Inside UNLV

Grace Russell  
*University of Nevada, Las Vegas*

Diane Russell  
*University of Nevada, Las Vegas*, diane.russell@unlv.edu

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MLK Celebration Jan. 28
The Rev. Dr. Michael Eric Dyson, who has been dubbed “the hip-hop intellectual,” will speak at the annual Martin Luther King Jr. Day celebration Jan. 28. The free event will be held at noon in the Student Union ballroom.

“Dr. Dyson is among the most gifted orators,” said Christine Clark, vice president for diversity and inclusion. “As an ordained minister, he reflects the historical legacy of the Rev. Dr. Martin Luther King Jr. At the same time, his provocative attention to diversity issues, often controversial ones like religious pluralism and sexual orientation, from the pulpit will help push forward the envelope of this work on campus in the larger community.”

Dyson is the author of 15 published books including I May Not Get There with You: The True Martin Luther King Jr.; Open Mike: Reflections on Philosophy, Race, Sex, Culture, and Religion; Know What I Mean?: Reflections on Hip-Hop; and Is Bill Cosby Right? Dyson is a professor at Georgetown University where he teaches theology, English, and African-American studies.

The event is sponsored by MGM MIRAGE, the UNLV office of the vice president for diversity and inclusion, the UNLV office of human resources, and the campus chapter of the National Association for the Advancement of Colored People.

Turning Politics Into Comedy
Sometimes politics makes you laugh. Other times they make you cry.

But it will be laughter you can expect at 8 p.m. Jan. 17 when the modern-day political satire group the Capitol Rents, call ext. 5-2787.

To purchase tickets, call ext. 5-1299.

More info: Call Larry Hamilton at ext. 5-1299.

Black History Month
Join the kick-off celebration for Black History Month at 2 p.m. Jan. 31 at the Student Union courtyard. The free event will include speakers and food. For a complete list of the month’s events, call ext. 5-4858.

Your Year in Review
Seven Tips for a Successful Evaluation
By Grace Russell | Marketing & PR

It’s a two-way street, says Stacey Carrillo, UNLV employee relations specialist. Whether you’re the supervisor or the employee, take time to prepare for your review and be prepared to give feedback.

“A evaluation is a positive opportunity to open the lines of communication,” said Carrillo. “Both the employer and employer should use this time to openly discuss performance and goals. They should also give and receive feedback.”

Here are a few basic tips to help you have a meaningful experience when your evaluation is due.

1. Reflect on the Past
   Evaluation is a great time to reflect on your accomplishments and challenges, said Carrillo. Take time to think about all you have done in the past year in terms of responsibilities, goals, achievements, or challenges.

2. Review Your Goals and PDQ or Work Performance Standards
   For classified staff, Carrillo suggests reviewing your work performance standards form to see what your responsibilities and job duties were and if you have met them.

   If you are a professional employee, your supervisor will most likely review your last year’s goals and position description questionnaire (PDQ). Before your evaluation, review your documents to assess how you met your goals and responsibilities.

   It’s also a good idea to complete a written self-evaluation whether your department requires one or not, Carrillo said. This gives you an opportunity to discuss your performance from your perspective and make sure your achievements are noted.

Understanding the Merit Process
By Diane Russell | Marketing & PR

During the evaluation process it’s hard not to think about merit — that bump in pay intended to encourage and reward exceptional performance by professional staff and faculty members. (Classified staff members have a separate process and are eligible for step increases rather than merit.)

The Process: The merit process really begins with the evaluation process. Each employee is evaluated by her supervisor and given ratings in several different categories. The ratings are excellent, commendable, satisfactory, and unsatisfactory. To be eligible for merit, employees must be rated at least satisfactory in all areas and must be rated either commendable or excellent in at least one area.

After the supervisor’s recommendation, an employee’s merit is approved by each unit’s vice president or dean, and any increase that will place the employee above the maximum of the salary schedule for their position is sent to the president for final approval. The president also must approve merit for any employee who reports directly to a vice president.

Eligibility: Employees must have been hired on or before Sept. 1 (or the first work day in September when the first falls on a weekend) to be eligible for merit the following July. For example, an employee hired Sept. 15, 2007, would not be eligible for merit until July 1, 2009.

Amount: For full-time employees, merit increases must be awarded in one of six amounts:

- $1,000 • $2,500
- $1,500 • $3,000
- $2,000 • $4,500

Among the total increases in any division or department:
- no more than 20 percent may be at the $1,000 level
- no more than 20 percent may be at the $4,500 level

Part-time Employees: Awards for part-time employees are prorated based on how much time they work. For example, an employee on a 50 percent contract would be eligible for half of one of the figures above.

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Your Academic Year in Review
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You have assessed your educational goals and responsibilities. Now it’s time to review your academic goals and performance to check your progress and assess how you met the standards form to see what your responsibilities and job duties were and if you have met them.

Work Out for Free
Make a New Year’s resolution to check out the new Student Recreation and Wellness Center. Faculty and staff can work out for free Jan. 2-25.

Cycle indoors, lift weights, or swim a lap. Pick the activities that appeal to you. Sometimes fitness goals, call ext. 5-2787.

More info: Call Gary Mandel Reps. at ext. 5-840 to arrange a tour.

News You Can Use
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More info: Go to srez.unlv.edu or call ext. 4-7120 to arrange a tour.
Kunal Metkar, and undergraduates graduate students Kari Locke and sors Laxmi Gewali and Y oohwan Kim, information disciplines last month. 

Pi Epsilon (UPE), the international into the UNLV chapter of Upsilon Honor Society Members Computer Science Inducts

All inductees excel in scholarship, leadership, research, and have genuine desire to promote the fields of computing and information. They received a certificate and an official key, which marks their entry into the professional association while also emphasizing the importance of contributing to the UPE mission.

Kim, the UPE faculty advisor, and professor John Minor, chair of the School of Computer Science, con- ducted the ceremony. Kim is credited with reviving UNLV’s chapter after it was dormant for nine years.

Perlman Heads 50th Concert

The performing arts community welcomes back maestro Itzhak Perlman, who is part of the New York Stage & Beyond 50th Anniversary Tour on Jan. 20 as the world stars Terrence Blanchard, Cassandra Wilson, and John Fordham. The performance will be held at UNLV’s Performing Arts Center with the participants “defending” their work to peers, graduate students, faculty, and several deans. The mediation ceremony honored both university honors and depart- ment honors graduates with engraved medallions and also recognized the faculty mentors of the latter group. Speakers included President David Ashley; Peter Starkweather, interim honors dean; and university and department honors faculty mentors.

Perlman is a protégé violinist Rachel Lee. He will be joined by the participants “defending” their work to peers, graduate students, faculty, and several deans. The reception featured 16 projects highlighting the work-in-progress of senior research efforts in literature, life sciences, education, photography, psychology, political science, and history. The year the posters were professionally printed and displayed, with the participants “defend- ing” their work to peers, graduate students, faculty, and several deans.

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Another Take

Lenny H. Armstrong
Administrative Aid, Student Health Center
Rebel Since: March

Typical Day: Every day at the center we see different patients with different needs. Sometimes, we have patients who just need to talk with someone. Most of the time, they come to us because they don’t feel well. I greet them as they arrive and check them in and out of the center.

Perfect Day: When we are able to give patients the services they need, I am happy.

Biggest Challenge: Our patients are students, so they don’t have a lot of time. We try to serve them as quickly as possible. But sometimes, it doesn’t always happen as fast as patients would like.

What makes you successful at your job? I don’t look at it as a job. I look at it as serving people. I thank God that I am able to help others. It makes my life feel meaningful.

Can’t work without: Patients and patience.

Scared of needles?: No, I just look the other way.

People would be surprised to know: I am from Indonesia. There are quite a few Indonesians living here in Las Vegas. A group of us meet every weekend to socialize. This helps me to stay connected with my culture and not forget where I came from.

Thank you in Indonesian. Terima kasih.

Daniel Stout
Journalism and Media Studies Professor
Rebel Since: 2006

Typical Day: It depends on the time of year. In the summer, you can find me on the Strip studying how people find religious experiences in popular culture. I have found that religion has been incorporated into many Las Vegas entertainment venues. The stained glass arch in the Tropicana, the Gospel Brunch at Mandalay Bay, religious art in the Venetian, and mega-casino wedding chapels are all examples.

Perfect Day: Feedback is important to educators. So when a student says, “I really enjoyed your lecture,”—that’s a great day.

Biggest Challenge: Occasionally, you look out at a classroom and the faces say, “Teach us something — we dare you.” Then, you evoke a stimulating classroom discussion. You can’t explain how the mood changed, but it’s immensely satisfying when it happens.

What makes you successful at your job? I always try to show students that I have a great love for my work. They can sense my intensity, and I believe it motivates them.

Most Interesting Observation: This summer, I traveled to Graceland in Memphis, Tenn. I hung out with about 90 “Elvis,” who had come from around the world to commemorate the anniversary of Elvis’ death. I learned that Elvis worship has many elements of religion. Several followers said they had Elvis shrines in their homes.

within the gerontology program that leads to a bachelor of university studies degree. The college projects that the new focus will be available in the fall.

University College partners with the College of Fine Arts gerontology program.

Urban Affairs That’s Entertainment

Two new courses in entertainment studies will be offered during 2008 as the Hank Greenspan School of Journalism and Media Studies augments its media studies track. The History of American Entertainment class will be offered spring semester, while the Psychology of Entertainment class will be available during the summer.

“Look forward to expanding media studies, especially given the prominence of Las Vegas as an entertainment locale with a high profile in the film and television industries,” said professor Anthony Ferri, who serves as head-elect of the Entertainment Studies Interests Group of the Association for Education in Journalism and Mass Communication.

In November, the school participated in the interdisciplinary Entertainment Industry Symposium held on campus, promoting its courses in entertainment studies. Entertainment studies is part of the media studies track and includes research initiatives as well as course offerings in entertainment history and psychology.

Earlier last year, the school sponsored a program featuring former Hollywood executive Steven Bach, author of Leni: The Life and Works of Leni Riefenstahl, about the female German documentary filmmaker who filmed Triumph of the Will. Bach headed worldwide production for United Artists and was involved with such notable films as Raging Bull, Manhattan, and The French Lieutenant’s Woman.
> EVALUATIONS
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explain why, Carrillo also says it’s best to quantify your achievements. “If you can, provide your supervisor with numbers that show you have increased participation in a program or show you’ve saved your department money,” said Carrillo. It also helps to show timelines, she said.

4 Provide Solutions
If you had challenges or difficulties in the past year, talk with your supervisor about possible solutions. Try to propose a realistic plan for improvement. For example, if you had difficulties meeting deadlines, work with your supervisor to develop a process for approaching tasks. This could involve creating a task list that includes start and end dates to help keep you on track.

5 Plan for the Future
With the university engaged in a campuswide planning process, new goals could arise for your department. The answers to last month’s questions:

1 Which school opened in 1998 in the former Paradise Elementary School?
   a. School of Architecture
   b. School of Dental Medicine
   c. William S. Boyd School of Law

2 What year did this school move to campus to the site of the former James R. Dickinson Library?
   a. 2000
   b. 2001
   c. 2002

3 In 1999, James E. Rogers (now NSHE chancellor) and the Rogers family made the largest charitable gift pledge in Nevada history to this school. How much was it for?
   a. $28.5 million
   b. $23 million
   c. $25.5 million

You know you’ve been meaning to do it. Well, what are you waiting for? Go ahead and play UNLV’s Picture This: 50th Anniversary Trivia Contest. Just for submitting an entry last month, Carol Taber of the Student Health Center won a gift bag filled with fun 50th anniversary items.

How to Enter
By E-mail – Send your answers to inside@unlv.edu by Jan. 16. To be eligible for the prize you must:
   • Include the word “trivia” in the subject line of your e-mail.
   • Include your name, title, department, and telephone extension.

By Campus Mail – Cut out this box, circle the answers, and fill out the information below. Then send your entry to Inside UNLV at mailstop 1024.

Name:
Title:
Department:
Phone:
E-mail:

More info: Need help coping with stress or anxiety? Call the Center for Individual, Couple and Family Counseling at ext. 5-3106.

Evaluation Anxiety?
It’s normal to feel anxious about your annual review, says Colleen Peterson, director of the UNLV Center for Individual, Couple and Family Counseling. During your evaluation, remember to breathe, listen, and slow down. Don’t rush the process, said Peterson.

It’s also important not to jump to conclusions. “Sometimes, your thoughts may race. Don’t make false assumptions. Again, slow down and ask for clarification on anything you don’t understand,” she said.

For supervisors, Peterson says to exercise empathy with employees. “We all have to report to someone,” said Peterson. “Be kind and communicate clearly the information you need to pass on to your employees.”

Learn More
Need to learn more about the annual evaluation process? Staff development offers free trainings to help managers understand performance evaluation procedures for professional and classified staff. The next professional staff evaluation training is 9-10:30 a.m. Jan. 23. The next training session for classified staff evaluations is 9-10:30 a.m. Feb. 5.

For additional information or to register, call the staff development office at ext. 5-0402.

Important Timelines and Deadlines
• Professional employee evaluations must be completed, signed, and returned to the HR office by March 1.
• Evaluations for professional staff should be conducted between January and February.

• Professional staff are evaluated by the calendar year starting in January and ending in December.
• With some exceptions, most classified staff evaluations are due on the anniversary of their hire date.

6 Digest and Review
After you meet with your supervisor for your evaluation, set aside time to thoroughly read your review. Carrillo suggests you take time to think about the information presented during your evaluation before you sign it.

7 Check-In Throughout the Year
Talk with your supervisor regularly about your performance throughout the year. Take advantage of your one-on-one meetings to monitor your progress. If you don’t have regularly scheduled meetings, e-mail your supervisor an update on your progress and ask for feedback.

Don’t Agree With Your Evaluation?
If you are a professional employee, you have two options if you don’t agree with your evaluation; you can file a rejoinder or request a review by a peer committee.

A rejoinder is a statement attached to your evaluation that expresses why you disagree. A peer review committee makes a recommendation to the appropriate vice president or dean to either uphold or reverse your supervisor’s original evaluation. For more details, visit hr.unlv.edu/Professional/peer.

If you’re classified and you don’t agree with your evaluation, check “disagree” on your evaluation. You may also check “disagree” and “request a review.” By checking those options you are asking for another review by your supervisor’s supervisor, said Carrillo.

But no matter what you decide, Carrillo recommends contacting the employee relations office first. “We can offer advice and help you understand what you are entitled to as an employee.”

To talk with someone about your options, call the employee relations office at ext. 5-0402.

Talk with your supervisor regularly about your performance throughout the year. Take advantage of your one-on-one meetings to monitor your progress. If you don’t have regularly scheduled meetings, e-mail your supervisor an update on your progress and ask for feedback.

Evaluate your performance every six months to help keep you on track. As an employee, you must complete, sign, and submit your annual performance evaluation. Other dates to help keep you on track:

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