

CSN Faculty & Staff Information Handbook

2013-14



DISCLAIMER

The College of Southern Nevada compiled this informational handbook to be a resource to employees. While not everything can be included in this document, it seeks to provide clear and concise information and web links that can guide the reader to more detail. CSN will also strive to update the information as necessary.

CSN's official policies are referenced throughout this informational handbook and are available on CSN's website. Users can go to 'Quick Links' and click on the 'Policies & Procedures' link. CSN's schools and departments may have protocols particular to them and even though these protocols don't apply college-wide, CSN has tried to provide some information about them for your use, as applicable. Lastly, some schools and departments have their own student handbooks, which describe the particular rules and requirements for those areas.

Lastly, it is important to note that this handbook contains basic information, referrals and links. It does not create rights or privileges for employees nor add duties or responsibilities for management. The information provided herein may be modified, revoked, or changed, in whole or in part, at any time by CSN. If there are unintended conflicts between the contents of this informational handbook and Nevada statutes or regulations, NSHE policies and regulations, CSN policies, official statements or directives, etc., the contents hereof shall not apply; this handbook does not modify or supersede any of the foregoing. This handbook does not constitute a contract, express or implied, between CSN and any or all of its employees, nor is it an invitation to contract. It does not create any type of contractual obligations. If there are errors or oversights in the drafting and publishing of this information handbook, such errors do not constitute new practice or policy.

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Introduction:

Welcome to the CSN Faculty & Staff Guidebook. This handbook is designed for college employees to provide information, regarding the College of Southern Nevada.

As the largest postsecondary institution in Nevada, CSN is a large and complex organization that can at first seem daunting to navigate. Knowing the tools and information provided in this guidebook can improve your experience at CSN and help you accomplish your personal and professional goals.

It is our hope that you use this guide as a reference when questions about CSN services, operations, policies, procedures and practices arise. It will help you learn about the college's organization and where to go for more information. We also hope that this guidebook will serve to educate our many employees about college policies that are critical for everyone to understand.

Please note that for each section, whenever possible, the website to visit for the most current and up-to-date information is provided and the office to contact if you have further questions. Use the control "F" function on your keyboard to search key terms or the handy index at the back of this guidebook.

While it has been our intention to provide the most complete information possible, there may be circumstances left unaddressed by this manual. In addition, circumstances will undoubtedly require that policies, practices, guidelines and other items described in this handbook change from time to time. Accordingly, CSN intends to modify, supplement, rescind, or revise any provision of this handbook as necessary or appropriate. Please, check back periodically to review this document and stay informed.

If an area of interest is not addressed in this handbook, you may search the CSN website for it by typing your inquiry into the "search CSN" box, located in the upper right-hand corner on the CSN homepage, at www.csn.edu.

If there are any additions and/or corrections you would like to suggest, contact the Office of Communications at 702-651-7535.

CSN Overview:

The College of Southern Nevada is the state's largest and most ethnically diverse higher education institution. As part of the Nevada System of Higher Education, CSN is one of eight publicly funded postsecondary institutions in Nevada and one of four community colleges.

The college, which has three main campuses located in Henderson, Las Vegas and North Las Vegas, and multiple sites and centers, offers more than 120 certificate and degree programs and three bachelor's of science degree programs.

CSN is committed to affirmative action and equal opportunity in employment and access to its programs and activities. It is the policy of CSN through responsible managers to provide equal employment opportunities to all qualified applicants in employment, hiring, training, recruitment, development, promotion, salaries, benefits, and other terms and conditions of employment for all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or sexual orientation.

Accreditation

The associate degree and baccalaureate levels at CSN are accredited by the Northwest Commission on Colleges and Universities. In addition, approximately 30 programs have received specialized accreditations.

History

Founded in 1971, the Clark County Community College, later to be known as the College of Southern Nevada, began with 402 students in a former *Las Vegas Review-Journal* building on North Main Street leased to the college. Dr. Stephen Nicholson was the college's first president. A year later, enrollment bloomed to 1,766 students and in 1973 class began at the Henderson Community Center. That May, the college had its first commencement ceremony with a graduating class of 32 students.

In 1975, the Cheyenne campus, the college's first campus, opened. Enrollment by that time had breached 7,000 students. That year, the college became fully accredited.

A year later, CSN's second president Dr. Russell Bloyer took the reins of the college. A history of CSN's presidents can be found [here](#).

In 1981, fall classes opened at the new Henderson campus and enrollment topped 11,500. In 1988, the Howard Health Sciences Center opened at the Charleston campus and two years later the Clark County Community College was renamed the Community College of Southern Nevada as enrollment neared 20,000 students.

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In 1999, CSN began its intercollegiate athletic program, the first for a Nevada two-year college and Lied Field opened at the Henderson campus. Four years later, the men's baseball team won the NJCAA national championship under founding coach and CSN Athletic Director Tim Chambers.

In 2007, the college was renamed College of Southern Nevada at the request of students and enrollment reached 40,000 students.

CSN is the largest, most ethnically diverse higher education institution in the state. As the only public community college in Southern Nevada, CSN is also the most affordable postsecondary institution in this half of Nevada.

Locations

CSN has three main campuses: Charleston, Cheyenne and Henderson and multiple sites and centers. Information about the college's locations can be found [here](#).

Mission Statement

The College of Southern Nevada creates opportunities and changes lives through access to quality teaching, services, and experiences that enrich our diverse community.

Vision Statement:

The College of Southern Nevada is a premier learning institution:

- Promoting student success through excellence in teaching and learning,
- Providing a highly educated, civically engaged, and skilled workforce,
- Using innovative technology and available resources effectively,
- Increasing alternative funding sources,
- Acting environmentally responsible, and
- Emphasizing fact-based decision-making and accountability to all stakeholders.

Values Statement:

The College of Southern Nevada strives for high quality in all endeavors. We value:

- Learning – quality teaching, flexible scheduling, and total access allowing opportunities for all ages and backgrounds for student success;
- Shared Governance – communication across multiple campus sites among our faculty, staff, and students, and with local partnerships and state communities;
- Students – a student-focused environment where academic freedom is utilized to broaden student knowledge beyond the classroom; and

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- Community – a diverse community, fostering integrity and honesty, professional development, and innovative learning for our students, faculty, and staff.

Nevada System of Higher Education Board of Regents

The Nevada Constitution creates the Nevada System of Higher Education, which is governed by an elected 13-member Board of Regents. These officers oversee the administration of the following eight system institutions:

- [College of Southern Nevada](#)
- [Desert Research Institute](#) (Reno and Las Vegas)
- [Great Basin College](#) (Elko, Nevada)
- [Nevada State College](#) at Henderson
- [Truckee Meadows Community College](#) (Reno, Nevada)
- [University of Nevada, Las Vegas](#)
- [University of Nevada, Reno](#)
- [Western Nevada College](#) (Carson City, Nevada)

The Board has constitutional autonomy to consider, approve, and coordinate policies for the system institutions. You can access this [site](#) to view the Board’s online Handbook and the NSHE Procedures & Guidelines Manual. NSHE has offices in Las Vegas and Reno. The Las Vegas office is located at:

5550 West Flamingo Road, Suite C-1
Las Vegas, Nevada 89103-0137
(702) 889-8426 / FAX (702) 889-8492

Typically, the Board holds four regular meetings each year and convenes special meetings as required. The board meetings generally consist of committee meetings and a general session. These meetings are rotated among the campuses throughout the state with most meetings held in Las Vegas and Reno. All regular and committee meetings are open to the public, and agendas and minutes are posted on the NSHE’s [website](#).

The regents are elected for staggered six-year terms and do not receive compensation for their service. The bylaws under which the Board operates are contained in the [Board of Regents Handbook](#). The handbook also contains the NSHE code, which defines basic personnel policies

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for the faculty and professional staff, as well as the bylaws for each system unit, which contain even more specific procedural guidelines. NSHE has adopted Nevada's classified service system for non-professional positions; NRS 284 and NAC 284 describe the classified service and provide important information.

Non-discrimination Statement

The College of Southern Nevada recognizes that embracing diversity maximizes faculty and staff contribution to our goals and provides the best opportunity for student achievement.

The College of Southern Nevada is committed to providing a place of work and learning free of discrimination on the basis of race, color, national origin, disability (whether actual or perceived by others), religion, age, sex/gender (including pregnancy related conditions), sexual orientation, gender identity or expression, genetic information, veteran status (military status or military obligations) in the programs or activities which it operates. Where discrimination is found to have occurred, CSN will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible. The following person has been designated to handle inquiries regarding non-discrimination policies at CSN and is responsible for coordinating compliance efforts concerning, Executive Order 11246, Title VI and Title VII of the Civil Rights Act of 1964, Title IX Educational Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1990: Debbie Tanner, Compliance Investigator II, CSN Charleston Campus, 6375 West Charleston Blvd.; Bldg. E, Office E-128, Las Vegas, NV 89146, Phone: (702) 651-5783, Email: debbie.tanner@csn.edu. For further information on notice of non-discrimination, you may contact the U.S. Department of Education, Office for Civil Rights at 1-800-421-3481 or visit <http://wdcrobcopl01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area.

CSN is responsive to serving the educational needs of a diverse and ever-changing community. AA/EOE/ADAAA

Organizational Structure

The [Office of the President](#) web page has a link to the college's organizational charts to provide a general resource for college personnel [here](#).

The principal administrative officers are:

- President – Michael D. Richards
- Senior Vice President for Finance and Administration – Patricia Charlton

- Vice President for Academic Affairs—Darren Divine
- Vice President for Student Affairs—vacant
- Legal Counsel—Richard Hinckley

Like all NSHE institutions, CSN has two types of employees: professional and classified. The policies, rules and regulations governing classified employees can be found in the Nevada Administrative Code (NAC). The NAC can be referenced on the state’s Department of Personnel website at: www.dop.nv.gov. The Nevada System of Higher Education through its Board of Regents establishes and oversees the policies and procedures pertinent to academic and administrative professional employees.

Schools, Departments & Programs

CSN has six academic schools. In addition, CSN has two divisions. More information can be found [here](#).

Strategic Plan

On September 9, 2010, the Board of Regents approved [CSN's Strategic Plan for 2010-2017](#). The strategic plan is a guiding document that was created by an all-college committee that included members of the community.

This long-range plan ensures that CSN continues to meet its mission with effectiveness and efficiency. The plan blends new standards of the Northwest Commission on Colleges and Universities (NWC UU), with internal assessment, public accountability, and principles of continuous improvement. In addition to goals and objectives, the plan includes strategies, indicators of success, offices of accountability and timelines that will require management action and updating. The college’s mission, vision and values statements underlie the plan and are reinforced through the implementation processes detailed in the plan.

CSN Safety and Security:

CSN is served by a full-time police department consisting of sworn peace officers and a contracted security service.

Contact numbers for Police Services

- In the case of an emergency, call 911 or on a campus phone 9-911.
- To reach the CSN Police Department on any campus phone, dial 7-911.

To Reach Campus Security:

- Charleston Campus Security: 651-5613
- Cheyenne Campus Security: 651-4055
- Henderson Campus Security: 651-3113

In the event of an emergency, staff, faculty, and students have a quick and efficient means for communicating with the CSN Police Department. By dialing “7911” on any campus land line telephone you will be put in contact with the CSN Police Department. It should be noted that anyone dialing “911” from a cell phone on campus will be connected directly with the Las Vegas Metropolitan Police Department, and their police dispatchers will connect these calls with the CSN dispatcher. The “911” number should only be used in the case of an immediate emergency or crime in progress. All other calls for non-emergency police assistance should be made by calling the CSN Police Department on their respective campuses. See above contact numbers for police services on CSN’s three campuses.

Crime Prevention Programs

CSN’s Police Department believes it is more beneficial to prevent crime than to react after the occurrence. A primary method for accomplishing this goal is the department’s comprehensive crime prevention strategy. This strategy is based on a multi-layered approach that includes proactive area patrol of the campus and crime prevention education and training. Modeled after the “community policing” concept, this strategy allows police officers to listen closely to the students, staff, and faculty of CSN to better address the college's crime prevention needs. To accomplish this goal, the department participates in all student, parent, faculty, and staff orientations to ensure that people are educated regarding the importance of looking out for each other as well as current security procedures and practices.

CSN Police/Security

The [CSN Police Department](#) has POST-certified officers on each CSN campus. Supplementing the police are security officers, who patrol the college 24/7.

CSN Police Preparedness

Since the tragic events of September 11, 2001 and Virginia Tech on April 6, 2007, CSN police officers have increased their armament, regularly undergo scheduled active shooter and disaster training and manage a program for notifying the campus whenever an immediate

emergency or crime impacts the campus community through an [emergency notification system](#) (E.N.S.). This system will provide updated information in the event of an emergency on campus. Members of the campus community must enroll in order to receive these warnings via text messaging on their cell phones and/or e-mail on their computers. All interested individuals will have to provide e-mail addresses to demonstrate they are members of the campus community.

Emergency Notification System

CSN faculty, staff and students are encouraged to sign up with the college's emergency notification system (E.N.S.) to receive a text, e-mail and voice message in the event of an emergency on campus, such as a man-made or natural disaster. Sign up and learn more about E.N.S. [here](#).

Emergency Telephones on Campus

Direct connect phones are in elevators and are being installed on all three CSN campuses. These are direct-connect, ADA-approved telephone devices for use in case of emergency. Upon activation, officers are dispatched immediately while dispatchers speak with the caller and attempt to learn why the call box was activated.

Environmental Health & Safety

CSN is committed to the personal safety, health and well-being of all members of the college community. It is the intention of the Environmental Health & Safety Department that all employees, students, and visitors work and learn in an environment free from safety and health hazards. It is the goal of this department to provide timely and relevant information and responsible management, including safety and environmental health training, to enable individuals to perform their work safely.

The [EH&S web page](#) provides information about the environmental health and safety on all campuses and for all members of the college community.

Security Tips

There are a number of ways to protect CSN property and your property when you are on campus. You can develop barriers and protect property by:

- Locking doors and cabinets where equipment and valuables are stored;
- Storing electronic equipment and other valuables out-of-sight in a locked desk or cabinet;

- Minimizing assignment of keys to buildings, offices, rooms; and maintaining records of key assignments; and
- Periodically changing locks and access or alarm passwords.

Additional information, including information on the Clery Act can be found on the [CSN police](#) webpage.

Weapons on Campus

Nevada law (Nevada Revised Statutes 202.265) provides that dangerous weapons, including handguns, are not permitted on campus without the express written approval of the President. This policy shall apply to all persons on the campus except law enforcement officers in the performance of their duties. Facsimile weapons are also banned. Any person found with such weapons on their person may be prosecuted for carrying concealed weapons. For further information, contact the Police Department.

Human Resources:

The CSN [Human Resources Department website](#) contains the following information:

[Affirmative Action](#)

[Americans with Disabilities Act](#)

[Benefits Overview](#)

[Compensation Schedule](#)

[Employee Assistance Program](#)

[Employee Discounts](#)

[Employment Opportunities](#)

[Employment Self-Services](#)

[Employee Travel](#)

[Evaluation System Log-In](#)

[Direct Deposit](#)

[Faculty and Staff Recognition](#)

[Forms](#)

[Grant-in-Aid](#)

[Grievances](#)

[Hiring Policy and Search Committee Information](#)

[Leave, Classified](#)

[Leave, Professional](#)

[Part-Time Employment Information](#)

[Personnel-Related Policies, Procedures and Laws](#)

[Professional Staff Handbook](#)

[Workers Compensation \(Handled by UNLV\)](#)

Information for Instructors:

Information for All Faculty

Academic Assessment

To meet our obligations to our students and accreditation standards, we need to provide information on what we expect from our students (student outcomes) and how we will know if they have met those expectations. Reports about whether those outcomes have been met are required each year. It is expected that each syllabus will carry a statement of student outcomes and how they will be evaluated and that each faculty member will contribute to the department's/unit's overall assessment efforts. For more information related to academic assessment, view the assessment plans and reports, forms, and links to other resources on the [Office of Accreditation and Assessment](#) website

Academic Freedom and Responsibility

Academic Freedom

Academic freedom is guaranteed to all faculty so that they may effectively accomplish their work. CSN's academic freedom policy is located [here](#).

Professional Standards:

Faculty are expected to conduct themselves in an ethical and professional manner both in public and in the academic community. Two sources that provide guidance for professional standards are the Council of the American Association of College Professors (AAUP) and professional associations.

CSN faculty members are encouraged to follow the ethical guidelines adopted by the Council of the American Association of College Professors. The guidelines recommend that faculty respect

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the dignity of students, fellow faculty and their rights to express differing opinions, and that they defend intellectual honesty and freedom in inquiry. Academic freedom means that faculty may objectively and without interference carry out their work. Faculty members are expected to create an atmosphere conducive to learning and to behave fairly and honestly in all aspects of the student-teacher relationship.

In addition, faculty members are expected to respect the dignity and opinions of administrative staff and support staff.

Most faculty belong to professional societies or associations in their respective fields. These institutions have established guidelines for professional conduct of their members.

Ethical Standards:

The purposes of education are intellectual development, acquisition of tools required for scholarly and creative work, personal growth, and preparation for lifelong learning. Quality education at CSN demands that faculty, staff and students behave in accordance with the highest ethical standards. These standards have been articulated by the faculty, the administration, and the NSHE Board of Regents.

Faculty should be particularly aware of the following unethical situations:

- Dishonesty in research or creative activity, including such acts as falsification, misuse, misrepresentation, tampering, or plagiarism;
- Inappropriate teaching behavior including such acts as not meeting classes, delays in grading, improper level of instruction, or the sole use of subjective evaluation criteria;
- Interference with the rights of others through such acts as physical intimidation, sexual harassment, vandalism, or trespassing; and
- Unauthorized use of another's property including such acts as stealing, fraud, computer piracy, forgery, or false accusations.

In addition, as state employees, faculty and staff members are bound by [state ethics requirements](#).

Academic Integrity

Because CSN is dedicated to quality education, faculty are expected to exhibit a high level of scholarly behavior and students are expected to adhere to a high standard of academic

honesty. CSN has a [student academic integrity policy](#). Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the CSN community, students accept the academic standards and disciplinary consequences for their actions.

Attendance

[Research](#) has found that attendance requirements boost student retention and success. Taking attendance and making attendance part of a class grade is performed at the instructor's discretion. As detailed in the [CSN catalog](#), college enrollment assumes maturity, seriousness of purpose and self-discipline for meeting the responsibilities associated with the courses for which a student registers. Students are expected to attend each meeting of every course for which they have registered. Attendance is essential for normal progress in a college course. The course instructor may assign a grade of "W" to a student for excessive absences. Under no circumstances will an absence, for any reason, excuse a student from completing assigned work in a given course. After an absence, it is the student's responsibility to check with the instructor about the completion of missed assignments.

Bringing Children to Class/Unregistered Attendees

The authorized classroom occupants are determined by the instructor's discretion. If you do not wish to permit students to bring their children to class, you may want to note it on your syllabus. See [Minor Children on Campus Policy](#) for further guidance. There is also an [Unregistered Persons in Class Policy](#).

Catalogs

CSN catalogs can be viewed online at <http://www.csn.edu/pages/660.asp>.

Classroom Accident / Injury

If an incident, requiring medical attention, occurs on campus, please call "9-911" from a campus phone (or "911" from a cell phone) immediately and then the CSN Police Department at 651-7911.

Classroom Capacity

Each classroom has a capacity that allows for a certain number of seats or tables and chairs and is governed by fire code requirements. The tables and chairs supplied in each classroom were selected because they allow faculty to arrange the room to meet the needs of their students. Oftentimes they can be arranged in different configurations to support different teaching styles and/or projects. If there is a problem with a classroom assignment and you would like to see if another space is available, please check with your department. NOTE: Please do not move furniture between classrooms due to compliance with fire code.

Classroom Issues

The [Office of Student Affairs](#) can assist in addressing general student misconduct and violations of the CSN [Student Conduct Code](#) and [Disruptive and Abusive Student Behavior Policy](#). These resources address important topics, including but not limited to:

- Disruptive / threatening behavior
- Alcohol / controlled substance issues
- Destruction / misuse of property

Classroom Safety

CSN encourages faculty, staff and students to enroll in the [Emergency Notification System](#) to receive a text or e-mail if there is an emergency on campus while in class.

Commencement

CSN has one commencement ceremony, held each spring on the first Monday following final exams, in the Thomas & Mack Center at UNLV. Graduates and faculty should report one hour prior to the ceremony for line-up. Ample parking is available outside the Thomas & Mack Center. The length of the ceremony is approximately two hours. Faculty may custom order rental regalia. Attendance is encouraged as an expression of support for graduating students.

Convocation

Convocation, occurring the week prior to the fall and spring semesters, is a gathering of the faculty and staff to welcome the start of the semester. All CSN faculty and staff are encouraged to attend a number of professional development sessions administered by the Center for Academic & Professional Excellence (CAPE) during this week. At the start of fall

convocation, there is an opening ceremony for all employees. During this ceremony the President delivers his/her State of the College Address.

Copyright Policy and Fair Use Laws

CSN has a [Plan to Combat Unauthorized Distribution of Copyrighted Material](#). The college is committed to assisting its faculty, staff and students to comply with copyright laws and procedures. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement (this includes material posted on the Internet in violation of copyright laws).

The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject the unauthorized user to civil and criminal liabilities. Nationally, much effort has been made to implement practices and procedures that will combat the unauthorized use or distribution of copyrighted material. Users of CSN's resources including its network, Internet, facilities, etc., must exercise personal responsibility to ensure compliance with copyright requirements.

See the [Information Systems and Electronic Resources Acceptable Use Policy](#) for more information.

In addition, the Center for Academic & Professional Excellence (CAPE) will periodically provide training sessions during Convocation to educate attendees on the basics of copyright law compliance.

CSN's intellectual property committee is tasked with leading discussion on policies and other high-level intellectual property matters. This committee is not an enforcement arm and is not tasked with any day-to-day compliance, but it is a forum where ideas for easier access, college-wide opportunities, etc. can be addressed.

In addition, CSN's general counsel is available to answer any specific question should your educational process not provide an answer.

Copying / Printing

CSN operates a printing office on the Cheyenne campus to support the teaching and learning mission by providing high quality and cost-effective design and printing services. Printing services is part of [Auxiliary Services](#), which is part of [CSN Financial Services](#). You may order business cards, stationery, stock forms, and basic copying. The printing office also

includes a full-service copy center, offering color and black and white prints, wide-format posters, lamination, and bindery services. Design services offers campus clients estimates, assistance, and services in designing cost-effective print-ready publications that comply with postal regulations and CSN standards and graphics. Information about printing prices and services can be found [here](#).

Course Evaluations / Teaching Evaluations – Students

Faculty members are required to administer teaching evaluations at the end of each semester. Teaching evaluations are a very important piece of assessment data and it is critical that the reliability, validity, and legitimacy of these instruments be maintained. The [Academic Council](#) has adopted the following minimum standards for the administration of such course evaluations:

- Anonymity
- Objectivity
- Post-evaluation procedures

Curriculum Development

Development of the curriculum is the privilege and responsibility of the faculty. The curriculum review and approval process operates at three levels: The Faculty Senate Curriculum Committee (FSCC), the School Curriculum Advisory Committee (SCAC), and the Screening Committee (SC). At each level, the process is faculty driven. The Faculty Senate oversees the policy and provides information, forms and instructions for the change process. CSN has a [Curriculum Committee Policy](#) that governs the structure, role and procedures for the Curriculum Committee.

Degree List

A list of all CSN degrees can be found [here](#).

Disciplinary Procedures

The general guidelines of disciplinary procedures are contained in Chapter 6 under the “Rules and Disciplinary Procedures for Members of the College Community” section of the Board of Regents [Handbook](#). Although instances of academic dishonesty or questionable behavior are rare, all faculty should be aware of the limits within which they must operate.

Distance Learning

Responsible for providing support for distance education, the Office of E-Learning offers training and support to faculty and distance students active in the [Online Campus](#). CSN offers 30 complete degree and certificate programs online. CSN has a [Distance Education Policy](#) and a [Distance Education Standards Policy](#) as resources that help ensure the quality of CSN's distance education experience.

Early Alert (E-Alert)

Faculty members often observe students who are struggling academically. The [E-Alert System](#) provides faculty with a confidential means to submit to the Retention Office the name of a student having problems in a class, in order that he/she be offered timely assistance. Retention services staff will then make contact with the student and provide an appropriate course of action to help the student succeed. By working together we can best support our students and help them persist and thrive. All faculty members are encouraged to use this service, whereas students who accept these services have a higher success rate than those students who do not accept services, (See CSN [data](#), slide 21).

Employment Contracts

Faculty members are employed under one of two kinds of contracts commonly referred to as "A" or "B" contracts. An "A" contract covers 12-month employment and a "B" contract covers 10-month employment and is the type of contract under which most academic faculty members are typically employed. The service dates of the "B" contract are set annually. All "A" and "B" contracts are considered annual contracts for the purpose of benefits eligibility. Faculty members on "A" or "B" contracts are eligible for retirement benefits and health insurance benefits on the first day of the first full month of the contract.

- "A" contracts are normally reserved for personnel engaged in year-round programs.
- The "B" contract is the basic contract for academic faculty and is for service during the academic year. Faculty members on "B" contracts are entitled to regular state and federal holidays and student breaks in conformity with the adopted CSN calendar. Faculty may accept supplemental appointments for college service for periods of time not included in their "B" contract. A "B+" contract adds 22 work days to the normal "B" contract and is used selectively for administrative and other services by faculty members. Employees on a "B" contract do not accrue annual leave but do accrue sick leave.

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- LOA / LOB contracts are used for part-time instructors and other temporary employment opportunities.
- Classified employees are not subject to employment contracts.

Facility Problems, Reporting

To report problems in a facility, contact the [Facilities Management Department](#). The main contact number is 702-651-4888.

Faculty Ombudsperson

CSN has two faculty members who also serve as ombudspersons or liaisons between the faculty/staff and administration. As faculty ombudspersons, they are available to full-time and part-time faculty members and staff to assist in resolving minor disputes that can arise in an institution of this size from time to time between faculty and other faculty, staff or administration. They serve to provide you with an efficient method for resolving concerns that might not rise to the level of an official, formal grievance procedure.

Faculty & Staff Ombudspersons (IOA Certified)

N. Mark Rauls, J.D.,

Office: Cheyenne 2022E

Contact: 651-4813

Norman.rauls@csn.edu

Raulsombuds@gmail.com

Jennifer Basquiat, Ph.D.,

Office: Charleston E221

Contact: 651-7421

Jennifer.basquiat@csn.edu

Basquiatombuds@gmail.com

Faculty Senate

The CSN Faculty Senate assists in achieving the mission of the college by representing the interests of the academic faculty, governing issues concerning faculty, serving as a forum for discussion, making recommendations on appropriate policies to the administration, and defending academic freedom. The Faculty Senate is authorized to act on questions and issues

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brought before it by the faculty. Items to be considered for Faculty Senate agendas must be submitted to the Faculty Senate office for review by the Executive Committee. Faculty Senate meetings are generally held monthly during the academic year and are open to the public. The meeting dates are posted on the Senate [website](#). The meeting minutes are available on the website as well as being distributed to the senators from whom faculty may also obtain copies.

Faculty Senate Standing Committees:

The following standing committees assist the Faculty Senate in performing its role in faculty governance. In addition, the Faculty Senate may form ad hoc committees as needed to investigate particular issues.

- Academic Standards
- Budget Committee
- Bylaws and Rules Committee
- Curriculum Committee
- Elections Committee
- Ethics Committee
- Evaluation & Workload
- Executive Committee
- Instructional Technology
- Sabbatical Committee
- Salary and Benefits
- Tenure and Professional Advancement
- Travel Committee

Field Trips

Field trips or class activities conducted outside the regularly scheduled class or lab should be approved in advance by the department chair. See Field Trip Liability Waiver forms online for [CSN sponsored field trips](#) and [instructor's privately sponsored field trips](#).

Final Examinations

As detailed in the CSN Catalog, the college requires final examinations given at the end of the semester be at the time specified in the class schedule. The official examination schedule has been established so students may have an opportunity to prepare adequately for each of their exams. NOTE: The date, time, and location of final examinations CANNOT be changed and are listed in the [CSN academic calendar and CSN Catalog](#) each semester.

Full Class(es) - Handling Students Who Want to Add

Each department, unit and/or school may have its own guidelines for students who wish to add courses that are full. Course enrollment is set by individual departments; however, enrollment may not exceed room capacity, which is regulated by the fire code.

General Classroom Procedures

As outlined in the [CSN workload policy](#), faculty members are expected to hold class meetings that are:

- Consistent with the course schedule;
- Maintain a predictable number of office hours which shall be posted and the faculty shall be available to students, colleagues, and others;
- Evaluate academic performance fairly;
- Counsel students; and
- Carry through with their workload commitment in accordance with CSN policy.

Faculty members should have prior approval from their program director or department chair before missing/rescheduling classes and/or missing other scheduled duties, with the exception of emergencies.

It is the faculty member's discretion and prerogative to determine what is and is not acceptable behavior in his or her classroom. The faculty member should clearly communicate these guidelines, preferably in the course syllabus. Guidelines may include prohibition of cell phone or other electronic devices, wearing hats in class, coming to class late, etc. See the [syllabus policy](#) for more information.

Guest Lecturers

Faculty must obtain prior approval from the department chair to have guest lecturers in their classes.

Office Hours

CSN's [workload policy](#) specifies requirements for scheduling office hours. Full-time faculty members are required to hold five (5) regularly scheduled office hours per week. Part-time faculty are not required to hold office hours but may do so.

Posting Grades

Student grades are available online to the students via their MyCSN accounts after faculty members have posted them. Faculty members must not post grades publicly. For any student requesting a hard copy final grade before it is posted online, you may ask the student to provide you with a self-addressed, stamped envelope. Grades should NOT be given out over the telephone or e-mail because of the inability to verify the identity of the person.

Retaining Course Work Records

All instructors are encouraged to retain records of completed course work and grades for a period of one calendar year from the date of the last day of the term/semester. Part-time, relocating, and retiring instructors should provide these materials to their respective department's / unit's administrative staff. See Academic Affairs' [Records Retention Procedure and Timeline](#) for academic faculty.

Retention/Student Success Services

Student [Retention/Student Success Services](#) help students succeed and achieve their academic goals. The office works with struggling students to provide assistance and strategies with life and academic challenges.

Schedule of Classes

Department chairs prepare [class schedules](#).

Student Conduct

CSN's [Student Code of Conduct](#) establishes standards, procedures, and sanctions for students that are consistent with Chapter 6 of the NSHE Code, "Rules and Disciplinary Procedures for Members of the University Community." The SCC also outlines students' rights and responsibilities. As a general rule, students are encouraged, when faced with choices, to always take the ethical path. Students enrolling in CSN assume the obligation to conduct themselves in a manner compatible with CSN's function as an educational institution. If the responsible instructor believes academic misconduct has occurred at any level, he or she shall follow procedures outlined in the CSN policy. The student [Academic Integrity Policy](#) is addressed above.

Syllabus

CSN has a Course Syllabus [policy](#) for the development and distribution of a course syllabus.

Textbooks

The [CSN Bookstore](#) sets the deadlines for faculty textbook orders. Meeting these deadlines (i.e., mid-October for the following spring semester) enables the bookstore to engage the used book market early and attempt to find used books, which are less expensive for our students. This also lets the bookstore know which books to buy back from students at the end of the semester. Faculty members are reminded that the resale of review copies of textbooks is prohibited.

CSN has a [Textbook Policy](#), which covers how textbooks are selected.

Textbooks, Faculty Requiring Their Own Textbooks for Class

In order for faculty members to assign their own textbooks that they have written for use in one of their classes, it must be approved by the faculty member's department chair. These guidelines were developed to protect both faculty and students.

CSN has a [Textbook Policy](#), which covers how textbooks are selected.

Workload Assignment Policy

CSN has a [Workload Policy Resolution](#) that details workload assignments and distribution for full-time faculty members. The standard college instructional requirement for all full-time, tenure-track faculty is 15 credits or five (5) courses per semester in the case that one course equals three credits. Some units may define workload assignments in terms of contact hours rather than credit hours. The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).

Information for Part-Time Faculty

Part-Time Faculty Handbook

The [Part-Time Faculty Handbook](#) is a comprehensive guidebook for all part-time instructors that includes information on available resources, CSN policies and procedures and course requirements. All adjunct instructors should familiarize themselves with this material.

Part-Time Faculty Conference

At the start of the fall 2011 semester, CSN hosted the first part-time faculty conference that provided a number of professional development opportunities for those who attended. Should funds allow, this will become an annual event.

Everyday Tools for All Employees:

Assessment

The [Office of Assessment](#) & Accreditation provides comprehensive support for outcome assessment and evaluation activities at College of Southern Nevada. The office coordinates a wide range of assessment and evaluation activities for the college, including original survey design, development, deployment and analysis. The office provides direct support for institutional efforts related to strategic planning, accreditation and academic program evaluation, and collaborates regularly with Institutional Research.

Budget Services

The [Budget Services Office](#) is responsible for the development, allocation and monitoring of the institution's state appropriated and self-supporting budgets. In addition, this office prepares the college's annual and biennial operating budget requests.

Calendars

A. Academic Calendar: Faculty and staff should note the dates of annual events, such as convocation and commencement. The calendar can be viewed online at <http://www.csn.edu/pages/660.asp>.

B. Events Calendar / Master Calendar of Events: The CSN Master Calendar welcomes submissions for confirmed events from departments / units and registered campus organizations. The master events calendar can be accessed on the CSN website. To submit an event, contact your department's respective "page owner," or contact [Public and College Relations](#).

You can also submit your event information electronically by filling out and submitting the [Publicize My Event](#) form.

Campus Mail

CSN offers outgoing and interoffice mail services. Interoffice mail is available to help faculty and staff send documents to colleagues at any CSN office. See [CSN Mail Services Guide](#) for more information.

Center for Academic and Professional Excellence (CAPE)

Working with all college departments, the Center for Academic and Professional Excellence ([CAPE](#)) formulates, designs, and coordinates staff and faculty professional development and training to support the institution's strategic goals. The purpose of CAPE is to foster innovation in classroom and online teaching, provide opportunities for college service, develop and coordinate leadership training, and support development of organizational culture that improves institutional effectiveness, efficiency, and accountability.

Child Care Centers

CSN provides two National Association of the Education of Young Children Accredited child care centers located on the Cheyenne and Charleston campuses. Campus Child Care is dedicated to serving the needs of CSN student and employees' families through high quality programming, thus empowering the success of student parents in their pursuit of higher education. The centers serve as a model in leadership and excellence for the early childhood profession by providing a nurturing, secure, stable, and responsive environment that supports the growth and development of each individual child.

The centers provide full-day and half-day schedules, Monday through Friday, from 7 a.m. to 6 p.m. They are licensed for children 2-5 years of age. Waiting list applications are accepted starting at 18 months of age. For more information, contact campus [Child Care Services](#).

Computing Resources

CSN outsources IT services to SunGard Higher Education. Through this contract, the Office of Technology Services (OTS) supports and enhances teaching and administration through the effective management and use of information technology resources. OTS also helps faculty, students, and staff use innovative technologies that result in genuine benefits to CSN, including network security, faculty websites, classroom technology, audio-visual equipment, wired and wireless network services, database and server support, and general computing support for the college. For a complete list of services, visit the [OTS website](#).

IT Help Desk:

[IT Help Desk](#) is a contract service provided by SunGard. It supports technology needs for CSN employees and students. Contact the help desk via a phone call (651-HELP or 651-4357), e-mail, or through the online help request form. Services include: Desktop computing support; Software assistance; Network assistance; Software training; Wireless; Installing antivirus software; and general computing help.

Information Technology Governance:

Three user groups—administrative computing, academic computing, and web support—meet regularly. The chairs of the user groups as well as CSN administrators meet as an executive committee to oversee CSN computing and ensure that related policies are developed, maintained, and modified. Failure to comply with the regulations and policies developed by the executive committee may result in disciplinary action under the NSHE Code, or civil or criminal action under the Nevada Revised Statutes or federal law.

CSN Foundation

The [College of Southern Nevada Foundation](#) is a non-profit organization that is dedicated to building better communities in Southern Nevada. Its mission is to support and advance the college by raising funds that support the college's students, faculty, staff and programs. It is governed by the [Board of Trustees](#).

Directory (Campus)

An [online directory](#) of CSN employees is available on the CSN home page. A printed directory is not published at CSN. To update your CSN contact information, contact your unit's administrative assistant or leadership.

Disability

CSN is committed to providing equal employment opportunity and equal access to all programs, services and activities to persons with disabilities. This includes rigorous compliance with the Americans with Disabilities Act (ADA).

All of the offices and departments on campus are expected to provide access to their programs and services. Individuals may make requests for accommodations or assistance from any of these offices or departments. Additional assistance for access or compliance is available from four offices with special responsibilities on campus, including the [Disability Resource](#)

[Center](#), [Environmental Health & Safety](#), [Equal Opportunity/Affirmative Action Office](#) and the [Division of Human Resources](#).

Click on this [link](#) to learn more about accommodations available to help ensure faculty, staff, students, volunteers and potential applicants have equal access and opportunity on campus.

Diversity, Cultural Affairs & Community Initiatives Office

The [Office of Diversity, Cultural Affairs & Community Initiatives](#) is responsible for the oversight of campus-wide diversity efforts for students, faculty, and staff at all levels of education and employment. These efforts extend off-campus into the greater Las Vegas Area for the broad array of community-based college stakeholders.

Division of Workforce & Economic Development

CSN's Division of Workforce and Economic Development (DWED) was established in 2005 to meet the training needs of Southern Nevada's workforce and employers. The division is an entrepreneurial and self-supporting division of the college that works with the region's businesses and key industry sectors in the assessment, design and implementation of customized curricula and training programs. The division also provides service to students, employers, employees and adult learners seeking non-credit courses that provide education opportunities, new skills, career advancement and personal enrichment.

Facilities Management

Facilities Management includes [Environmental Health & Safety](#), [Operations](#) (custodial and grounds service) and [Site Planning & Construction](#), which provides architectural and construction services for CSN.

You can request routine maintenance and repair work as well as chargeable interdepartmental requests online, using Facilities Management's web-based work order system [iServiceDesk](#). This technology enables you to:

- Submit and query work requests in real time;
- Query open and closed work order numbers;
- Search for specific work requests;
- Receive e-mail notifications as requests are accepted into work orders; and
- Create instant documentation for all your requests and have information at any time.

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[iServiceDesk](#) is easy to use and does not require a password or special codes. Simply make a selection from the list of options on the left navigation area and follow the instructions. If you need assistance or need more information, please call the Help Desk at 651-4888.

General Counsel

The [Office of General Counsel](#) is responsible to the President and provides legal services. General Counsel Services include:

- Legal representation of CSN before all courts and administrative bodies;
- Research, analysis and advice on the legal implications of policy and decisions under applicable law;
- Contract review as requested;
- Participation in training sessions on legal issues;
- Investigation and presentation of evidence at internal hearings under the [NSHE Code](#) and the [Student Conduct Code](#); and
- Higher Education Opportunity Act [Checklist](#).

Grants

The CSN [Office of Resource Development](#) provides grant funding research, proposal development and grant management services for faculty and staff.

Mission Statement: The Office of Resource Development at CSN supports the college by securing external funds from public and private agencies through grants. Emphasis is placed on securing funds to further the college's mission, strategic directions and institutional priorities. This office provides leadership in the pre and post award phases.

See [grant policy](#) and [grant development procedure](#) for further information.

Human Resources

The Division of Human Resources provides a variety of information and services to existing and prospective employees regarding employment, benefits, training, compensation and advice and counsel on personnel-related matters. For more information on the division please visit the [HR](#) web page.

Institutional Research

The [Office of Institutional Research](#) assists and supports accreditation, institutional research, accountability, and strategic planning. Its goal is to provide accurate, relevant and timely information for use by the college community and external constituencies. The office's webpage includes the I.R. Report Library that has links to departmental, institutional, NSHE and other quantitative and qualitative reports, which are updated throughout the year.

Intercampus Communication System (I.C.S. – Flat Screens)

A key communication tool, the Intercampus Communication System (I.C.S.) allows the college to send messages about events, issues, emergencies throughout campuses and centers, via the flat screen televisions that are strategically placed throughout CSN. The I.C.S. also shows national news programs (equitably featuring CNN, Fox News, and MSNBC), CSN short films, and other pertinent information. All programming displayed on the flat screen televisions is provided without sound. Information on how to market a CSN event or program on I.C.S. and submission guidelines is available on the [web](#).

Maps

Maps of CSN's Charleston, Cheyenne and Henderson campus are available [online](#). Click the bottom tabs to see an interactive map of each campus. A PDF of each map is also available on each webpage.

Printing Services

CSN Print Services offers the following services: printing, Xerox Quick Print, Xerox Color Quick Print and Off Press. The [Printing Services Guide](#) includes a price list, information on how to fill out a Print Services Request form, in-stock examples and much more.

Professional Development

See [Center for Academic and Professional Excellence](#) entry above.

Public Relations and Marketing

[Public Relations and Marketing](#) staff are responsible for college-wide public relations, branding, marketing, advertising and promotion.

The PR and marketing staff oversee the production of brochures, academic publications, internal communications, social media and press releases. Staff create

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and manage institutional communication media such as radio, television and print advertising and provide direct and consultative services to help academic and administrative departments meet their specific communication needs. Services include:

- Official college communications, press releases and media/public information requests
- Advertising & promotional strategic planning
- Public relations strategic planning
- College publication consultation, creation & review
- Graphic design consultation, creation & review
- College brand maintenance & design standards
- Online/CSN social media communications & website design consultation
- The [CSN Speakers Bureau](#)

If you have a CSN event you would like to market, go to [Publicize My Event](#) and submit a jpg or PDF of the event flier along with the required information to have your event advertised to the entire college through Newsweb, the Upcoming Event all-e-mail, I.C.S. and home page events calendar. Press releases will be issued for events that promote CSN to the community and generally support communication objectives.

Public relations and marketing staff also maintain relationships with outside vendors (designers, printers, photographers, etc.) and can recommend vendor options based on department need.

Publications

The college has a number of regular official print and electronic publications, including cabinet minutes, the catalog, schedule and calendar, the CSN Chronicle, the quarterly CSN Foundation newsletter, the CSN View Book, Facts in Brief, News Web and the President's blog.

Cabinet Minutes:

The meeting minutes from the President's Cabinet, which meets monthly, are e-mailed college-wide each month and archived on the [President's blog](#).

[Catalog/Schedule/Calendar](#)

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The CSN Chronicle:

Each month, the President sends out the CSN Chronicle college-wide via e-mail. In the Chronicle, the President addresses current events, questions he has received from faculty and staff and other important campus information. The Chronicles are archived on the [President's Blog](#).

[CSN Foundation Newsletter](#)

[CSN View Book](#)

[Facts in Brief](#)

News Web:

News Web is an e-newsletter that Marketing issues each week to all faculty and staff via e-mail. News Web contains college announcements and information about upcoming events at CSN. Submissions about CSN events or CSN announcements can be sent to denise.macrae@csn.edu.

[President's Blog](#)

Purchasing

The [CSN Purchasing Department](#) is responsible for the general procurement function of the college. The department can provide information to external entities about becoming a vendor to the college and requests for proposals (RFPs). The department also helps employees with purchasing requests, including RXs, LPOs, and OfficeMax ordering.

[List of current and open bids or RFPs.](#)

Gifts & Entertainment:

College policy strictly prohibits the receipt of any gifts, gratuities, premiums or other incentives by all employees under any instances. We prefer that incentives be expressed in acceptable business terms, e.g., quality, service, and price.

Purchasing Policy:

CSN believes that an open, competitive atmosphere is beneficial to both buyer and seller, and it is our policy to foster this environment. We buy on the basis of definitive specifications, quality of product and service, competitive price and delivery.

Purchase Orders:

All merchandise shipped and any service performed must have an authorized purchase order number. In the case of telephoned orders, a purchase order number will be given by authorized purchasing personnel. Requisition numbers are unacceptable. Purchase order numbers must appear on all shipping documents and invoices. All shipments must be FOB Destination. Freight charges, if authorized, must be prepaid and added to the invoice. The purchase order document signifies tax exempt status.

Supplier Diversity Program:

CSN does not discriminate on any basis. As a commitment to our [Supplier Diversity Program](#) we encourage minority-owned, women-owned, physically challenged and veteran/service disabled veteran owned businesses to participate in CSN's purchasing activities. We also offer guidance with filling out required documentation and forms.

Vendor Registration:

Interested companies/individuals can preregister with CSN by submitting a completed [vendor application](#) to the Purchasing Department.

Recycling

CSN's recycling program is administered by [Facilities Management](#). More information about CSN's recycling program can be found [here](#).

Social Media

CSN's official social media sites include official Facebook, Twitter, MySpace and YouTube pages. Social media is part of Public & College Relations' responsibilities. The CSN social media guidelines can be found [here](#). Simply click on the social media icons located on CSN's home page to view.

Governance:

Introduction

CSN operates through shared governance, a collaborative practice that brings together the college community in the decision-making process. Shared governance is conducted largely through committees and the elected leaders of employee groups, such as Administrative

Faculty Assembly, Classified Counsel and Faculty Senate.

CSN Campus Committees

The [CSN Committees Policy](#) states that committees provide for the involvement of faculty, administrators, staff, and students in deliberations regarding day-to-day and long-range planning and policies for the college. Types of committees provide for different levels of involvement in college governance. All college personnel are encouraged to actively participate in college governance by volunteering for committees.

Committee Policy

Committee directives and descriptions will be on file on the college [website](#) and in the Office of the Chair of the Faculty Senate. In addition, the Faculty Senate, as described in NSHE Code, is a formal, policy-recommending body of the college.

Committee Membership

Committee vacancies will be announced as they arise. Announcements will be made via campus-wide media such as an announcement at convocation, or a memorandum. For committees needing initial, or large-scale membership, department chairs and division heads will be asked to recruit members from their units at the beginning of each school year. In addition, student representatives will be recruited via the student government organization. All committee members will be approved by the current Faculty Senate chair and current (appropriate) vice president.

To ensure that everyone interested in volunteering for a committee has the opportunity, each volunteer will have a fixed term. Terms will be rotated to ensure stability and continuity of the committee. Once an individual completes his or her term, he or she may volunteer again for the committee and serve two or more consecutive terms.

Committee membership lists will be posted on the college website. At least once per year, in October, those lists will be updated by a representative of the Faculty Senate and the web master.

Faculty Senate bylaws provide for other campus committees with specific charges, membership guidelines and procedures. These committees report through the Faculty Senate.

Committee Procedures

Each committee, including those of the Faculty Senate, will have a committee chair and a recorder. Minutes will be recorded and submitted to senate chair or the responsible administrator to ensure a formal process for sharing information and recommendations. A record of the minutes will be kept on file by the recorder. Committees may establish additional procedures as needed to optimize effectiveness.

Types of Committees

President's Cabinet:

The [President's Cabinet](#) meets monthly to provide advice and counsel to the President on matters regarding policies, procedures, and strategic planning. Minutes are posted on the [blog](#).

President's Committees:

The President may appoint various committees as needed to accomplish specific tasks. Certain committees disband when their tasks are completed.

Academic Council:

The [Academic Council](#) recommends rules and processes to maintain high academic standards, coordinates with the Faculty Senate on curriculum and policy issues, as needed, and advises the vice president of academic affairs on academic issues.

Membership:

- Academic deans and designated directors
- Campus administrators
- Representative from Student Affairs
- Registrar
- Faculty Senate chair or designee
- Representative from the Associated Students of the College of Southern Nevada (ASCSN)

College Wide or Standing Committees:

These committees deal with long-term and/or ongoing college-wide issues. These committees generally have campus representation of faculty, staff and students. College-wide committees include, but are not limited to social, retention and technology issues. Some have appointed

members and some have elected members.

Faculty Senate Committees:

A list of Faculty Senate Committees is available [here](#).

Administrative Committees:

Administrative committees assist the President and/or administrators in the operations and governance of the college. These committees allow for campus input in the decision-making process. They are also used as a communication tool to keep the campus informed of issues, events, processes, and opportunities to provide college service.

Ad Hoc Committees:

These committees are temporary committees created as needs arise, such as meeting new initiatives or responding to issues. Ad hoc committees follow the same policies and procedures as standing committees. An ad hoc committee with longevity beyond two years may become a standing committee.

Employee Groups

CSN has three main employee groups for faculty, professional staff and classified employees. These associations represent the voice of their respective employee groups in the shared governance process.

Administrative Faculty Assembly:

The [Administrative Faculty Assembly](#) (AFA) will assure non-instructional administrative faculty (director level and below) participation in the formulation, implementation and evaluation of institutional policies and goals; serve as the liaison to the President on non-instructional administrative faculty issues; and provide avenues to promote institutional cohesiveness and shared governance.

[AFA Bylaws](#)

Classified Council:

The [Classified Council represents](#) those positions authorized by the state under contract as CSN classified. The council serves as an advisory group to the President. The council meets monthly and is concerned with matters of classified employee relations, excepting matters of formal appeals and hearings; Receives, considers and makes recommendations on matters of personnel

policies and procedures; Provides a forum for the hearing of classified employee suggestions, questions or complaints, but not individual appeals relating to disciplinary or classification matters; Provides a means of communication for disseminating information to classified employees of the college regarding the personnel program; and assists the CSN President on activities and projects requiring input from classified staff.

[Classified Council Bylaws](#)

Faculty Senate:

The [Faculty Senate](#) is a representative body responsible for faculty participation in planning, development and governance of the college. Members of the senate are elected faculty members from all academic divisions as well as representation from the administrative faculty.

[Faculty Senate Bylaws](#)

Student Resources:

Academic Counseling

The [Counseling Department](#) provides personal assistance to students in selecting both courses and programs of study which will meet their academic, career and personal goals.

Counselors and advisors guide students in formulating their vocational and educational plans, clarifying basic interests, values and abilities, and identifying and resolving problems which may interfere with student success and timely graduation. Referrals to community and internal services are given when appropriate. Counseling department staff also provide information and guidance regarding the transfer process to four-year institutions. The counselors and advisors serve as liaisons to each of the academic schools to facilitate collaboration and communication with the faculty. It is strongly recommended for all students to meet with a counselor or academic advisor every semester as an essential step to academic success. In addition to traditional one-on-one appointments, CSN students can seek [academic counseling online](#), participate in [New Student Advising Workshops](#) when available, and visit the [Express Counseling Desk](#) for quick and basic questions. For more information concerning campus locations and the appointment system, see the Counseling department's [webpage](#).

Admissions and Records

Starting in fall 2012, CSN will require students to have a high school diploma or its equivalent or be a qualified international student for regular admission, consistent with Title 4, Chapter 16, Section 18 of the Board of Regents Handbook. A student who does not meet the

community college requirements for admission may apply to be admitted under alternate criteria or test scores that demonstrate college readiness.

Admissions and records are located within the Office of the Registrar, which maintains all student records. The office provides faculty with answers to questions about student records including grades, prior courses, demographic information, verification of enrollment, class rosters and a variety of forms such as those necessary to withdraw or reinstate students from classes, make grade changes, or file early completion of courses. For specific information about admissions and records, go to the Office of the Registrar's [webpage](#).

Bookstore

CSN has three campus bookstores that provide students with textbooks and offer CSN paraphernalia for sale. The bookstores are managed by an external entity selected through the bidding process. For more information, go to <http://www.csn.edu/academics/bookstore.asp>.

Career Services

Students interested in exploring career issues and options will find many helpful resources in the Career Centers located at each campus. Career instruments are available to help students assess their interests, values, experiences and abilities. Job placement services include research information on occupations and the job market, resume writing and interviewing skills and local job listings. For more information, see the Career Services Center [webpage](#).

Child Care Centers

CSN provides two National Association of the Education of Young Children Accredited child care centers located on the Cheyenne and Charleston campuses. Campus Child Care is dedicated to serving the needs of CSN student and employees' families through high quality programming, thus empowering the success of student parents in their pursuit of higher education. The centers serve as a model in leadership and excellence for the early childhood profession by providing a nurturing, secure, stable, and responsive environment that supports the growth and development of each individual child.

The centers provide full-day and half-day schedules, Monday through Friday from 7 a.m. to 6 p.m. They are licensed for children 2-5 years of age. Waiting list applications are accepted starting at 18 months of age. For more information, contact campus [Child Care Services](#).

College Readiness Standards

The following is the recommended course load for high school students interested in enrolling in postsecondary course levels:

- English - 4 units
- Math - 3 units (Algebra level or higher)
- Social Science - 3 units
- Natural Science - 3 units (2 units must be a lab science)

Computer Labs

CSN computer labs or Interactive Learning Centers are supported by the Office of Technology Services. For a list of computer lab locations and hours, go to <http://www.csn.edu/pages/444.asp>.

Communication Labs

The CSN Communication Department has three [communication labs](#) on each campus to help students with speeches and other communicative techniques. Students can receive assistance with speech topic selection, speech outlining, academic research, speech rehearsal, suggestions for managing speech anxiety, and more.

Counseling and Psychological Services (CAPS), Students

Pursuing a college education can be exciting and challenging. It can also be highly stressful since social and personal concerns can interfere with academic work and emotional well being. Student Counseling & Psychological Services (CAPS) is committed to helping students benefit fully from their college experience at CSN. Faculty and staff members assist students to increase their self-understanding and develop the skills necessary to overcome personal concerns and achieve their academic goals. Primary services include courses on time management, career goals, individual assessment, educational workshops and presentations and referrals to community services.

CSN Serves

[CSN Serves](#) is the volunteer and service-learning component of Student Life and Leadership Development. CSN Serves promotes volunteer opportunities at the College of Southern Nevada for students, faculty and staff. CSN Serves has partnered with various agencies in Nevada to provide invaluable volunteer experiences.

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An important component of CSN Serves is to help promote service-learning programs in the classroom. The incorporation of service-learning increases student learning, enhances the classroom environment and enriches student engagement. Volunteer opportunities range in duration from one day or short-term meaningful experiences to long-term opportunities that enable participants to make a sustained commitment to a volunteer organization and their community. Volunteer hours can also be applied to the Presidential Volunteer Service Award, and other recognitions provided through our department.

Degree/Certificate Programs

CSN offers the following degrees in designated fields of study:

[Bachelor of Science, Dental Hygiene](#)

[Associate of Arts Degrees \(AA\)](#)

[Associate of Business Degree \(AB\)](#)

[Associate of Science Degrees \(AS\)](#)

[Associate of General Studies Degree \(AGS\)](#)

[Associate of Applied Science Degrees \(AAS\)](#)

[Certificates of Achievement \(CA\)](#)

[Certificates of Completion \(CC\)](#)

Coming soon are Bachelor of Science in [Clinical Laboratory Sciences](#) and Bachelor of Science in [Cardiorespiratory Sciences](#) degrees.

Primary fields of study are listed [here](#).

Disability Resource Centers

The College of Southern Nevada makes every effort to make its campuses fully accessible to students with disabilities. The college's Disability Resource Center offers accommodations to help students with documented disabilities with their academic pursuits. In addition, the DRC offers Disability Specialists and a DHHS coordinator to answer any questions or help solve any problems that may arise due to a documented disability. The office also offers adaptive equipment to those who qualify to ensure equal access to all CSN sponsored activities.

Each CSN campus and learning center offers support services for students with documented physical or psychological disabilities. Students with disabilities must register with and request reasonable accommodations through the [CSN Disability Resource Center](#) on the

campus where they expect to take the majority of their classes. Accommodations that CSN provides to qualified students include: sign language interpreters, alternative text, adaptive equipment, note takers, readers, mobility assistance, special testing, special registration and more. Faculty members are encouraged to contact DRC staff members if they have questions.

English as a Second Language

The CSN Department of International Language offers classes in [English as a Second Language \(ESL\)](#), which prepares students to use English effectively in all situations, academic, professional or otherwise. In addition to a full schedule of credit classes, convenient schedules, and an advising program, the ESL program offers students an opportunity to experience the language, culture and people of the United States. Following testing, students are interviewed and placed accordingly.

Financial Aid

The Office of Student Financial Services provides grants, loans, and work-study to those students who may otherwise be unable to attend college. The amount and type of aid a student may receive depends on the availability of funds and the student's established financial need. For more information, please contact [Student Financial Services](#).

International Center

The [CSN International Center](#) strives to provide assistance to enhance internationalization of student life and culture. The center provides assistance in the following areas:

[International Student Admissions](#)

[F-1 Immigration Status](#)

[Forms and Resources](#)

[International Education Resources](#)

Libraries

CSN has three libraries, one on each campus, which provide the campus community with research materials including books, e-books, DVDs, textbooks, articles and online resources. For more information or to search available library resources, go to <http://www.csn.edu/library/>.

MyCSN

[MyCSN](#) is the student information system that allows students to register for classes and access student services and student account information online. The [MyCSN Help Desk](#) and the site www.csn.edu/aboutmycsn are helpful resources to show students how to access and make the most of MyCSN.

Recreation Center

The [CSN Sports Center](#) on the Cheyenne campus includes a variety of recreation and wellness opportunities including:

- Cardio equipment
- Group fitness activities
- Multi-purpose activity courts

To obtain a Sports Center membership go to any cashier's office and pay the semester fee, fill out and sign the Sports Center registration form and bring all three papers to any student government office or the CSN Sports Center office to obtain your membership. Membership must be renewed each semester. Scheduled academic and fitness classes have priority.

Facility Usage: All users must sign in at the Sports Center information desk and have a current membership photo ID card. Members will leave their ID cards with the front desk attendant and retrieve when leaving. Visitors without a current ID card will not be allowed to use the facility. Workout towels are required.

Open Recreation: Open recreation offers students, faculty and staff members the opportunity to participate in less structured, non-tournament recreation. You must be a student, faculty or staff member to participate in open recreation. Open recreation times are subject to change due to special events and facility maintenance. Throughout the year, facilities are regularly set aside for drop-in activities.

Recruitment

CSN's [Office of Recruitment](#) provides personal assistance to potential students through every step of the admissions and intake process. The staff members regularly conduct campus tours and presentations throughout the community.

Re-Entry Services

The [Re-Entry Program](#) located in the Career Services area on the Cheyenne, Charleston and Henderson campuses, provides assistance to students facing significant barriers to education and/or employment. The mission of the Re-Entry Program is to provide opportunities for eligible participants to improve their academic, employment, and personal skills to become self-sufficient CSN graduates. The primary emphasis of the Re-Entry Program is the recruitment & completion of students in non-traditional education and training programs and Career & Technical Education programs offered at CSN.

Resource Centers

The CSN Math and Science Resource Centers are located on each campus and provide drop-in tutoring to students. These centers work on a first-come, first-serve basis. For information, see the [Math & Science Resource Center](#) webpage.

Student Activities

Associated Students of the College of Southern Nevada (ASCSN):

The [Associated Students of the College of Southern Nevada](#) (ASCSN) is the student government of CSN and consists of student representatives and executive body, elected by their peers to promote student interests at CSN and within the community and state.

Mission Statement: The object of this association shall be to provide activities for the social interaction of students; to involve students in the mission, philosophy and goals of the College of Southern Nevada (CSN); to offer the student voice to the Administration of the College; to promote interaction with students from other segments of the Nevada System of Higher Education (NSHE).

Honors:

The [CSN Honors Program](#) offers enhanced educational opportunities for CSN students. CSN strives to offer Nevada's students a diverse range of educational opportunities. Academic success comes from different kinds of creativity, passion, and intelligence, so we do not select our honors students based solely on their high school GPA or their SAT/ACT scores.

CSN's Honors Program offers the following advantages: Smaller class sizes with innovative classroom experiences; A personal faculty advisor; Enhanced preparation for a four-

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year academic degree; In-depth connections between different disciplines of thought; Opportunities to engage with community and culture; Motivated and academically talented faculty; Opportunities to travel and present your work at national and regional honors conferences; and honors distinction on transcripts.

To Receive Special Recognition for Honors Accomplishments students who complete 12 credits of honors courses with a cumulative GPA of 3.2 will receive a special letter of recognition from CSN's vice president of academic affairs and the honors program coordinator. In addition, all honors courses receive special notation on student transcripts.

Leadership Programs:

CSN offers [two specific programs](#) for students interested in learning leadership skills: the [Professional Development Certificate Program](#) and the [CSN Student Leadership Academy](#).

Phi Theta Kappa:

Phi Theta Kappa (PTK) is the international honor society of two-year colleges. It is the largest honor society in American higher education. Membership in [Phi Theta Kappa](#) is by invitation only. All eligible students receive an invitation to join once each semester. To be eligible, students must have a cumulative GPA of 3.5 and completed a minimum of 15 units at CSN. Invitations are sent out the semester following when both criteria are met.

Sports:

CSN provides NJCAA sports (baseball and softball) and intramural athletic opportunities.

CSN's [Department of Athletics](#) offers two intercollegiate sports - Men's Baseball and Women's Fast-Pitch Softball, which are based at the Henderson campus at [Lied Field & Morse Stadium](#). In 2003, the CSN Coyotes Men's Baseball team won the NJCAA national championship title.

The [CSN Intramural Sports Program](#) was first established in the fall of 2007. It was created as a part of the college's desire to establish a student-centered campus environment. Today's Intramural Sports Program attracts both men and women, offering over 15 team, individual or dual events each year for men, women and coed divisions. Traditional sports such as football, basketball, bowling and volleyball are staples of the intramural calendar, while sports such as cheer, Wii sports and indoor soccer offer non-traditional options. Each year, approximately 400 students, faculty and staff participate in intramural sports and activities. In addition to the

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regularly occurring sports, the Sports Center offers students the opportunity to compete at both the regional and national level. As a member of NIRSA (National Intramural-Recreational Sports Association), students from the college have participated in tournaments at UCLA and UNLV.

[Individual Sports](#)

[How to Register for Intramural Sports](#)

Student Clubs:

CSN offers a number of student clubs representing a variety of interests. The [Clubs and Organizations webpage](#) provides information on existing clubs and information on how to start or renew a club.

Student Life:

[The Student Life and Leadership Development Office](#) provides avenues for student growth and enrichment outside of the classroom. The office coordinates student organizations, special events, campus publications, recognition, cultural heritage programs and volunteer and leadership opportunities. CSN has more than 30 registered student organizations. Faculty members interested in serving as a faculty advisor to a student club or organization should contact the office for more information.

Student ID

Every enrolled student receives a Nevada System of Higher Education (NSHE) ID, a unique number that they will use at any of the eight NSHE institutions they enroll in. The NSHE ID and password are used to access MyCSN, the CSN electronic student registration system.

Student Success Services

Student [Retention/Student Success Services](#) help students succeed and achieve their academic goals. The office works with struggling students to provide assistance and strategies with life and academic challenges.

Testing Services

The [CSN Testing Center](#) is located on each campus.

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Computerized math and English placement tests are required for all new students seeking a degree or transferring credits to another institution, with the exception of those who have certain SAT or ACT scores that are less than two years old. Students that have completed the ACT (with a score of 17 or higher) and/or SAT (with a score of 400 or higher) tests and have a satisfactory score in the math section may use these test scores for math placement. The scores must be less than two years old. Students that have completed ACT (Writing / verbal section with a score of 18 or higher) and/or SAT (Critical Reading section with a score of 440 or higher) tests and have a satisfactory score may use these test scores for English placement. The scores must be less than two years old. If a student is placed into English 98 or 92 with the English Placement Essay Test, he or she must also take the Reading Placement Test.

Many courses require that the students have a firm foundation of the subject matter. Each subsequent course related to that specific area of study depends on prior knowledge. Students will have a better chance of success if they have the prerequisite knowledge. Computerized placement tests will analyze the skills that the student possesses. Upon completion students will be placed into a course proper for the student's skill level. It is highly suggested that students prepare for the math placement test, particularly if they have not taken a math course in some time. You can find more information [here](#) to prepare for CSN's placement tests.

Tuition and Fees

Tuition and fees are set by the NSHE Board of Regents and are subject to change. Current tuition and fee rates can be found [online](#).

Veterans Education Center

The CSN Veterans Education Center is located on the Charleston campus and provides a central location for CSN students who are veterans to have their benefits certified and obtain information on counseling/advising and other CSN services. The Veterans Education Center also provides a central location for veteran students to relax, use computers, and attend seminars and other events specifically tailored to them. To contact the center, call 702-651-5060.

Tutoring

CSN offers tutoring, free of charge, on all three campuses for almost every subject. [CSN Tutorial Services](#) is certified by the College Reading and Learning Association's (CRLA) Tutor Training Certification Program, the highest national honor college level tutoring programs can

achieve. CSN Tutorial Services is dedicated to: Promoting independent learning; Fostering confidence and self-esteem; Working collaboratively with college faculty and staff to maximize opportunities for student success; and referring students to other retention services when staff deems it appropriate.

Tutors work with students to explain course content, answer questions, and review for exams. When combined with other support units within the Division of Student Affairs, such as Retention Services, tutoring becomes a powerful tool to help students learn difficult course material.

Writing Center

The [CSN Writing Centers](#), located on each campus, can help students with any writing assignment and can help at any stage of the writing process. The staff can help brainstorm, make an outline, work on drafts, or just be a second set of eyes for a final draft. The Writing Center offers free assistance with any project that requires writing to all students. Appointments are taken on a first-come, first-serve basis and last 45 minutes. Walk-in visits may be available as well.

College Policies, Procedures & Guidelines

Nevada Administrative Code

[NAC](#)

Nevada System of Higher Education

[NSHE Handbook](#)

[NSHE Procedures & Guidelines Manual](#)

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[Policy Requirement and Format](#)

Faculty Policies, Procedures and Guidelines

[Academic Freedom](#)

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[Policy](#)

[Procedure](#)

[Academic Program Review](#)

[Course Syllabus](#)

[Curriculum Committee](#)

[Department Definition & Chair Compensation](#)

[Department Chair Selection and Recall Policy](#)

[Distance Education](#)

[Distance Education Standards Policy](#)

[Emeriti Faculty](#)

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[Field Trip Liability Waiver Forms](#)

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[Use of College Equipment & Property](#)

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Academic Integrity Policy

[Policy AND Student Academic Integrity Report \(form\)](#)

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[Auditing Classes Policy](#)

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