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1.0 Organization and Administration of Great Basin College

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

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

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

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

2.0 College Bylaws (GBC)

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

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

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

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

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

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

3.0 Organizational Structure of Great Basin College

3.1 The Participants

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

Executive Faculty

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

Academic Faculty

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

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

Administrative Faculty

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

Classified Staff

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

Students

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

3.2 College Governance

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

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

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

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

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

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

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

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

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

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

Faculty Senate Standing Committees

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

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

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

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

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

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

Classified Council Subcommittees

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

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

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

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

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

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

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

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

3.2.7 Other College Committees and Councils

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

4.0 Budget

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

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

5.0 Human Resources

5.1 Personnel Actions

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

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

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

Within fifteen calendar days after receipt of the written reasons for denial of appointment with tenure, salary increase, promotion, reappointment to employment, or for the issuance of a notice of termination, a faculty member may request reconsideration. The request shall be submitted in writing to the faculty member's department chair, supervisor or vice-president who rendered the negative decision together with the reasons, arguments, and documentation supporting the request for reconsideration. The request for reconsideration shall be promptly directed through regular administrative channels with recommendations for or against reconsideration of the decision. Final action shall be taken within a reasonable time by the president after receipt of the recommendations, except that if the president, after reconsideration, decides to recommend that appointment with tenure should be granted, the final decision must be made by the Board of Regents.

5.2 Appointment

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

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

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

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

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

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

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

5.3 Recruitment

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

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

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

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

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

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

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

5.4 Employee Evaluation

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

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

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

A summary of the performance evaluation procedures follows:

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

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

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

5.5 Adverse Annual Evaluation Rating

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

5.6 Tenure

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

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

5.7 Professional Rights and Appeals, Salary Schedules

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

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

5.8 Layoffs for Curricular Reasons and Financial Exigency

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

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

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

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

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

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

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

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

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

5.9 Academic and Administrative Faculty Grievances

5.9.1 Definitions

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

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

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

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

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

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

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

- The employee's supervisor chooses one member.

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

The committee will:

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

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

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

5.10 Classified Staff Grievance

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