Inside UNLV

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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 orates,” 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 make you laugh. Other times they make you cry. But it will be laughter you can expect at 8 p.m. Jan. 17 at modern-day political events, 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.”

Steps performs at Artemus Ham Concert Hall. Begun by a group of U.S. Senate staffers, the group today provides a humorous look of U.S. Senate staffers, the group today provides a humorous look at modern-day political events and personalities.

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 employee 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 on 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:

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

Among the total increases in any division or department:

• no more than 20 percent may be at the $4,500 level
• no more than 20 percent may be at the $2,000 level

Part-time Employees: Awards to 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.

More info: Call Larry Hamilton at ext. 5-1299.
The nine inductees were professors and researchers in various fields, including psychology, education, and social science. Among them were Richard J. Code, an expert in political psychology, and Karen M. Bickel, a specialist in educational research. The inductees, who are members of the Boyd School of Education and the National Academy of Education, were honored for their contributions to the fields of education and psychology.

**Institutional Development Grant**

Professor Ted Jelen and Sabrina Ramet of the Norwegian University of Science and Technology were awarded a grant from the Woodrow Wilson National Fellowship Foundation to promote diversity research and education. The grant will support the development of a new course on the evolution of diversification policies and practices in the United States and Europe, focusing on the role of political and electoral processes in shaping immigration policies.

**With Local Industry Leaders**

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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 what I do 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 “Elvi,” who had come from around the world to commemorate the anniversary of Elvis’ death. I learned that I have a great love for my work. They can sense my intensity, and I believe it motivates them.

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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. Think about how you could contribute to your department in a different capacity, said Carrillo. Also, talk with your supervisor about training courses or conferences that could help you develop new skills.

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, 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,” she said. “We recommend you write a rejoinder expressing why you disagree. A peer committee assembles to review your evaluation. Your rejoinder is not the final word.”

If you disagree with your evaluation, you can ask for a review. Remember, you have one month to file your rejoinder and another month to request a review.

If you disagree with your evaluation, you can appeal 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.

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.

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.”

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

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 9:30-10:30 a.m. Feb. 5.

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

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:

Inside UNLV welcomes comments and suggestions. Please e-mail inside@unlv.edu or drop a note to Inside UNLV at mail code 1024.

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