

**University of Nevada, Las Vegas
Howard R. Hughes College of
Engineering**

**Rules and Bylaws
Howard R. Hughes College of
Engineering**

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PREAMBLE

The University of Nevada, Las Vegas Bylaws (NSHE Handbook, Title 5, Chapter 6, Chapter I, Section 4.4.2) delegate the authority to the faculty of the Howard R. Hughes College of Engineering to create a set of Bylaws to govern the internal operation of the College. The University of Nevada System Code and the University of Nevada, Las Vegas Bylaws takes precedence over any inconsistency with these College Bylaws.

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CHAPTER 1 - ORGANIZATION OF THE COLLEGE

Section 1.1 Structure of the College

- 1.1.1 The Howard Hughes College of Engineering consists of the schools and departments defined in the UNLV Bylaws. In this document, the term 'unit' denotes a department or school which is listed in the UNLV bylaws as a part of the Academic Structure of the Howard Hughes College of Engineering.

Section 1.2 The College Faculty: Composition and Responsibility

- 1.2.1 The College Faculty shall consist of all persons holding a full-time contract with the University of Nevada System for professional services as Lecturer, Instructor, Assistant Professor, Associate Professor, or Professor with 50 percent or more of their time assigned to the College. Only College Faculty are eligible to vote at the College Faculty meetings.
- 1.2.2 The areas of responsibility in the College are Engineering, Computer Science, and related technical programs.
- 1.2.3 The President and the Executive Vice President and Provost of the University of Nevada, Las Vegas shall be ex-officio members of the College Faculty. They may participate in meetings of the College Faculty without vote. Adjunct faculty assigned to the College shall be non-voting adjunct members of the College Faculty.
- 1.2.4 The College Faculty, under the direction of the Dean, shall have authority over matters of internal education policy, including faculty welfare.
- 1.2.5 Each faculty member shall be assigned to a unit after consultation with the unit. No faculty member shall be a voting member of more than one unit. Each faculty member may be appointed to the Graduate Faculty in accordance with the Graduate Faculty Bylaws.

Section 1.3 Unit Faculty: Composition and Responsibility

- 1.3.1 The Faculty of each unit, under the direction of the department chair or school director, shall have authority over all matters of internal educational policy and faculty welfare of that unit. The unit faculty shall prescribe the Bylaws under which it will administer the program(s) of study for which the unit has responsibility. Such Bylaws must be consistent with the provisions of the UNLV and College of Engineering Bylaws. Any action by a unit which requires the consideration and/or approval of the College Faculty shall be presented at a College Faculty Meeting, as described in section 2.2, by the chair or designee.
- 1.3.2 All College faculty members may make recommendations and may vote on all matters of educational policy that affect undergraduate programs of instruction.

- 1.3.3 Graduate Faculty members may make recommendations and may vote on all matters of educational policy that affect graduate programs of instruction.

Section 1.4 Changes in College Structure

Existing units within the College may be split, eliminated, or consolidated by majority vote of the units' faculty(ies) concerned or by a majority of the College Faculty in attendance at a College faculty meeting.

- 1.4.1 New units may be established within the College with approval by a majority vote of the College Faculty in attendance at a College Faculty meeting.
- 1.4.2 Any proposal to modify the structure of the College which is approved by the College Faculty shall be forwarded to the Dean of the College for approval, and then to the Executive Vice President and Provost and the President of the University for their approval.

CHAPTER 2 - ADMINISTRATION OF THE COLLEGE

Section 2.1 Officers of the College

- 2.1.1 The chief administrative officer of the College is the Dean. Other administrative officers include associate and assistant deans, unit chairs, and directors of designated programs, centers, and institutes within the College.

Section 2.2 Purpose and Procedure of the College Faculty Meetings

- 2.2.1 Purpose. College Faculty meetings are held for the purpose of receiving information, discussing administrative policy and other matters of the faculty interest, and taking such action on issues as the College Faculty may deem appropriate.
- 2.2.2 Scope. The College Faculty may recommend action to the appropriate authority on any matter of general College interest.
- 2.2.3 Quorum. A quorum shall consist of a simple majority of the College Faculty.
- 2.2.4 Action. Action by the College Faculty shall be through a motion approved by a majority of the College Faculty members present at a meeting where a quorum is constituted.
- 2.2.5 Presiding Officer. The Dean shall be the presiding officer at meeting of the College Faculty. In his or her absence, an Associate Dean or designated member of the College Faculty will preside.

- 2.2.6 Secretary. The Dean shall be responsible for providing secretarial support for the College faculty meetings. The secretary shall maintain accurate record and prepare the minutes of the meeting.
- 2.2.7 Meetings. A regular meeting shall be called by the Dean at the beginning of each semester. Additional meetings may be called, with seven days notice to the faculty, at such other times as the Dean determines them to be warranted. The Dean shall call a special meeting of the College Faculty upon receipt of a written request signed by at least one-fourth of the voting members of the College faculty. Such a meeting shall be held within 10 days of receiving the request.
- 2.2.8 Agenda. The date, time, place, and agenda of each meeting of the College Faculty shall be published by the Dean in a memorandum to the College Faculty at least one week in advance of the meeting. The agenda shall allow opportunity for the introduction of new business by any member of the faculty. Faculty members proposing to introduce new business shall inform the Dean and other faculty members of its nature at least three days before the meeting.
- 2.2.9 Minutes. A copy of the minutes of each meeting of the College Faculty shall be distributed to each member of the College Faculty within a week after the meeting. Such minutes shall constitute the official record and notice of official actions and positions of the College faculty.
- 2.2.10 Class A Actions. Actions taken by the College Faculty which substantially alter or affect College policy shall be designated as Class A actions. Amendments of the Bylaws and changes to the College's academic units as defined in Section 1.4 shall be deemed Class A actions.
- 2.2.11.1 The College Faculty shall determine by simple majority of those present and voting in a College Faculty meeting whether any action shall be designated a Class A action.
- 2.2.11.2 Every Class A action shall be submitted in writing to each member of the College Faculty, through the unit secretaries, along with a ballot to be returned within a specified time limit. Ballots shall be counted by the Executive Committee. All members of the Faculty are expected to vote in a Class A action.
- 2.2.11.3 Except for amendments to these Bylaws, approval by a simple majority of the College Faculty voting in a Class A action shall be required for passage of such action provided that at least a majority of the College Faculty voted on the Class A action. For amendments to these Bylaws, see section 7.1.
- 2.2.11 Elections. Elections in the College shall proceed according to Robert's Rules of Order. The Dean shall call for nominations, secret ballots shall be cast, the ballots counted by the Secretary, and reported immediately by the Dean. In the event an election(s) is the

only item of business, the Dean may request nominations from the faculty and conduct the election by mail ballot.

- 2.2.12 Proxies. Proxy votes shall not be allowed in votes taken by the College Faculty.
- 2.2.13 Absentee Voting. College Faculty who expect to be out of town for an important vote may cast a written absentee ballot through their unit chair or designee.
- 2.2.14 Parliamentary Procedure. All proceedings in College Faculty meetings shall be governed by Robert's Rules of Order. These Bylaws take precedence in case of conflict with Robert's Rules of Order.

Section 2.3 Committee Structure

- 2.3.1 The ongoing activities of the College related to faculty, staff, students, and curriculum shall be conducted to a large extent by committees made up of faculty and, in some cases, staff and students. The standing committees of the College shall be the Academic Standards Committee, the Curriculum Committee, the Faculty Affairs Committee, and the College Bylaws Committee. The Executive Committee is a permanent College Committee. The Dean will appoint ad hoc committees as may be required from time to time. The Dean and Associate Deans are non-voting ex officio members of all committees.
- 2.3.2 Each committee shall be responsible for establishing its own operating procedures. The operating procedures of the standing committees must be approved by the College Faculty because these committees report directly to the College Faculty. Each standing committee shall elect its own chair. The chair of each committee shall be responsible for the preparation of minutes for each meeting and for their distribution to the College Faculty. Such minutes shall report the progress, actions, and recommendations of the committee on matters for which it is responsible. Minutes shall be distributed no later than one week after the meeting. The Dean shall contact the chair about an upcoming College Faculty meeting and arrange an oral report, if appropriate.
- 2.3.3 The term of service on a committee shall be for two academic years. Faculty committee members shall be elected/appointed in staggered terms such that about one-half of the membership carries over to the following year. Elections and appointments shall be made near the end of the spring semester to take effect at the start of the fall semester. No more than two consecutive terms of service are permissible. Student members shall be selected as early in the fall semester as possible.
- 2.3.4 No faculty member shall serve as chair of more than one standing committee at the same time.
- 2.3.5 The limitations imposed by Sections 2.3.3 and 2.3.4 do not apply to ad hoc committee service.

- 2.3.6 Replacement committee members shall be selected in the same way that the person being replaced was selected.
- 2.3.7 Student members of a committee shall be selected in accordance with the guidelines of the Consolidated Students of the University of Nevada, Las Vegas (CSUN).

Section 2.4 Standing Committees

2.4.1 Academic Standards Committee

2.4.1.1 Membership. The Academic Standards Committee shall include one member from each academic unit chosen in accordance with the unit Bylaws with the provision that the College representative to the University Academic Standards Committee serves as an additional non-voting member of the College committee. An undergraduate student from the College of Engineering shall be a member of this committee.

2.4.1.2 Functions. The Academic Standards Committee shall perform such functions as are prescribed by the University Academic Standards Committee or by vote of the College Faculty. Committee functions shall include at least the following:

- a. Initiate and consider recommendations concerning the academic standards of the College.
- b. Hear individual student appeals relative to waiver of academic regulations and to College suspension. Recommendations shall be forwarded to the Dean.
- c. Hear student grievances, primarily related to accusations of unfair and capricious grading, and forward recommendations to the Dean.

2.4.2 Curriculum Committee

2.4.2.1 Membership. The Curriculum Committee shall consist of one member from each academic unit chosen in accordance with unit Bylaws with the provision that the College representative on the University Curriculum Committee serves as an additional non-voting member of the Curriculum Committee. If the unit's representative is not a member of the Graduate Faculty, the unit shall select a member of the Graduate Faculty to consider and vote on any issue related strictly to the graduate program.

2.4.2.2 Functions. The Curriculum Committee shall receive curricular changes and proposals from the various units and act upon them in accordance with the provisions of Section 4. The purpose of the Curriculum Committee is to foster the orderly development of the course offerings and the new curricula in the College. In general, the Curriculum Committee reviews the course and curricular offerings, and makes recommendations to the Dean, with appropriate justification,

for forwarding such proposals to the University Curriculum Committee. The Curriculum Committee may conduct its business either electronically or through committee meetings. Before committee meetings, the Curriculum Committee Chair shall distribute an agenda to the Dean, each department chair and school director, and each committee member at least one week prior to each meeting. The Curriculum Committee Chair shall post all submissions on a web page that is accessible to all college faculty members.

2.4.3 Faculty Affairs Committee

2.4.3.1 Membership. The Faculty Affairs Committee shall consist of one elected member from each academic unit, the chair or director from each department or school, respectively, and the College representative on the University Tenure and Promotion Committee.

The elected membership on the committee must satisfy the following requirements:

- a. Elected members must not be a chair, director, dean or any other type of administrator.
- b. Elected members must be tenured.
- c. Elected members must be elected by the voting faculty of their unit.

2.4.3.2 Role of College's representative to the University Committee on the College Committee. The membership and role of the University Committee's representative shall be limited to tenure and promotion issues.

2.4.3.3 Voting. Only the elected members of the committee shall vote. Each elected member shall have one vote. Non-voting members of the committee shall provide appropriate input to the voting membership.

2.4.3.4 Chair. The voting members shall elect a Chair of the committee in the first meeting each academic year. The Chair shall be a voting member and shall serve a term of one year.

2.4.3.5 Function. The primary function of the Faculty Affairs Committee is to advise the Dean on matters relating to faculty promotion, tenure and merit awards. In this capacity, the Committee shall meet annually with the Dean to develop an operating procedure and guidelines for best serving in this advisory role.

- a. The committee shall review unit recommendations on faculty promotion, tenure, and merit awards and forward its recommendations to the Dean. Whenever a member of the Faculty Affairs Committee is under consideration for promotion and/or tenure, the unit chair shall appoint a proxy who is

selected in accordance with unit bylaws and who will serve in place of the committee member under consideration until the college-level review of said member is complete.

- b. The committee shall review and make recommendations regarding policy which affects the promotion, tenure, or merit awards of the faculty.
- c. The committee shall hear faculty grievances in accordance with University Grievance procedures and make recommendations to the Dean regarding action on these grievances.

2.4.3.6 Policies for Faculty Merit Awards. UNLV policies for Faculty Merit awards are defined in Section 10.2 of the UNLV bylaws. In accordance with Section 10.2.2 of the UNLV bylaws, the Faculty Affairs Committee will determine “*the minimum standards for satisfactory and meritorious performance in teaching, research and service,*” and apply “*the same standards ... to all faculty within the college.*” The Faculty Affairs Committee will review and update the criteria for faculty merit evaluations annually, and will inform the College Faculty of its criteria for determining promotion, tenure, and merit award recommendations. The Faculty Affairs Committee will create a quantitative ranked list for each eligible faculty member, following the published criteria. All data shall be entered into a computer program, with the names and affiliations of all faculty members hidden after the initial data entry. When determining the threshold for merit awards and the merit award steps, the Faculty Affairs Committee may use only the anonymized faculty list.

2.4.4 College Bylaws Committee

2.4.4.1 Membership: The Bylaws Committee shall consist of one member from each academic department or school chosen in accordance with department/school Bylaws.

2.4.4.2 Function: The Bylaws Committee shall periodically review College and unit bylaws and make appropriate recommendations to the faculty for adding, amending, or eliminating various bylaws provisions.

Section 2.5 Executive Committee

2.5.1 Membership. The Executive Committee shall consist of the Dean, Associate and Assistant Deans, department chairs, school directors, and others appointed to the committee by the Dean. The Dean shall serve as chair. The Dean and the chairs of each department/school shall be voting members. All other members shall be deemed non-voting ex-officio members.

2.5.2 Function. The primary function of the Executive Committee is to serve an advisory role to the Dean on matters of importance to the College. Other functions include a review of

faculty workloads, receipt of information and announcements, and discussion of new or revised programs, faculty additions, equipment purchases, space allocations, travel approvals, receipt of gifts, etc.

Section 2.6 Other Committees

2.6.1 Ad Hoc Committees

2.6.1.1 Membership. The Dean of the College shall appoint such ad hoc committees as may be required from time to time. All ad hoc committees must have representation from at least two units.

2.6.1.2 Function. An ad hoc committee is formed for a special purpose by the Dean or by vote or recommendation of the College Faculty. The composition of an ad hoc committee is announced and a specific charge issued upon formation of the committee. In many cases, such a committee is appointed annually for a specific purpose. Examples of ad hoc committees include nominating, faculty search, plan review, scholarship, etc.

2.6.2 College Representatives to UNLV Committees

2.6.2.1 Selection. The selection of College Faculty members to serve on the UNLV Faculty Senate or on any other University Committee shall be in accordance with applicable Faculty Senate and University guidelines.

2.6.2.2 Recall Provisions. Any senator or other College representative elected or appointed by the College who accumulates unexcused absences amounting to one-third or more of scheduled meetings, or any such individual who is absent from three meetings in succession or any such individual charged with malfeasance may be recalled upon approval of a recall motion by a majority of those in attendance at a College Faculty meeting. A replacement for a recalled senator or College representative shall be elected by a majority vote on a secret ballot from nominees present at that same meeting. The Faculty Affairs Committee shall review cases of alleged malfeasance and make a recall recommendation to the Dean for action if appropriate.

2.6.3 Committee to Evaluate the Dean and Associate Deans

2.6.3.1 Membership. The Committee to Evaluate the Dean and Associate Deans shall consist of one member from each academic unit in the College selected in accordance with unit Bylaws. The Committee must include at least one staff member.

2.6.3.2 Function. This committee shall be responsible for establishing the criteria for the periodic evaluation of the Dean and other College administrators in accordance with UNLV Bylaws, Chapter III, Section 14.3, overseeing the process, and

producing final, written evaluation reports. The committee shall conduct such evaluations upon each College administrator no less than once every three years. Such evaluation shall be designed to assess the level of confidence in which each College administrator is held by the academic and nonacademic faculty who report directly to that person. All academic and nonacademic faculty and staff in the College shall be given the opportunity to provide input. The report shall include an assessment of the administrator's performance of assigned duties within the standards of effectiveness and efficiency. The final evaluation report shall be provided to the administrator being evaluated and a copy shall be forwarded to the Executive Vice President and Provost. When available, these reports shall be given consideration in the annual evaluations written by the administrators' supervisors.

2.6.3.3 Confidentiality of individual evaluations and comments. Any forms and reports involved in this process shall include a statement regarding the confidentiality of the evaluation. Evaluations completed by individuals shall be compiled by a third party outside the administrator's office. In order for comments from individuals to be considered in the evaluation, the comments must be signed; however, the name of the person making the comment shall not be released to the evaluated administrator. A signature is not required on an evaluation form if no comments are made. The original evaluations completed by individuals or groups shall not be provided to the evaluated administrator; instead, compiled results should be provided. There shall be no coding of evaluations by unit, using color or otherwise.

2.6.3.4 Response from the evaluated administrator. At a minimum, the evaluated administrator shall notify the Committee of receipt of the evaluation report. Ideally, the administrator would respond in writing to specific items in the review.

2.6.4 Recruitment and Screening Committees

2.6.4.1 Dean of the College and Directors of Schools. The recruitment and screening committee to be convened by the Executive Vice President and Provost will include six faculty members of the College selected in the following manner: one shall be elected by each academic unit in accordance with unit Bylaws and the balance of the six shall be elected from the faculty at large following a nominations process. All faculty members of the College are eligible to nominate, be nominated, and vote. Candidates with the most votes win the at-large positions on the committee.

2.6.4.2 Associate Dean of the College. The recruitment and screening committee to be convened by the Dean will include one faculty member elected by each academic unit in accordance with unit Bylaws. An additional member of the recruitment and screening committee will be elected from among the college staff and professional employees and by them. All faculty members of the College are

eligible to nominate, be nominated, and vote. Candidates with the most votes win the at-large positions on the committee.

2.6.4.3 Faculty Search Committees. Administrative approval to conduct a faculty search must be forwarded to the affected unit. A Faculty Search Committee must be selected and the search conducted in accordance with the provisions of Section 3.1 below. All such search committees must be approved by the Dean. The Dean may appoint external representatives to a unit Faculty Search Committee.

2.6.4.4 Executive Vice President and Provost. The College shall select its member of the screening committee for Executive Vice President and Provost by election following a nominations process. All faculty and staff assigned to the College are eligible to nominate, be nominated, and vote. The candidate receiving the most votes wins the position on the committee.

2.6.4.5 Graduate Dean. The College shall select its graduate faculty member of the recruitment and screening committee for Dean of the Graduate College by election following a nominations process. All graduate faculty members of the College are eligible to nominate, be nominated, and vote. The candidate receiving the most votes wins the position on the committee.

2.6.5 Selection of Department Chairs and School Directors

2.6.5.1 Normal Procedure. The selection process shall be as specified in UNLV Bylaws Chapter II, Section 10.9. Under normal circumstances, the unit faculty will nominate a chair in accordance with unit Bylaws. The minimum term of office is three years renewable once, subject to approval by the Dean. The unit faculty will announce the nomination in March and the term of office will begin on July 1. The department chair or school director, term of office, and timing must be approved by the Dean, the Executive Vice President and Provost, and the President.

2.6.5.2 Alternative Procedure. The Dean, after consultation with unit faculty and the Executive Vice President and Provost, may decide to conduct a national search for a new chair. The Dean shall appoint a search committee consisting of at least three unit faculty members and at least one College Faculty member from another unit. This committee shall conduct the search in accordance with applicable UNLV Bylaws.

2.6.5.3 The removal of a department chair from office shall follow the process outlined in the UNLV Bylaws, Chapter II, Section 10.9.4. The Dean may seek removal of a chair for cause. The faculty of a unit may seek removal of their chair upon the secret vote of at least two-thirds of all unit faculty who are eligible to vote as defined by the unit Bylaws.

2.6.5.4 Limit on service. The term of office will be determined by the unit Bylaws up to a maximum of six years.

CHAPTER 3 - POLICIES AND PROCEDURES RELATING TO FACULTY

Section 3.1 Faculty Recruitment

- 3.1.1 Recruitment of Faculty. The recruitment of faculty for a unit is initiated by the unit with the development of a written job description for the requested position(s). The requests of all units are prioritized by the Dean after consulting with each department chair and school director. Rules and requirements for recruiting of faculty as promulgated by the UNLV Human Resources Department and the University Affirmative Action officer must be followed. After approval to conduct a search is secured, the search committee screens applicants to determine a list of qualified candidates each of whom satisfies the job description requirements. The qualified candidates are ranked by the procedure specified in unit Bylaws and the top candidates – the actual number depends on travel budget limitations – are invited for on-campus interviews. The faculty shall determine which candidate they wish to recommend for appointment and the Chair shall submit all application materials to the Dean for approval and further action.

Section 3.2 Personnel Recommendations

- 3.2.1 Personnel recommendations relative to tenure, promotion or appointment to academic rank, salary increases, and merit raises shall be in accordance with policies and procedures as set forth in the UNLV Bylaws, Chapter III, Section 6 and in the College and unit Bylaws. The Faculty Affairs Committee shall assist the Dean by developing College guidelines, reviewing unit personnel decisions, and advising the Dean on personnel recommendations.

Section 3.3 Work Loads for Academic Faculty

- 3.3.1 The work load for each academic faculty member will be determined by the chair, in consultation with the faculty and subsequently with the Dean, in accordance with the mission and priorities of the unit and applicable College policy. The Executive Committee will review workloads and publish comparative data on an annual basis.

Section 3.4 Annual Evaluation of College Faculty

- 3.4.1 Every College faculty member, in accordance with unit Bylaws, shall be evaluated annually by his/her unit chair. Department chairs shall be evaluated by the Dean of the College and by the department faculty in accordance with department Bylaws.
- 3.4.2 The primary instrument used in the evaluation process is the annual report prepared by each faculty member at the end of each calendar year. This document provides information and documentation concerning their teaching, research, scholarship, professional service, University service, and community service.

- 3.4.3 According to UNLV Bylaws, Chapter III, Section 8, each faculty member shall be evaluated in terms of teaching, scholarship, and university and community service. The department chair or school director shall be responsible for evaluating each faculty member and completing an evaluation report. Evaluations shall include professional service in the university and community service category. Such evaluation report must be signed by the department chair or school director and then by the faculty member to indicate having seen the evaluation.
- 3.4.4 In the event that a faculty member disagrees with the evaluation, he or she may submit a written response to the evaluation and may request the formation of a Peer Evaluation Committee to conduct a separate annual evaluation. The committee shall be comprised of one member of faculty from each unit, selected according to unit bylaws, plus one member of faculty from another College, appointed by the Dean of Engineering.

The Dean shall designate the chair 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 unit and College Bylaws give guidance, they shall be considered.

Section 3.5 Awarding of Tenure

- 3.5.1 Eligibility. Only academic faculty members as defined in UNLV Bylaws Chapter I, Section 4.1.1 who are in Rank II (Assistant Professor) or above are eligible for tenure. Administrators are eligible for tenure only in their capacity as academic faculty.
- 3.5.2 Tenure Procedures. Unit Bylaws shall include guidelines and procedures for tenure recommendations including a mid-tenure review, a final tenure review, and a procedure for appeals of tenure decisions. The limitations on the probationary period must conform to the University System code, Section 3.3. The mid-tenure review is to be conducted at the approximate mid-point of the probationary period. Mid-tenure reviews are primarily for the faculty member's information but are considered personnel actions. A faculty member under consideration for tenure must be evaluated on the basis of effectiveness and contributions in three areas: teaching, scholarship, and service. Individuals and committees with responsibility for rating applicants for tenure shall assign ratings of (1) "unsatisfactory," (2) "satisfactory," (3) "commendable," or (4) "excellent." No other rating terminology is permitted. In order to be recommended for tenure, a faculty member must receive an excellent rating in either teaching or scholarship and at least satisfactory ratings in the remaining two areas. Only persons who hold tenure at UNLV may vote on the application of a candidate for tenure. The award of tenure is contingent upon formal approval by the UCCSN Board of Regents. (B/R 10/98)
- 3.5.2.1 Scholarship. A record of scholarship and professional growth must be established in areas related to the faculty member's discipline. Such a record would include research in the discipline and preparation of research proposals, award of sponsored research projects, supervision of graduate students, publications –

especially in recognized journals and refereed conference proceedings, writing of textbooks and manuscripts, active consulting including the preparation of reports, registration as a professional engineer, and professional stature gained through awards and other recognition of achievement.

3.5.2.2 Service. A record of service to one's university, profession, and community must be established. Service includes such activities as: interest and ability in advising and encouraging students; advisor to student chapters and clubs; participation on unit, college, university, and system committees and task forces; ability to work with faculty, staff, and students in a team effort to achieve the goals and enhance the status of the unit and the university; membership and active participation in professional societies; playing an active role in community organizations and functions and recognition within and outside the university community for effective and fruitful participation and leadership. Service to one's profession is demonstrated through committee assignments and other evidence of leadership in professional societies, review of submitted papers, and exemplary professional and ethical conduct. Participation in and presentations at short courses, seminars, and conferences are indicative of professional growth.

3.5.3 Tenure at Time of Initial Appointment

3.5.3.1 Faculty members with well established careers may 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 appropriate unit; and (3) receive written recommendations from the department chair or school director, the dean of the college, the provost, and the president of the university.

3.5.3.2 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 appropriate unit; and (3) receive written recommendations from the department chair or school director, the dean of the college, the provost, and the president of the university.

3.5.4 Documentation by Applicant. The applicant for tenure bears the responsibility for completing all applicable paperwork related to the application and for documenting contributions and effectiveness in the areas of teaching, scholarship, and service both for mid-tenure and tenure review. The Dean shall publish due dates for such applications in a timely manner.

3.5.5 Tenure Recommendations

3.5.5.1 Procedure for Nontenured Faculty Before the End of the Probationary Period. In addition to the annual reviews conducted by chairs/directors and deans,

every candidate will have a mid-tenure (pre-tenure) review at the mid-point of the probationary period. For the purposes of this review, the faculty committees which will participate in the tenure decisions at the unit level will review the materials submitted by the candidate (including but not limited to annual reports, annual evaluations, and other appropriate materials) and advise the chair/director/dean of their opinion of the candidate's progress toward tenure in terms of the criteria set forth in the Code, the university, college and unit bylaws, and any officially sanctioned standards provided. The chair/director will report the determination of the committee to the faculty member and to the dean. If the committee or the chair/director/dean deems the progress toward tenure is not satisfactory, the committee and/or the chair/director/dean may recommend remediation or recommend non-reappointment.

At the college level, the Faculty Affairs committee will review the materials submitted, along with the chair/director's assessment, and provide the dean with their determination about the progress of the faculty member toward tenure. The committee may suggest remediation or recommend non-reappointment. The dean may, after conferring with the chair/director and/or the faculty committees, recommend remediation or non-reappointment in a summary report to the Executive Vice President and Provost. When the likelihood of meeting tenure standards as defined in University and Community College System of Nevada Code Section 3.4.2 is negative, the member shall be notified in accordance with the University and Community College System of Nevada Code Sections 5.2.3, 5.2.4 and 5.9.1. (B/R 12/04)

Objective: The anticipated outcome of the mid-tenure review is an appraisal of the progress toward tenure and a statement to the faculty member detailing weaknesses that may be corrected during the remainder of the probationary period. There can be no recommendation to grant tenure at this point and the procedure ends at the Dean's office.

3.5.5.2 Tenure Review. The initial tenure recommendation shall be made by the unit in accordance with its Bylaws. The supporting documentation and the unit's recommendation are forwarded through administrative channels to the Dean, then to the Executive Vice President and Provost and finally to the President. The Executive Vice President and Provost generally forwards tenure recommendations to the Academic Freedom, Tenure, and Promotion Committee. The recommendations for tenure at all levels are considered in reaching a final decision. The academic faculty member who has been awarded tenure through this process is informed by the President in writing.

Section 3.6 Promotion or Appointment to Academic Rank

3.6.1 Criteria for Peer Evaluation. Each unit shall establish criteria for peer evaluation. The following is a general set of descriptions that point out the differences between academic ranks. These general guidelines should be used for recommendations regarding appointment to academic rank and for promotions in academic rank. Eligibility for

promotion is evaluated by reference to certain essential requirements and by evaluation of certain other specified desirable accomplishments.

Unit Bylaws governing guidelines and criteria for promotion or appointment to academic rank must be consistent with the University System Code, Sections 5.2 and 5.10 and with UNLV Bylaws, Chapter III, Sections 6, 15, and 16. The UNLV Bylaws spell out minimum requirements. Additional College expectations are outlined below.

3.6.2 Promotions are considered with respect to the following criteria:

3.6.2.1 Assistant Professor. Promotion or appointment to Assistant Professor is based on performance and potential. A strong academic record is a prerequisite. Indications must be clear that the aptitude and capability to be a successful teacher and researcher are present and the candidate will grow in stature.

3.6.2.2 Associate Professor. Promotion to Associate Professor is based on actual performance and the potential for continued development. A record of excellence in teaching, scholarship, and service must be documented and verified. The prospects of continuing professional growth and unit leadership must be demonstrated.

3.6.2.3 Professor. An individual promoted to full Professor has earned the respect and recognition of peers in the profession as an authority in a field of specialization and of colleagues and students as an outstanding teacher or researcher. In general, the individual has made major, perhaps nationally recognized contributions in the areas of teaching, scholarship, or public and professional service. Recognition by and service to professional and technical societies at the state and national levels are important factors in this evaluation. In units with at least 5 full Professors, only faculty at the rank of full Professor within the unit are eligible to vote on the promotion of an individual to full Professor. For those with less than 5 full Professors, the requirement about who may vote is left to the unit bylaws.

3.6.3 The College expects an appropriate record of creative accomplishment in support of each promotion and appointment as described in the UNLV Bylaws, Chapter III, Section 16. The College recognizes diverse forms of creative endeavor and rewards such accomplishments as they contribute to the primary role of both the College and the University – the generation, acquisition, transmission, and constructive utilization of knowledge.

3.6.4 The preparation of documentation for promotion purposes will follow the guidelines set out above for tenure considerations.

Section 3.7 Merit Salary Increases

- 3.7.1 The College and unit may recommend faculty members for merit salary increases in accordance with the guidelines in Chapter III, Section 10 of the UNLV Bylaws. These guidelines list 14 factors useful in evaluating faculty performance including student advising, committee work, research productivity, teaching effectiveness, professional growth, and leadership positions. Merit raises recognize faculty members who have achieved at least satisfactory performance in the areas of scholarship, teaching, and service with meritorious service in at least one area as determined by the annual evaluation process.
- 3.7.2 The department chair or school director shall evaluate and place each faculty member, according to unit Bylaws, in one of the merit levels established by the Provost. The merit procedure is outlined in Chapter III, Section 10.2 of the UNLV Bylaws.

Section 3.8 Appeal of Personnel Decisions

- 3.8.1 A faculty member who is otherwise eligible but who has been denied reappointment, promotion, salary increases, or appointment with tenure has the option of requesting from the President, in writing, the reasons for such denial within 15 calendar days after notification of denial. In accordance with UNLV Bylaws, Chapter III, Sections 6.4 and 16.8, the administrator rendering the denial shall furnish a written statement of reasons within 15 calendar days of receipt of the request.
- 3.8.2 Within 15 calendar days of receiving the written reasons, the faculty member may submit an appeal for reconsideration of denial to his or her department chair or school director. In accordance with UNLV Bylaws, Chapter III, Sections 6.5 and 16.9, the written appeal must include reasons, arguments, and documentation in support of the appeal. Reconsideration shall progress through regular administrative channels employing the same evaluation and recommendation process as the original documentation. The President will make a decision on the appeal in a timely manner. However, the Board of Regents must approve the President's favorable decision on reconsideration in cases involving appointments with tenure or promotion.
- 3.8.3 Additional information. Additional information is included in UNLV Bylaws and NSHE Code concerning the channels open to UNLV faculty for filing appeals of personnel decisions and for filing grievances.
- 3.8.4 Reconsideration Procedure. Each unit shall establish a reconsideration procedure for tenure recommendations. The unit recommendations shall be reviewed by the College Faculty Affairs committee.

Section 3.9 Ethical Guidelines for UNLV Faculty

The UNLV Faculty Senate approves Ethical Guidelines for UNLV Faculty. The Statement on Professional Ethics of the American Association of University Professors provides broad guidelines.

CHAPTER 4 - PROCEDURES FOR APPROVAL OF NEW OR REVISED CURRICULA

Section 4.1 Curricular Matters

- 4.1.1 All curricular matters shall be initiated and studied by the unit faculty and appropriate documentation shall be forwarded to the College Curriculum Committee 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.
- 4.1.2 Changes of course title, number, description and prerequisites are governed by UNLV bylaws and must be approved by the college curriculum committee and the Faculty Senate Curriculum Committee.
- 4.1.3 The Curriculum Committee, as an agent of the College Faculty, shall approve curricular change subject to the following conditions:
 - 4.1.3.1 All proposed curricular changes must be submitted by the unit chair to the college Curriculum Committee for approval. The submitted documents shall be accessible to all faculty members for a period of one month after submission to the College Curriculum Committee. All Curriculum Committee meetings shall be open to all faculty members.
 - 4.1.3.2 A majority vote of the committee membership shall be necessary to approve undergraduate curricular proposals. All undergraduate proposals rejected by the College Curriculum Committee shall be returned to the originating unit, which then has the option of submitting such proposals directly to the College Faculty.
 - 4.1.3.3 All curricular matters of the College which are solely Graduate curricular matters must have the approval at the College level of a majority of the College Curriculum Committee members who are on the Graduate Faculty and who are in units offering graduate degrees. If the proposal is not approved at this level, it shall be returned to the unit from which it originated. The originating unit can appeal this decision to those members of the College Faculty who are Graduate Faculty and whose unit offers a graduate degree. If a majority of those voting approves the matter, it is approved by the College.

Section 4.2 Curricular Revisions

- 4.2.1 Curricular revisions, when approved as described above, shall be sent by the College Curriculum Committee to the University Undergraduate Curriculum Committee or the Graduate College Curriculum Committee, as appropriate, in accordance with UNLV Bylaws, Chapter II, Sections 5 and 6.

CHAPTER 5 - GRIEVANCE PROCEDURES

Section 5.1 Definition of Grievance

- 5.1.1 A grievance is an alleged violation, questionable interpretation, or error in the administration of the existing University of Nevada System Code or the UNLV Bylaws. In the case of a faculty member, a grievance may arise, after all appeals procedures have been exhausted, from administrative action or inaction which is alleged to have an adverse impact on the employment conditions of the faculty member relating to salary, promotion, awarding of tenure or other contract matters. Grievance procedures must be carried out in accordance with the University System Code, Title 2, Chapter 5, Section 5.7.
- 5.1.2 A grievance is neither a complaint against the regulations and procedures that govern the University of Nevada, Las Vegas nor a request to amend, eliminate, or add to such regulations and procedures.

Section 5.2 Procedure

- 5.2.1 Informal Procedure. A grievant must attempt at the outset to resolve the grievance informally with the party alleged to have committed the violation. If the grievant is a student, the hierarchy of informal steps is to successively present his or her case to the faculty member, the department chair or school director, the College Academic Standards Committee, and the Dean until the issue is resolved satisfactorily. If the grievant is a faculty or staff member, the presentation of the case is made successively to the department chair or school director, the Faculty Affairs Committee, the Dean, and the Executive Vice President and Provost. At each stage, the purpose is to hear both sides of the dispute and to prepare a memorandum of findings for distribution to both parties and to a special Grievance File set up for the case. If the grievance remains unresolved after these informal meetings have been held, the next recourse is a hearing before the Faculty Senate Grievance Committee or before the Appeals Committee if the case involves promotion, mid-tenure, tenure, salary, or merit decisions. The Committees will review the case and present recommendations through appropriate channels.
- 5.2.2 If the grievant remains unsatisfied with the outcome as presented by the President, the grievant may pursue the issue through other channels such as the Board of Regents, the courts, or regulatory agencies. Additional information is included in Appendix A.

CHAPTER 6 - PREPARATION OF BUDGET

Section 6.1 Budget Request

- 6.1.1 Each unit shall make annual budget requests and recommendations which shall be forwarded to the Dean. The Dean shall prepare a comprehensive budget for the College and forward the document to the Vice President for Academic Affairs in accordance with Chapter II, Section 7 of the UNLV Bylaws.

CHAPTER 7 - AMENDMENT OF THE BYLAWS AND SUSPENSION OF RULES

Section 7.1 Amendment of Bylaws

- 7.1.1 Proposed amendments to these Bylaws may be initiated by placing the proposed amendment on the agenda of a regular or special meeting of the College Faculty. The proposed amendments must be distributed to all faculty members at least one week prior to the meeting. All such proposed amendments will be Class A actions.
- 7.1.2 Approval of $\frac{2}{3}$ of those voting is required for the adoption of any amendment. More than $\frac{1}{2}$ of the College Faculty must vote on a proposed amendment in order for it to be adopted.

Section 7.2 Suspension of Rules

- 7.2.1 Suspension of any procedural rule for a specific purpose may be accomplished at any College Faculty meeting provided a quorum is present and there is unanimous consent of all members present.

Revision History

1. Revisions were approved by the faculty on 5/17/2005, 3/2006, 9/12/2008 and 4/27/2011.