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Inside UNLV

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News You Can Use

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

More info: To purchase tickets, call ext. 5-2787.

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 match your needs. If you like it, sign up and become a member.

More info: Go to srwc.unlv.edu or call ext. 4-7120 to arrange a tour.

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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.

“An 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:

- $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 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.

Get Specific: When talking with your supervisor, be specific about how you have achieved your goals. Also if you weren’t able to meet a certain goal,
Across Campus

Business

Looking for Solution to Christmas Card Dilemma

Ever wondered what to do with all those Christmas cards once the holiday season is over? Well, your decision pales in comparison to that faced by the folks at St. Jude’s Ranch for Children in Boulder City.

Jude’s has asked the Business College’s Center for Entrepreneurship for help figuring out a good use for the cards the organizations still receives in response to an old solicitation. The result is the Card Concept Challenge, which will provide cash awards to those UNLV students who come up with the best plans for a sustainable, revenue-producing program using the large supply of cards.

Entries for the Card Concept Challenge must be submitted by Jan. 26. Winners will be announced Feb. 9. Cards will be presented to the first-, second-, and third-place winners. St. Jude’s Ranch will also offer a $500 internship to help implement the winning proposal.

The competition is interested in making the competition an annual event that focuses on social entrepreneurship, which helps students recognize a social problem and use entrepreneurial principles to organize, and create a venture to make social change.

More info: Call Janet Runge at ext. 5-3022.

Education

Ed Psych Offers Variety of Doctoral Specializations

Students pursuing doctoral degrees in the department of educational psychology and special education can specialize in a variety of areas. Among the specializations available are school psychology, counseling, program evaluation, research, and learning in school domains.

In addition, the department offers cross-disciplinary programs in learning and technology with faculty from the department of curriculum & instruction and in school counselor education, and from the department of counselor education. In association with the Boyd School of Law, a program also is available through which a student can concurrently pursue a law degree and a Ph.D. in educational psychology.

During the summer and fall, faculty and students in educational psychology made joint research presentations at conferences held by the European Evaluation Association in Baltimore; the Southwest Consortium on Learning and Instruction in European Association for Research in Assessment, Program Evaluation, Research, and Learning in Education in Phoenix; the American Evaluation Association in Baltimore; the National Academy of Neuropsychology in Scottsdale, Ariz.

Topics included the breadth of research interests and expertise, including assessing student learning outcomes, attention allocation in text processing, predicting intelligence test performance from personality dimensions, children’s timidity in court, the impact of epistemological beliefs, and computer-based neuropsychological test administration and interpretation.

Engineering College

Computer Science Induces Honor Society Members

Nine members of the computer science department, all selected into the UNLV chapter of Upsilon Pi Epsilon (UPE), the international honor society for the computing and information disciplines, were honored last month.

The nine inductees were professors Laxmi. Gervai and Yoowhan Kim, graduate students Esteban Quintana-Ras (fraternal), Kanal Metkar, and undergraduates Jonathan Grimm, Kyle Hansen, Michael Helberger, and David J. Walker.

The student members will be available for IM inquiries on Yahoo! and AIM 8 a.m.-noon and 1-4 p.m. on Tuesdays, Wednesdays, and Thursdays. The IM screen name for the Graduate College is GradCollegeUNLV.

Awards Deadline Nears

The deadline for all graduate fellowships and scholarships is Feb. 15. A variety of awards are available for both master’s and doctoral students. Faculty and staff members are encouraged to encourage graduate students to apply.

Honors

Students Recognized

The college wrapped up the fall semester with a successful departmental honors poster reception and a medalion ceremony for honors graduates.

The reception featured 16 projects highlighting the work-in-progress of senior research efforts in literature, life sciences, education, photography, psychology, politics and government, chemistry, theater, social policy, and engineering. This year the posters were professionally printed and displayed, with the participants “defending” their work to peers, graduate students, faculty, and several deans.

The medalion ceremony honored both university honors and department honors graduates with engraved medalions 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 coordinator, junior Brian Nestor.

Nestor is graduating magna cum laude with a degree in political science. Other honorees were David Walker (Engineering), John Fordham (Life Sciences), Karishma Bhardwaj (Life Sciences), Shanika Gunawardena (Marketing), Cory Hill (Criminal Justice), Sarah Litterer (Philosophy), Emmanuel Tirona (Political Science), Loidelis Mercado (Education), Derrick Hodge (Biology), and Kendrick Scott (Drums).

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Libraries

Historical Map Collection Goes Digital

Whether you’re researching the exploration of the American West for a scholarly publication or just curious about your subdivision looked like in 1960, the extensive historical maps available at the Special Collections Division is an excellent source of information.

Eighty-eight of the Southern Nevada and Las Vegas maps are now accessible at www.library.unlv.edu/maps. They were selected to make the collection universally available and highlight both individually important maps and the breadth and variety of the collection.

The digitized collection contains vital information such as original dates and measurements; each map includes a grid with the bounding rectangle of each map. In addition, users can view both the front and back of two-sided maps.

The views of professor David Damore have been in great demand by the local and national media, especially during the period surrounding the Democratic presidential debate held at UNLV in November. In addition to interviews with the Las Vegas Review-Journal and the Reno-Gazette Journal, he has been interviewed by representatives of such organizations as the New York Times, the New York Daily News, USA Today, Los Angeles Times, and CNN. Damore has also provided insights into the American election in the media such as the Daily Telegraph (United Kingdom) and Radio Telefis Eireann (Irish television).

Similarly, local, national, and international media have consulted professor Kenneth Fernandez. On the day of the debate, he provided political commentary and analysis for CNN, BBC Radio, KBPR, the Las Vegas Review-Journal, KLAS, KSNV network, RTV, and the Norwegian newspaper Aftenposten.

Professor John Tuman received an invitation from the Woodrow Wilson International Center to direct a study of civic engagement among Latin American migrants to the Las Vegas area. He was also a member of a faculty cohort that received an Institutional Development Grant to promote diversity research.

Professor Sarah Damore and Sabrina Ramet of the Norwegian University of Science and Technology were published in the journal Politics and Religion, which is being published by Cambridge University Press. The editors have been processing manuscripts since August. The first issue will appear in April.

Poli Sci Prof Sought as Experts

Political science faculty members have been invited by both the journalistic and academic fronts on a variety of topics ranging from the upcoming caucuses and primaries elections to the election itself.

The nine inductees were professors Laxmi. Gervai and Yoowhan Kim, graduate students Esteban Quintana-Ras (fraternal), Kanal Metkar, and undergraduates Jonathan Grimm, Kyle Hansen, Michael Helberger, and David J. Walker.

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Across Campus

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.

Another Take
Stories by Grace Russell | Marketing & PR

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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.”

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 under those options you are asking for agreement,” said Carrillo. “You don’t agree with your evaluation, don’t agree with your evaluation: you can file a rejoinder or request a review by a peer committee.”

Important Timelines and Deadlines
Classified staff evaluations are due on the last day of January and ending in December.

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

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.

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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.

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.

4 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

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

6 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

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