► **Great Basin College**

Part-Time Instructor Handbook

Updated January 2021

Welcome

Welcome Part-time Faculty members! The Part-time Faculty of Great Basin College is an integral part of what GBC is as a community college service rural Nevada. We appreciate what you do to help GBC fulfill its mission to enrich people's lives, and we wish to support you in every way that we can. This Handbook has been created to provide you with much of the information you will need to be successful in making our students successful.

The Handbook is generally arranged in the order of need for the typical faculty member. Getting your class started is of course the beginning. Work closely with your Department and its faculty members to assure you are providing the appropriate content for the course. Each course must be accurately described in a correctly constructed syllabus and with text material appropriate for the course. Then provide a stimulating class that engages students in learning, and give them the appropriate grade they have earned. The are many steps and factors to be considered in coming to the conclusion and helping you through this maze of challenges is the purpose of this Handbook.

Teaching in the current world has many challenges, and the requirements are changing with the times. Rules and regulations that must be followed come from outside of the college and from our own GBC policies. These must be recognized and addressed as they are and as they change. The availability of services and support that you will have must also be known and are described here.

There is more to know than you can probably remember before you begin teaching, which is why we have information complied for you here. Please us this to your advantage.

Always remember that your Department and support staff are here to help you. Never be afraid to ask for help or clarification.

Thank you for what you do to help make GBC and its students successful!

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PeopleSoft Information

Safety and Security

► Essential Information

IMPORTANT NUMBERS

Administrative Assistants

Arts & Letters	775-753-2244
Business	775-753-2241
Computer Technologies	775-753-2241
Career and Technical Education	775-753-2363
Education	775-753-2177
Health Science & Human Services	775-753-2301
Math	775-753-2221
Science	775-753-2221
PEX	775-753-2221

Admissions & Records	775-753-2102
Academic Success Center	775-753-2149
Disability Resource Center	775-753-2271
Online and Interactive Video Services	775-753-3511
HELP DESK	**775-753-2167**
Human Resources	775-753-2155
Interactive Video	775-753-2306
Financial Aid	775-753-2399
SECURITY	**775-934-4923**

▶ Helpful Websites

Great Basin College Website
http://www.gbcnv.edu

WebCampus Login
https://gbcnv.instructure.com/login

MyGBC Self-Service Center
https://mycolleges.shr.nevada.edu/psp/spcssprd/GBC/HRMS/h/?tab=GUEST

Part-Time Instructor Website
https://www.gbcnv.edu/adjunct/

Faculty & Staff Website
http://www.gbcnv.edu/facstaff.html

GBC Faculty Resources
https://www.gbcnv.edu/mygbchelp/facpassword.html

GBC Calendar
includes Instruction Begins, Instruction Ends, Final Exam Week, and Grades Due Dates
www.gbcnv.edu/calendar/

Faculty & Staff Events
includes meetings
http://www.gbcnv.edu/calendar/faculty.html

Great Basin College Catalog
http://www.gbcnv.edu/catalog

Campus Maps
includes the GBC Elko Campus plus addresses and hours for all GBC locations
http://www.gbcnv.edu/maps/

Request for a Test Proctor
http://www.gbcnv.edu/asc/testing.html

IAV Faculty Handbook
https://www.gbcnv.edu/distance/IAV_Faculty_Handbook.pdf

Great Basin College Library
https://www.gbcnv.edu/library/

Workday
https://www.myworkday.com/wday/authgwy/nshe/login.htmld?returnTo=%2fnshe%2fd%2fhome.htmld

► Frequently Asked Questions

"What is my role as a part-time instructor?"

Your task is to facilitate student learning in a specific content area. If the class you have been asked to teach is a three credit hour semester course, it means that students spend three contact hours per week with you and in the class, in a traditional classroom setting or online for fifteen weeks of instruction and one week for final exams.

"How much and when will I be paid?"

Compensation guidelines and a current salary schedule for part-time instructors are located on page 22 of this handbook. You may receive your payroll check through direct deposit with an option of a payroll card, which is similar to a pre-loaded debit card, issued in the employee's name. Direct deposit forms can be found at http://www.gbcnv.edu/hr/forms.html (under payroll). Return completed forms to Human Resources.

"Where can I find information regarding my payroll?"

Payroll information can be found in Workday . You will log in using your GBC email address and network password. Complete instructions can be found on page 22.

"How do I learn how to use WebCampus?"

Contact our Online Education Office, at 775-753-3511, for assistance.

"Does my department have specific guidelines for part-time instructors?"

Guidelines for part-time instructors are at the discretion of individual departments. Contact the department chair or program supervisor for specific information.

 "Do I get to choose the textbook?"

Textbooks are at the discretion of individual departments. Contact the department chair for specific information on this. This subject is addressed on page 7 of this handbook in greater detail.

"Do I have an office on campus?"

Office space for part-time instructors is located in the High Tech Center, room 137, on the Elko campus. Computer workstations with Internet access and an eating area are located within this area. The workroom is open from 7:00 a.m. to 7:30 p.m. Monday-Thursday; 7:00 a.m. to 5:00 p.m. Friday; and by special request on Saturday, please call Security at 775-934-4923.

"How do I receive mail on campus?"

On the Elko campus, part-time faculty mailboxes are located in the High Tech Center, room 137. A mailbox will be assigned to you if you teach a live class on the Elko campus. Check your mailbox regularly for important correspondence. Students may leave assignments there as well. If you have any questions about the mail, contact 753.2108. If you do not teach at the Elko campus, contact your site administrator for mail delivery.

"Will I be hired again for next semester?"

Part-time instructor employment is on a one-time semester basis only and teaching one particular semester does not guarantee employment for any future semesters. Scheduling of classes is based on student need and demand determined by the department.

"How do I submit grades?"
> At the end of the semester, grades are entered into PeopleSoft through Faculty Center>My Schedule. See page 14 for instructions.

"What do I do if I am unable to login?"
> Call the GBC Help Desk, at 775-753-2167, for assistance logging in to a system or to request a password reset. REMEMBER: once you have logged in to the system and changed your password, you are responsible for knowing your password.

"How do I deal with a disruptive student in the classroom?"
> Please refer to the GBC Student Conduct webpage:
> https://www.gbcnv.edu/security/studentconduct.html

► Course Planning

▶ Classes

Part-time instructors at GBC are assigned to teach specific courses on an as-needed basis as determined by academic departments. All part-time instructors are required to prepare clear course syllabi that include the learning outcomes of the course and other specifications of Great Basin College, manage their courses in an effective manner in line with GBC guidelines, and assess their students in accordance with the stated objectives of the course.

All part-time instructors must adhere to all GBC policies and guidelines in the delivery of course material and in the assessment of students and the classes being taught. Responsibilities may vary with department and specific courses, and the requirements of the departments must be followed. General responsibilities include the following:

• Create a course syllabus that addresses the requirements of the college and the department for each class taught; syllabus must be complete and available when the class is first open to the students. Must be approved by your department chair.
• Communicate clearly the expectations of students at the beginning of each class taught.
• Engage students in meaningful and valuable educational experiences.
• Maintain complete and accurate records of student achievements and grades.
• Provide students with the opportunity to complete the course rating via EvaluationKit.
• Submit final grades for each class by the specified date.
• Adhere to all requirements for student privacy (FERPA).
• Adhere to all established timelines for instruction.
• Utilize the student records system and the GBC email system effectively.
• Communicate regularly with affiliated department in the required formats.

When student supplies are required along with textbooks, these should be specified in the advertised materials for the course. Therefore, let the department support staff and department chair or site administrator know about these items.

If additional room(s) are required at times other than the scheduled class, contact your department support staff or the site administrator to make a room request. *Do not switch rooms with another instructor without having the room request approved.* Make sure to visit the room ahead of time to ensure that all required equipment is present and functioning. Similarly, if the course requires lab work, visit the lab to assure familiarity and proper preparation.

It is expected that all GBC classes that proceed as scheduled will have sufficient enrollment and all faculty should be prepared for the first-class session. Instructors will be notified as soon as possible whether the enrollment in the class is sufficient to hold the class. Late registration can affect a class with marginal enrollment. Under no circumstances can a class be cancelled or discontinued by the part-time instructor. Only a department chair or site administrator, in consultation with the Vice President for Academic Affairs, is empowered to cancel or discontinue a class.

▶ Textbooks and Textbook Orders

Check with your department chair regarding the book you will use. Book orders are due in mid-October for the spring and mid-April for the fall. Students are responsible for purchasing their own textbooks from the bookstore (located in the Community Center in Elko) or from the bookstore link located on the GBC homepage.

If asked by the department to pick appropriate textbooks and supplies for the course, contact the department chair, site administrator, or support staff. Inquire how to preview desk copies in order to choose the most appropriate textbook.

Due to the Higher Education Opportunity Act of 2008 requiring that course schedules must list all textbooks used in teaching a class, orders are now processed by the department support staff. View the textbooks ordered for classes by clicking the *Schedule* button on the GBC home page at www.gbcnv.edu.

▶ Class Syllabus

The class syllabus must be provided to students on or before the first-class meeting. Part-time instructors are required to send an electronic copy of their syllabus to the department support staff one week prior to the beginning of class. This is required for all courses except community service courses or non-credit courses. Required syllabus components are also listed on the website: http://www.gbcnv.edu/syllabus/. Ask the department chair, site administrator, or support staff to provide a course syllabus from a prior class, if it is available. Remember that GBC's semesters are 15 weeks of instruction, plus one week for final exams.

▶ Syllabus Archive

A syllabus archive can be found on the Faculty and Staff webpage on the GBC website, under Tools. Consult with the author of the syllabus or the department chair before incorporating the intellectual property from the syllabus into a class. Department members or the support staff may also help access existing syllabi.

▶ Attendance Roster

Per a new requirement mandated by the Department of Education, all GBC instructors will be required to implement an attendance roster. All GBC instructors are required to report any student who has not participated by the end of the first week of class through the PeopleSoft Attendance Roster.

Definition of active participation

The definition of active participation from the regulations include but are not limited to the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- Attending a study group that is assigned by the school;

- Participating in an online discussion about academic matters;
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do not include activities where a student may be present but not academically engaged, such as:

- Living in institutional housing;
- Participating in the school's meal plan;
- Logging into an online class without active participation;
- Participating in academic counseling or advisement

Note: Attendance Rosters will open on the Friday of the 1st week of the Fall and Spring semesters. Rosters must be completed and approved by all instructors for the applicable classes* on the Tuesday of the 2nd week.

1.	Click on **Faculty Tab** once in MYGBC. Enter Faculty Self Service then click on **My Schedule**.
2.	To open the Attendance Roster, click on **Attendance Roster** icon to the right of the **Class Roster** icon .

Attendance Roster

3.	Click **View All** at the top of the roster to view **all** students.
	<mark>Note: All students will be marked "Present" ☑ by default.</mark>
4.	**Uncheck** the box for the students who were not in attendance during the first week of class. (This version of the class roster has been altered per FERPA)

Attendance Roster

Course ID:	121704	
Course Name:	Themes of Literature	
Subject / Catalog#:	ENG 223	
Class Nbr:	83049	
Class Section:	1001	

Term:	2019 Fall
Session:	Regular Academic
Institution:	Great Basin College
Instructor:	Lora, Melissa, Susanne; Brianne

Attendance Template Nbr:	1	Attendance Type:	Attendance Date: 08/30/2019

Student Attendance Roster   Personalize | Find | View All | 🔲 | 🖼   First ◀ 1-20 of 30 ▶ Last

	Student ID	Name	Academic Career	Present
1	5005	Brooke	Undergrad	☑
2	5005	Anthony	Undergrad	☑
3	5005	Nicholas	Undergrad	☑
4	5005	Cassidy	Undergrad	☐
5	5006	Chanden	Undergrad	☑
6	5005	Taylor	Undergrad	☑
7	5006	Elen	Undergrad	☐
8	5006	ILorraine	Undergrad	☑
9	5005	Caldetera	Undergrad	☐
10	5005	Rani	Undergrad	☐
11	5005	Andrew Warren	Undergrad	☐
12	5006	Ariel	Undergrad	☐
13	5006	Brandon	Undergrad	☐
14	5005	Nicolas Lee	Undergrad	☐
15	5005	Annalise	Undergrad	☑
16	5005	Aleena	Undergrad	☑
17	5005	Nicholas	Undergrad	☑
18	5006	Estrella	Undergrad	☑
19	5006	Steven Gary	Undergrad	☑
20	5006	Ailyn	Undergrad	☐
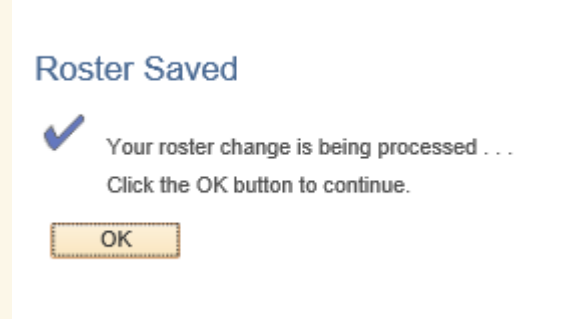
Approve Attendance Roster	Go to My Schedule

5.	When you're finished, click on the orange "**Approve Attendance Roster**" button
	Approve Attendance Roster to approve and **click OK** to save it.

	Roster Saved ✔ Your roster change is being processed . . . Click the OK button to continue. [OK] **Note: Once you start modifying the roster, you cannot save changes and go back in later.** DO NOT click on the Approve Attendance Roster and save changes unless you have reviewed all student's attendance. **Once you approve the roster, you cannot go back and edit.**
6.	After you approve the attendance, the orange button will grey out. Approve Attendance Roster **You will be taken back to the Faculty Center – My Schedule screen.**
Note:	
	***Applicable Classes** Attendance Rosters will be opened for the classes below. An email with the specific DYN session classes will be sent out to faculty on Friday after the roster have been created in Peoplesoft. **Regular Semester Classes** **DYE Session Classes** **8W1 Session Classes** **Specific DYN Session Classes**

For Technical Assistance, please contact the Admissions and Records office at 775-753-2102 or email admissions@gbcnv.edu.

► Student Attendance

Students are expected to attend all classes and to be on time. If a student has an excess amount of unexcused absences, that student may be dropped from the class at the instructor's discretion. An excess amount of absences is more absences than the course has credits, e.g. four absences in a three-credit course. Be prepared for how to address students who are late, particularly those who are habitually late. Be consistent and fair.

It is advisable to attempt to contact the student before dropping him or her. Absences due to religious holidays or observances have been authorized by the Board of Regents. Make arrangements with students for make-up work if they miss class for religious activities. Other make-up work is at the instructor's discretion.

Student attendance may be treated slightly differently by different faculty members. Some make it part of the grade, some do not. State the attendance policy in course syllabus. It must be known by faculty members that federal financial aid rules affect the recording of attendance by instructors. If a student does not complete a

class, the instructor will be required to report the last day of the student's participation. Please be prepared to do this, if necessary.

Unusual attendance patterns or unfavorable conduct may indicate a student needs special assistance to succeed academically. Consult with the department chair or the site administrator for guidance. For special assistance, the student may contact his/her site administrator or one of the following in Elko:

- Academic Success Center at 753.2149 (tutoring in English, writing, math, science, accounting, economics, and foreign languages)
- Career Center at 753.2168 (academic and career advisement)
- Student Financial Services at 753.2399 or Student Employment Services at 753.2255 (financial advisement)
- Student Services at 753.2184 (general assistance)
- Disability Services at 753.2271 (disability support and related services)

COURSE PLANNING

▶ Grading

GBC has two methods of grading:
1. By letter grades (A, B, C, D, F, or W); or
2. Satisfactory/Unsatisfactory (S/US).

The method of grading for the class is predetermined and indicated at the top of the class list. The grading system is to be explained the first day of class as well as including the grading system in the course syllabus. There should never be a mixture of letter grades and satisfactory/unsatisfactory grades within one class.

The following table indicates the general meanings of letter grades, and the values assigned to students for grades to calculate grade point averages:

A	Superior	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below Average	1.0
D-		0.7
F	Failure	0.0
S	Satisfactory - Student has passed satisfactorily but grade points do not accumulate on a transcript	
U	Unsatisfactory- Student did not pass satisfactorily	
I	Incomplete – See below	

AD	Audit
W	Withdrawal
NR	Not Reported – Pending faculty submission of final grade

The grading system may not be changed after the start date of the class. Plus (+) and minus (-) grades are optional for use by instructors. It is up to the individual faculty member to exercise this option. The class syllabus must clearly indicate if plus (+) or minus (-) grades will be used with the letter grades, and how they will be used.

"F" grades are part of the grading scale, and should be given, if appropriate. After 60% of the semester has elapsed, students may not be given a "W" grade but must be given an "F".

"I" (Incomplete): Instructors may give an "I" (Incomplete) if the student has completed at least 3/4 of the course with a grade of "C" or better, but are unable to complete the course for good cause. However, an instructor is not obligated to give a grade just because the student wants one. The student must arrange for the incomplete with the instructor and acknowledge the statement of work that must be completed to receive a final grade. Students have until March 15th for the fall semester and October 15th for the spring and summer semesters to complete the work for a final grade. An incomplete not made up within this time period will have a grade assigned by the instructor which could be an "F" for a graded class or a "U" for an S/U class.

If a student receives an "I" (Incomplete) on the grade reporting form, a *Record of Incomplete* form must be completed. This form is available from Admissions and Records or department support staff. An unattended "I" becomes an F by March 15 for the fall semester courses and October 15 for the spring and summer semester courses. It is the instructor's responsibility to change an "I" to a grade by filling out the proper form.

"AD" (Audit): Review the class roster and see if there is an "AD" in the column for grades. An "AD" indicates that the student is taking the class as an audit, which means that they will not receive a grade, and they do not have to do homework or take tests. GBC's policy is that students can change from credit to audit by Monday of the tenth week of instruction for full semester courses. For other courses, the Audit/Credit change must occur before 60 percent of the course is over. Ask any student signed up for audit if that is what they want. If not, they must go to Admissions and Records or the site administrator immediately and get their class standing changed by the dates published in the class schedule.

"F" (Failing) grade: For regular and non-regular semester courses, and for summer courses, the last day to drop is before 60% of the course has elapsed. One-day classes must be dropped no later than the day before the course occurs. A student will be assigned an F for non-attendance, if they drop the class after the cutoff date. The date of the last class attended or the last date the student participated will be required.

The most difficult challenge in grading is consistency. If previous experience has indicated problem areas in individual grading practices, this is the time to modify practices. If +'s and -'s are used on assignments and tests, they should also be used in the final evaluation process for the final grades.

Prior to the completion of the syllabus for the semester, review the grading statements carefully. If applying any changes, sample grades recently issued to see what questions or problems may arise. If there are additional questions regarding the grading policy, contact the department chair, site administrator, or the Admissions and Records Office at 753.2102.

▶ Final Grades

Final grades will be issued promptly after completion of the class, with finals taking place the last week (16th week) of the semester following the same time schedule as the class met during the semester. All classes are expected to meet and complete the class during the last week of the semester. Finals week is not to be used as a "week off."

During the semester instructors are required to maintain an accurate record of the grading of all student work and other expectations. This information must be used as described in the syllabus to determine final student grades. At the end of each class, it is the responsibility of each individual faculty member to obtain student rosters online and enter final grades into the PeopleSoft system through MyGBC . All grades must be entered no later than the Tuesday following finals week. For classes not on the regular semester schedule, grades must be reported no later than the Tuesday following the completion of the class. For all grades of "F", or "I", it is required to provide the date the student last attended or participated in the course.

A *Record of Incomplete* form is required for all "I" grades, and this form is due to Admissions and Records no later than the Tuesday following finals week.

▶ Student Ratings

Student ratings are completed online through EvaluationKit during the 14th and 15th week of the semester, for regular semester courses. Students can conveniently access evaluations inside and a link outside of WebCampus to provide course feedback. EvaluationKit automatically pops-up on the WebCampus Dashboard, on course home pages, and will send email reminders until the evaluation is complete. This contributes to increased response rates. The evaluation will automatically appear on the left navigation of your course(s). Here you will be able to see what percentage of students have currently completed the evaluation. You will encourage students to complete the evaluation through announcements and emails. Rating results will be available after grades have been submitted.

▶ Grade Appeals or Professional Conduct

Great Basin College respects an instructor's qualifications and supports latitude for a part-time instructor to determine academic standards. With department approval, an instructor establishes the scope, objectives, and methodology of the course being taught, and is responsible for informing students of the requirements for completion of the course of study in the class through the syllabus. The instructor evaluates student performance according to written grading criteria made available to students at the beginning of the class.

Should students have questions about a grade, the following published procedures shall be followed. The procedures do not apply to cases of grades issued because of academic dishonesty.

Student concerns about instructor conduct or activities unrelated directly to grades should follow the Student Grievance Procedure.

The burden of proof in these procedures rests with the student. Students may consult with the Office of the Vice President for Academic and Student Affairs in Berg Hall or their local center directors for assistance with the procedures and policies for appeal. Failure to initiate these procedures within 30 calendar days of the end of the semester will result in the forfeiture of the right to challenge a grade.

These are the steps that must be taken:

Step One: The student must first communicate with the instructor in writing or by email to discuss the complaint and attempt satisfactory resolution. If successful, no further action need be taken.

Step Two: If unsuccessful in Step One, the student will write a letter to the Chair of the instructor's department (this information is available at the Admissions and Records Office in Elko or from the Center) requesting a meeting between the student, the instructor, and the Department Chair. The Department Chair will respond within 15 days of receipt of the written request and establish a mutually agreeable date and time for the resolution meeting. After hearing both sides, the Department Chair will recommend a solution. Acceptance of this solution by both the student and the instructor ends the complaint procedure and no further action will be taken. (Note: In the event that the instructor is also the department chair, the student will write the request for a resolution meeting to the Chair of the Faculty Senate. The Senate Chair or a designee of the Senate Chair will fulfill the responsibilities of a department chair as outlined above.)

Step Three: Failure of remedy in Step Two requires a written complaint to be submitted to the Academic Standards Committee of the Faculty Senate. This complaint may be submitted by either the student or the instructor if either is not satisfied by the recommended solution of Step Two. (This action must be accomplished within five days of the failure of Step Two.) Within 15 days of receipt of the written complaint, the Academic Standards Committee will arrange for the student and the instructor to be heard before a full or quorum meeting of the Academic Standards Committee; the Chair involved in Step Two will be in attendance if deemed necessary by the student or the instructor. Within 15 days of this meeting the Chair of the Academic Standards Committee will provide a written recommendation to resolve the issue. Copies will be given to the student, the instructor and the Department Chair or Senate Chair designee (as appropriate).

Step Four: If the issue is still unresolved to the satisfaction of either party, a written request of review must be lodged in the Office of the Vice President for Academic and Student Affairs within three calendar days of issuance of the Academic Standards Committee's recommendations. The Vice President for Academic and Student Affairs will, after reviewing the documentation of the previous three steps, issue a written decision which will be the final solution.

Note: *During summer months, faculty may not be available to complete the appeal process. The student still must initiate the appeal within 30 calendar days of the end of the semester, but it is possible that an appeal relating to spring semester may not be resolved until fall semester.*

State the attendance policy in the syllabi.

► Test Proctoring

On the Elko campus, if a student needs to take a make-up test outside of the regularly scheduled class time, arrangements can be made to have the Academic Success Center (ASC) proctor the test. The Testing Center requires that the *Testing Center Form* be completed prior to a test being proctored. The form can be accessed at the following website: http://www.gbcnv.edu/asc/testing.html

The Center's staff will administer the make-up test using the instructions provided by the instructor and retain the completed test once it is completed. On other campuses, check with site administrator for test proctoring information.

► Canvas Instructor Guide

The Canvas Instructor Guide is available through the Part-Time instructor Orientation website on WebCampus: https://gbcnv.instructure.com.

GBC Online provides professional development opportunities for faculty needing assistance with their online course content in WebCampus. The Office of Interactive Video and Classroom Technology provides services to broadcast classes from one campus to another, allowing all GBC students to receive courses at any campus center. Call 775.753.3511 for support with online courses. Call 775.753.2306 for Interactive Video events.

► Starfish

Starfish is a tool designed to enhance the way we work across campus to help students be successful by fostering communication and connected between GBC instructors, students, advisors and support services. Starfish is an early-alert retention tool that works through WebCampus to support student academic success at GBC. Through Starfish, faculty can inform students of their academic performance within a course and connect students to appropriate support resources. More information is available on the website: https://www.gbcnv.edu/starfish/.

► General Information

▶ Access to Campus Facilities

Great Basin College maintains open campuses available to faculty, staff, students and the local community during normal business hours. During these times when classes, meetings, or special events are scheduled, Security and/or Buildings and Grounds will have staff on campus to provide assistance.

Open access to campus facilities is provided with the understanding that:
- All persons will be treated with courtesy and respect;
- All buildings and equipment are used in the manner originally anticipated;
- All persons will comply with any posted signage;
- All persons will follow normally accepted safety and behavior standards.

The offer of open access may be revoked should any person be found to cause damage to any GBC property or be involved in harmful, unsafe, or illegal behavior while on campus property.

All labs (science, occupational, and art) should be secured when scheduled classes are not in session. During open lab times, either a faculty member or a teacher's assistant must be present to ensure the safety of all students. Faculty and staff entering buildings after hours by use of key access are responsible for ensuring that the building is secured while they are inside for their own safety. Upon departing a building after hours, faculty and staff must ensure that all exits are locked as they leave. Faculty in Elko who are working after normal class hours and may be in a building alone are encouraged to contact on-duty security at 775.934.4923 so we may work insure your safety.

▶ Computer Access

Part time instructor accounts are only available while teaching an active credit class. If you work on campus, use your OES (Novell) account to login onto campus computers. You will need to have your 10-Digit ID and your password. If working from home, you still require these credentials to change your password, access email and Workday.

> As a security measure, **passwords to the College network expire every 90 days**, so be sure to mark the calendar and enter a new password before access to the account is denied.

▶ GBC Online and Interactive Video Services

GBC Online provides professional development opportunities for faculty needing assistance with their online course content in WebCampus. The Office of Interactive Video and Classroom Technology provides services to broadcast classes from one campus to another, allowing all GBC students to receive courses at any campus center. Call 775.753.3511 for support with online courses. Call 775.753.2306 for Interactive Video events.

▶ Email

GBC employees should regularly check work email. You will receive important communications and reminders, such as your password expiration notice. You may visit www.google.com to login from any computer, including from home. Student emails should be returned within 24 hours, if possible.

► Copy Machine Access

In order to make photocopies, please request an ID code from the site administrator, support staff, or from Media Services in Lundberg Hall. On the Elko campus, copies can be made in Media Services or in the Library.

It is the policy of GBC to comply strictly with the copyright law of the United States, Title 17, and United States Code. This information is available online at Title 4 – Chapter 12 – Intellectual Property Policy: https://www.gbcnv.edu/administration/admin/PP/03-21.pdf

In general, be judicious in the use of photocopying. Avoid large volumes of copying, and if there is a need for this scale, contact the department first for direction. Also, do not encourage students to print large volumes of material in GBC computing labs. Use electronic links to information in websites or WebCampus when possible.

► Directories

The directories website, available under Quick Links on the GBC home page, provides:
- Faculty and staff contacts including phone numbers, addresses, and emails
- A directory of departmental web pages and contacts, along with other campus offices

► Mailbox and Office Space

At the Elko campus, part-time instructor mailboxes and office space are located in the High Tech Center, room 137. Computer workstations with Internet access is also available. The workroom is open from 7:00 a.m. to 7:30 p.m. Monday-Thursday; 7:00 a.m. to 5:00 p.m. Friday; and Saturday by request, please contact Security at 775-934-4923. At the centers, check with the site administrator.
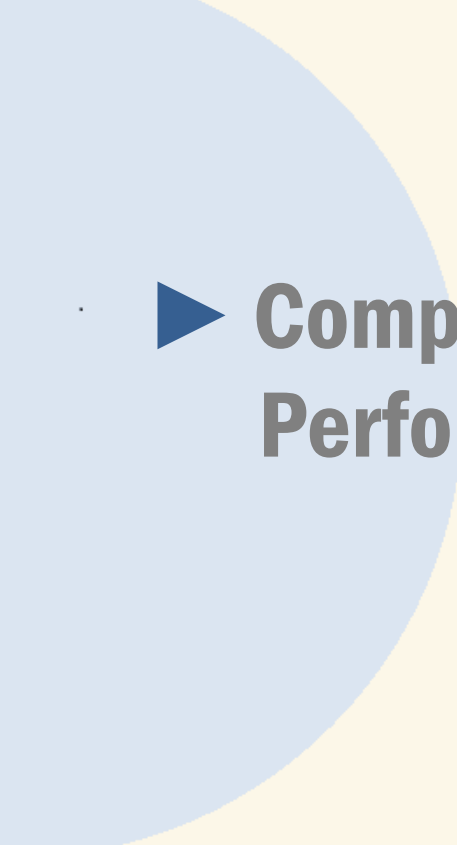
 If you teach a live class in Elko, a faculty mailbox will be assigned prior to the start of each semester. If you don't teach a live class but would like a mailbox, contact your department support staff. For part-time nursing and PEX instructors, your mailboxes are located in the health science and fitness center respectively. Check mailboxes regularly for important correspondence. If any questions arise about the mail, contact Institutional Research at 753.2108.

► Supplies/Materials

In order to purchase supplies, books, or other materials for class, obtain an approval from the department chair or site administrator. The college cannot reimburse for any items bought without a purchase order. Contact the appropriate site administrator or support staff for necessary teaching supplies, such as record books, tablets, highlighters, pens, pencils, dry erase markers, etc. Faculty may NOT sell supplies or materials to students in their courses.

For more specific information concerning the college's purchasing procedures refer to Section 4.1 of the GBC Administration's Policies & Procedures, which can be found at http://www.gbcnv.edu/administration/policies.html.

► **Compensation, Benefits, and Performance Information**

► Compensation

Part-time Instructors are paid $800 per credit for lower division courses and $1000 per credit for upper division courses, regardless of experience or degrees held.

► Human Resources Information

Payroll information can be found at https://www.myworkday.com/nshe

How to sign into Workday (HR)

https://www.myworkday.com/nshe

Current Employees will select "Active NSHE Community Members", then proceed to login. Select GBC as your institution:

User name = firstname.lastname@gbcnv.edu
Your initial password will be:

The first three letters of your last name, with the first letter capitalized, followed by
 The first three letters of your first name, with the first letter capitalized, followed by
  Your birthday date and last two numbers of year.

For example, if your name is Megan Reed and your birthday is March 6, 1999, then your initial password will be ReeMeg0699. Birthdays, such as the 6th that only contain one number, will contain a zero in front (06).

During the first login, multifactor authentication will need to be setup. You will be required to use a cellphone or home landline phone number to initially setup your account. This will be required when accessing Workday off campus.

• If SMS is chosen, you will receive a text message with a code. Enter your cell phone number and click "Send Code", then enter the code receive
• If a phone call is chosen, you will receive an automatic phone call with the code. This option will need to use if you do not have a cell phone that may receive text messages.
• If you do not have access to a cell or home phone you will need to setup a security question in order access your account off campus. Insure to remember your security question (case sensitive) as you will need to answer it every time you are logging in off campus.
• It is highly recommended to use a home or cell in addition to a security question
• Insure security question is difficult for others to guess, but one that you can remember. You will be required to answer this every time Workday is accessed off campus, such as home. You may then click finish.

You will be required to select a security image to verify your account.

You will then be logged in and you may select "Let's get started" to continue.

Your inbox will appear on the left side of your screen and there is also an icon in the upper right-hand corner of the screen. You will have tasks in your inbox that you will need to complete for the hiring process. When your contract is ready, it will also show up in your inbox.

If you need a password reset, please call our help desk at 775-753-2167.

▶ Grant-In-Aid

Part-time instructor are encouraged to enroll in classes. Temporary part-time faculty (as defined in Title 4, Chapter 3 of the Board of Regents Handbook) may receive a grant-in-aid for courses at an NSHE institution, not to exceed the number of credit hours the part-time faculty member is currently teaching, and not to exceed six credit hours. The eligibility based on credit hours shall not be cumulative from semester to semester. Part-time instructors can register for credit or audit in any credit course with the limitations as noted below.

a. The grant-in-aid is applicable only to courses taken during the fall and spring regular semesters.
b. The grant-in-aid based on credit hours may be utilized during the semester in which the temporary part-time faculty is teaching or in the semester immediately following.
c. Temporary part-time faculty employed by continuing education and community service units are not eligible for a grant-in-aid or waiver.
d. Non-resident temporary part-time faculty receiving a grant-in-aid shall be deemed residents for tuition purposes.

For temporary part-time faculty who do not teach, the course equivalency for their services shall be determined by multiplying six credit hours by the faculty member's FTE. The credit hours will be rounded up to determine the maximum number of credit hours covered by a grant-in-aid.

This policy is subject to change at any time. Grant-in-id funding may be withdrawn from a part-time employee if policy is not followed.

For questions, contact the center administrator or the Human Resource Office at 753-2155.

▶ In-service, Welcome Back, Department, and Faculty Senate Meetings

The purpose of the Part-time Instructor Committee is to represent part-time instructor interests and concerns to both the Faculty Senate and administration. Part-time instructors are encouraged to attend Faculty Senate meetings. Refer to the Faculty & Staff webpage at http://www.gbcnv.edu/senate/ for information and meeting schedules.

Several in-service activities are held during the week prior to the semester start date. There are a wide range of sessions scheduled that will assist part-time instructors with teaching methods, policies and procedures, and professional enrichment.

Departments often schedule several meetings for their faculty throughout the fall and spring semesters. Contact either the department chair or support staff for more information.

▶ Faculty Absence

If a class must be cancelled due to an emergency or illness, notify the department chair, support staff, site administrator, or the Academic Affairs office at 753.2187 as soon as possible. Notify your students, through WebCampus, of your absence.

If advance notice is known, then let students know as early as possible; plan to reschedule the missed class or arrange for a substitute with your Department Chair. Notify students that were absent of the change in schedule. As a reminder, missed classes must be made up by rescheduling the session. Since such changes can cause scheduling conflicts with other classes, it is imperative to coordinate changes with the site administrator or the Elko Facilities Scheduler at 753.2227. The Interactive Video Office must be contacted if the course taught using IAV technology. The IAV office can be contacted at 753.2306.

Adults are serious minded, and they want their money's worth from the class. Immediate complaints are received when an instructor is late, dismisses class early, or does not make arrangements for a substitute. Make every effort to give students full value for their money.

▶ Part-time Instructor Performance Review

Following Northwest Commission on Colleges and Universities accreditation requirements, all part-time instructors shall be evaluated the first semester of instruction and every 5th year thereafter or as deemed necessary.

The performance review process has been developed to mentor and develop part-time instructors to encourage and improve teaching strategies by providing feedback from full-time teaching faculty. Completion of the process described here does not provide any assurances of continued employment beyond those stated in individual letters of appointments. To policy can be found at:

https://www.gbcnv.edu/hr/forms/docs/pti%20eval.pdf

▶ Policies & Procedures

► Student Conduct Policy

 Basin College (GBC) is a System institution of the Nevada System of Higher Education (NSHE) and encourages all students to pursue academic studies and other college sponsored activities that promote intellectual growth and personal development. Students are responsible for complying with NSHE and college guidelines and meeting the appropriate college requirements. In joining the academic community, the student enjoys the right of freedom to learn and shares responsibility in exercising that freedom. A student is expected to conduct him or herself in accordance with college standards.

When a complaint or charge of student misconduct is brought forth, it shall be processed in accordance with the policies and procedures prescribed in the NSHE Board of Regents Code Title 2, Chapter 10. In addition, the complete document may be found in the Appendix of the Catalog on page 306 as well as at www.gbcnv.edu/rights_responsibilities/. For purposes of this document, the term "student" means any person who is or was enrolled in courses, either full-time or part-time, including correspondence study, electronic means, Study Abroad, or auditing, or courses offered through any institution satellite campuses or auxiliary means.

Rules and Conduct and Procedures

NSHE Code, Title 2, Chapter 10, Rev. 12/17

► Disruptive Behavior In and Outside the Classroom

Do not be concerned that you will violate confidentiality by contacting response personnel or that you are overreacting. Your information will be taken seriously and investigated as discreetly as feasible.

Level I   Examples
- Repeated requests for special consideration, extensions, etc.
- Unusual or exaggerated emotional responses.
- Withdrawn from activities or decreased participation in class.
- Feeling "stressed-out" or overwhelmed with the college experience.
- Homesickness/death in family.

Response
- *Faculty member talks to the student after class.*
- *Faculty member calls the Disability Support and Related Services Director at 753.2271 and discusses the concern. The Director contacts the student, sets an appointment, and meets with the student.*

LEVEL II   Examples
- Habitual interference with classroom environment.
- Appears troubled or confused.
- Persistent and unreasonable demands for time and attention.
- Demonstrates bizarre behavior.
- Intimidating or harassing another person through words and/or actions.

Response
- *Faculty member contacts VPASA at 753.2282 and/or their site administrator and reports concern. (If the faculty member feels the need for immediate assistance in the classroom, call security at 934.4923.)*

- *Non-emergency, the VPASA calls the Disability Support and Related Services Director, and/or the Director of Environmental Health, Safety and Security, if necessary.*

LEVEL III   Examples
- Physical violence.
- Bringing/displaying a weapon.
- Discussing a plan for self or other harm.
- Obvious self-abuse.
- Disconnection with reality.
- Display of severe physical or mental illness.
- Suicidal Ideation.

Response
- *Remain calm – do not raise your voice or challenge the student.*
- *If emergency, call 911.*
- *Call Security at 934.4923 or contact the site administrator. The Director of Environmental Health, Safety and Security and the VPASA are notified by security or the site administrator. The President is also notified.*

LEVEL IV   Examples
- Active Shooter
- Shelter in Place (caused by chemical spill, gas leak, or unbalanced person).

Response
- *Assess the situation!*
  If safe, evacuate yourself and students to a safe location.
  If not safe:
    a. *Lock the door of the classroom*
    b. *Close windows, blinds, drapes, etc.*
    c. *Keep everyone calm, quiet, and inside the room.*
    d. *If you have the ability, call 911.*
    e. *Do not leave the room unless emergency personnel instruct you.*
- *Notification is the same as Level III.*

POINTS TO REMEMBER
Site Administrators

Battle Mountain –Jill Chambliss	775.635.2318	
Ely – Veronica Nelson	775.289.3589 (office)	775.293.2065 (cell)
Pahrump – Diane Wrightman	775.727.2017 (office)	313.549.4424 (cell)
Winnemucca – Lisa Campbell	775.623.4824 (office)	775.304.5940 (cell)

Counseling

Currently, GBC has an agreement with UNLV for counseling via interactive video. This is arranged through the Student Disability Resource Coordinator at 775.753.2271.

Setting the Tone

Please discuss general classroom expectations (excessive lateness, cell phone usage, etc.) the first day to set the tone for the course. Faculty may request a student to leave a class session.

Withdrawing a Student

Faculty may request a student to leave a class session. By GBC policies, a student may be withdrawn from a class for one of the following reasons:

1. Unexcused absence in excess of the number of course credit hours, e.g., two hours of absence for a two-credit class, three hours of absence for a three-credit class. An instructor may drop any student who has *excessive* unexcused absences as posted each year in the Great Basin College Catalog(s).

2. Along with imposing a disciplinary sanction (below) of reprimand (formal censure) or probation, a student's enrollment in a course(s) may be withdrawn by the Administrative Officer at the request of the instructor and approval of the President.

>   Disciplinary sanctions range from oral or written warning, to reprimand, to probation to suspension to expulsion. The Nevada System of Higher Education (NSHE) policies regarding behavior are defined and established in the NSHE Code, Title 2, Chapter 6, Section 6.2.2. In addition to address inappropriate on-line behavior, Great Basin College (GBC) policy states:

>>   *"Messages, attitudes, or any other form of communication deemed to be outside the bounds of common decency/civility as judged by common standards of classroom behavior (determined, as they would be in a regular classroom by the instructor) will not be tolerated."*

>   All complaints of alleged misconduct as defined by NSHE and GBC policies made against a GBC student should be submitted to the administrative officer who is the Vice President for Academic and Student Affairs, Jake Rivera, jake.hinton-rivera@gbcnv.edu or 775.753.2282.

► Copyright Policy

It is the policy of Great Basin College to comply strictly with the copyright law of the United States Code, Title 17. For detailed information, visit http://www.copyright.gov/title17/

► Services for Students with Disabilities

It is the policy, practice, and commitment to accessibility of Great Basin College to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs and activities of Great Basin College. All services are at no cost to students and potential students of Great Basin College.

For more information or further assistance, contact the Student Disability Resource Coordinator, at 753.2271.

► Affirmative Action Policy

https://www.gbcnv.edu/administration/admin/PP/05-50.doc

► Alcohol and Drug Abuse Policy

The Board of Regents Handbook, Title 4, Chapter 20, Section 4, states the Nevada System of Higher Education's (NSHE) alcoholic beverage policy. It governs storage, possession, and use of alcoholic beverages by people of legal age. It also mandates disciplinary action against "any student who exhibits offensive behavior on university-owned or supervised property while under the influence of alcoholic beverages." Use and possession of alcohol and drugs are addressed in the Student Code of Conduct. Legal sanctions are governed by the Nevada Revised Statutes. Such sanctions result from a police report filed with the District Attorney's Office. Legal action may take place concurrently with campus disciplinary action.

Section 10.2 - Cause 10.2.1 - Prohibited Conduct

The following conduct is prohibited:

(s) Use, possession, or distribution of alcoholic beverages without authorization (except as expressly permitted by System or Institutional regulations, such as the Alcoholic Beverage Policy), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or provided to, any person under 21 years of age.

Use, Sale, and Possession of Alcoholic Beverages

Alcohol will only be permitted on the Great Basin College campus and properties when pre-approved in writing by the president for a specific event. During that event alcohol will only be served to those persons presenting verification they are of legal drinking age in Nevada.

Section 10.2 - Cause 10.2.1 - Prohibited Conduct

The following conduct is prohibited:

(t) Use, possession, manufacturing or distribution (hereinafter "use") of marijuana, heroin, narcotics, or other controlled substances, use or possession of any illegal and/or unauthorized drugs, prescription drugs, and drug paraphernalia or being under the influence of illegal drugs except as expressly permitted by law. Use, possession or cultivation of medical marijuana on any NSHE or NSHE foundation owned or leased property, or at any NSHE sponsored or authorized activity, is expressly prohibited.

Possession and Use of Medical Marijuana

The Nevada System of Higher Education is sympathetic to the medical needs of our students, employees and visitors. A growing number of states, including Nevada, are enacting laws decriminalizing or legalizing the use, possession, delivery, manufacture, growth, distribution, production, and/or cultivation (hereinafter "use") of medical marijuana. Federal law prohibits the use of medical marijuana on college and university campuses that receive federal funding. The following provisions shall govern the possession and use of medical marijuana on NSHE property.

 1. The use, possession, or cultivation of marijuana, including for medical purposes, on any NSHE or NSHE foundation owned or leased property, or at any NSHE sponsored or authorized activity, is expressly prohibited.

2. Students, employees, faculty, guests, and/or visitors who violate this policy are subject to applicable disciplinary, legal and/or administrative action.

3. Each institution shall permit students who live on-campus or in housing that is owned or operated by the institution, to petition ("request") for a release from the housing contract if they assert legal compliance with Nevada state law to use medical marijuana. Such students, who prove their compliance with state law, may, in accordance with the applicable institution refund policy, be released from their housing contracts and may receive a prorated refund of housing fees or rent paid.

4. Each institution shall publish on its website and in its course catalog notice of the prohibited use, possession or cultivation of medical marijuana on NSHE or institution property in accordance with the provisions of this section and as prohibited student conduct defined in Title 2, Chapter 10.

5. The Board of Regents recognizes the Nevada Legislature's stated commitment to a program evaluating the medical use and distribution of medical marijuana to be conducted by the University Of Nevada School Of Medicine. Any NSHE institution may engage in medical marijuana research that is conducted in accordance with state and federal laws and regulations, provided that the following are obtained: (a) the prior written consent of the president of the institution, after consultation with the institution's general counsel; and (b) legal authorization from the proper federal authorities for approved research purposes.

(B/R 9/14) Title 4, Chapter1, Page 30

POLICIES & PROCEDURES
▶ Family Educational Rights and Privacy Act (FERPA)

Each semester, GBC informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, in the Class Schedule and Catalog. This act was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. (This does not, however, include challenging the fairness of a grade.)

The law also provides the student with the right to inspect and review all information in his/her educational record. Under the provisions of FERPA, institutions may disclose, without consent, directory information to individuals upon request. At GBC, directory information is defined as name, address, dates of attendance, full-time/part-time status, degree awarded, major filed, and date of graduation.

▶ Sexual Harassment Policy

The Nevada System of Higher Education (NSHE) and Great Basin College are committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, GBC will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. The complete policy can be found at http://www.gbcnv.edu/rights_responsibilities/harassment.html

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

Sexual harassment is a form of discrimination; it is illegal.

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

▶ Sexual Assault Policy

Great Basin College has a zero tolerance policy for any type of assault including sexual assault. Anyone who believes they may be a victim of assault should contact the police department by calling 911 first, and then contact security or the site administrator to respond to the specific location on campus. The Director of Environmental Health, Safety & Security and the Vice President of Student Services must be notified either by security, the site administrator or directly by the victim. For further information can be found at http://www.gbcnv.edu/security/assault.html.

▶ Sexual Offender Notification

As a student registered for class or an employee of Great Basin College, you are hereby notified that this College does comply with the Campus Sex Crimes Prevention Act, effective October 27, 2002.

Section 1601 of Public Law 106-386 requires sex offenders (1) to provide notice to each institution of higher education at which the person is employed, carries on a vocation, or is a student and to provide notice about each change in enrollment or employment status of such person at an institution of higher education in the state of Nevada.

Offenders who are students or workers (2) and all offenders who are present for 48 hours or more on any Great Basin College campus (3) must register with your local sheriff/police. The offender must also notify the Director of Environmental Health, Safety and Security by telephone at 775-753-2115 or by e-mail at patricia.anderson@gbcnv.edu. They can also contact the Vice President of Academic and Student Affairs at 775-753-2282 or by e-mail at jake.hinton-rivera@gbcnv.edu.

▶ Hate Crimes

Great Basin College subscribes to the dictates of Nevada law and NSHE regulations regarding hate crimes, harassment and bullying. The college has a zero tolerance policy regarding crimes against members of the campus community.

At Great Basin College bullying and Cyber-bullying, like any other hate crime, should be reported by students or employees immediately. Anyone who is a victim of bullying, Cyber-bullying, or is aware of bullying against another should report the situation to the Center Director, in Elko a Security Officer at 775.934.4923, the Director of Environmental Health, Safety and Security at 775.753.2115 or the Vice President for Academic and Student Affairs, Title IX Coordinator at 775.753.2282. Additional information is available at https://www.gbcnv.edu/security/hatecrimes.html.

▶ Title IX (Anti-Discrimination Policy)

Title IX of the Education Amendments Act of 1972 prohibits sex discrimination in federally assisted programs. Specifically, the law reads: "No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The Nevada System of Higher Education (NSHE)/Great Basin College (GBC) are committed to providing a place of work and learning free of discrimination. Great Basin College does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, gender (including pregnancy related conditions) military status or military obligations, marital status, disability, whether actual or perceived by others (including service-connected disabilities), national origin, gender identity or expression, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Where discrimination is found to have occurred, the NSHE will take action to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible. Title IX includes sexual harrassment.

Although it is the application of Title IX to athletics that has gained the greatest public visibility, the law applies to every single aspect of education, including course offerings, counseling (advising) and counseling (advising) materials, financial assistance, student health and insurance benefits and/or other services, housing, marital and parental status of students, physical education and athletics, education programs and activities sponsored by the institution, and employment.

Grievance procedures are clearly defined and available to all students and employees. In keeping with the policy of Great Basin College against unlawful discrimination, all inquiries and complaints of alleged discrimination based on race, age, religion, color, sex, sexual orientation, disability, and national origin should be directed to the following:

Vice President for Academic and Student Affairs/Title IX Coordinator, Student Conduct Officer
Great Basin College
1500 College Parkway
Elko, Nevada 89801
775.753.2282
gbctitleix@gbcnv.edu

Those wishing to pursue a civil rights complaint beyond the local level should direct their inquiries to the following:

> **United States Department of Education for Civil Rights**
> 50 United Nations Plazas, Room 239
> San Francisco, California 94102

▶ Tobacco Free GBC

Great Basin College has made an academic commitment to wellness. Part of that commitment is manifest in our compliance with the Nevada System of Higher Education and State of Nevada policy prohibiting smoking inside any building owned or leased by the State of Nevada or GBC/NSHE. State law prohibits smoking in public buildings. (NRS 202.2491).

▶ Procedures

Smoking is prohibited in, near, or adjacent to any entrance or exit of any public building. The "no smoking zone" is a minimum of 30 feet, and a smoking location must be far enough away from the entrance or exit of any public building so that no smoke will drift or travel into the building or be smelled by any person entering or exiting the building. Authorized smoking locations must be outdoors in an area that is safe and free from any hazardous chemicals, materials, or conditions. (Nevada State Employee Handbook, revised July 2014) Smokers may also choose to use a sheltered area such as the one to the side of McMullen Hall.

Respect for non-smokers must include common courtesy. Great Basin College had decided that the use of tobacco alternative smoking items such as electronic cigarettes (e-cigarettes), hookah pipes, hookah pens or illegal substances will be included within the no smoking policy.

▶ MyGBC (PeopleSoft) Information

▶ MyGBC (PeopleSoft)

MyGBC provides part-time instructors with improved online information and self-service capabilities 24 hours a day. The system allows access to class rosters to input grades. MyGBC is Great Basin College's version of the PeopleSoft system used by all Nevada System of Higher Education (NSHE) institutions. The PeopleSoft system uses the User IDs for both students and employees that are universal across NSHE institutions.

For assistance with MyGBC, please read the Frequently Asked Questions (FAQs) found on the MyGBC Self-Server Center login Web page. More information is available to help specifically about obtaining rosters and inputting grades in the Faculty Center Help area on the home page of MyGBC Faculty Self-Service Center.

▶ Accessing MyGBC (PeopleSoft)

- To access PeopleSoft, start with the GBC home page at www.gbcnv.edu
- Click on MyGBC
- Click on the blue MyGBC Self-Service Center button
- Type in your 10-digit User ID and password

▶ Student Information

To begin, click on *Campus Community > Student Services Ctr (Student).* The easiest way to retrieve information is to use the student's 10-digit ID number. If that is not available, enter the last and first names, and press *Search*. If there is more than one student listed with the same name, click on your student.

▶ Adding Favorites

To save time for tasks done routinely, utilize the *Add to Favorites* feature. For example, to get to your schedule quickly, take the following steps.

1. Click on *Self Service*
2. Click on *My Schedule*
3. In the upper right corner, click on *Add to Favorites*
4. A pop-up will ask for a name, such as *Richard's Schedule* and click OK. Once that is complete, the new link is now in the *Favorites* list pull-down menu in the upper left corner.

▶ Searching for Classes

From the MyGBC home page, click on *Self-Service > Class Search / Browse Catalog > Class Search.* Once there, complete the following selections.

Term	Use the pull-down menu to choose the term.
Select Subject	Click on this button to see the alphabetized list of subjects.
Instruction Mode/Location	OPTIONAL: Can be included to refine the search.
Search	Click on the button for the search to run. In the new window, click on the arrow to the left of the class to see complete class information.

Select Class	This will give the individual class details and enrollment information.

▶ My Schedule

From the MyGBC home page, click on *Self Service > Faculty Center > My Schedule.* The available choices include:

Change Term	The current semester is the default so in order to see an upcoming semester, for example, click on the *Change Term* button and select a different term.
Select display option	Choose *Show All Classes* to view all your classes or choose *Show Enrolled Classes Only* to see classes with enrolled students only.
My Exam Schedule	The current semester will be displayed as well as any final exams scheduled. The default is '*You have no final exams scheduled at this time'*.
Class Roster Icon	Click on the class roster icon: 👥 to see the students enrolled.
Grade Roster Icon	Click on the grade roster icon: 📑 to assign grades and post the grade rosters.
View Weekly Teaching Schedule	Located at the bottom left, this allows weekly schedules to be both displayed and printed.

▶ Class Roster

The class roster allows for viewing and printing the roster, emailing students either individually or collectively, and submitting Early Alert forms.

> QUICK TIP: By clicking on the student's name, an email addressed to the student will open in the window. This function, however, does not work from home computers or computer labs.

From the MyGBC home page, click on *Self Service > Faculty Center > Class Roster.* The available choices include:

Change Class	Clicking this button will return to *My Schedule* to allow selection of a different class and class roster.
Select All/Clear All	All students can be selected (or unselected by using *Clear All*).
Notify Selected Students	Use the checkboxes to choose the students first, and click this button to open an email screen with the select students' email addresses as recipients.
Notify All Students	An email screen will open with all the students' email addresses as recipients.
Printer Friendly Version	In addition to printing, from here the roster can be copied to a spreadsheet.

▶ Grade Roster

Step 1: From the MyGBC home page, click on *Self Service > Faculty Center > Grade Roster.*

Step 2: To add grades, begin by clicking on the *Grade Roster* icon: 📑 to the left of the list of classes.

- If the icon is not visible, your roster is not yet available. Semester class grade rosters will open the end of April or November, at least two weeks before the end of the term. Classes that are dynamic dated (any dates other than the traditional semester) will open on the last day of class for classes that end on a regular business day.

- To view all students, scroll to the bottom of the page and click on *View All*. Please review your grade roster carefully to ensure that ALL students are on the roster. If there is a problem, please contact our department support staff.
- You can also download your roster by clicking on *Download* at the bottom of the page. The roster will open in MS Excel. We recommend downloading before and after grading.

Step 3: Set *Grade Roster Type* to *Final Grade*.

Step 4: Leave *Not Reviewed* as the *Approval Status* as grades are entered*.*

Step 5: To assign a grade to each student, use the pull down menu and select the grade.
- Students can be graded individually or as a group. To assign a grade to a group, check the selected students' names, scroll to the bottom and use *< - add this grade to selected students*.
- If the grade is "W", the date of withdrawal is required.
- If the grade is "I", the last date attended is required. Also, if an Incomplete is assigned, a hard copy *Record of Incomplete Form* must be completed and submitted to Admissions & Records.
- If the student has never attended, then check *Never Attended* and the date will be entered automatically.
- If the *Grade Roster Grade Basis* is incorrect (S-US instead of A-B-C, for example), please let the support staff know.

Step 6: Before proceeding to the next step, *Save* the *Grade Roster*.

Step 7: Approving the *Grade Roster:* When grade rosters are generated, the initial approval status is *Not Reviewed.* The other status options are *Ready for Review* when grades have been entered and the roster is pending approval by the instructor. *Approved is* where grades have been entered for all students, the roster has been approved by the instructor, and it is ready to be posted through Student Services.

To approve a grade roster:
   a. In *Not Reviewed* status, continue to add and update student grades.
   b. When finished entering grades for all students on the roster, select *Approved*.

- *Approved* is only an available option for the instructor and placing your roster in *Approved* status and saving the file is equivalent to signing off on your roster.
- All roster grade boxes must be populated (all students have a valid grade) before you can change the roster status to *Approved*.
- Once *Approved*, the roster grade boxes are disabled, disallowing changes. All rosters that have been put into an *Approved* status will be automatically posted. Please note that this means that all rosters in an *Approved* status are subject to being posted *even before* the final grading deadline.
- If changes are required to a grade roster once it has been put into an *Approved* status, change the roster status to *Not Reviewed* and make changes. When finished, change the status back to *Approved* (remember to press the *Save* button, bottom left corner of screen) and grades will be posted the next business day.
- Once the roster is *Posted*, changes can only be made by submitting a *Grade Change Form* to Admissions and Records.

Step 8: Click *Save*. When the save process completes, Saved temporarily appears at the top right corner of the screen. Check to make sure no error messages display after your click *Save*.

Step 9:   Finally, confirm that the grades were saved by verifying the following that the *Approval Status* field displays *Approved*.

► Safety and Security

► Department of Environmental Health, Safety and Security

The mission of the Department of Environmental Health, Safety and Security at Great Basin College is to provide a safe and secure environment for all staff, faculty, students and visitors on all of the college campuses.

The Department encourages all faculty and staff to be active in helping to keep the Great Basin College campuses a safe place for all. Be aware of the surroundings, use common sense precautions for personal safety, lock vehicles when parking and when possible at night, walk with friends. If any suspicious or unusual activity is observed, contact security or the site administrator so the situation can be investigated. If suspected criminal activities are seen, report it immediately by calling 911 then, if it is safe to do so, on the Elko Campus, contact Security at **775.934.4923** at the Centers contact the Administrator. To discuss concerns at any Great Basin College location please contact the Director of Environmental Health, Safety and Security at 775.753.2115 or patricia.anderson@gbcnv.edu.

► Behavioral intervention Team

The mission of the Great Basin College (GBC) Behavioral Intervention Team is to provide the broadest base of knowledge and skills designed to help students, faculty and staff during difficult times. The BIT meets on a regular basis to share general information regarding resources available and provides for ongoing training to ensure the availability of assistance to those in crisis, regardless of the nature of the situation. The team has protocols in place to ensure open communication between departments while maintaining the confidentiality necessary to respond quickly in a crisis situation.

If you believe you need the assistance of the team please contact the Assistant to the Vice President for Academic and Student Affairs, at 775-753-2184 and she will arrange for the appropriate team member to respond. If you have an emergency call the security cell at 775-934-4923 for immediate response.

► No Children in Classrooms, Labs or Access Areas

Great Basin College (GBC) is committed to providing a place of instruction that is conducive to learning; and that is, to the greatest extent possible, free from distractions. Only enrolled students should be present in classrooms, field trips, fitness center(s) and lab facilities. No children are allowed in classrooms, labs or access areas.

► Reporting an Emergency

Our primary objective is to make visitors, students and staff feel safe and secure while on any GBC campus. At the Elko campus all security officers carry mobile radios to provide instant communication with campus staff and outside emergency service agencies. Security officers carry a campus cell phone for immediate contact by anyone requiring security assistance at the Elko campus, 775.934.4923. At Battle Mountain, Ely, Pahrump and Winnemucca assistance is available by contacting the front desk or site administrator.

Contact numbers to know:
- Security On-Duty Staff cell **775.934.4923**
- Director of Environmental Health, Safety and Security 775.753.2115

- Vice President for Academic and Student Affairs 775.753.2282

▶ Emergency Procedures

GBC is committed to ensuring the safety and security of faculty, staff, and students. Any member of the campus community who observes a criminal action or an emergency situation is responsible for immediately reporting the situation to the Security Department in Elko or the site administrator.

Security/Buildings & Grounds in Elko can be contacted by dialing the campus operator (Dial "0") from any campus extension. If the police department, fire department or an ambulance is required, dial 9-911 from any campus extension and notify the dispatcher of the emergency.

For non-emergency reports, Security is available during class hours throughout the semester. On the Ely, Battle Mountain, Pahrump and Winnemucca campuses, non-emergency reports may be filed with the site administrator during normal business hours. All reports are forwarded to the Director of Environmental Health, Safety and Security for review and she will also be responsible for any investigation required after the incident.

Annual training for emergency procedures is a requirement for all GBC employees. Training sessions will be scheduled periodically throughout the semester. Topics covered include fire procedures, bomb threats, workplace violence, earthquakes, and any other unexpected emergencies that may arise.

The Campus Safety website is available at http://www.gbcnv.edu/security/ where campus safety programs, policies and reporting procedures may be reviewed.

▶ GBC Campus Safety App

GBC Campus Safety is a free mobile safety app that makes receiving and reporting emergency related information easy as texting, sharing and commenting.

Easy Access to Campus Security!

The app gives students and staff swifter access to security and additional emergency resources.

Contacts include GBC Security and various non-emergency resources on campus as well as 911.

Text GBC Campus Security!

In the case that a student or staff member could not call Security, there is a feature that allows you to send a text message and photo directly to security.
Students located at GBC branch locations have the same benefits from the app as those located at the Elko campus.

The contact tabs are designated to each service area representative in those areas. In the case of an emergency at any GBC location, alerts will be sent to all of those who have the app.

► Safety in Numbers and Escorts

When leaving evening classes it is a good idea to walk with others when possible. There is always more safety in groups than a single person walking alone at night. If you feel uncomfortable and would like an escort to your vehicle, feel free to contact the site administrator or in Elko, the Security Department. If there are concerns about a single person contact the site administrator, Director of Environmental Health, Safety & Security or Vice President of Student Services to discuss the situation.

► Campus Security Act

In compliance with the crime awareness provisions of the Campus Security Act of 1990, each year by October 1 or before October, Great Basin College files a crime report with the U.S. Department of Education.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime (murder, robbery, arson, forcible and non-forcible sex offenses) on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response, respectively. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation. This report may be reviewed by anyone seeking this information on file at the following website http://www.gbcnv.edu/security/crime.html. For additional information please contact the Director of Environmental Health, Safety & Security via phone at 775.753.2115 or by email at patricia.anderson@gbcnv.edu.

► Missing Student Policy and Procedure

Great Basin College is committed to the safety and security of all students attending each campus and center. A student will be determined to be missing if they are absent from their College residence or campus for more than twenty-four (24) hours without any known reason. This policy has been developed in order to assist in locating any student determined by the College to be missing upon completion of the investigative procedures listed below. This policy complies with Section 488 of the Higher Education Act of 2008.

Anyone who believes a student is missing should report their concern immediately. On the Elko campus reports should be made to the Director of Environmental Health, Safety and Security, a Security Officer, the Housing Coordinator or the Vice President of Student Services. Concerns at all Centers should be reported to the Center Director or Manager, the Director of Environmental Health, Safety and Security or the Vice President of Academic and Student Affairs. Upon receipt of a report of concern that a student may be missing, if the report was not directly to them, both the Vice President of Student Services and the Director of Environmental Health, Safety and Security shall be notified so an investigation may be conducted. The full policy, notification procedures and actions to be taken are available from the Director of Environmental Health, Safety & Security.

▶ Work-Related Injury

Should you be injured in the classroom, it is your responsibility to report the injury to the site administrator or department chair. The site administrator is responsible for completing, signing, and submitting the Employer Report of Industrial Injury for employees within the timeframe required by law (within 24 hours).

▶ Student Injury in the Classroom

Student's provide their own medical insurance so if a student is injured in the classroom, any medical treatment is the student's choice unless they are obviously unable to make this determination. It is your responsibility to immediately report the injury to security or the site administrator who is responsible for completing, signing, and submitting required forms.