

COLLEGE OF LIBERAL ARTS BYLAWS
UNIVERSITY OF NEVADA, LAS VEGAS
March, 2009

Article I. The College of Liberal Arts

- 1.1 The College of Liberal Arts shall consist of the Departments of Anthropology & Ethnic Studies, English, Foreign Languages, History, Philosophy, Political Science, Psychology, Sociology, and Women's Studies; the English Language Center; plus any other programs of study, centers, and institutes under its jurisdiction.
- 1.2 Each tenured or tenure-track faculty member under full-time teaching or research contract to the University System, the majority of whose workload is in the College of Liberal Arts, shall be considered a member of the College and have one vote in its proceedings. A faculty-in-residence shall be considered a member of the College and have one vote in its proceedings. (Faculty-in-residence are considered part of the academic faculty and are non-tenure track positions (Rank 0). The primary workload responsibility of faculty-in-residence will be instruction and service with limited or no responsibility in the area of research). Exceptions to this rule must be approved by majority vote of the College. The Dean and Associate or Assistant Dean of the College shall also be voting members.
- 1.3 All College voting shall be conducted by mail ballot.
- 1.4 New departments may be formed in the College only with the approval of a majority of the members of the College voting.
- 1.5 Existing departments may be split or consolidated by (a) a majority vote of the department or departments concerned or, if the department or departments concerned disapprove, (b) by the College, by a two-thirds majority of the College voting.
- 1.6 Existing departments or disciplines may be eliminated only with the approval of a two-thirds majority of the members of the College voting.
- 1.7 Proposals for action in 1.4, 1.5, and 1.6 shall be forwarded to the Dean for the described College approval, and, if approved, sent to the Provost and the President for final approval.
- 1.8 Budgets for the College shall be departmentalized and administered by the departments.
- 1.9 Faculty workloads will be determined based on the provisions of College and University workload policies.

Article II. Officers of the College

- 2.1 The chief administrative officer shall be the Dean of the College.
- 2.2 The Dean of the College shall be appointed by the President upon recommendation from the Provost, who shall have convened and been advised by a screening committee that includes six faculty members elected by the faculty of the College. Three of the members elected by the College shall be from the Humanities (ENG, ELC, FOL, HIST, PHIL) and three members shall be from the Social Sciences (ANTH, PSC, PSY, SOC, WMST). Chairs, faculty directors, and the Assistant or Associate Dean may not serve on Dean search committees.
- 2.3 In the event that the provisions of 2.2 shall not be fulfilled, an Acting Dean shall be appointed by the Provost and the President upon recommendation of the screening committee with the understanding that the recruitment for a permanent dean shall continue.
- 2.4 The Assistant or Associate Administrative Officer shall be the Assistant or Associate Dean of the College.
- 2.5 The Assistant or Associate Dean of the College shall be appointed by the Dean after a selection process, which shall include an opportunity for members of the College to submit applications to the Dean. The Dean will make the selection in consultation with the Executive Committee.
- 2.6 The Assistant or Associate Dean serves at the pleasure of the Dean of the College.
- 2.7 The method by which the Chairperson is appointed shall be determined by the members of each department. Terms of office must be at least three years, with the possibility of renewal. Chairpersons shall be tenured members of the faculty with a rank of III or IV absent an express written exception by the Dean and Provost. The Chairperson not intending to continue in office should formally notify the Dean as early as possible so that the Dean can meet with the department to discuss the various options. Department Chairs and Program Directors serve at the pleasure of the Dean. They may be removed for cause upon consultation with department and program faculty.
- 2.8 The Chairperson shall be responsible for the administration of her or his department.
- 2.9 At the formal written request of that number of the voting members of the department as required by departmental bylaws, removal of the chairperson shall be considered by the Dean. If the Dean concurs, the request will be forwarded to the Provost.

- 2.10 A periodic assessment of college administrators by academic faculty and nonacademic faculty who report directly to the administrators will be held at least once every three years. An assessment of the administrators' performance of assigned duties within the standards of effectiveness and efficiency will be included.

Article III. Meetings of the College

- 3.1 The Dean shall call a regular meeting of the College at least once each semester. However, other meetings of the College may be called as frequently as the Dean feels it is necessary during the regular academic year. At least one week's written advance notice must be given before meetings are held. All regular meetings shall be scheduled during normal working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday. The quorum for a College meeting shall be twenty voting-eligible faculty members.
- 3.2 The Dean shall call a College meeting upon written request signed by at least fifteen percent of the College faculty. Such meetings shall then be held no later than 20 days after receiving the petition.
- 3.3 Notification of the scheduling of a meeting of the college shall constitute notice to individual faculty members who wish to contribute items to the agenda. Such items shall be in the hands of the Dean four days prior to the called meeting.
- 3.4 The agenda for each regular meeting shall be distributed to the College faculty at least three days prior to the scheduled meeting.
- 3.5 Minutes of College meetings shall be distributed to the College faculty within two weeks following the meeting.
- 3.6 Proceedings of the College shall be conducted according to the most recent edition of Robert's Rules of Order, except where they conflict with these Bylaws, which shall take precedence.

Article IV. Elections and Committees

- 4.1 The College shall have the following standing committees:
 - 4.1.1 Executive Committee
 - 4.1.2 Course and Curriculum Committee
 - 4.1.3 Personnel Committee
 - 4.1.4 Bylaws Committee
 - 4.1.5 Financial Aid Committee (scholarships and tuition waivers)
 - 4.1.6 Academic Standards Committee

4.2 In the first year under these Bylaws, the first task of each committee shall be the writing of a statement of its view of its duties. The statement shall be subject to review by the Dean and the Executive Committee before submission to the College, which must approve the statements by a plurality vote. These statements shall be binding upon succeeding committees, which may amend them by the process above.

4.3 Committee Membership

4.3.1 All standing committees shall consist of five members elected from among the College faculty.

4.3.2 No standing committee other than the Executive Committee shall have more than one member from any department.

4.3.3 The Executive Committee shall consist of the Dean of the College, Associate or Assistant Dean, the Department Chairpersons, and two members elected at large by the College faculty.

4.3.4 The Course and Curriculum Committee will consist of five faculty members; two from the Humanities (ELC, ENG, FOL, HIST, PHIL) and two from the Social Sciences (ANTH, PSC, PSY, SOC, WMST), with one person elected at large in the College. In addition to the five elected faculty members, the College's representatives to the University Curriculum Committee shall serve as ex officio members of the College Curriculum Committee.

4.3.5 The Personnel Committee shall consist of five tenured members of the faculty at the rank of associate professor or higher, excluding department chairs. At least two shall be from the Humanities (ELC, ENG, FOL, HIST, PHIL) and two from the Social Sciences (ANTH, PSC, PSY, SOC, WMST). The Personnel Committee shall serve as the College's Merit Standards Committee and Peer Review Committee.

4.3.6 The Academic Standards Committee shall consist of five members of the faculty. At least two shall be from the Humanities (ELC, ENG, FOL, HIST, PHIL), and two from the Social Sciences (ANTH, PSC, PSY, SOC, WMST).

4.3.7 Each standing committee shall be prepared to report on action taken or proposed at each regular meeting of the College.

4.3.8 Faculty committee members, except for the non-elected members (department chairs and program directors) of the Executive Committee, shall serve on standing committees for a period of two calendar years beginning with their election. Members shall serve staggered terms to insure continuity on the committee. In the initial year of a standing

committee, two of its members shall be elected for only one year. Members may succeed themselves on these committees. In the case of an unexpected resignation, a special election will be held to complete the remaining term.

4.3.9 Other committees may be appointed for special purposes by the Dean of the College.

4.4 College Elections

4.4.1 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 Dean.

4.4.2 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.

4.4.3 College participation in Faculty Senate elections shall be organized by the College's Senior Senator in accordance with Faculty Senate bylaws. In the event unexpected vacancies of Senate seats or on Senate committees, emergency appointments may be made by the College's Senior Senator until the next regular Senate election.

Article V. Procedures of the College

5.1. Curriculum

Curriculum and requirements changes within a department or cooperating departments shall originate with the members of that department or departments, and shall follow the approval and routing procedures established by the relevant University Curriculum Committees. Changes approved by the College Curriculum Committee shall be communicated to the Associate Dean, who shall make notice of such a change available to all members of the College faculty. If, within one week subsequent to notification, no protest is made by any other department acting through its Chairperson, the change will be considered approved by the College. If a protest is made by a Chairperson, or 10 members of the College, or if the Dean of the College has reservations, the Dean shall refer the matter to the Executive Committee of the College for recommendation to the voting members of the College for final resolution.

5.1.1 Changes in College Requirements

Proposed changes in College requirements or modification of such requirements shall require approval by two-thirds mail vote of the members of the College voting. The Executive Committed shall propose all changes or modification in College requirements or modification of such requirements, except in such instances in which fifteen percent of the members of the College sign a petition and submit it to the Dean.

5.1.2 Class Scheduling

The faculty of each department shall recommend to the chair departmental courses to be taught each semester for University credit. The chair, in consultation with the faculty, will create a schedule which meets the needs of students and which rotates courses in such a manner as to provide for timely graduation for department majors [Chapter II, Section 2.1].

5.1.3 Faculty Course Assignment

The chair of each department, after consultation with the departmental faculty and in accordance with the UNLV Bylaws [Chapter II, Section 3.1] shall assign each faculty member specific courses [Chapter II, Section 3.1].

5.1.4 New Courses

New courses within a program, a department or cooperating departments shall originate with the members of that program, department or departments and shall follow the approval and routing procedures established by the UNLV Bylaws, Chapter II, Section 5. Upon approval of new courses, the Assistant or Associate Dean will inform all members of the College faculty. [Chapter II, Sections 5.1., 5.2, 5.2 (a), 5.3.2., 5.3.3, 5.3.4]

5.1.5 New Programs of Study

New programs of study must be approved by faculty within the originating program or department and shall follow the approval and routing procedures established by the UNLV Bylaws, Chapter II, Section 6. [Chapter II, Sections 6.1., 6.3.2, 6.3.3. 6.3.4]

5.2 Faculty Organization

5.2.1 Policies and Procedures Relating to Faculty Rights and Duties

All specified professional responsibilities and performance expectations shall be discussed by the individual faculty member and the department chair or supervisor. Individual workloads will be determined for a member of the faculty in accordance with the mission and priorities of that person's

department as specified by the bylaws of the department thereof. Any grievances shall proceed through normal administrative channels. [Chapter II, Section 6.1]

5.2.2 Procedures for the Faculty of a Department to Vote on Promotion and Tenure Decisions

Each department shall establish an eligibility standard for its faculty members to vote on promotion and tenure decisions. [Chapter 1, Section 4.3.1 (a) and 4.3.1 (b)]

5.2.3 Promotion and Tenure Guidelines and Procedures

Each department shall establish guidelines and procedures for promotion and tenure recommendations. [Chapter 1, Section 4.8.4]

5.2.3.1 Four external letters are required for tenure and promotion to associate professor. Two referees shall be chosen by the candidate, and two by the department.

5.2.3.2 University Code guidelines will be followed with respect to promotion to Full Professor.

5.2.3.3 University Code guidelines will be followed with respect to appeals of promotion and tenure decisions.

5.2.4 Procedures for Personnel Recommendations

The faculty of each academic department shall establish its own procedures and criteria for all personnel recommendations in accordance with department bylaws. Only tenured, tenure-track and faculty-in-residence may serve on departmental personnel committees, attend personnel committee meetings at which recommendations for promotion, tenure, merit or annual evaluations will be made, or vote in such meetings. It shall be the responsibility of those in attendance to write a detailed report specifying majority and minority opinions. The administrative procedures of each department shall ensure that the input of administrators is a formalized part of the process. [Chapter III, Section 2.1., 2.4]

5.2.5 Procedures for Annual Evaluation of Faculty

Department chairs must prepare an annual evaluation for each member of their faculty. Department chairs must meet with any faculty member requesting a meeting to review his or her annual evaluation and must apprise all faculty members of their right to submit a rejoinder or request a peer evaluation as well as the procedure and deadlines for doing so. If a faculty member requests a meeting to review his or her annual evaluation, the

deadlines for submitting a rejoinder or requesting a peer evaluation begin on the day of the meeting with the chair.

If a faculty member disagrees with an assigned rating in any of the three categories of performance (instruction, scholarly research/ creative activity, service) or with the rating assigned for the overall evaluation, the faculty member may invoke the following procedures. If the faculty member merely takes exception to commentary or descriptions written by the department chair, the faculty member shall, within thirty calendar days, use the option of filing a rejoinder with the Annual Evaluation Report form. The latter does not constitute a formal “disagreement” with the evaluation.

Following are the procedures for disagreeing formally with an annual evaluation in the College of Liberal Arts:

- (a) The faculty member who wishes to disagree formally with an annual evaluation may submit in writing to the dean a request for a peer evaluation within fifteen calendar days from the date the faculty member receives his or her Annual Evaluation Report from the department chair.
- (b) In the College of Liberal Arts, peer evaluations will be conducted by the college’s Personnel Committee. When serving as the College’s Peer Review Committee, it shall follow Faculty Senate procedures for hearing grievances (University Bylaws, Chapter III, Section 8.3 and 8.4). No Personnel Committee member may participate in a peer evaluation of a faculty member from the Personnel Committee member’s department. A faculty member who is being reviewed may be advised by an advocate during the peer review process and at any meetings with the peer review committee.
- (c) The Personnel Committee will meet within fifteen calendar days after the dean receives a faculty member’s written request for a peer evaluation. The faculty member will be notified of the date, time and location of the Personnel Committee’s meeting and of his or her right to submit all relevant documentation to the Committee. The Personnel Committee will be provided with copies of the chair’s Annual Evaluation Report, the evaluatee’s self-evaluation and written request for a peer evaluation, any other relevant documentation used in the evaluation process, and any supplemental documentation supplied by the faculty member. The Personnel Committee shall meet separately with both the department chair and the evaluatee, and shall submit its written evaluation report to the Dean no later than the end of the B-contract period. Both the department chair and the evaluatee shall receive copies of this report.

The Personnel Committee’s deliberations shall remain confidential. Its

report will be distributed only to those individuals named above and university officers in regular administrative channels.

5.2.6 Merit Guidelines and Procedures (Faculty)

5.2.6.1 The determination of merit guidelines shall be made by the Personnel Committee with the advice and consent of the Dean and in consultation with the College Executive Committee.

5.2.6.2 Each department may determine the process used to rank its faculty; however, a FINAL RANKED LIST shall be submitted to the Dean by the Personnel Committee.

5.2.6.3 The award of merit shall require a SPECIFIC APPLICATION and an EVALUATION PROCESS SEPARATE FROM ANNUAL or other evaluations of faculty.

5.2.6.4 The merit appeal process shall follow the guidelines specified in the UNLV By-Laws (Chapter 6, Section 10).

5.2.7 Merit Guidelines and Procedures (Professional Staff)

5.2.7.1 Professional staff may apply for merit using a format defined by the College.

5.2.7.2 The professional staff member's supervisor makes a recommendation for merit based on criteria determined in consultation with the Dean.

5.2.7.3 The Dean makes the final determination of merit.

5.3 Amendment of Bylaws

These Bylaws may be amended by the following procedure:

- (a) Placing a proposed amendment on the agenda of a regular meeting of the College with distribution of the proposed amendment to each College faculty member at least one week prior to the meeting.
- (b) Secret mail ballot vote on the proposed amendment within one month following the meeting at which the amendment is introduced
- (c) Approval by two-thirds of those voting.

5.4 Suspension of Bylaws

Suspension of any procedural clause, excepting Article V, section 5.3, may be

accomplished at any College meeting at which 25 percent of the voting members of the College are present and there is no objection from any voting member present.

Article VI. Equal Opportunity and Nondiscrimination Policy

- 6.1 The College of Liberal Arts strictly adheres to policies of equal educational opportunities, equal employment opportunities, and nondiscrimination. It follows policies of equal opportunity and affirmative action in accordance with state and federal laws, regulations, and guidelines. The College of Liberal Arts will not discriminate on the basis of age, color, creed, marital status, national origin, physical or mental disability, race, religion, sex, sexual orientation, or veteran status.