaching effectiveness and the fulfillment of instructional faculty responsibilities.

### **3.3 Composition**

3.3.1 The Committee will be appointed by the Faculty Senate Chair and approved by the Faculty Senate.

3.3.2 Membership on the Committee shall consist of three to five tenured faculty members representing a cross-section of the college community.

3.3.3 Committee members serve two-year terms and may be reappointed. Members shall serve staggered terms.

### **3.4 Responsibilities of the Peer Evaluation Committee**

3.4.1 Select the Chair of the Committee

3.4.2 Adopt such rules or procedures as necessary to conduct its business.

3.4.3 Develop, maintain, and update the schedules for faculty evaluations.

3.4.4 Notify each faculty member scheduled to be evaluated and send a list of those faculty members' names to the Faculty Senate Chair by September 15.

3.4.5 Select the Chair of each Group and forward that name to the appropriate faculty member.

3.4.6 Distribute schedules and evaluation forms to the faculty member's Group by October 15.

3.4.7 Send a summary report to the Faculty Senate Chair by the May Faculty Senate meeting.

3.4.8 Return final PEG reports to evaluated faculty member.

3.4.9 If a member of the committee is being evaluated by a Group, he/she shall abstain from the Committee's process for his/her evaluation only.

### **3.5 Responsibilities of the Peer Evaluation Group**

3.5.1 Review supporting documentation if provided by the faculty member.

3.5.2 Observe faculty member in classroom/lab or support setting.

3.5.3 Each observer shall meet with the faculty member within a reasonable time following an in-class or work-site evaluation and before the chair's report is written.

3.5.4 The Chair shall submit the Group's written report to the Committee and faculty member by April 1.

### **3.6 Responsibilities of the Faculty Member**

3.6.1 Choose an advocate member for the Group and notify the Committee of the choice by October 1.

3.6.2 Prior to the class visit, the faculty member will provide supporting documentation such as syllabi and any other supporting documentation (e.g. student evaluations, letters of community service recognition, scholarly works, etc.) to the Group.

3.6.3 Schedule a convenient time for the observation visit.

3.6.4 PEG reports shall be incorporated into each faculty member's self-evaluation.

### **3.7 Evaluation Process**

3.7.1 Each faculty member will be evaluated by his/her peers at least once every five years.

3.7.2 Each faculty member to be evaluated will have a Peer Evaluation Group. The Group will consist of a minimum of two faculty members- a member in a closely related discipline, and an advocate chosen by the

individual being evaluated. An optional at-large member may be added by the Committee, the Group, or the faculty member. In the case where the faculty member does not choose an advocate, the Faculty Senate Chair shall appoint an advocate for that faculty member.

3.7.3 The evaluation will primarily be based on scheduled classroom or lab/clinical visits or observations in the support setting. The Group's written evaluation will consist of objective guidelines and a subjective narrative.

3.7.4 Each observer will meet with the faculty member within a reasonable time following an in-class or work-site evaluation and before the Chair's report is written. The observer will make recommendations or suggestions if improvements are needed, suggest workshops or seminars if needed.

3.7.5 The Chair of the Peer Evaluation Group will submit its report to the Committee by April 1

The Committee will send a report of its activities to the Faculty Senate Chair by the May meeting. This will include a list of the faculty evaluated and the members of each Peer Evaluation Group.

### **3.8 Dates**

September 15 – The Committee notifies faculty members who are to be evaluated and the Faculty Senate Chair.

October 1 – The Committee and faculty members finalize names for the Group appointments.

October 15 – The Committee distributes schedules and evaluation forms to the faculty member and Group members. Prior to the class visit, the faculty member will provide syllabi and any other supporting documentation (student evaluations, letters of community service recognition, scholarly works, etc.) to the Group. A mutually convenient date is established for the class/lab visitation or observations.

Within a reasonable time following an in-class or work-site evaluation and before the Chair's report is written, the observer meets with the faculty member.

April 1 - The Group report will be given to both the faculty member and the Committee.

May Faculty Senate Meeting – The Committee provides a year-end report to the Faculty Senate Chair.

### **3.9 Appeal Process**

3.9.1 A faculty member who disagrees with negative findings of the Group may request a new Group the next September, and be re-evaluated the following academic year.

3.9.2 Further, a faculty member who receives an evaluation to which he/she objects may attach a written response to the Group's evaluation to address the Group's findings. All objections will be considered part of the faculty member's peer evaluation.