

Rules and By-Laws
Department of Civil and Environmental Engineering
University of Nevada, Las Vegas
2/5/92

Section 1-The Department Faculty - Composition and
Responsibility

1.1. The voting department faculty shall consist of all persons holding a full time contract with the University of Nevada System for professional services as Lecturer, Assistant Professor, Associate Professor, Professor, with 50% or more of their regular time assignment to the department.

1.2. Adjunct faculty shall consist of those individuals holding adjunct appointment in any rank listed in 1.1. They may be invited to attend faculty meetings and to make and second motions, but shall not be allowed to vote.

1.3. Part-time faculty shall include those qualified persons who may accept one-semester appointments to teach specific courses.

1.4. The department faculty, under the direction of the chairman, shall have authority over matters of internal education policy, department operations, and faculty welfare. This shall include all personnel matters such as recruitment and hiring of new faculty, selection of chairman, and all matters relating to retention, tenure, and promotion.

1.5. The instructional group or individual responsible for the conduct of a course shall have authority over all matters of

internal education policy of 3333that course, including text selection and determination of course content within the framework of the catalog description.

1.6. Part-time faculty may be requested to serve in an advisory capacity and to select texts for the courses they teach, but shall not otherwise have a vote in internal academic policy of the department.

Section 2-Purpose and Procedure of Department Faculty Meetings

2.1 Purpose. The department faculty shall hold meetings for the purpose of receiving information and taking action on any matter of general educational policy or faculty interest.

2.2 Quorum. A quorum shall consist of more than one-half of the department faculty. Approval of a motion requires a majority vote of at least a quorum.

2.3 Presiding Officer. The department chairman will be the presiding officer at meetings of the department faculty. In his absence, he will designate another faculty member to preside.

2.4 Meetings. A regular department meeting shall be held during the 1st week of classes each semester. Other meeting may be called by the department chairman of by a request of at least one-third of the department faculty. A meeting called by the department faculty must be held within 7 working days.

Notification of a meeting, except for matters related to new

professional appointments, must be given at least 5 days in advance. Meetings shall be scheduled to avoid class conflicts.

2.5 Agenda. Faculty members proposing a new business should inform the other faculty members in writing of its nature at least one full work day before the meetings. If more than three items are to be discussed, an agenda will be arranged and items taken in order. Items of new business presented at a meeting may be added to the agenda on approval of the faculty.

2.6 Minutes. The department chairman has the responsibility of distributing a copy of the minutes of each meeting of the department to each member of the department faculty within one week after the meeting. Such minutes shall constitute official record and notice of the official actions of the department. Minutes will not be considered official until approved at the next meeting of the faculty.

2.7 Class A Actions. Actions taken by the Department Faculty which substantially alter or affect Department policy, Department chairmanship, or organization shall be designated class A actions.

2.7.1 The department faculty shall determine by simple majority of those present and voting in a Department meeting whether any action shall be designated Class A.

2.7.2 Class A action shall be submitted in writing to the Department faculty, including faculty on leave, along

with a mail ballot to be returned to the department secretary who shall request prompt return of ballots within a reasonable time limit. Ballots shall be counted in presence of a majority of the faculty.

2.7.3 Approval by a two-thirds majority of the Department Faculty is required for the adoption of any Class A action.

2.8 Proxies. Proxy votes will not be allowed in Department meetings.

2.9 Absentee ballots will be accepted in writing on agenda items and presented in the meeting.

2.10 Procedure. Robert's Rules of Order shall govern the conduct of Department meetings.

Section 3 - Committees

3.1 Committees. The Department chairman shall appoint such ad hoc committees as may be required from time to time. The Department faculty shall create standing committees as needed. The following committees must be established.

3.1.1 Grad program committee

3.1.1.1 Ph.D. Program committee - The Department will form a Doctoral Program Committee consisting of 3 faculty which will see that the program is properly conducted and which will also serve as an admissions committee and which will supervise qualifying exams. The chair of this committee will be

elected by the committee. The Department will form a Master's Degree Program Committee consisting of 3 faculty which will see that this program is properly conducted and which will also serve as an admissions committee. The membership of these two committees may be the same. The duties of these committees are to be consistent with Graduate College practice. Term of service is 3 years renewable with staggered terms.

3.1.1.2 Graduate Coordinator is to be elected by the Department faculty to a 3 year renewable term and shall be an ex officio member with voting rights of each of the above Graduate Committees. Duties are as specified by the Graduate College.

3.1.1.3 Graduate College Representative to be elected by the Department faculty to a 3 year renewable term. Duties are as specified by the Graduate College.

3.1.2 Facilities and Space Committee shall consist of 3 members selected by the faculty. Duties are to advise the chair on computer access, labs, machine shops, equipment, interface with other users, and other departments. Term of service is 3 years staggered and renewable.

3.1.3 Priority committees will be the department faculty as a whole. This committee shall include development of all new faculty positions, new programs, and additions to existing programs.

3.1.4 Advisory committees are to be appointed as the need arises. The following must be appointed as needed: promotion, tenure, faculty search, and annual review.

3.1.5 Chairman review committee shall meet annually. It shall consist of tenured department members who shall be elected by secret ballot at a departmental meeting. The committee shall collect and translate the response of department faculty to an appropriate questionnaire.

3.2 Terms of Service. The term of service of a member on any standing committee shall be for that period specified for that committee normally three years. The term begins at the date of appointment, and ends at the time of appointment of a designated successor. At the first meeting of new committees those who will serve 1, 2, or 3 terms shall be selected by lot. Members of the ad hoc committees serve until discharged by the Department Chairman.

3.3 Limitation of Service. No member shall serve at the same time on more than two Department Standing Committees nor shall he be Chairman of more than one committee unless it is impractical to relieve him of other responsibilities and the member is willing to serve.

Section 4 - Operation Procedure

4.1 Distribution of Overhead - Shall be distributed equally among all the faculty members for travel and faculty

development. Chairman will report to the faculty on this annually.

4.2 Assignment of Teaching Assistants and Graders - Shall be distributed equally among the faculty. Order of priority is to be distributed equitably among the faculty. Order of priority is to high enrollment required courses followed by high enrollment elective courses. Priority in the filling of Graduate Assistant Positions shall be given to Research Assistants who lose funding unexpectedly so as to provide continuity. Chair to report annually.

4.3 Teaching Loads - A normal teaching load for faculty involved in research and in supervising graduate students shall be a maximum of two courses (typically six credits) per semester.

4.4 Safety Procedures - Shall be prepared for each lab and included in the syllabus.

4.5 Management of Research - Management of externally funded research projects, centers, and labs within the department is the responsibility of the principal investigator(s).

4.6 College Centers Relationship - As specified in the College of Engineering Bylaws.

4.7 Award of Tenure (2/10/92)

4.7.1 Eligibility: Only academic faculty members as defined in UNLV Bylaws Chapter, Section 4.1.1, who are in

Rank II (Assistant Professors) or above, are eligible for tenure. Administrators are eligible for tenure only in their capacity as academic faculty.

4.7.2 Standards: The overall performance of the candidate shall be judged in each of three areas: teaching, scholarship, and service. If a faculty member applying for tenure has teaching responsibilities, a record of effectiveness as a teacher may be based on student evaluations, course and curriculum development, teaching load, undergraduate and graduate student advising, awards and other forms of recognition, or other measures which demonstrate teaching competence and efficiency in the classroom or laboratory, the ability to communicate effectively with students and skill in handling classroom and other duties related to teaching. If the faculty member has involvement in scholarly activity, a record of effectiveness may be based on level of research activity including external funding, graduate student support, publications, presentations, patents, awards and other forms of recognition, or other measures which demonstrate continuing professional growth related to the academic faculty member's discipline or program area. In addition, the faculty member must demonstrate appropriate involvement in the area of service, which may be demonstrated by serving on Department, College, and University Committees; manifestations of professionalism such as

registration, consulting activity, and offices held in national professional organizations; service to the Community, State and Nation; and awards and other forms of recognition. Other factors which may be taken into account include creativity, excellence in accomplishments, and leadership. The candidate must have demonstrated the ability to work with the faculty, staff, and student body of the Department in an ethical and fair manner, and those who are engineers by discipline and training are expected to abide by the Fundamental Canons of the ABET Code of Ethics for engineers.

4.7.3 Tenure Procedures: Tenure will be voted upon only once by the faculty of the Department. The detailed procedure for the tenure review, department vote, necessary documentation, and the mid-tenure review are described in sections 4.7.4 to 4.7.9.

4.7.4 Timing: The candidate for tenure will be reviewed no later than October or November of the Fall of the 6th academic year of service applied toward tenure. The number of years applied towards tenure are governed by UNLV policy.

4.7.5 Exceptions: A candidate may request early consideration for tenure. (Note: The Department will only once for tenure.)

4.7.6 Documentation Provided by the 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. Documentation must include:

- a) Completed UCCSN Tenure Form.
- b) Full vitae.
- c) Three (3) letters of recommendation.
- d) Complete copies of student evaluation forms (the Department shall make copies of these available to the applicant).
- e) Copies of all annual evaluations (the Department shall make copies of these available).
- f) Copies of recent and key publications.

4.7.7 Creation of the Tenure Advisory Panel (TAP):

To assist the applicant in his/her bid for tenure, a Tenure Advisory Panel will be formed in the Spring of the 5th academic year of service. The Department chair and the applicant will select three (3) level III or above or tenured faculty from the Department to serve as members of this panel. Faculty may decline selection, but 3 members are necessary on the panel.

4.7.8 Responsibilities of the TAP:

The TAP will advise the applicant in the proper preparation of his/her case for tenure. The TAP will assist the candidate with the preparation of all material in a timely manner. The TAP will

prepare a written narrative of the merits of the case for presentation to the Department.

4.7.9 Departmental Consideration of the Applicant:

The following section documents the Department's formal tenure review of the applicant.

4.7.9.1 All documentation and the narrative must be available to all Department Faculty at least two weeks before the Department tenure review.

4.7.9.2 The Department chair will call for a Department tenure review meeting no later than October or November of the 6th academic year of service. The meeting must be attended by at least $\frac{3}{4}$ of the eligible Department faculty (eligibility is defined in Section 4.7.9.3). The meeting must include one UNLV tenured, full professor from outside the Department to count ballots. Absentee ballots will be counted if received prior to voting.

4.7.9.3 Eligible Members: All tenured and tenure-track Department faculty and Emeritus faculty are eligible to vote.

4.7.9.4 The applicant will orally present his/her case at the tenure review meeting.

4.7.9.5 After the applicant presents his or her case and answers questions, he or she is then dismissed from the meeting and the faculty will discuss the applicant's case.

4.7.9.6 Call for Vote: The chair will conduct a secret ballot of all eligible faculty present. The outside member will count the votes with verification by the chair. Ballots will then be sealed and the chair will announce the recommendation for tenure or not for tenure based on a simple majority of the vote. The vote will not be released, but will be reported to the Dean.

4.7.10 Mid-Tenure Review: This review is intended to ensure that a tenure-track faculty member is making satisfactory progress towards tenure. The review is similar to the formal tenure review but results only in a report to the Dean, Department chair and the faculty member.

4.7.10.1 Timing: A Mid-Tenure Panel (MTP) will be formed in the same manner as described in section 4.7.7. The Panel shall be formed in the Fall of the 3rd academic year of service. The Department chair is an ex-officio member of this Panel.

4.7.10.2 Documentation: The candidate is responsible for preparing documentation as described in section 4.7.6. No letters of recommendation, however, will be accepted for consideration.

4.7.10.3 The MTP shall prepare a report by 1 March of the 3rd academic year of service for submission to the Dean, Department Chair and the faculty member. The report will

describe the adequacy of the candidate's progress in teaching, scholarship, and service as applicable towards tenure. The report will contain recommendations, where necessary.

4.7.11 Appeals Process: The appeals process for a denial of tenure by the Department are described in the College Bylaws.

4.8 Promotion (2/10/92)

4.8.2 Appointment to Academic Rank: New Faculty hired into the Department of Civil and Environmental Engineering will be appointed to an appropriate academic rank by the Chair with the consensus of the faculty search committee.

4.8.2 Standards: The overall performance of the candidate for promotion shall be judged in each of three areas: teaching, scholarship, and service. Promotions are considered with respect to the following criteria:

4.8.2.1 Assistant Professor. Promotion or appointment to Assistant Professor is based on performance and potential. A strong academic record is a prerequisite and the candidate should have completed an appropriate doctoral degree program. Indications must be clear that the aptitude and a capability to be a successful teacher and researcher are present and that the candidate will grow in stature.

4.8.2.2 Associate Professor. Promotion to Associate Professor is based on actual performance and the

potential for continued development. A record of effectiveness in teaching, scholarship, and service must be documented and verified. If a faculty member applying for promotion has teaching responsibilities, a record of effectiveness as a teacher may be based on student evaluations, course and curriculum development, teaching load, advising, awards and other forms of recognition, or other measures which demonstrate teaching competence and efficiency in the classroom or laboratory, the ability to communicate effectively with students and skill in handling classroom and other duties related to teaching. If the faculty member has involvement in scholarly activity, a record of effectiveness may be based on level of research activity including external funding, graduate student support, publications, presentations, patents, awards and other forms of recognition, or other measures which demonstrate continuing professional growth related to the academic faculty member's discipline or program area. In addition, the faculty member must demonstrate appropriate involvement in the area of service, which may be demonstrated by serving on Department, College, and University Committees; manifestations of professionalism such as registration, consulting activity, and offices held in national and professional organizations; service to the Community, State, and Nation; and awards and other forms of recognition. Other factors which may be taken into account

include creativity, excellence in accomplishments, and leadership, and the ability to work with the faculty, staff, and student body of the Department.

4.8.2.3 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. In general, the individual has made major, and 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 addition, the individual seeking promotion to full Professor should have demonstrated leadership within the Department and College and be willing to accept leadership responsibilities.

4.8.2 Promotion Procedures: The detailed procedure for the promotion review, department vote, and necessary documentation are described in sections 4.8.4 to 4.8.6.

4.8.2 Timing: The Candidate for promotion to Associate Professor normally will be reviewed in October or November of the 6th academic year of service. The number of years of service can be counted as equal to the number of years applied towards tenure as governed by UNLV policy. A candidate for promotion to Associate Professor may request early

consideration for promotion. Upon request, a candidate for promotion to full Professor will be reviewed in October or November.

4.8.2 Documentation Provided by the Applicant: The applicant for promotion 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. Documentation must include:

- a) Full vitae.
- b) Three (3) letters of recommendation.
For promotion to full professor, these letters of recommendation should come from peers outside UNLV who are familiar with the work and qualifications of the candidate.
- c) Complete copies of student evaluation forms (the Department shall make copies of these available to the applicant).
- d) Copies of all annual evaluations (the Department shall make copies of these available).
- e) Copies of recent and key publications.

- f) For promotion to full Professor,
documentation of national or
international recognition.

4.8.6 Departmental Consideration of the Applicant:

The following section of documents the Department's formal review of the applicant.

4.8.6.1 All documentation must be available to all Department Faculty at least two weeks before the Department promotion review.

4.8.6.2 The Department Chair will call for a Department promotion review meeting in October or November. The meeting must be attended by at least $\frac{3}{4}$ of the eligible Department faculty. Absentee ballots will be counted if received prior to the voting.

4.8.6.3 Eligible Members: All tenured, tenure-track, and Emeritus Department faculty of Rank III and above are eligible to vote.

4.8.6.4 The Applicant will orally present his/her case at the promotion review meeting. If tenure also is being considered at the same time, the candidates need only make one presentation. However, voting for tenure and promotion are conducted separately on different ballots.

4.8.6.5 The Department chair will allow the faculty to question the applicant and comment.

4.8.6.6 After the Applicant presents his or her case and answers questions, he or she is then dismissed from the meeting and the faculty will discuss the applicant's case.

4.8.6.7 Call for Vote: The chair will conduct a secret ballot of all eligible faculty present. Ballots then will be sealed and the chair will announce the recommendation for promotion or not for promotion based on a simple majority of the vote. The vote will not be released, but will be reported to the Dean.

4.8.7 Appeals Process: The appeals process for a denial of promotion by the Department are described in the College bylaws.

Section 5 - Personnel Policy and Procedure5.1 Selection and Appointment of Professionalism Personnel.

Recommendation for appointment to faculty positions by the Chairman shall require the approval of a majority of the Department Faculty in a Department meeting. Candidates for tenure track appointments shall normally possess and earned doctorate in an appropriate discipline. Under extraordinary circumstances exceptions may be made providing the individual has demonstrated a high level of performance in professional scholarly and/or creative work.

5.2.1 Selection of Department Chairman. The Department Chairman shall be elected by a secret ballot by a majority of the Department Faculty in a Department meeting called for this purpose. This meeting will be held in November of the last academic year of the current Chair's term of appointment, and the new chair's term will begin the following July 1. The Chairmanship will be for a three-year term, which may be renewed once for a maximum of six years of consecutive service. The Department recognizes that the Chair's duties are valuable and time consuming, and recommends that a suitable fraction of the chair's time be allotted to them. The Chair's teaching load shall be reduced accordingly.

5.2.2 No Confidence Vote on Chairman: any faculty meeting, under new business, any faculty member may move for a vote of

"no confidence" in the chairman. If this motion is seconded, it shall immediately become a Class A Action under rules of 2.7.

Section 6 - procedures for Approval of New and Revised Curricula

6.1 Proposals at the undergraduate or graduate level for new degree program and courses, for the deletion of existing programs or courses, and for substantial revision of existing courses of degree program requirements shall emanate from the Department faculty. Such proposal originate with individuals. They shall be considered for adoption by the appropriate committee and be approved or rejected by the faculty; and if approved, shall be submitted by the chairman to the Dean of the College.

6.2 A file shall be kept on all courses currently offered, or which have been offered since the most recent accreditation recommendation. These files shall include an outline of the course; a list of textbooks and the semester in which they were used; a syllabus, whenever available; copies of examinations, when possible; a copy of final examination and a list of the grades assigned in the course. These files shall be available for review by members of the Department when proposing changes to any curriculum and to members of the evaluating team when they are accrediting the Department or any of the disciplines therein.

6.3 Integration of new programs

Section 7 - Amendment of By-Laws

7.1 Proposed amendments shall be placed on the agenda of a meeting of the Department faculty.

7.2 Approval by at least two-thirds of the Department Faculty as required by Class A Action is necessary for the adoption of any amendment.

Appendix

Fundamental Cannons, ABET CODE OF ETHICS (10/5/77)

1. Engineers shall hold paramount the safety, health, and welfare of the public in the performance of their professional duties.
2. Engineers shall perform services only in the areas of their competence.
3. Engineers shall issue public statements only in an objective and truthful manner.
4. Engineers shall act in professional matters for each employer or client as faithful agents or trustees and shall avoid conflicts of interest.
5. Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others.
6. Engineers shall act in such a manner as to uphold and enhance the honor, integrity and dignity of the profession.
7. Engineers shall continue their professional development throughout their careers and shall provide opportunities for the professional development of those engineers under their supervision.

4.7 Award of Tenure (2/10/92, rev. 9/27/95)

4.7.1 Eligibility: Eligibility: Only academic faculty members as defined in UNLV Bylaws Chapter, Section 4.1.1, who are in Rank II (Assistant Professors) or above, are eligible for tenure. Administrators are eligible for tenure only in their capacity as academic faculty.

4.7.2 Standards: The overall performance of the candidate shall be judged in each of three areas: teaching, scholarship, and service. If a faculty member applying for tenure has teaching responsibilities, a record of effectiveness as a teacher may be based on student evaluations, course and curriculum development, teaching load, undergraduate and graduate student advising, awards and other forms of recognition, or other measures which demonstrate teaching competence and efficiency in the classroom or laboratory, the ability to communicate effectively with students and skill in handling classroom and other duties related to teaching. If the faculty member has involvement in scholarly activity, a record of effectiveness may be based on level of research activity including external funding, graduate student support, publications, presentations, patents, awards and other forms of recognition, or other measures which demonstrate continuing professional growth related to the academic faculty member's discipline or program area. In addition, the faculty member must

demonstrate appropriate involvement in the area of service, which may be demonstrated by serving on Department, College, and University Committees; manifestations of professionalism such as registration, consulting activity, and offices held in national professional organizations; service to the Community, State and Nation; and awards and other forms of recognition. Other factors which may be taken into account include creativity, excellence in accomplishments, and leadership. The candidate must have demonstrated the ability to work with the faculty, staff, and student body of the Department in an ethical and fair manner, and those who are engineers by discipline and training are expected to abide by the Fundamental Canons of the ABET Code of Ethics for engineers.

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4.7.4 Timing: The candidate for tenure will be reviewed no later than October or November of the Fall of the 6th academic year of service applied toward tenure. The number of years applied towards tenure are governed by UNLV policy.

4.7.5 Exceptions: A candidate may request early consideration for tenure. (Note: The Department will only once for tenure.)

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Department to serve as members of this panel. Faculty may decline selection, but 3 members are necessary on the panel.

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4.7.9.4 The applicant will orally present his/her case at the tenure review meeting.

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4.7.11 Appeals Process: The appeals process for a denial of tenure by the Department are described in the College Bylaws.

4.8 Promotion (2/10/92)

4.8.1 Appointment to Academic Rank: New Faculty hired into the Department of Civil and Environmental Engineering will be appointed to an appropriate academic rank by the Chair with the consensus of the faculty search committee.

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teaching, scholarship, and service. Promotions are considered with respect to the following criteria:

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4.8.2.2 Associate Professor. Promotion to Associate Professor is based on actual performance and the potential for continued development. A record of effectiveness in teaching, scholarship, and service must be documented and verified. If a faculty member applying for promotion has teaching responsibilities, a record of effectiveness as a teacher may be based on student evaluations, course and curriculum development, teaching load, advising, awards and other forms of recognition, or other measures which demonstrate teaching competence and efficiency in the classroom or laboratory, the ability to communicate effectively with students and skill in handling classroom and other duties related to teaching. If the faculty member has involvement in scholarly activity, a record of effectiveness may be based on level of research activity including external funding, graduate student

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4.8.2.3 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. In general, the individual has made major, and 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 addition, the individual seeking promotion to full Professor should have

demonstrated leadership within the Department and College and be willing to accept leadership responsibilities.

4.8.3 Promotion Procedures: The detailed procedure for the promotion review, department vote, and necessary documentation are described in sections 4.8.4 to 4.8.6.

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For promotion to full professor, these letters of recommendation should come from peers outside UNLV who are

familiar with the work and qualifications of the candidate.

- c) Complete copies of student evaluation forms (the Department shall make copies of these available to the applicant).
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4.8.6.6 After the Applicant presents his or her case and answers questions, he or she is then dismissed from the meeting and the faculty will discuss the applicant's case.

4.8.6.7 Call for Vote: The chair will conduct a secret ballot of all eligible faculty present. Ballots then will be sealed and the chair will announce the recommendation for promotion or not for promotion based on a simple majority of the vote. The vote will not be released, but will be reported to the Dean.

4.8.7 Appeals Process: The appeals process for a denial of promotion by the Department are described in the College bylaws.

Appendix

Fundamental Cannons, ABET CODE OF ETHICS (10/5/77)

1. Engineers shall hold paramount the safety, health, and welfare of the public in the performance of their professional duties.
2. Engineers shall perform services only in the areas of their competence.
3. Engineers shall issue public statements only in an objective and truthful manner.
4. Engineers shall act in professional matters for each employer or client as faithful agents or trustees and shall avoid conflicts of interest.
5. Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others.
6. Engineers shall act in such a manner as to uphold and enhance the honor, integrity and dignity of the profession.
7. Engineers shall continue their professional development throughout their careers and shall provide opportunities for the professional development of those engineers under their supervision.

5.2.1 Selection of Department Chairman (Revised 11/19/97).

The Department Chairman shall be elected by a secret ballot by a majority of the Department Faculty in a Department meeting called for this purpose. *This meeting will be held in November of the last academic year of the current Chair's term of appointment, and the new chair's term will begin the following July 1. The Chairmanship will be for a three-year term, which may be renewed once for a maximum of six years of consecutive service. This meeting normally will be held in March of the first year of the biennium, and the Chairman's term will normally begin at the start of the following fall semester. The Chairmanship will be for a two year term, which may be renewed twice for a maximum of 6 years of consecutive service.* The Department recognizes that the Chair's duties are valuable and time consuming, and recommends that a suitable fraction of the chair's time be allotted to them. The Chair's teaching load shall be reduced accordingly.

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may be renewed once for a maximum of six years of consecutive service. The Department recognizes that the Chair's duties are valuable and time consuming, and recommends that a suitable fraction of the chair's time be allotted to them. The Chair's teaching load shall be reduced accordingly.