WILLIAM F. HARRAH COLLEGE OF HOTEL ADMINISTRATION
COLLEGE CODE
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The William F. Harrah College of Hotel Administration is a student and research focused academic environment committed to developing leaders while advancing the hospitality and leisure services profession.

Replaced with Preamble
Founded in 1967 with a grant from the Nevada Resort Association with a faculty of three and a student body of eighteen, the William F. Harrah College of Hotel Administration has risen to a position of pre-eminence in the world of hospitality education.

Significant achievements of the college include the elevation to college status in 1970; the introduction of a graduate program in 1983; exchanges established with schools in Europe, the Caribbean, and Asia; the establishment of a research and development center in 1986, and the departmentalization of the college in 1989.

There have been five major factors that have contributed to this institution's success. The first has been its location. Not only is Las Vegas known internationally for its hotel and casino industry, but it is also one of the country's fastest growing metropolitan areas.

The second major contribution has been the direction and assistance the program has received from the hospitality industry nationally and internationally, as well as locally. In 1989 the College of Hotel Administration was renamed the William F. Harrah College of Hotel Administration to reflect a major endowment made by the Harrah family and Promus corporation.

A third major influence has been the able leadership of its administration at the college and university level.

A fourth factor has been the estimable quality of its faculty. The college has assembled a faculty that is second to none in the field of hospitality education.

Finally, the college has attracted students of the highest caliber who have, as alumni and hospitality professionals, helped to enhance the college's credibility.
GOAL 1: Become More Student Focused

The college is committed to the facilitation of student learning in its undergraduate and graduate programs. The college will continue to provide an educational environment that leads students to independent thought, creativity, and mastery of the fundamentals essential to a productive professional and personal life.

To achieve this goal, the college will:

- integrate the use and application of technology throughout the curriculum;
- facilitate the use of learning centered technologies in its classrooms and laboratories;
- incorporate student success strategies into its curriculum, student advising, counseling, and interactions with faculty;
- create a positive orientation experience through meaningful activities and participation of students, faculty, staff and administration;
- develop a plan to improve student retention and matriculation;
- link staff and faculty rewards with student focused activities;
- provide academic and career counseling that is accurate, courteous, timely, empathic, responsive, and useful;
- provide a program to assess the learning outcomes of its students;
- encourage faculty to integrate student learning through research;
- facilitate activities that support international, minority, non-traditional, and other student groups that might have special needs;
- take an active part in improving career placement opportunities for students;
- provide an array of personal and professional development seminars for its students;
- conduct an annual student satisfaction survey, which will be used to evaluate the success of the student focus goal.
- sponsor activities to create an esprit de corps among alumni, students, staff and faculty;
- respond to student and prospective student requests in a timely manner; and,
- promote the highest standards of maintenance and custodial care for the facility
- in which it is housed by getting students involved in such activities as World Class Day;
GOAL #2: Attract and Retain Superior Faculty

To achieve this goal, the college will:

- support faculty development programs for faculty (including associate faculty) in the areas of teaching, research, and service;
- provide support for graduate assistants to help faculty with teaching, research, and service responsibilities;
- add faculty to meet the needs of new and growing programs that support the strategic plan;
- continue to recognize the value of industry experts as faculty who may not have terminal degrees;
- provide a mentoring system for new faculty;
- value faculty who integrate teaching, scholarship and service in support of student learning and advancing the industry;
- develop standards for teaching, scholarship, and service and will communicate these standards to all faculty;
- link faculty evaluations and rewards to the defined standards for teaching, scholarship, and service;
- provide multiple mechanisms for the evaluation of teaching;
- recruit faculty who demonstrate that they too value the college’s strategic goals;
- support activities that develop relationships with potential faculty members;
- develop procedures that ensure that we respond in a professional, cordial, and timely manner to applicants’ questions and that will provide visiting applicants the opportunity to teach a class, and if appropriate, present their research;
- provide criteria for hiring associate faculty; and,
- undertake a yearly review process to evaluate the success of the action items to promote the stated goal.
GOAL #3: Increase Research, Scholarly Activity, and National and International Recognition

The College will be distinguished by the quality of scholarship produced by its faculty and students. This scholarship will enhance the reputation and visibility of the college, while enhancing the students’ educational experience and advancing the hospitality industry.

To achieve this goal, the college will:

- provide support for graduate research assistants to help faculty with research;
- continue its leadership role as a producer of hospitality education textbooks and other instructional materials by recognizing faculty who undertake these activities;
- value faculty who enhance the college’s reputation through scholarship;
- support faculty research by providing competitive based seed grants on a yearly basis;
- support course reassignment to enable faculty to conduct research;
- continue to develop research alliances with industry;
- promote research through its institutes and journals;
- work actively with the library to increase holdings that enhance student and faculty scholarship;
- develop standards for scholarship and will communicate these standards to all faculty;
- hire faculty whose primary role relates to conducting research;
- provide opportunities for faculty to present work-in-progress to other faculty and students; and
- undertake a yearly review to evaluate the success of these action items.

GOAL #4: Grow Selectively to Achieve Distinction while Serving the Region.

To achieve this goal, the college will:

- develop enrollment and retention strategies designed to attract outstanding students regionally, nationally, and internationally;
- continue to expand its leadership role in the area of club management, convention management, entertainment, food and beverage management, gaming, and lodging;
• admit to non-probationary status, only those students who demonstrate basic academic competencies, based on college admission standards;
• develop and promote academic programs for nontraditional persons with industry experience and who can demonstrate proficiency in skills, aptitudes, and knowledge;
• seek to add new programs in the areas where the college can be a leader;
• develop student and industry responsive curricula designed to advance the region and the industry;
• develop comprehensive student recruitment plans that involve students, faculty, staff, and alumni in our recruiting efforts;
• continue to challenge students to achieve high academic standards;
• systematically revisit curricula;
• seek to add a new program in the area of professional golf management;
• develop parts of, and eventually, an entire Bachelor of Science in Hotel Administration degree program that is delivered off site;
• develop strategic alliances with international programs that fit with the college=s goals and values; and,
• undertake a yearly review to evaluate the success of these action items.
GOAL 5: The College Will Foster an Equitable Environment that Values Diversity

To achieve this goal, the college will:

- develop recruitment and retention practices to attract and maintain a diverse student body, faculty, and staff;
- develop a course in multi-cultural management for hospitality students;
- maintain a grievance procedure that provides due process for students, staff, and faculty;
- encourage hospitality industry leaders and faculty who are role models and or champions of pluralism to share their philosophies with students;
- develop programs to attract and retain non-traditional students in non-traditional ways;
- develop two pluralism awareness workshops: one for faculty and staff; and one for students. (Note: pluralism means all inclusive; i.e., includes multi-cultural, alternative life-styles, etc.);
- communicate its college by-laws to ensure that students are aware of their rights and responsibilities;
- conduct an annual analysis of under-represented students that will include enrollment figures and graduation rates; and,
- undertake a yearly review to evaluate the success of these action items.
GOAL #6: The College Will Develop and Maintain a Structure Process that Promotes Responsiveness and Accountability

To achieve this goal, the college will:

- be responsive to the relevant needs of prospective and existing students, alumni, faculty, and staff;
- encourage an amendment of the by-laws to establish a standing strategic planning committee that will evaluate the goals and update the strategic plans of the college;
- provide regular faculty and staff development seminars to assist in better serving constituents;
- involve classified and professional staff in the on-going planning processes;
- promote civility among its constituents;
- promote an open door policy in the administrative offices for student and faculty grievances regarding sexual harassment. The college will not tolerate any form of sexual harassment and appropriate actions will be taken to enforce the college and university codes regarding sexual harassment;
- periodically reexamine its structure including departments, administrative units, administrative duties, and responsibilities;
- develop an annual leadership assessment program for all those who are defined as administrators by the college by-laws that provides the opportunity for confidential faculty input. The results of this assessment will go to the immediate superior and in the case of the dean, to the Provost;
- value faculty who participate in college and university governance;
- encourage immediate supervisors of staff to seek and consider input from employees who work with said staff before submitting formal evaluations; and
- undertake a yearly review to evaluate the success of these action items.
GOAL #7  The College will Promote Communication and Collaboration with its Internal and External Constituents

To achieve this goal, the college will:

- develop and maintain an ongoing and prioritized list for fund raising opportunities;
- ensure that all faculty and staff will be provided with technology enabling them to communicate effectively with all constituents;
- develop and implement a comprehensive alumni program designed to encourage alumni to actively participate in the life of the college;
- develop and implement an action plan to communicate the strengths, values, vision, challenges, and successes of the William F. Harrah College of Hotel Administration to our constituents;
- encourage cross discipline collaboration between departments within the college across campus, and with other institutions;
- develop guidelines and policies that will streamline articulation with other institutions;
- develop one or more alumni and industry advisory boards and convene them regularly to provide insight into industry needs;
- establish seminars for graduate and undergraduate classes featuring industry professionals, lawmakers, and relevant suppliers;
- coordinate an industry and alumni speakers bureau to expose students, faculty, and staff to the latest industry trends; and
- undertake a yearly review to evaluate the success of these action items.

New:
- Faculty Governance
- Committee Organization
- Sustainability Committee
The William F. Harrah College of Hotel Administration shall consist of the Department of Hotel Management, the Department of Food and Beverage Management, the Department of Tourism and Convention Administration, the Hospitality Research and Development Center, the Office of Student Advising, the Graduate Programs, Student Computing Services, and the International Gaming Institute.
New departments may be formed in the college with the approval of 2/3 majority of the members of the college.

“Final action shall require the approval of the Board of Regents upon the recommendation of the appropriate president through the chancellor. @ (Title 2 UNS Code, 1.4.9)
Departments may be split, eliminated or consolidated by a 2/3 majority vote of the department or departments concerned, and by a 2/3 majority vote of the college.

A Final action shall require the approval of the Board of Regents upon the recommendation of the appropriate president through the chancellor. (Title 2 UNS Code, 1.4.9)
Proposals for action in college reorganization that have the proper majority vote shall be forwarded to the dean for evaluation then the dean’s and the vote of the faculty shall be sent to the provost and the president of the university.

A final action shall require the approval of the Board of Regents upon the recommendation of the appropriate president though the chancellor. (Title 2 UNS Code, 1.4.9)
The chief administrative officer shall be the dean of the college. Other administrative officers shall include the associate dean of academic affairs, assistant dean for research, assistant dean of outreach services, director of graduate programs, director of MS programs, graduate coordinator of leisure studies, department chairs, managing director of outreach services and the director of development.

The dean of the college has the authority to appoint additional administrative officers as conditions warrant.
The dean of the college shall be appointed by the president upon recommendation from a search committee comprised of two elected faculty representatives from each existing department, one dean or director appointed by the provost from the Academic Council (ex-officio and non-voting), one student democratically elected by the CSUN Senate, and any non-voting members selected by the provost. The search committee shall elect a chairperson for the committee. The search committee may also appoint up to two non-voting persons from outside the university community. Ex-officio and non-voting members can not serve as chair.

These procedures are in agreement with Chapter II, Section 10.5.1 of the UNLV By-laws.
In the event that the office of the dean is vacated, an interim dean shall be selected from the college faculty under the following conditions. There shall be a call for nomination from the college faculty. An election shall be held to determine a majority winner. If there are more than two (2) candidates, a run off election shall be held if one of the candidates does not secure a simple majority. The winner=s name shall be forwarded to the provost for consideration.
At the formal request of 2/3 of the voting faculty members (see subject in this chapter, entitled “voting” removal of the dean shall be considered by the provost and the president.
As the chief administrative officer of the William F. Harrah College of Hotel Administration, the dean has authority and responsibility for the college on all matters within the regular administrative channels of the university as defined in Chapter I, Section 5 of the UNLV By-laws. These include, but are not restricted to, policy formulation, interpretation and application; personnel selection, management and evaluation; budget preparation and allocation; fiscal control; and short and long range planning.
As mandated by the UNLV By-laws in Chapter III, Section 14.3; in the William F. Harrah College of Hotel Administration, the Dean’s Executive Council shall design a confidential evaluation instrument to be distributed to all of the academic and non-academic faculty who report directly to the dean. This evaluation must be initiated once every three years as provided by the office of the provost, or more often, at the discretion of the executive council.

The results of this assessment will be given consideration in the annual evaluation written by the administrator’s supervisor. The numerical evaluation shall be shared with the faculty but any written comments will only be given to the dean’s administrator and the dean.
All administrative positions are appointed by the dean or the provost.
The duties and responsibilities of the associate dean of the college include academic advising and the Office of Student Advising, course scheduling, student/faculty concerns and inquiries, and curriculum, and other duties as assigned by the dean.

Teaching workload will be one course per semester.
Workloads of the director and assistant directors will be determined by the dean, in conjunction with the administrative officers and their superiors.
The chairperson shall be nominated by the departmental faculty with a majority vote. Candidates for chairs must be tenured and acceptable to the dean and the provost, and are appointed by the president.
The method by which the chairs are selected shall be determined by the by-laws of that department. The length of terms shall be no more than 3 years, but there are no term limits.
The chairperson may be removed from office by the president. The provost, dean, or department faculty in accordance with department by-laws, may seek removal of a chair.
Each faculty member under contract to the university system, the majority of whose university work load is in the William F. Harrah College of Hotel Administration, shall be considered a member of the college.
A non-voting council consisting of department chairs and administrative officers may advise the dean on all matters involving the college. This council shall be titled the Dean’s Executive Council to include the Department Chairs, the Associate Dean for Academic Affairs, the Assistant Dean for Research, the Assistant Dean for Outreach, and the Director of the Graduate Students.

The remainder of the bylaws remain in effect - although a number of them are NOT bylaws by definition.
All academic faculty on an annual contract with membership in the William F. Harrah College of Hotel Administration shall have one vote.
The code of the college shall be the primary governing document in the college. Nothing in the document shall in any way countermand either UNLV=s by-laws, or the UCCSN code.

It shall take a 2/3 majority vote of the college (by secret ballot) to amend any section of the code except for chapter five, the departmental by-laws. The individual departments shall establish their own amendment procedures.

Proposed amendments to the college=s code shall be distributed to the faculty by the college=s code committee.

Amendments to the code may not be proposed, nor may a vote be taken on any amendment to the code during holiday periods or during the summer session.
Most American colleges and universities are composed of classrooms, dormitories, laboratories, and offices; but a college is certainly more than mere bricks and mortar. It is an assemblage of people devoted to learning. Its elements may include administration, support staff, students, alumni, regents, community leaders, and the general public.

But the most important element, the element that defines the character of the institution, establishes the institution's reputation, and enjoys the greatest longevity, is the faculty. It is the faculty, that community of scholars that gives an institution its continuity.

Being a member of this exclusive community carries with it certain responsibilities as well as commensurate rights and privileges.
The William F. Harrah College of Hotel Administration subscribes to the following section of the AAUP's 1966 Statement on Professional Ethics:

The faculty member, guided by a deep conviction of the worth and dignity of the advance of knowledge, recognizes the special responsibilities placed upon faculty members. The primary responsibility to one's field is to seek and state the truth as one sees it. To this end, the faculty member devotes time and energy to developing and improving scholarly competence. The faculty member accepts, as well, the obligation to exercise critical self-discipline and judgment in extending and transmitting knowledge. The faculty member practices intellectual honesty. Although s/he may follow subsidiary interests, these interests must never seriously hamper or compromise his/her freedom of inquiry.
Faculty members must not plagiarize or permit the appearance that they have authored work done by others, nor shall they misrepresent records of publication, service, and teaching.

Faculty members must be honest in the presentation of research data and in the description of any work that they have performed.
Quality scholarship involves both the discovery and the dissemination of knowledge. Faculty members bear a responsibility to ensure that their students receive information regarding the latest developments in their particular field of study and should exercise reasonable efforts to remain informed and knowledgeable about developments in their academic area.
For professional growth, faculty members should participate in regional and national organizations in their discipline, attend meetings, present papers, serve as officers, etc. Involvement in the profession is one aspect of the annual evaluation of faculty.
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Faculty members are encouraged to support community services and activities in the area of their professional expertise, conduct workshops and/or seminars, or serve as consultants so long as it does not interfere with their teaching/research responsibilities.
As a teacher, the faculty member encourages the free pursuit of learning in students. The faculty member serves as a role model to students; a role model which projects the highest standards of scholarship and academic diligence.

The faculty member insists that students integrate both the intellectual and moral components of their education. This is done not by edict, but by example.
The faculty member demonstrates respect for students as individuals and strives to ensure that the evaluation of students honestly reflects the merit of their work. Faculty should encourage students to discuss the merit of their evaluations without causing students to fear reprisal.

The faculty member should provide students with feedback on their performance in the course prior to the last day to withdraw from the course without penalty. The feedback may be in the form of test or quiz scores, evaluations on projects or papers or any other type of evaluation as described in the course syllabus.

The faculty member should also provide the student at the beginning of the semester with the weight of each assignment, project, test, quiz, etc.; so that the student can compute her/his current grade in the course.
The faculty member is diligent in her/her attempt to ensure that the conduct of the student is academically honest. Depending on the instructor's judgment of the facts in a particular case, the faculty member may give a failing grade to the dishonest student on the assignment or the course, recommend the student withdraw from the course, reduce the grade on the work in question, require the assignment or exam to be repeated, assign extra work, verbally chastise the student, or institute any combination of the above penalties.

For repeat offenders, more severe sanctions imposed by the university (e.g. suspension or expulsion) are possible.

The faculty member is cautioned to refrain from publicly accusing any student of academic dishonesty to avoid defamation of character charges being brought by an aggrieved student.

The instructor should meet with the student(s) to try to resolve the issue. If an agreement is not reached, then the chairperson should meet with the instructor and the student(s) to try to resolve the issue. If an agreement is still not reached, then the associate dean should meet with all of the above parties to resolve the issue. For any incident, the instructor must inform the student disciplinarian offices, associate dean of academic affairs and the chair of the department.

Student(s) who are not satisfied with the disposition of their case can appeal through the college's faculty and student Appeals and Grievance Committee.
The faculty member has a legal obligation under the Family Educational Rights and Privacy Act of 1974 to ensure that a student's privacy rights are protected. Faculty are not to release any information regarding a student's grades or class standing to any party without the prior written consent of the student, except to the following:

1) other school officials at UNLV (including faculty) who have been determined by UNLV officials to have a legitimate educational interest,

2) to authorized representatives of certain governmental agencies in connection with the audit and evaluation of federally supported education programs, provided that the collection of any personally identifiable data shall not include information, which would permit the personal identification of such students after the data has been collected,

3) in connection with the student's application for or receipt of financial aid,

4) to organizations conducting studies for educational agencies related to predictive tests, student aid programs, and improved instruction if such information is destroyed after service and personal identification of a student by others is avoided,

5) to accrediting organizations if the personal identification of a student is avoided,

6) to parents of dependent, minor (under the age of 18) students,

7) to appropriate persons necessary (in an emergency) to protect a person's health, or safety, as may be defined by HEW regulations,

8) to a court or in compliance with a judicial order or subpoena, upon condition that the student is notified in advance of the compliance there-with by the William F. Harrah College of Hotel Administration.
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**SUB-SECTION**

EXPLOITATION OF STUDENTS

**EFFECTIVE**

REVISED 5/02

Faculty are to avoid the exploitation of students for private advantage. Specifically, faculty should not use the labor of students in consulting assignments without properly remunerating those students for their efforts.

Furthermore, faculty are not to plagiarize the work of students. Faculty should give proper recognition to student contributors in any research effort. This includes authorship credit in scholarly articles and texts.

Faculty members may not limit or curtail the right of a student to publish or otherwise communicate the result of the student's own scholarly activities.

Faculty members must not accept gifts or favors from students, friends or relatives of the student, when there is reason to believe that such a gift or favor is motivated by a desire to secure some academic or personal advantage.
Failure to meet scheduled classes without prior notice to students is excusable only for reasons beyond the control of the faculty member (e.g. accident, illness, death of an immediate family member). If possible, faculty should contact their department chair or the secretary of the department so that notices of the faculty member's absence can be posted in the classroom.

Any other occasion that involves the alteration of the course schedule, cancellation, or rescheduling of classes may be done only after consulting with and receiving approval from the department chair or dean, and giving adequate notice to the students whenever possible.

The instructor should make every effort to ensure that his/her classes begin and end at the appointed time.
The course syllabus is viewed by the college as being a contractual document between the faculty member and the student.

It should be presented to each student on the first day of the course. It should contain the course objectives, the criteria and methods used to evaluate the student, and the weights assigned to the student evaluation instruments. The syllabus should also contain major test and project dates whenever feasible. The syllabus should contain a bibliography of all instructional materials (e.g. text books, reference works, etc.) that are to be secured by the student including a disability resource statement. Finally, the syllabus should contain the instructor's general policies and procedures regarding the course, such as classroom deportment, attendance policies and academic dishonesty, the final date to drop the course without penalty, along with the University and Hotel Administration Standards and Policies and the Office of Student Affairs lower or upper division addendums.

Faculty are to file copies of their syllabi each semester with the department chair's secretary.

The syllabus is one element that may be used in the faculty member's annual evaluation.
CHAPTER I
THE FACULTY
SECTION
RESPONSIBILITY TO STUDENTS
EFFECTIVE
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OFFICE HOURS

Full-time faculty are to set aside a minimum of five hours per week for student consultations and advisement. Office hours should be posted on the bulletin board next to the office door and should also be kept on file with the department secretary.

Faculty are advised to expand their office hours during pre-registration periods. Faculty are responsible for making and keeping their own appointments.

Meeting office hours and keeping appointments is one element in the annual evaluation of the faculty member.

Adjunct faculty are expected to make themselves available to their students outside of class as needed. There is no minimum requirement in adjunct faculty office hours.
At the William F. Harrah College of Hotel Administration, in conjunction with the Office of Student Advising, advising is considered to be faculty member=s responsibility. All faculty members share in this important responsibility to the students, and their performance in advising is part of the evaluation of their professional contributions to the college.

The college recognizes its responsibility to provide training for faculty advisors. The Office of Student Advising will conduct workshops on advising, and individual faculty members are expected to attend.

Faculty are encouraged to volunteer for the formal advising program. Those who are selected receive a one 3-credit course reassignment per semester for 10 contact hours in advisement.
Student professional associations are an integral part of the college's educational program. They offer the student experiential learning and affective development opportunities.

Faculty are expected to serve as advisors to these associations. The quality of an advisor's performance is one area that is addressed in the faculty member's annual evaluation.

It is expected that the faculty advisors and students will cooperate in promoting the goals and objectives of the William F. Harrah College of Hotel Administration by sharing administrative and faculty concerns with the respective student organizations.

The W. F. Harrah College of Hotel Administration also sponsors a number of student and alumni related activities. Faculty are also assigned duties and responsibilities for these events either through the office of the dean or the department chairs. The quality of faculty performance on these assignments is one factor that is examined during the annual evaluation.

Faculty who are not directly involved with these assignments are encouraged to attend these and other college sponsored events.
The faculty member should not view the classroom as a forum for his/her personal views on subjects that are unrelated to the course topics. It is the responsibility of the faculty member not to depart significantly from her/his area of competence or to divert significant time to material extraneous to the subject matter of their courses.

The faculty member will refrain from using abusive, obscene, or degrading language or gestures. The faculty member will also refrain from striking or offensively touching any student.

The faculty member will avoid any stereotypical remarks that have as its subject; representatives of a race, national or ethnic heritage, religious denomination, or any other grouping that can be stereotyped unless the expression of such a remark is meant to demonstrate an example of improper speech and its use is directly related to the prescribed subject matter being taught.

The faculty member will avoid any behavior toward the student that can be construed as being intimidating, oppressive, or vindictive in nature.

The faculty member should refrain from endorsing any product or service that s/he has a proprietary interest. However, a faculty member may adopt for a course, a textbook or other instructional materials, that s/he has authored, provided that these materials are copyrighted and are currently available to other hospitality management programs. The faculty member to use his/her book in class must file a specific form entitled “Request to Assign my Own Textbook in My Class”. This form must be resubmitted every 3 years.

The faculty member is expected to maintain control over his/her classroom and is expected to provide the students with an environment that is conducive to learning. If a student(s) in a particular classroom becomes disruptive and will not respond to the faculty member's admonishments or becomes violent, the faculty member should dismiss the group and report the behavior to his/her immediate supervisor and campus security.
The William F. Harrah College of Hotel Administration adopts the following passage from the 1966 AAUP Statement on Professional Ethics:

As a colleague, the professor has obligations that derive from common membership in the community of scholars. S/he respects and defends the free inquiry of his/her associates. In the exchange of criticism and ideas, s/he shows due respect for the opinions of others. S/he acknowledges her/his academic debts and strives to be objective in his/her professional judgment of colleagues. S/he accepts her/his share of faculty responsibilities for the governance of his/her institution.

The faculty of the William F. Harrah College of Hotel Administration have an individual and collective obligation to ensure that the ideals expressed in the above passage are maintained.
The duties of a faculty member consist of those responsibilities assigned by the dean, or appropriate administrator, such as the associate dean or the department chairs. Teaching assignments, schedules, and other instructional responsibilities (e.g. maintaining office hours, meeting class in accordance with the college policies at all regularly scheduled times and places) shall be carried out under the direction of the dean in accordance with the delegated authority of the president. Duties and responsibilities shall be related to the expertise and competence of the faculty member and may include sponsored or unsponsored research projects, public service activities, committee assignments, or administrative functions. Teaching, research, and service performance shall be considered in decisions relating to compensation, retention, promotion, termination, or decisions not to rehire.

As a member of the college, the faculty member should seek above all to be an effective scholar and teacher.
The amount and character of work done outside the institution is to be conducted with due regard for the faculty member's paramount responsibility to the college. A faculty member should not become engaged in any outside remunerative activities that hampers or compromises his/her responsibilities to the college. Teaching, research, and service should always be the first priority of any full-time faculty member.

Faculty and administrators shall be required, as stipulated in the University of Nevada System Code (Title 4, Chapter 3, Page 2), to inform their immediate superior in writing of all outside professional or scholarly service for which they are remunerated.

A faculty member or administrator may make a general announcement of his or her availability as a consultant, but may not solicit consulting activities; as stipulated in the University of Nevada System Code (Title 4, Chapter 3, Page 2).
When considering the interruption or termination of service, the faculty member must recognize the effects of the decision upon the college and give due notice of intent.
Faculty members must not use university property or facilities for pecuniary gain or for personal advantage if the use of such property or facilities has no legitimate relationship to the academic mission of the college. Faculty should first consult with either the dean or the associate dean of the college before embarking on such a plan. Authority to use the college's resources should be obtained in writing from either of the above administrators.

All inventions (and subsequent patents) and copyrights that are developed with college resources and funds become the property of the college. However, this does not extend to textbooks and monographs authored by the faculty. These items remain the exclusive property of the faculty member.

Faculty are permitted to make use of a university office and university equipment, such as, a personal computer to develop a textbook or monograph for publication. Faculty may also make use of clerical and other support services in the development of a textbook or monograph provided that permission has been secured in advance by the faculty member from his/her department chair.

All proceeds from patents and royalties from copyrights (other than textbook and monograph sales) that are the direct result of the use of the college's resources are to be shared between the faculty inventor-author and the college (typically a division of 60% to the inventor-author and 40% to the college).
Faculty members must avoid exploiting the university's name or their own relationship with the university for personal reasons unrelated to legitimate academic or professional activities. They must not intentionally create the impression, in public appearances or statements, that they are representing the university unless, in fact, they are.

A faculty member may use his/her affiliation with UNLV and the College in statements of identification and qualification, but University stationary, business cards, forms, logos, seals, or any other forms of identification may not be used when it creates an impression that the University or the College endorses, sponsors, or is responsible for any personal activity.

Unless specifically authorized by the dean to speak for the college, faculty must indicate clearly that any position they advocate are those of private individuals in the event that they approach members of the state legislature, the Congress, or other appointed or elected governmental bodies (e.g. city council, county board of supervisors, school boards, etc.).

When a faculty member writes a letter to a public official, the faculty member should write as a private citizen, using one's own time and materials; one must not identify one's views specifically with the college or the university.

When offering expert testimony before any government body, the opinions expressed should reflect clearly that they are those of the witness, not of the college or university.

Faculty may lend their support to candidates for political office but must use their own personal time and materials to work on political campaigns. Such activity should in no way indicate a connection with the college or the university, nor imply that the college or university is endorsing any particular candidate.
Faculty have a duty to share the responsibilities and obligations of governance and administration of the university as provided for by the governing documents of the University of Nevada System and the bylaws of the University of Nevada, Las Vegas. These responsibilities include making recommendations regarding:

- approval of course content and manner of instruction
- establishment of requirements for matriculation and degrees in the college
- appointment and promotion of faculty
  
  These recommendations include appointments, reappointments, decisions not to reappoint, promotions granting of tenure, and dismissal. The responsibility of the faculty in such matters is based on the fact that its judgment is central to general educational policy. Furthermore, scholars in this particular field have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists to make both adverse and favorable recommendations.

- nomination of department chairs make recommendations on the selection of other administrators in the college
- discipline of members of the faculty and the formulation of rules and procedures for the discipline of students
- establishment of norms for teaching responsibilities and for evaluation of both faculty and student achievement
- policies and procedures governing salary increases
- the organizational structure of faculty governance in the college
- establishment of research expectations for faculty
- establishment of service expectations for faculty
Boyd Distinguished Awards - All full-time faculty of the William F. Harrah college of Hotel Administration shall be eligible to apply for, or to be nominated for, the Boyd Distinguished Awards.

There will be three awards granted in the three areas of faculty responsibility: 1) teaching; 2) research and publication; and 3) service to campus, community and profession.

Faculty members may apply for and be awarded Boyd Awards in two or more areas in any given year.

Awards need not be made each year.

The awards will be made on the basis of a faculty member's achievements in a particular category.

Achievements of a faculty member prior to the date of hire at UNLV will not be considered by the committee.

A faculty member may not win an award in the same category in two consecutive years.

If a faculty member has previously won a Boyd award and has been nominated again to the same category, only the accomplishments of that faculty member since s/he last received the award will be considered by the committee.

Early in the spring semester, the dean shall call for nominations for the Boyd Awards. The chair of the committee will set the time and manner of the nomination process. Faculty may nominate themselves. The committee chair shall notify individual faculty members of their nominations.

A faculty member who wishes to be considered for an award will prepare an application packet and submit it to the Boyd Distinguished Awards Committee for evaluation. A packet must be completed for each award application. The packets should include the following information:
1. Teaching Award
   (a) summary of chair's teaching evaluations
   (b) summary of student teaching evaluations
   (c) teaching awards and other types of similar recognition
   (d) course outlines
   (e) courses taught
   (f) evidence of creative teaching
   (g) letters of recommendation
   (h) number of student advisees
   (i) office hours available to students
   (j) service as a faculty adviser to student group(s)
   (k) number of years employed as a teacher at UNLV
   (l) statement of teaching philosophy
   (m) attendance at teaching learning center workshops and completion of CHE certification program
   (n) evidence of an increase in student learning

2. Research and Publication Award:
   (a) books
   (b) articles in refereed journals
   (c) other articles
   (d) reports
   (e) grant applications
   (f) book reviews
   (g) papers presented
   (h) editorial positions held
   (i) research awards earned
   (j) grants awarded
   (k) number of years employed at UNLV
   (a) creative activity
3. Service Award:
   (a) consulting (This could also be a research component.)
   (b) department, college, and university committees
   (c) committee chair(s)
   (d) voluntary service to the university
   (e) voluntary service to community, civic, association, and/or student group(s)
   (f) speeches
   (g) memberships in community, civic, association, and/or student groups
   (h) service as a faculty advisor to student group(s)
   (i) awards and recognitions earned
   (j) certification earned
   (k) attendance at continuing education programs
   (l) number of years employed at UNLV

The committee will recommend a candidate in each of the three categories to the dean. The committee has the option to refuse to nominate anyone for the award and recommend to the dean that the award should not be given.

The dean may either accept the nomination of the committee or ask the committee to nominate another candidate. If the committee recommends that no award be given in a certain category, the dean is bound by that decision.
Faculty shall hold at least one meeting per academic term. An agenda of the faculty meeting shall be published at least one calendar week prior to the meeting. Any faculty member can introduce a topic onto the agenda.

Faculty who wish to introduce new or old business at the meeting should consult with their department chair at least two weeks prior to the publication of the agenda.

The authorized parliamentary procedure to be used at the faculty meetings will be Robert’s Rules of Order.

Voting in faculty meetings shall be by hand or voice except that sensitive issues shall be by secret ballot. Any faculty member can identify any issue as being sensitive.
The following section was approved in September, 2011. It was numbered based on a proposed rewriting of the entire college code. Only this section passed. It has not been formatted for the existing bylaws.

Section 10, 10.1 through 10.4 [approved by College faculty on 092311]

1. Selection of Members to College Committees and Councils
   1.1. College Committees. Members of College committees and councils are elected by the faculty as prescribed in these Bylaws, unless otherwise prescribed.
      1.1.1. Committee members are drawn from the College Faculty (Ch. 1, Sec. 4.1.1), unless otherwise specified.
   1.2. Committee and Council operating procedures and policies are maintained as an appendix to this document and maintained in the Dean’s office and electronically.
      1.2.1. Committees establish their operating procedures and forward these to the Bylaws Committee for review. In those instances where the Committee involves faculty governance, the operating procedures are provided to the faculty for review and comment. If it is an issue of faculty governance the procedures will be brought before the faculty for a vote.
   1.3. Committee Membership (this section was reviewed by the Executive Council on 09/23/11)
      1.3.1. All standing committees shall consist of five members elected from among the College faculty and serve 3-year staggered terms, unless otherwise specified by College bylaws or other requirements.
      1.3.2. The first time committees are created, length of term is based on the number of votes received. Those with the highest votes will receive the available 3-year term(s). A balanced approach for committee terms will be implemented with a rotation of 3-year, 2-year, and 1-year terms (see memorandum of procedure for committee term tenure). For a committee with less than 5 members the same procedure will be followed.
      1.3.2.1. In the event of a tie, the individual length of terms will be determined based on the high draw of a deck of playing cards.
      1.3.3. No committee member may serve more than 2 consecutive terms on the same committee.
      1.3.4. Committee chairs serve for a period of one academic year unless the committee operating code specifies differently.
      1.3.4.1. Chairs are elected annually by a majority vote of the current committee members, unless the operating procedures, College bylaws, or University bylaws specify otherwise.
      1.3.5. Removal of an elected member of a standing committee. An elected member of a standing committee can be removed from a committee at the request of the committee member, but only under special conditions (e.g., sick leave, sabbatical, etc.) OR for good cause, supported by documentation by the committee and recommended by the committee
and chairperson to the ADASA. The ADASA will notify the individual of their removal from the committee. For members of the Faculty Advisory Committees, the removal process will work through the Associate Dean responsible for the committee.

1.4. Committee Election

1.4.1. Faculty members of standing committees shall be elected before the end of the spring semester prior to the academic year in which they begin to serve.

1.4.2. All Committee elections shall begin with a general call for nominations by the Dean’s Office. Nominations other than self-nominations must be verified with the individual to be nominated. If fewer than two nominations are received for each open position, the Dean will appoint a nominating committee of three faculty whose purpose it will be to solicit candidates to fill the remaining ballot spaces. Ballots will be returned to the Dean’s Office, counted by Dean’s Office personnel, and verified by two faculty members other than the Dean, Associate or Assistant Deans.

1.4.3. College participation in Faculty Senate elections shall conducted in accordance with Section 6 of the UNLV Faculty Senate Bylaws.

Existing bylaws

Full-time faculty are encouraged, and expected to serve on university, college, and department committees.

Department committees are identified in the departmental bylaws section of the code. The creation, function, and membership in all departmental committees must be consistent with college and university policy.

The William F. Harrah College of Hotel Administration has the following standing (permanent) committees; academic standards, graduate, code, merit, promotion and tenure, UNLVino, curriculum, scholarship, Boyd Distinguished Faculty Awards and faculty and student appeals and grievances.

ACADEMIC STANDARDS - The Academic Standards Committee shall have five members. The committee shall be composed of a faculty member elected from each academic department. The committee shall select a student representative with senior standing for a one-year term. Elected faculty members shall serve for three years. However, the first year of operation of the committee, elected faculty members= term shall be Tourism and Convention (one year), Hotel management (two years), and Food & Beverage (three years). The Associate Dean for Academic Affairs will serve as an ex-officio member of the committee and will vote only in case of a tie.

The voting members of the committee shall elect a chair at the first meeting of each academic year.

A quorum shall consist of (3) of the eligible-voting members.

The duties of the committee are as follows:

- Setting and overseeing academic policy, such as
- Punitive policy regarding academic dishonesty
- Criteria for suspension or probation
- Criteria for college honors
Responsible for placing students on academic probation or suspension
Review student’s appeals and petitions for reinstatement from academic suspension
Responsible for reviewing academic petitions
Review of college graduation policies and forward any proposed change to the faculty
for a simple majority vote for implementation. If approved, forward to Dean for
administrative approval.

Graduate Curriculum Committee - The Graduate Curriculum Committee shall have five
members. The committee shall be composed of three graduate faculty members elected at large,
the College representative on the University Graduate Curriculum Committee, a graduate student
from the College, and the Graduate Program Director. Elected faculty members shall serve for
three years. However, the first three elected faculty will serve staggered terms to ensure
continuity. The Graduate Program Director will serve as an ex-officio member of the committee
and will only vote in case of a tie. The graduate student will be an ex-officio, non-voting
member and will serve for one year; and will be elected from the College’s graduate student
body. The voting members of the committee will elect a chair at the first meeting of each
academic year. A quorum shall consist of three of the voting eligible members.

The duties of the Graduate Curriculum Committee are as follows:

- Review submitted graduate course proposals, solicit input from affected department
  chairs and faculty who will teach the proposed course, and vote on the course proposals.
  If passed by a simple majority of the Committee, the approved item will be forwarded to
  the College’s representative on the University Graduate Curriculum Committee after
  obtaining the Dean’s signature.

- Review graduate curriculum programs changes, solicit input from affected departments,
  and bring to the attention of the graduate faculty at least two weeks in advance of a vote.
  If passed by a simple majority of the voting-eligible faculty, the Committee will forward
  the approved item to the College’s representative on the University Graduate Curriculum
  Committee after obtaining the Dean’s signature.

- Review inter-institutional, interdepartmental or interdisciplinary graduate course
  proposals and programs, and bring to the attention of the graduate faculty at least two
  weeks in advance of a vote. If passed by a simple majority of the graduate faculty, the
  approved item would be forwarded to the College’s representative on the University
  Graduate Curriculum Committee after obtaining the Dean’s signature.

- The Graduate Program Director shall forward all graduate course deletions, changes, or
  additions, including changes to course titles, numbers, descriptions, hours of credit, and
  pre-requisites to the Graduate Curriculum Committee for review and vote. If passed by a
  simple majority of the Committee, the approved item will be forwarded to the College’s
  representative on the University Graduate Curriculum Committee after obtaining the
  Dean’s signature.
College Merit Advisory Committee - The College Merit Advisory Committee shall be composed of three members, one representative from each department. These committee members are to be elected by secret ballot held in each department. Any member of a department may nominate any other member in the department for the position. Self-nominations will be accepted. If there is no nomination, the department chair appoints a member.

Elections must be conducted and a committee must be formed by the 1st Monday in December. The committee appointment shall be for 3 years and the 1st election will be staggered; Hotel Management, 3 years; Tourism & Convention, 2 years; and Food and Beverage, 1 year.

Members of the committee are charged with the duty of reviewing all faculty update information forwarded to them and recommending to the dean of the college who among the faculty should receive merit in the college and what amount should be awarded to each faculty member (within the limits set by the board of regents and the president of the university).

All awardees must be satisfactory in teaching and four award levels must be used.

The merit process is as follows:

- Annual activity reports are prepared by faculty.
- For those who wish, the following statement appears at the top of their report, “I wish to be considered for merit.”
- Department chairs evaluate faculty who wish to be considered for merit by placing faculty in one of six clusters corresponding to merit dollar awards:

<table>
<thead>
<tr>
<th>Cluster Number</th>
<th>Amount of Merit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$3,000</td>
</tr>
<tr>
<td>2</td>
<td>$2,500</td>
</tr>
<tr>
<td>3</td>
<td>$2,000</td>
</tr>
<tr>
<td>4</td>
<td>$1,500</td>
</tr>
<tr>
<td>5</td>
<td>$1,000</td>
</tr>
<tr>
<td>6</td>
<td>$0</td>
</tr>
</tbody>
</table>

- Those who do not wish to participate in merit, will automatically be placed in cluster 6 and will not be reviewed by the merit committee.
- The department chair may place no more than a maximum of 20% (or the closest approximate) of the department’s faculty in any of the first five clusters.
- The list of faculty in the respective clusters is then submitted to the merit committee and
the dean.

- The merit committee then compiles the chairs’ lists into a master list of all college faculty.
- The merit committee then reviews the department chairs and includes the chairs in the master list.
- The merit committee may ask the chairs for justification as to their placement of a faculty member on the department list. Once that information is obtained, the merit committee may elect to move a faculty member to another cluster.
- The merit committee submits their master list to the dean with justification as to why (if any) faculty members were moved from clusters recommended by their chairs.
- The dean determines which, if any, of the cluster 1 faculty are deserving of a $4,500 merit award.
- The dean may move faculty to other award clusters, but must provide written justification to the merit committee.)

College Promotion and Tenure Committee - The College Promotion and Tenure Committee shall be composed of three faculty members, one member from each of the college's three departments. The members of this committee must be senior (associate or full professor), tenured faculty and may not serve concurrently on this committee and a departmental promotion and tenure committee. Faculty elected to this committee may also not serve concurrently on the college's Faculty Appeals and Grievance Committee.

Members of this committee will be elected by the members of their department. Nominations will be solicited by department chairs. Faculty may nominate themselves. Elections will take place on or before the second Tuesday in September and the members will serve for three years and will be in the 1st election staggered; Hotel Management, 3 years; Tourism & Convention, 2 years; and Food and Beverage, 1 year. Department chair appoints if no nomination.

In the event that a member of this committee is unable to serve, nominations will be accepted by the department chair for an alternate and an election will be held in the department.

The committee shall elect a chair at their first meeting who will schedule and preside over all meetings.

Undergraduate Curriculum Committee - The Undergraduate Curriculum Committee shall have five members. The committee shall be composed of a faculty member elected from each academic department as well as the college representative on the University Curriculum Committee. Elected faculty members shall serve for three years. However, the first year of operation of the committee, elected members= term shall be Tourism and Convention (one year), Hotel Management (two years) and Food & Beverage (three years). The Associate Dean of Academic Affairs will serve as an ex-officio member of the committee and will vote only in case
of a tie.

The voting members of the committee must elect a chair at the first meeting of each academic year. A quorum shall consist of three (3) of the eligible-voting members.

The duties of the College Undergraduate Curriculum Committee are as follows:

- Review undergraduate course proposals, with input from department chairs and affected faculty, and forward items approved by the Committee to the College’s representative on the University Curriculum Committee with the Dean’s signature. In order for a course to be approved, it must receive a simple majority vote by the Undergraduate Curriculum Committee.

- Review undergraduate curricular program changes and bring to the attention of the appropriate faculty at least two weeks in advance of a vote. If passed by a simple majority of the voting eligible faculty, the Undergraduate Curriculum Committee will forward the approved item to the College’s representative on the University Curriculum Committee with the Dean’s signature.

- Oversee formal program articulation agreements.

- Review inter-institutional, interdepartmental or interdisciplinary undergraduate course proposals and bring to the attention of the appropriate department, who would be required to furnish the faculty to teach the course, at least two weeks in advance of a vote. If passed by a simple majority, the approved item would be forwarded to the College’s representative on the University Curriculum Committee with the Dean’s signature.
• The department chair shall forward all undergraduate course deletions, changes or additions, including changes to course titles, numbers, descriptions, hours of credit, and pre-requisites to the Undergraduate Curriculum Committee who shall review and vote on the proposal after receiving input from the department chair and the affected faculty. If passed by a simple majority of the Committee, the approved item will be forwarded to the Dean’s office for a signature and then delivered to the College’s representative on the University Curriculum Committee.
### New Curricula

All programs of study shall be initiated and studied by the faculty and appropriate documentation forwarded to the appropriate College Curriculum Committee (e.g., Undergraduate or Graduate) for action. Procedures relating to modifications of courses or programs of study, whether new or revised, must be in accordance with Chapter II, Sections 4, 5, and 6 of the UNLV Bylaws.

Each department chair will submit any departmentally approved description of the program of study, the requirements, electives, name of person responsible for coordination, and justification of the program to the appropriate College Curriculum Committee in accordance with the College’s bylaws.

Changes of course title, prerequisites, description, or number shall be forwarded by a department chair or the Graduate Program Director to the appropriate Curriculum Committee. However, a change in number or description which makes an undergraduate course acceptable for graduate credit shall be referred to the Graduate Curriculum Committee.

The College Curriculum Committees shall review all proposed substantive curricular program changes and refer said changes to the appropriate faculty for vote.

All proposed curricular changes must be circulated at least two weeks in advance of the meeting at which they are to be considered. One copy of each proposed change shall be sent to each Curriculum Committee member (including ex officio members) and one copy shall be sent to each of its members, either by circulation or by posting in a convenient location. Minutes of the Curriculum Committees shall be circulated in the same way. All Curriculum Committee meetings shall be open to all faculty members.

A simple majority vote of the affected faculty is necessary to approve program proposals. The Curriculum Committee will then forward the proposal to the Dean’s office for signature and on to the respective College representative on the University Committees. All proposals rejected by faculty shall be returned to the originating source who then has the option of amending and resubmitting the proposal to the Committee.

All programs of study and courses in the College which are solely graduate curricular matters must have the approval of the College Graduate Curriculum Committee and the graduate faculty.

### Curricular Revisions

Curricular revisions, when approved as described above, shall be sent by the appropriate College Curriculum Committee to the College’s representative on the University Undergraduate
Curriculum Committee or the Graduate College Curriculum Committee, in accordance with UNLV Bylaws, Chapter II, Sections 5 and 6.
Scholarship - The Scholarship Committee is a four member committee composed of the three faculty elected by the departments and the manager of the Office of Student Advising. The committee appointment shall be for 3 years and will be in the 1st election staggered; Hotel Management, 3 years; Tourism & Convention, 2 years; and Food and Beverage, 1 year.

The committee shall elect a committee chair. A quorum shall be defined as three members of the committee present.

The committee is charged with the following duties:

- Setting policies and procedures that will govern the disbursement of scholarship funds;
- Establishing student applicant criteria for the scholarships; and
- Selecting scholarship winners from the applicant pool.

Selection of scholarship winners shall be decided by a majority vote of the committee.

The committee shall be responsible for the allocation of all scholarship monies except those that are designated to be specifically for minority students.
**Boyd Distinguished Faculty Awards** - The membership in this committee shall be composed of an elected member from each department. A faculty member who is nominated for an award may withdraw from the committee and the respective department shall elect a replacement.

The committee shall evaluate all award applicants and recommend to the dean a candidate for the award. If the dean agrees with the committee's choice, the winner will then be announced by the dean.
If the dean refuses the committee's choice, then the committee must reevaluate the other applicants and either nominate another candidate or recommend that there be no winner in that category for the year.

If the second recommendation is unacceptable to the dean, the committee must either offer a third candidate or recommend that there be no winner in that category for the year.

The dean must accept the committee's decision that no award be given in a particular category for the year.

**Faculty and Student Appeals and Grievances** - The membership of this committee shall be composed of a faculty member's peers which is defined as three (3) senior (associate or full professor) tenured faculty, (elected at large) from the college; two (2) probationary (assistant professor) faculty (elected at large from the college) and one (1) designated alternate (tenured faculty) appointed by the dean. If there are no probationary faculty, tenured faculty may be substituted.

Members of this committee are to be elected each September by the faculty of the college. The dean's office is responsible for issuing a call for nominations. Faculty can nominate themselves to this committee or can nominate fellow faculty. An election will be held during September by the dean's secretary.

If the case presented is a faculty appeal or grievance, administrators and faculty serving on college promotion, tenure, and merit committees may not serve on this committee. Faculty currently serving on department promotion, tenure, and merit committees may serve on this committee provided they do not participate in a case where they may have a conflict of interest.

The committee will elect a chair who will schedule meetings, distribute formal appeals and any written documentation, inform members of the time and place of meetings and preside over the meetings. The committee chair will participate in all committee decision making and voting.

The establishment of procedures and necessary forms will be the responsibility of the members of the committee. These procedural rules and copies of petitions and forms will be made available to all faculty and students.
Committee meetings will be scheduled as cases present themselves. The committee must convene within three weeks after a formal petition is received from an aggrieved student or faculty member. Three members in attendance constitutes a quorum. If a quorum is not present, the chair shall adjourn the meeting and schedule a future meeting.

All committee meetings shall be regulated by the parliamentary procedure known as Robert's Rules of Order. All voting by the committee shall be by secret ballot.

The committee provides a forum for faculty and students who believe that they have suffered injury from an administrator or a faculty member. Faculty grievances and appeals may concern, but are not limited to, such issues as; tenure, merit, promotion, faculty evaluation techniques, and discriminatory administrative practices.

Student grievances and appeals may concern, but are not limited to, such issues as: grades, decisions rendered by administrators, recommendations, faculty behavior in the classroom, and faculty advisement practices.

The student or faculty member can address any issue or present any evidence, including witnesses, that s/he deems appropriate to the case. Administrators, faculty, or committees charged by the student or faculty member will be given opportunity to rebut the allegations.

The Faculty and Student Appeals and Grievances Committee may conduct investigations of the facts of a case if the committee deems it necessary. The committee may also question witnesses, the complainant, and the defendant(s).

Once the committee reaches a decision on the merits of a faculty case, it then informs the dean of the college and the senior vice-president and provost in writing of its recommendation for the disposition of the case. The dean may decide to accept, accept in part, or reject the findings of the committee.

The decision of the committee is to be communicated to the aggrieved student or faculty member within seven days after a decision is rendered by the committee. If the case involves a faculty member, a copy of the decision is to be given to the complainant and placed in the faculty member's master personnel file. If the case involves a student, a copy of the decision is to be placed in the student's file.
If the student or faculty member is not satisfied with the recommendation of the committee and the decision of the dean, that person can appeal through administrative channels to the president and to the appropriate Faculty Senate Committee (UNLV Bylaws Chapter I, Section 4.6).

**Faculty Senate** - The College shall maintain representation on the Faculty Senate consistent with allocations in the Faculty Senate Constitution, (article 4.1). The college is assigned two (2) seats with a term of office of three (3) years.

Election of senator(s) will be conducted during April of each year. Each department will nominate one candidate. A list of the entire field of candidates will be submitted to the college faculty. Each faculty member will be allowed to vote for as many candidates as there are vacancies. The candidate(s) with the greatest number of votes will win the election.

Term of office will commence with the May Faculty Senate meeting.

**Faculty Senate Committees** - Faculty are expected to serve on senate committees. Representation on Faculty Senate committees will be by election, subject to the provisions of the Faculty Senate Constitution.

**Role of the Senior Senator**

Elections and Nominations: According to Section 6.1 of the Faculty Senate Constitution, senior senators are responsible for conducting elections in their respective units. To this end, senior senators are responsible for knowing and following the election procedures specified in their unit bylaws and in Section 6.1 of the Faculty Senate Constitution.

**Procedures for Emergency Appointments to Senate Committee**

This section essentially allows for an election in cases where a senate vacancy has occurred for unforeseeable reasons (e.g., death, removal, or resignation). An election will be held by the current senator in accordance with the Senate Constitution and Bylaws within a reasonable time to elect another senator. The new senator elected will complete the remainder of the term left on the vacant senate seat.
Faculty may have the opportunity to serve on other university committees by Presidential appointment.

**Ad Hoc Committees** - Ad hoc (temporary) committees may be either departmental or college committees. Departmental committees will be appointed or elected, and administered according to departmental bylaws.

Examples of college ad hoc committees include; recruitment and search committees, special task forces, administrator evaluation, and fact finding committees. The dean of the college shall appoint faculty to college ad hoc committees.
Institutions of higher learning exist for the common good, and the common good depends on academic freedom: the free search for, and the free exposition of, truth. Academic freedom applies in both research and teaching. Freedom in research is essential for the true advancement of knowledge; academic freedom in teaching is essential for the protection of the rights of both the faculty member and the student in the free interchange of ideas.

The W. F. Harrah College of Hotel Administration accepts and adopts the following principles of academic freedom as advanced by the AAUP's 1940 Statement of Principles on Academic Freedom:

**Academic Freedom**

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of... other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing [the subject], but... should be careful not to introduce into [any] teaching controversial matter which has no relation to [the] subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When [a professor] speaks or writes as a citizen, [s/he] should be free from institutional censorship and discipline, but [their] special position in the community imposes special obligations. As a person of learning and an educated officer, [s/he] should remember that the public may judge the profession and institution by [their] utterances. Hence [they] should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions or others, and should make every effort to indicate that [they are] not an institutional spokesperson.
In addition to the freedoms outlined by the section from the AAUP's Statement of Principles on Academic Freedom, the W. F. Harrah College of Hotel Administration also holds the following freedoms to be the inalienable right of every faculty member:

Freedom as a faculty member in the college to express opinions on college or university personnel matters and to openly discuss issues and seek out the opinion of other faculty without the fear of reprisal or censure from fellow faculty members or the administration; as long as such activity does not substantially interfere with the conduction of normal collegiate activities, and the expressions cannot be construed as being defamatory in nature. Furthermore, such freedom does not give a faculty member the authority to ignore or refuse to obey a legitimate request or order from a superior.

Personnel issues that may be freely addressed might include, but are not limited to, issues concerning; promotion, tenure, merit, faculty assignments, teaching loads, administrative policies, and the allocation of departmental or college resources.

Freedom as a faculty member to organize his/her own personal life and behavior, so long as it does not violate the law or agreements voluntarily entered into and does not intervene with the rights of others or the educational process.

Freedom to be judged by one's colleagues, in accordance with fair procedures, in matters of promotion, tenure, and discipline, on the basis of the faculty member's professional qualifications and professional conduct.

Academic freedoms are the right of every faculty member, tenured or not.
Faculty hired before 09/01/86 that hold at least a master's degree, or who subsequently earn that degree, will be considered to have a terminal degree.

For all faculty hired after 09/01/86, the terminal degree is defined as:

a. a doctorate from an accredited university with either industry or teaching experience, or

b. a master's degree with industry experience; the length and breadth of that experience will be evaluated in conjunction with appropriate professional certificates. Teaching experience will be counted, but will not replace professional experience.

c. On rare occasions, individuals with less than a master's degree will be considered for faculty positions because of their unique and significant industry experiences. Appointment of such persons will be done with the advice of the appropriate search committee and the approval of the dean and the provost.
A Full Professor is defined as having:

a. possession of the terminal degree plus eight years combined teaching and supervisory industry experience;

b. maturity as an effective teacher and a wise counselor;

c. a record of significant contributions as a member of university, college, and department committees;

d. a regional or national reputation that has been earned in any of several ways, including: publications, a record of leadership in professional organizations; consulting, or service;

e. a significant record of publications, scholarly works or creative activities in areas of expertise;

f. letters of support from peers outside the immediate academic and industry community.

An Associate Professor is defined as having:

a. possession of the terminal degree plus six years combined teaching and supervisory industry experience;

b. a record of effectiveness as a university teacher;

c. demonstrated success as a counselor of students;

d. record of membership and participation in professional organizations;

e. service on university, college, and department committees;

f. a record of publications, scholarly work or creative activities in area of expertise, including consulting;
g. demonstrated ability to work productively with colleagues, staff, and students.

An Assistant Professor is defined as having:

a. possession of an earned doctorate or a master's degree plus four years combined teaching and industry experience, possession of professional certification (e.g. CPA, CHA, CMP, etc.) may count toward two of the required four years;

b. effectiveness as a teacher and a researcher, or the promise of becoming an effective teacher and researcher;

c. definite interest and potential for counseling students;

d. record of membership in professional organizations or other service activities, including the college's research center;

e. potential to work productively with colleagues, staff, and students.

An Instructor is defined as:

a. an individual who does not possess a terminal degree in the field in which s/he is appointed.

It is intended and expected that a person holding an appointment of instructor will complete the requirements for the terminal degree and be appointed to assistant professor. The time allotted for obtaining the degree cannot exceed the six year time period for probationary tenure (as specified in the UNLV Bylaws, section 16.2)

A Lecturer is defined as:

a. a person appointed at the professional level in special circumstances who does not conform to the general guidelines of academic rank as specified in Chapter III, Section 16 of the UNLV Bylaws. The rank of lecturer is not eligible for tenure.
All personnel actions and decisions shall conform to the requirements of the UCCSN Code, the UNLV Bylaws Chapter III, Section 6, the College of Hotel Administration Code, department Bylaws, and the affirmative action equal opportunity policies of the University.

Faculty members who disagree with personnel decisions that may have an adverse impact on their employment condition must first request reconsideration through regular administrative channels to the level of the dean of the college.

If reconsideration is not forthcoming, the faculty member may then file an appeal with the College's Faculty and Student Appeals and Grievance Committee.

If the faculty member is not satisfied with the recommendation of the committee, or the dean's subsequent reconsideration; the faculty member then has the right to continue the request for reconsideration to the provost and then on to the office of the president.

The faculty member may then file an appeal with the Senate Appeals Committee (see UNLV Bylaws, Chapter III, Section 6.6) if the case involves the denial of merit, promotion or tenure. Cases that involve grievances that are not based on merit, promotion, or tenure issues should be filed with the Faculty Senate Grievance Committee (UNLV Bylaws, Chapter I, Section 4.6.11).

A probationary faculty member who is not reappointed may not appeal the non-reappointment.
As outlined in Chapter III, Section 2.4 of the UNLV Bylaws; each faculty member is to meet with the department chair once per annum (typically in the fall semester) to discuss the faculty member's professional responsibilities and performance expectations for that year.

The faculty member should also be apprised of the relative weight of each professional assignment to their annual evaluation.

After the meeting with the department chair; each department chair should communicate a written statement of expectations to the faculty member, reserving one copy for the faculty member's file.

Faculty who disagree with range and scope of their assigned workload may appeal through normal administrative channels to the dean of the college and then to the Faculty and Student Appeals and Grievance Committee and to the Senate Grievance Committee if they are still unsatisfied with the decision.

Additional workload assignments placed on the faculty member during the year should have a mitigating influence on the annual evaluation.

The workload for each academic faculty member will be determined by the chairperson, in consultation with the faculty and subsequently with the Dean, in accordance with the mission and priorities of the department and applicable College policy. The Executive Committee will review work loads and publish comparative College data and make available to the faculty on an annual basis.
The annual evaluation serves as a summative evaluation for the faculty member and, as such, has a direct effect upon merit, and may affect promotion and tenure considerations.

Each faculty member may compile an annual peer evaluation file that contains materials that the faculty member considers to be pertinent to the matter being evaluated as outlined in the UNLV Bylaws, Chapter II, and Section 8.4. The department and college shall use this file and other sources of information in their review of the faculty member.

Each department shall establish written criteria on which a faculty member is to be evaluated and may also establish any standing or ad hoc committees to assist the department chair during the annual evaluation process.

Any faculty member whose performance falls below minimum department and college standards must be given an unsatisfactory rating as specified in the university bylaws (Chapter III, Section 8.2).

The department chair shall write an annual evaluation of the faculty member. If the annual evaluation identifies unsatisfactory performance, a proposed remedial course of action and a time limit for improvement shall be provided to the faculty member as suggested in UNLV’s Bylaws, Chapter III, and Section 8.3.

Creation of a Peer Review Committee for Annual Evaluation

In the event that a faculty member disagrees with the evaluation, he or she may submit a written response to the evaluation to the Chair or may request the formation of a Peer Evaluation Committee to conduct a separate annual evaluation. In acting on such a request, the Dean shall nominate five tenured members of the UNLV faculty who, in the dean’s opinion, are peers of the faculty member and have agreed to serve. Typically, four of these will be from the College of Hotel Administration and one from another college.

The Dean shall designate the chair person and specify the date by which the peer evaluation is to be complete. The charge to the committee shall be as stated in the UNLV Bylaws. The Peer Evaluation Committee must consider all materials submitted to it. All provisions of the UNLV Bylaws apply as do all provisions of applicable federal privacy acts. Where department and College Bylaws give guidance, they shall be considered.
Each department must establish a system by which probationary faculty in their department are to be formatively evaluated to help improve their performance on teaching, service, and research. This formative evaluation shall not be linked either directly or indirectly to the summative evaluation process.

A formal formative evaluation must be provided to all faculty when they are at the mid-point of their probationary appointment. This evaluation must be in writing and it must contain recommendations to improve unsatisfactory performance. The evaluation is to be provided by the department chair.
All faculty members, both ranked and unranked, are eligible for merit. First year faculty may be considered for merit, but their record will only include accomplishments from the date of hire to the end of the calendar year (which is normally limited to one semester). First year faculty may elect to have their name removed from merit contention.

Second year faculty who were appointed in the fall or summer of the previous year and did not receive merit during their first year appointment, may list any achievements that occurred during that first year in their annual peer evaluation file for the second year appointment.

Department chairs recommend members of their faculty for merit consideration to the dean of the college and the college merit committee. Merit is awarded by the dean. (For a detailed description of the merit process, refer to the college merit advisory committee section contained in the code.)

Faculty may appeal merit award considerations to the Faculty and Student Appeals and Grievance Committee or may appeal at the university level to the Faculty Senate Appeals Committee.

Merit is based upon performance in the areas of teaching, service, and research. Merit is only awarded by the college when a faculty member's performance is exemplary in one of these three categories and at least satisfactory in the other two categories.
Normally, Harrah Hotel college faculty receive tenure consideration during their sixth year of probationary appointment, but up to three years of credit may be given to faculty who have held appointments at other colleges and universities. Faculty members with well established careers may also be tenured at the time of initial appointment provided they: (1) meet the basic UNLV standards for tenure; (2) are recommended by a vote of those eligible to vote on tenure decisions according to the bylaws of the college; (3) receive written recommendations from the dean of the college, the provost, and the president of the university. The faculty vote shall be by secret ballot and will be conducted by a college. The award of tenure is contingent upon formal approval by the UCCSN Board of Regents.

Academic faculty members occupying administrative positions may be tenured at the time of initial appointment but only in the capacity of academic faculty, provided they: (1) meet the basic UNLV standards for tenure; (2) are recommended by a vote of those eligible to vote on tenure decisions according to the bylaws of the college; (3) receive written recommendations from the dean of the college, the provost, and the president of the university. The faculty vote shall be by secret ballot and will be conducted by a college secretary. The award of tenure is contingent upon formal approval by the UCCSN Board of Regents.

Faculty who have credit toward their probationary service may elect to postpone their tenure consideration for up to six years, but all tenure track faculty must be evaluated during their sixth year appointment.

Tenure recommendations are made by the College Promotion and Tenure Committee to the Associate Dean for Academic and Student Affairs (ADASA). The recommendation of is the College Promotion and Tenure Committee is then communicated in writing to the ADASA who then makes a recommendation on the candidate. The recommendations of both the College Promotion and Tenure committee and the ADASA are then communicated to the dean in writing. The dean then makes a recommendation to the office of the Provost who provides the Academic Freedom, Tenure and Promotion Committee with a tenure recommendation.

In tenure recommendations, overall ratings will range across a four-point scale as specified in the UNLV Bylaws Chapter III, Section 8.2 and the University of Nevada Code Section 3.4.2.1(b).

Faculty will receive written notice of a tenure recommendation, from the Office of the Dean, within five working days after a decision is reached by the College Promotion & Tenure committee and the dean and communicated to the Executive Vice President and Provost. The tenure recommendation is not final until the Board of Regents have acted. The UNLV Bylaws
(Chapter I, Section 5.9.1) define the minimum notice of non-reappointment.

UNLV Bylaws (Chapter 3, Sections 6.3, 6.4, 6.5, and 16.9 address notification of personnel action details to include notifying the individual if, for any reason, their recommendation is turned down (6.3), that the individual may request the reasons for denial (6.4), and that the individual may request reconsideration (6.5). Reconsideration of denial must be requested within 15 calendar days after the receipt of the written reasons for denial of appointment (16.9). See the UNLV Bylaws Ch. 3, Sec. 16.9 for the required process and timelines for a request for reconsideration and possibility for petitioning the Faculty Senate Grievance Committee.

Faculty members who receive a negative tenure recommendation may appeal at the college level to the Faculty and Student Appeals and Grievance Committee.
A faculty member may apply for promotion when s/he meets the college and university's guidelines for promotion as defined in the Code of the College and the UNLV Bylaws (Chapter III, Section 15).

Promotion recommendations are made by the College Promotion and Tenure Committee to the Associate Dean for Academic and Student Affairs (ADASA). The recommendation of is the College Promotion and Tenure Committee is then communicated in writing to the ADASA who then makes a recommendation on the candidate. The recommendations of both the College Promotion and Tenure committee and the ADASA are then communicated to the dean in writing. The dean then makes a recommendation to the office of the Provost who provides the Academic Freedom, Tenure and Promotion Committee with a tenure recommendation.

Faculty will receive written notice of a tenure recommendation, from the Office of the Dean, within five working days after a decision is reached by the College Promotion & Tenure committee and the dean and communicated to the Executive Vice President and Provost. The tenure recommendation is not final until the Board of Regents have acted. The UNLV Bylaws (Chapter I, Section 5.9.1) define the minimum notice of non-reappointment.

UNLV Bylaws (Chapter 3, Sections 6.3, 6.4, 6.5, and 16.9 address notification of personnel action details to include notifying the individual if, for any reason, their recommendation is turned down (6.3), that the individual may request the reasons for denial (6.4), and that the individual may request reconsideration (6.5). Reconsideration of denial must be requested within 15 calendar days after the receipt of the written reasons for denial of appointment (16.9). See the UNLV Bylaws Ch. 3, Sec. 16.9 for the required process and timelines for a request for reconsideration and possibility for petitioning the Faculty Senate Grievance Committee.

Faculty members who receive a negative tenure recommendation may appeal at the college level to the Faculty and Student Appeals and Grievance Committee.
The UNLV Bylaws define the minimum notice of non-reappointment for probationary faculty (Chapter III, Section 19.13.1).

In accordance with UNLV Bylaws (Chapter III, Section 6.6) probationary faculty are not allowed to appeal non-reappointment decisions. The probationary faculty member does not have a liberty or property interest in the appointment. However, the college shall furnish the non-reappointed probationary employee a reason for the non-reappointment decision.

Non-ranked faculty (lecturers) whose contracts are not renewed will also be given a reason for the non-reappointment decision.
Personnel files on faculty will be maintained at the department and college level and will be considered to be part of the university's master personnel file.

The files in the college and in the departments will be under the supervision of the dean and the department chairs, respectively. The files are to be kept in a secured, locked place.

The contents of the files are to be limited to those items that are pertinent to a faculty member's work. No anonymous material except duly authorized student evaluation summaries shall be placed in the file. Faculty are expected to retain individual student evaluations for a period of no less than 6 years.

The faculty member must be informed of the content of any material that is to be placed in or taken out of his/her file. The faculty member shall sign an accompanying statement acknowledging the modification of his/her file and a statement of approval of the modification shall be signed by the administrator in charge of the file.

A faculty member may make written comment upon any information contained in her/his file.

A log sheet shall be maintained listing name, date, and reason for access to personnel files by the custodian of the files.

If a faculty member objects to the inclusion, retention, or removal of any material in his or her personnel file; s/he may make a written request to his/her administrator. If the faculty member is not satisfied with the decision of the administrator, then s/he may appeal to the Faculty and Student Appeals and Grievance Committee or the University Grievance Committee.
A college is charged with a specialized purpose inasmuch as it must seek, disseminate and use knowledge in pursuing truth.

The pursuit of truth is a sensitive undertaking that flourishes only under special conditions or circumstances. To create and sustain these special conditions, the academic community has long upheld these beliefs:

- That freedom of inquiry and freedom of expression are indispensable elements of academic life;
- That a thoughtful and reasoned search for truth can be conducted only in an atmosphere free of intimidation or coercion;
- That respect for the rights of others is essential;
- That tolerance for different opinions is a fundamental requirement of the open forum;
- That adaptation and change are necessary processes for preserving and renewing an institution; and
- That neither violence nor the threat of violence has any place inside the academy.

Accordingly the William F. Harrah College of Hotel Administration recognizes the following rights as limited or regulated by the following corollary responsibilities.
Students collectively or individually have the freedom to examine and discuss all questions that are of interest to them and to express opinion publicly as well as privately.

However, students must, not only refrain from illegally obscene expression, but also from expression that disrupts or interferes with the rights of others.

Students shall not materially disrupt the operation of the college, nor disturb any classroom activity.
Students are free to protest any topic or administrative policy that is deemed to be important to them, but the freedom to protest carries with it the responsibility to ensure that the freedoms of others not protesting are respected.

Protest activities are not to disrupt classroom activities or the general operation of the college.
Students are free from college restriction of off-campus activities except where the name of the college is authorized in an activity of a group of students, faculty, or both.

It is the responsibility of students to divorce membership in the college from off-campus activities that are not sanctioned by the college.
All college social events sponsored by student organizations or groups whether on-campus or off must be in accord with existing Nevada laws; city ordinances; the University of Nevada System Code; UNLV Bylaws, rules and regulations; and the William F. Harrah College Code and policies.

This rule particularly applies to the laws governing the possession and consumption of alcoholic beverages.
The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The William F. Harrah College of Hotel Administration expects that both faculty and students will honor these principles:

No student shall knowingly, without authorization from a faculty member procure, provide or accept any materials, which contain questions or answers to any examination or assignment.

No student shall, without authorization, complete, in part, or in total, any examination or assignment for another person.

No student shall, without authorization allow any examination or assignment to be completed, in part or in total, by another person.

No student shall knowingly plagiarize or copy the work of another person and submit it as his or her own.

A violation of this code may result in punishment as severe as expulsion from the college and the university.
Students who have been charged with violating college rules and regulations shall be granted a hearing by the college after the appeal process through administrative channels has been exhausted.

The appeal process through administrative channels shall proceed from faculty member, to department chair, to dean of the college.

The appeal process must be initiated at each level within 14 calendar days after a decision is reached at the previous level.

If the student is not satisfied with the decisions rendered through the administrative channels, the student then may appeal to the college's Faculty and Student Appeals and Grievance Committee within 14 calendar days after receiving the dean's disposition of the case.

This committee has been established to ensure that the students of the William F. Harrah College of Hotel Administration receive their basic due process rights.

Once the student has received written notice by the college dean that s/he is in violation of the college's rules and regulations; the student then has 14 days to respond.

The student may elect to voluntarily admit to the alleged violation and waive any right to further appeal.

The student may elect to do nothing, which will be interpreted as a "no contest" response.

The student may elect to appeal the decision of the dean by filing a written appeal with the college's Student Appeals and Grievance Committee.
If an appeal is filed with the committee, the student shall be entitled to the following:

- The student shall be given the opportunity to inspect any affidavits of exhibits, which the college intends to submit at the hearing.

- The student may, if s/he so elects, be represented by counsel.

- The student shall be permitted to hear all of the evidence brought against him/her or at the very least, be given the names of the witnesses and an oral or written report on the facts to which each witness testifies.

- The student and/or her/his counsel shall be permitted to ask questions of the witnesses present who give evidence.

- The student shall be permitted to present witnesses and other evidence on his/her behalf.

- The student shall be entitled to refuse to answer any questions.

- The student is entitled to an explanation of the reasons for any decision rendered against him or her.

- Those who hear the case must reach a decision based solely on the facts of the case.

- As the standard of proof (i.e. measure of persuasion) at the hearing, the complainant shall be required to prove charges of rule violation by "clear and convincing evidence".

The committee's recommendation will then proceed to the dean for final disposition at the college level. Students who are not satisfied with the dean's reconsideration may elect to continue their case through the university's appeal process.
Students who believe that a grade rendered by a faculty member is not representative of their performance may elect to appeal the grade.

The student should make an informal appeal to the faculty member no later than thirty (30) days after the student has received the grade.

If the faculty member refuses to alter the original grade, the student may then appeal to the faculty member's department chair. The student must appeal to the department chair within 14 calendar days after receiving the faculty member's decision.

If the student does not receive satisfaction from the department chair, the student may then appeal to the associate dean of the college. An appeal to the dean must be initiated no later than two weeks after receiving the department chair's decision.

If the student is dissatisfied with the associate dean's rendered decision, the student may then appeal (in writing) to the college's Faculty and Student Appeals and Grievance Committee within 14 days after receiving the associate dean's decision.

If an appeal is filed with the committee, the student shall be entitled to the following:

- The student shall be given the opportunity to inspect any affidavits or exhibits which the faculty member intends to submit at the hearing.
- The student may, if s/he so elects, be represented by counsel.
- The student shall be permitted to hear all of the evidence presented by the faculty member on how the student's grade was computed.
- The student and/or her/his counsel shall be permitted to ask questions of the witnesses present that give evidence.
- The student shall be permitted to present witnesses and other evidence on his/her behalf.
- The student shall be entitled to refuse to answer any questions.
• The student is entitled to an explanation of the reasons for any decision rendered against him or her.

• Those who hear the case must reach a decision based solely on the facts of the case.

• As the standard of proof (i.e. measure of persuasion) at the hearing, the complainant shall be required to prove charges of rule violation by "clear and convincing evidence".

The committee's recommendation will then proceed to the dean for final disposition at the college level.

Students who are not satisfied with the dean's reconsideration may elect to continue their case through the university's appeal process.
Student grievances are defined as an act or an omission to act by the college's staff, faculty, or administration that allegedly results in an adverse impact upon a student's reputation and/or academic standing in the college, or is a direct violation of the Code of the College, the UNLV Bylaws, or the University of Nevada System Code.

Students who have grievances against faculty or administrators of the college should first seek redress for their grievances from the alleged perpetrator's administrator.

The student should contact the administrator within 14 calendar days after the alleged grievance occurs.

If the student believes that s/he did not receive adequate redress from the administrator, the student should then contact the administrator's superior within 14 calendar days after the administrator rendered his/her decision.

This process should continue until a decision is rendered by the college's dean.

If the student is not satisfied with the dean's decision, the student may then make a written appeal to the college's Student Appeals and Grievances Committee within 14 calendar days after receiving the dean's rendered decision.

If an appeal is filed with the committee, the student shall be entitled to the following:

- The student shall be given the opportunity to inspect any affidavits of exhibits, which the college intends to submit at the hearing.
- The student may, if s/he so elects, be represented by counsel.
- The student shall be permitted to hear all of the evidence concerning the grievance, or at the very least, be given the names of the witnesses and an oral or written report on the facts to which each witness testifies.
- The student and/or her/his counsel shall be permitted to ask questions of the witnesses present that give evidence.
• The student shall be permitted to present witnesses and other evidence on his/her behalf.

• The student shall be entitled to refuse to answer any questions.

• The student is entitled to an explanation of the reasons for any decision rendered against him or her.

• Those who hear the case must reach a decision based solely on the facts of the case.

• As the standard of proof (i.e. measure of persuasion) at the hearing, the student complainant shall be required to prove charges of rule violation by "clear and convincing evidence".

The committee's recommendation will then proceed to the dean for final disposition at the college level.

Students who are not satisfied with the dean's reconsideration may elect to continue their case through the university's grievance process.
Every aspect of college life should be free from discrimination because of race, creed, color, national or ethnic origin, marital status, pregnancy, age, sex, sexual preference, veteran status, or non-disqualifying handicapping condition. It is the responsibility of the faculty, and administration to ensure through word and action that discrimination because of race, color, creed, sex, affectional preference, national or ethnic origin, marital status, pregnancy, age, veteran status, or non-disqualifying handicap is not present in the classroom or in any other college sponsored activity.
The college will lease, contract, subcontract, and purchase only from those organizations which, if chartered in the United States, do not unlawfully discriminate against any qualified person because of race, color, creed, sex, affectional preference, national or ethnic origin, marital status, pregnancy, age, veteran status, or non-disqualifying handicap.
Educational opportunities shall be open to all qualified applicants without regard to race, color, creed, sex, afflectional preference, national or ethnic origin, marital status, pregnancy, age, veteran status, or non-disqualifying handicap. The college will take affirmative action to ensure equality of opportunity for qualified individuals in all aspects of the college's activities.
The college will recruit, hire, train, and promote individuals, in all job classifications, based solely on their qualifications and ability to do the job and will never consider race, color, creed, sex, affectional preference, national or ethnic origin, marital status, pregnancy, age, veteran status, or non-disqualifying handicapping condition except where affirmative action, requirement of law, or bona fide occupational qualifications permit.

All personnel administration activities, including, but not limited to, compensation, benefits, layoff, return from layoff, discipline, dismissal, sponsored training, education, tuition assistance and social and recreational programs, will be administered without regard to race, color, creed, sex, affectional preference, national or ethnic origin, marital status, pregnancy, age, veteran status, or non-disqualifying handicap.
Sexual harassment is a form of sex discrimination and, as such, it is unlawful. It is an assault upon an individual's dignity and it is clearly inconsistent with the nature and objectives of any reputable academic community.
Unwelcome sexual advances, requests for sexual favors, or any verbal or physical conduct of a sexual nature constitutes sexual harassment and is illegal when one or more of the following four conditions are present:

1. An employee's submission to a sexual advance or request for sexual favor is an explicit or implicit term or condition of employment.

2. A student's submission to a sexual advance or request for sexual favor is an explicit or implicit term or condition of his/her grade or status in a course or in any other college sponsored activity.

3. An employee's or student's response to an unwelcome sexual advance or request becomes a basis for an employment decision on that individual.

4. Conduct of a sexual nature unreasonably interferes with an employee's work performance, or a student's learning, or creates an intimidating, hostile or offensive working environment.
Faculty members and administrators have an ethical, moral, and legal obligation to refrain from committing any form of sexual harassment, and should decline any sexual favors should they be offered.
The following procedures will be implemented for the reporting of discriminatory practices (including sexual harassment):

A. Complaint by a student against a student - Procedure: file a complaint with the vice president for student services.

B. Complaint by a faculty member or employee against a student - Procedure: Same as above, classified staff should contact the Personnel Department for assistance in filing a grievance.

C. Complaint by a student against a faculty member or employee - Procedure: File a complaint with either the employee's immediate supervisor (e.g. department chair, dean, or classified supervisor), the Vice President for Student Services, or the Director of Affirmative Action.

D. Complaint by a faculty member against an employee - Procedure: File a complaint with the employee's immediate supervisor, chair of the department, head of the administrative unit, dean, or the Director of Affirmative Action.

E. Complaint by a faculty member against a faculty member or supervisor - Procedure: File a complaint with the employee's immediate supervisor, chair of the department, head of the administrative unit, dean, or the Director of Affirmative Action.

F. Complaint by an employee against a faculty member, other employee or supervisor - Procedure: File a complaint with the employee's immediate supervisor, chair of the department, head of the administrative unit, dean, or the Director of Affirmative Action.

The college encourages the prompt reporting of incidents of discrimination and harassment and the prompt resolution of such charges through informal or formal procedures.
An informal complaint need not be in writing; however, the recipient of a verbal or informal complaint is requested to document the complaint by taking notes and clarifying them as necessary from the complaining party.

Since timeliness is essential to prompt investigation of such matters, the complaint should be filed within thirty (30) days of the alleged incident, if possible.
Informal Resolution of a complaint may be made by agreement between the complainant, the accused, and the recipient of the informal complaint at any time after the complaint is made. In the event that informal resolution is not accomplished, and the complainant desires to pursue the matter, s/he must file a formal complaint.

A Formal Complaint shall be in writing, must be dated and signed by the complainant and contain a description of the alleged discriminatory practice including the identity of the person alleged to have harassed the complainant and the date(s), time(s), and location(s) of the act(s).

A report of the complaint shall be made by the recipient faculty member, supervisor or administrator to the Director of Affirmative Action.

The investigation, hearing, and disposition of the case will be carried out in accordance with the rules and regulations established by the Office of Affirmative Action.

The accused will receive a written copy of the charges and of any proposed sanctions.
It is the obligation of faculty, administrators, and supervisors to whom a complaint of harassment is brought to maintain confidentiality to the greatest extent possible and to protect the right and privacy of all parties involved insofar as this attempt to maintain confidentiality does not interfere with the University's legal obligation to investigate the allegations of misconduct.