

HONORS COLLEGE BYLAWS
UNIVERSITY OF NEVADA, LAS VEGAS

Article 1. The Honors College

1.1. Mission: The mission of the Honors College is to provide for its student's exceptional educational opportunities, available in the context of a dynamic community of learners — faculty and students alike — exemplifying a shared commitment to academic excellence and personal intellectual growth. The Honors College provides traditional coursework, laboratories, studio and field experiences, intensive seminars, and research opportunities in a curricular array appropriate for students from their first day of university classes through graduation. The Honors College and its programs are exemplars of rigor, creativity, faculty-student engagement, dedication to academic integrity and community inclusiveness.

1.2. Goals:

To provide the finest educational opportunities possible for university students with high academic aspirations.

To bring together the most accomplished faculty scholars and most receptive and talented students in a synergy of advanced learning.

To support the realization of holistic and global education (in line with the university's undergraduate learning objectives), in which traditional academic and creative accomplishments are coupled with personal growth and a devotion to life-long learning on a global palette.

To foster the development and confirmation of talents, skills and experiences that will promote opportunities for successful post-graduate education and/or the fulfillment of professional careers.

1.3. The Honors College differs from most of the other colleges that comprise the University of Nevada, Las Vegas, in that it does not award academic degrees. It does, however, confer the distinctions of University Honors and Research/Creative Honors, which appear on official transcripts and diplomas.

1.4. These College Bylaws are intended to be consistent with the UNLV Bylaws, the Nevada System of Higher Education Code, and Board of Regents' policies.

Article 2. College Governance and Administration

2.1. The Honors College is governed by a Dean, an Associate Dean, Honors College faculty and, in an advisory role, the Honors Council.

2.2. Dean of the Honors College

2.2.1. The chief administrative officer shall be the Dean of the Honors College.

2.2.2. The Dean shall be appointed by the Executive Vice-President and Provost, upon approval from the President.

2.2.3. The Dean reports to the Executive Vice-President and Provost.

2.2.4. Duties and Responsibilities: As the chief administrative officer of the Honors College, the Dean has authority and responsibility for the Honors College in all matters within the regular administrative channels of the University as defined in Chapter I, Section 5 of the UNLV Bylaws. These include, but are not limited to, policy formation, interpretation and application; personnel selection and evaluation; budget preparation and allocation; short- and long-term planning; and leading regular meetings.

2.2.5. Term, Removal and Evaluation of the Dean: The Dean is evaluated by the Executive Vice-President and Provost and serves at the discretion of the Executive Vice-President and Provost. Removal of the Dean occurs upon recommendation by the Executive Vice-President and Provost subject to approval by the President. There is no specified term for the Dean.

2.3. Associate Dean of the Honors College

2.3.1. Selection: The Associate Dean is hired through an internal search process conducted by an advisory Search Committee appointed by the Dean of the Honors College. The Search Committee recommends candidates to the Dean who, in turn, forwards a recommendation to the Executive Vice-President and Provost. The Associate Dean is consequently approved by the Executive Vice-President and Provost.

2.3.2. Duties and Responsibilities: The Associate Dean is an administrative faculty position, although candidates for the position are expected to be drawn from full-time academic faculty. As such, the emphasis is on administrative duties, with some teaching responsibilities. The Associate Dean does constitute the quorum of faculty. If the Associate Dean is an Associate Professor, promotion review will rest with his/her discipline department given its reliance on research productivity.

The Associate Dean reports directly to the Dean. The Dean will define job duties and responsibilities. These include but are not limited to: scheduling; enrollment management; assessment; accreditation; supervising the Research/Creative Honors track, which requires students to complete a senior project or thesis; helping to recruit and advise students; coordinating the application process for UNLV students applying for nationally competitive awards; representing the Honors College on various committees and meetings; acting as the Dean's proxy when required; and other administrative and management responsibilities as assigned by the Dean.

2.3.3. Term. The Associate Dean is expected to commit to a minimum 3-year term, although the Dean can extend this term indefinitely (if so desired by the Associate Dean) without requiring any official procedure.

2.4. Honors College Faculty

Honors College courses may be taught by a variety of full-time faculty as follows:

- 1) Honors Faculty-in-Residence with a 100% workload assignment in the Honors College
- 2) Honors Faculty-in-Residence with a majority workload assignment in the Honors College
- 3) Tenure-track/Tenured Faculty in other discipline departments with a partial teaching assignment in Honors
- 4) Full-time faculty from across the campus who are loaned on a course-by-course basis to the Honors College

2.4.1. Honors Faculty-in-Residence with a 100% workload assignment in the Honors College (4-4 teaching load in the Honors College or equivalent and all service in or representing the Honors College). The Dean is the supervisor and conducts all annual evaluations in accordance with University Bylaws, Chapter III, Section 8.

2.4.2. Honors Faculty-in-Residence with a majority workload assignment in the Honors College (the majority of the 4-4 teaching load in the Honors College and all service in or representing the Honors College). The Dean is the supervisor and conducts all annual evaluations in accordance with University Bylaws, Chapter III, Section 8, although feedback is sought from the chairs of discipline departments with which the faculty are shared.

2.4.3. Tenure-track/Tenured Faculty in other discipline departments with a partial teaching assignment in Honors. The Chair of the discipline department is the supervisor of this type of faculty. The Dean of the Honors College provides feedback on the faculty's performance in those duties performed for the Honors College. There are specific Memoranda of Understanding covering the conditions of the sharing arrangement; and these MOUs are signed by the

Executive Vice President and Provost as well as the relevant Deans and Chairs.

2.4.4. Full-time faculty from across campus will be released by discipline Department Chairs to teach isolated lower and upper division Honors courses as requested, desired, and needed. The Honors College has no supervisory role with these faculty members but does conduct teaching evaluations of courses taught for inclusion in the faculty members' department annual report.

For the remainder of the bylaws, the term "Honors Faculty" will refer only to faculty who report directly to and are evaluated by the Honors College Dean (Types 1 and 2).

2.5. Honors Council

2.5.1. Membership: The Honors Council is composed of faculty members from various undergraduate colleges or schools and the President of the Honors Student Council. One faculty member will represent each of the following college/schools/divisions at UNLV: Lee Business School, College of Education, Howard R. Hughes College of Engineering, College of Fine Arts, Division of Health Sciences, William F. Harrah College of Hotel Administration, College of Liberal Arts, College of Sciences, and the Greenspun College of Urban Affairs.

College faculty representatives are nominated by the deans/directors of the various colleges/schools and are appointed by the Dean of the Honors College. The Dean will solicit nominations from the deans of those colleges needing to have representation, based on representation criteria. Each year, after new members are appointed, the Honors College will forward a list of Honors Council members to the Executive Vice-Provost and to the Honors Council.

The student representative is the President of the Honors Council, a one-year term.

2.5.2. Meetings and Procedures: The Honors Council will usually meet twice during each of the two semesters of the academic year but will not meet during the summer. Meetings will be chaired by the Dean. The Dean and Associate Dean will be non-voting members of the Honors Council.

2.5.3. Terms of Office: Faculty representatives will serve staggered three-year terms, according to the schedule below. Student representatives will serve one-year terms. Faculty or student representatives may serve up to two consecutive terms. Terms of office for faculty and student representatives will begin in August.

In case faculty representatives do not complete their designated terms, the Dean will request from the appropriate college dean or division director nominations of faculty to complete the terms that were not completed. Vacancies will be filled according to the provisions of Honors Council membership.

Faculty representatives' terms of office will be staggered according to the following initial schedule:

- year 1: Three-year terms of office will begin for representatives from the following colleges: College of Education, Division of Health Sciences, Greenspun College of Urban Affairs

- *Year 2: Three-year terms of office will begin for representatives from the following colleges: Lee Business School, College of Sciences, Howard R. Hughes College of Engineering

- year 3: Three-year terms of office will begin for representatives from the following colleges: William F. Harrah College of Hotel Administration, College of Fine Arts, College of Liberal Arts

2.5.4. Duties and Responsibilities: The Honors Council serves as the advisory body of the Honors College and provides campus oversight for the operations and policies of the Honors College. Accordingly, the Council has the responsibility to advise the College administration when appropriate and has responsibility for reviewing and providing feedback on various policies. The Council also serves to select College faculty for special awards and designations as appropriate, review College policy regarding student recruitment and development, and provide feedback on the way College policies impact other units on campus. All policies developed by the College and reviewed by the Honors Council are subject to the approval of the Provost.

Section 2.6. Governance Policy

2.6.1. The Governance Body: The Dean, Associate Dean, and the Honors Faculty collaborate, as appropriate, to establish policies governing the Honors College. They shall review matters relative to curriculum, faculty hiring, Honors degree requirements, and student recruitment and selection. Decisions are made according to a majority vote of the non-administrative faculty. The Honors Council reviews these policies and decisions to ensure that they serve the campus as a whole. The Dean of the Honors College reviews College decisions and Honors Council feedback with the Executive Vice-President and Provost, who holds final approval authority.

2.6.2. Quorum: A quorum is defined as a majority of voting members of the Honors Faculty (non-administrative). For a rule or policy to be voted upon, a quorum must be present. All policy changes for the Honors College must be approved by a majority affirmative vote of the quorum and be approved by the Dean. When policy changes are presented to the Honors Council, there will also be a quorum vote, although this vote is advisory only. These advisory votes, however, need to be reported to the Provost when reviewing policy changes.

2.6.3. Policies: Current policies and rules of the Honors College shall be published in the Honors College Policies and Procedures Manual, Honors College Faculty Handbook and Honors College Student Handbook, which are edited and updated on a regular basis.

2.6.4. Amendments to the Bylaws: Changes and amendments to the Bylaws must be brought to the attention of Faculty members and Honors Council members at the meeting preceding the meeting at which a vote is taken. Bylaw changes and amendments require a two-thirds majority affirmative vote of the Honors faculty and the approval of the Dean.

Article 3. Meetings of the College

The Dean shall call regular meetings of the Honors Faculty at least once every three weeks during the academic year and regular meetings of the Honors Council at least twice every semester. However, additional meetings of the Honors Faculty may be called as frequently as the Dean deems necessary during the academic year. At least one week's written advance notice must be given before meetings are held, although preferably these will be pre-scheduled at the beginning of each semester. All regular meetings shall be scheduled during normal working hours, 8:00a.m. to 5:00p.m., Monday through Friday. The quorum will be a simple majority of Honors designated faculty or Honors Council.

Article 4. Committees

4.1. The Honors College shall have the following standing committees: Honors Rhetoric Committee
Honors Public Speaking Committee
Honors World Thought and Experience Committee

The task of the above committees is to ensure consistency in course content, workload, and grade distributions. Each committee will consist of no more than three faculty members who teach that course regularly. All faculty will have rotating appointments to the relevant committee's term for one year and, every year, committee selects a member of the committee to serve as chair.

4.2. The Honors Faculty as a whole will act as
Curriculum Committee
Personnel Committee
Bylaws Committee
Scholarships Committee
Academic Standards Committee

until such time as, and if, the number of Honors Faculty becomes too large for this structure and an amendment to the bylaws is required.

4.3. The Honors Faculty will elect Honors Faculty to other committees that arise as needed (e.g., Search Committees).

Article 5. Faculty Organization

5.1. All specified professional responsibilities and performance expectations shall be discussed by the individual faculty members and the Dean or Associate Dean. Individual workloads will be determined for a faculty member in accordance with contracts for 100% Honors Faculty and Memoranda of Understanding for faculty members with shared appointments.

5.2. Procedures for Annual Evaluation of Honors Faculty

5.2.1. The Dean must prepare an annual evaluation for each Honors Faculty member. The Dean must meet with each faculty member 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. Reviews shall be conducted in accordance with Honors College guidelines, UNLV Bylaws and NSHE code (See NSHE, Title 5, Section 5.12 and 5.13; UNLV Bylaws Chapter III, Section 8).

5.2.2. If a faculty member disagrees with an assigned rating in any of the two categories of performance (instruction, service) or with the rating assigned for the overall evaluation, the faculty member may invoke the following procedures outlined in the Honors College Peer Review Guidelines.

5.3. Procedures for Promotion Decisions for Honors Faculty

5.3.1. The promotion eligibility standards and detailed procedures for promotion decisions for Honors Faculty are detailed in the document Honors College Faculty-in-Residence Promotion Procedures and Standards which are in accordance with UNLV Bylaws, Chapter III, Section 16.

5.3.2. Eligible Honors Faculty who are 100% assigned to Honors will vote on the third-year review and promotion of likewise assigned Honors Faculty. It shall be the responsibility of those in attendance to write a detailed report specifying the basis for the recommendation, as well as majority and minority opinions. The input of the Dean will also be a consequent formalized part of the process.

Honors Faculty with shared appointments will undergo third year review and promotion review as stipulated in their respective memoranda of understanding (e.g., promotion in some cases may be the province of the discipline department in which they hold their shared appointment, with significant feedback from the Honors College Personnel Committee of the whole).

Article 6. 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 Honors College with distribution of the proposed amendment to each faculty member at least one week prior to the meeting.
- (b) Placing a proposed amendment on the agenda of a regular meeting of the Honors Council with distribution of the proposed amendment to each Honors Council member at least one week prior to the meeting.
- (c) Communication of Honors Council feedback to the Honors Faculty.
- (d) Secret ballot vote on the proposed amendment within one month following the meeting at which the amendment is introduced and Honors Council feedback has been received.
- (e) Approval by two-thirds of Honors faculty.

Honors College, University of Nevada, Las Vegas
Bylaws of the Honors College

Recommended:



Marta Meana, Dean

Approved:



Len Jessup, President

Dated: 7/06bfJ

Revised, April 7, 2015 Ratified by Honors Council unanimous ballot, April 8, 2015; Ratified by Honors College Faculty unanimous ballot, September 25, 2015; Revised based on Legal Counsel consultation, January 6, 2016; Revised based on Legal Counsel and Faculty Affairs Office Consultation, March 25, 2016. Ratified by Honors College Faculty unanimous ballot, April 1, 2016.

APPENDIX A HONORS COLLEGE PEER REVIEW GUIDELINES

If a faculty member disagrees with the evaluation, then s/he may submit a rejoinder (written response to the evaluation) within thirty (30) calendar days after notification.

File a rejoinder

A rejoinder is a statement attached to the evaluation that expresses why the faculty member being evaluated disagrees with the evaluation.

Requesting a Peer Review

The peer review procedure becomes operative only after the Executive Vice President and Provost receives a written request from the faculty member for the formation of a committee of peers to conduct a separate annual evaluation. The contesting faculty member has fifteen (15) days from the date s/he signs the Annual Evaluation Report to submit the peer review request.

Committee Composition

A peer review committee consists of 5 elected tenured faculty members, including a chair of the committee. Although the UNLV Bylaws, Chapter III, Section 8.3 stipulates that these faculty members be tenured regardless of rank, the Honors College does not have tenure-track or tenured faculty who are evaluated by the Dean of the Honors College. Consequently, these tenured faculty will be elected from a combined pool of tenured faculty in other discipline departments with a partial teaching assignment in Honors and full-time faculty from across the campus who are loaned on a course-by-course basis to the Honors College. The faculty of the Honors College will vote to elect members of the peer review committee every year at the beginning of the Fall semester, in case a peer review is requested in the Spring. The Chair of the Peer Review Committee is responsible for submitting the final report to the Executive Vice President and Provost.

The peer review committee will meet within fifteen (15) calendar days of the date the request was made to the Executive Vice President and Provost by the faculty member.

Peer Evaluation File

Within thirty (30) calendar days after notification, the faculty member may establish a Peer Evaluation File to include materials s/he judges to be pertinent to the contested evaluation. The peer review committee and higher levels of review shall use this file in addition to other materials which may include:

- performance evaluation
- Faculty Annual Achievement Report
- other documents used in support of the evaluation (e.g., special assignments, letters of instruction, written warning, letters from campus constituents)

The Review

The review may include written materials submitted by the college dean (supervisor) and the faculty member. Higher levels of review may also use the peer evaluation file in addition to other sources.

The review may also include interviews with the faculty member's supervisor (Dean) and the faculty member. The interview should be restricted to information regarding the appeal. At its discretion, the committee may request interviews with other personnel. However, interviews are limited to persons who have a direct bearing or knowledge of the evaluation or intimate knowledge of the faculty member's work. Character interviews are not allowed. The parties are interviewed separately.

For clarification purposes, the committee may seek additional information. It is not the responsibility of the committee to make the case for the faculty member or the supervisor.

The Report

The committee shall submit an independent written evaluation to the Executive Vice President and Provost within a reasonable time frame (e.g., ten (10) working days from the date of receiving its charge but no later than the end of the B-contract period).

The Decision

Both the original evaluation and the recommendation of the Peer Review Committee shall be forwarded to the Executive Vice President and Provost and both evaluations shall be placed in the faculty member's master personnel file. The Executive Vice President and Provost shall make the final decision of the evaluation to be issued to the faculty member for the year.

The decision of the Executive Vice President and Provost will be in writing and addressed to the faculty member's supervisor (Dean). The faculty member will receive a copy of this decision and a copy is to be filed in the faculty member's master personnel file.