The Administrative Faculty Committee’s vision is to create a culture of inclusiveness and growth by fostering meaningful collaborations and to provide opportunities for Administrative Faculty to participate in rewarding professional development endeavors.
INTRODUCTION

The primary purpose of this guide is to provide an overview of basic information about the Administrative Faculty Committee: the purpose, AFC’s role on campus, structure, membership, meetings, record keeping and how the members of the Administrative Faculty Committee participate in shared governance.

What is the Administrative Faculty Committee, (Formerly known as Professional Staff Committee) and how is it different than the Faculty Senate?

The Administrative Faculty Committee is a standing committee of the Faculty Senate and participates in university governance by reviewing and recommending policy on issues that directly affect administrative faculty such as merit and compensation, human resources, faculty senate representation, orientation, and the general communication amongst all administrative faculty members.

Further, the Administrative Faculty Committee serves as a forum for promoting and communicating administrative faculty initiatives and concerns, of both a general and unit specific nature among the administrative faculty, the Faculty Senate, and top UNLV Administrators.

The Faculty Senate bylaws sections 5 and 6 identify the need for an Administrative Faculty Committee in which each professional staff unit will have one representative on the committee for every fifty professional staff positions in the unit or fraction thereof. The Administrative Faculty Committee is composed of representatives elected from the following University component units:

- Advancement
- Allied Health, Dental, Nursing and Community Health Sciences
- Athletics
- Business, Hotel and Law
- Campus Life, Police Services, Student Affairs and Student Wellness
- Enrollment Services
- Finance, Business and Thomas and Mack Center
- Libraries, Academic Success Center, Honors College and Fine Arts
- Office of Information Technology
- President, Provost and Diversity
- Research & Economic Development and Graduate College
- Sciences and Engineering
- Urban Affairs, Liberal Arts and Education
- 2 At Large Positions
- Director, Human Resources or designee (ex-officio, non-voting)
- Administrative Faculty Senators (ex-officio, non-voting)*

* In addition, Administrative Faculty members elected to at-large seats on the Senate will also serve as ex-officio, non-voting members
UNLV UNIVERSITY GOVERNANCE and ORGANIZATION

NSHE BOARD OF REGENTS

PRESIDENT

ACADEMIC COUNCIL

ACADEMIC & ADMINISTRATIVE FACULTY

UNLV FACULTY SENATE

FACULTY SENATE EXECUTIVE COMMITTEE

CURRICULUM & ACADEMIC POLICY COMMITTEES

- ACADEMIC STANDARDS
- ADMISSIONS
- GENERAL EDUCATION
- PRIORITY & NEW PROGRAM REVIEW
- SCHOLARSHIPS
- UNDERGRADUATE CURRICULUM

UNIVERSITY GOVERNANCE COMMITTEES

- ADMINISTRATIVE FACULTY
  - ACADEMIC FREEDOM & ETHICS
  - CAMPUS AFFAIRS
  - FISCAL AFFAIRS
  - INTER-COLLEGIATE ATHLETICS
  - UNIVERSITY BYLAWS

PERSONNEL & DEVELOPMENT COMMITTEES

- FACULTY DEVELOPMENT LEAVE
- GRIEVANCE
- PROMOTION & TENURE
- SABBATICAL LEAVE

CONSOLIDATED STUDENTS OF UNLV (CSUN)

CLASSIFIED STAFF COUNCIL

CLASSIFIED STAFF

UNLV STUDENTS

GRADUATE PROFESSIONAL STUDENT ASSOCIATION (GPSA)

GRADUATE COUNCIL
COMMITTEE BYLAWS

Current committee bylaws:

UNIVERSITY OF NEVADA, LAS VEGAS

FACULTY SENATE, ADMINISTRATIVE FACULTY COMMITTEE BYLAWS

Original, approved October 27, 1994
Revised, July 17, 1996
Revised, February 1, 2000
Revised, December, 12, 2002
Revised, September 24, 2003
Revised April 12, 2006
Updated for Review by Executive Committee – May 29, 2008
Revised June 20, 2008
Final Updates – December 2, 2014

The Administrative Faculty Committee serves to communicate Administrative Faculty initiatives and concerns, of both a general and unit specific nature to the Faculty Senate; improve general communication and address issues within the Administrative Faculty. Committee members assume responsibility of disseminating information of interest to, and soliciting it from, their units.

1. STRUCTURE OF THE COMMITTEE

The committee will be composed of representatives elected from the following University units:

President / Provost / Diversity Initiatives
Office of Information Technology
Finance and Business
Student Affairs / Campus Life / Police Services / Student Wellness
Center for Academic Enrichment and Outreach
Enrollment Services
Research and Economic Development / Graduate College
Advancement
Athletics
Allied Health / Dental / Nursing / Community Health Sciences
Libraries / Academic Success Center / Honors College / Fine Arts
Business / Hotel / Law
Sciences / Engineering
Urban Affairs / Liberal Arts / Education
At-Large
At-Large
1.2 Each University unit grouping shall have one representative on the committee. Two Administrative Faculty Committee seats shall be designated "At-Large." Each at-large seat is to be filled by a member of the Administrative Faculty who is successful in an election conducted by the Administrative Faculty Senior Senator in which all Administrative Faculty are eligible to vote.

Any department or area with more than 50 Administration Faculty positions shall be considered a University unit. University unit groupings shall not exceed 125 positions, otherwise the Administrative Faculty Committee shall determine if the unit shall be split into two smaller units, each with at least 50 positions, or if another representative shall be added.

1.2 Committee members will be elected for a term of three years. Elections will be held each spring and terms will commence in August.

1.2.1 If there is a reorganization of the UNLV units, elected representatives from the original unit will maintain that represented position until the term is finished.

1.3 Elections can be held any time during the year to replace an Administrative Faculty committee member who must resign from any Faculty Senate Committee or in a situation in which the member may be on temporary leave. A long term proxy may be designated by the member until elections take place.

1.4 Ex-Officio, Non-Voting Members

All Administrative Faculty Senators of the Faculty Senate, Administrative Faculty members serving as At-Large Senators of the Faculty Senate and the Associate Vice President of Human Resources or their designee will be represented as ex-officio, non-voting members.

1.5 The chair will serve a term of one year September 1 to August 31 and be selected by the Faculty Senate Executive Committee from representatives recommended by the Administrative Faculty Committee.

1.6 Subcommittees

A subcommittee may be proposed at any time by a member of the Administrative Faculty Committee to address relevant issues. A simple majority vote of the quorum is required for action to create a subcommittee.

1.7 Subcommittee Review

Continuation of subcommittees, membership, and charges shall be reviewed once each academic year, starting in September.
2. OPERATIONAL PROCEDURES OF THE COMMITTEE

The Administrative Faculty Committee will elect a vice-chair at the first meeting of a new session. The vice-chair will take the duties of chair in cases where the chair will be absent. The vice-chair cannot automatically become the chair of the Administrative Faculty Committee. The chair must be approved by the Faculty Senate Executive Committee.

Meetings of the committee are initiated by the chair of the committee. In absence of the chair, the vice-chair may call the meetings. A member of the committee may request a meeting for special circumstances.

A quorum shall consist of 2/3 of the committee membership.

Any member who fails to attend three meetings, within one year, without sending a proxy shall be asked to resign from the committee by the committee chair and a new representative from that unit will be requested by the committee chair and appointed as a proxy until the next scheduled election is held. The chair of the Administrative Faculty Committee will notify the Executive Committee of the Faculty Senate of the resignation.

Proxies may be counted toward a quorum, and will be counted toward votes.

A simple majority of the quorum is required for action.

The chair of the committee will submit attendance and progress reports to the Faculty Senate at the request of the Faculty Senate Executive Committee.

3. GENERAL CHARGES OF THE COMMITTEE

Provide a formal body whose function is to address issues of interest to the Administrative Faculty;

Improve the representation of Administrative Faculty issues to the Faculty Senate;

Improve the general communication within the Administrative Faculty and university community;

Disseminate information of interest to the Administrative Faculty and communicate the concerns of Administrative Faculty to the Faculty Senate.
4. AMENDMENTS OF THE ADMINISTRATIVE FACULTY COMMITTEE BYLAW

4.1 The Administrative Faculty Committee bylaws may be amended after approval by 2/3 of the voting members of the Administrative Faculty Committee. After approval by the committee, the changes will be sent to the Faculty Senate Executive Committee for approval.
RESPONSIBILITIES OF OFFICERS

CHAIR:

1) Plans and conducts monthly committee meetings
   a. Sets Date/Time/Location of monthly meetings
      1. Reserve meeting space in Student Union using online link:
         http://kx.studentlife.unlv.edu/KxWebCalendar_Live/Client/FindASpace/Index
      b. Prepares and forwards meeting agenda to Secretary for printing
      c. Shares agenda through email with meeting reminder to AFC Representatives and Faculty Senate Senators the week of meeting
2) Ensures accurate minutes and timely reporting by reviewing all minutes before they are uploaded to Google Drive, within one week since meeting occurred
3) Summarizes important information in an email to Representatives after the meeting with the approved minutes, applicable attachments/flyers and information necessary for constituents and upcoming meeting
4) Motivates committee members to participate in discussions & sub committees
5) Encourages committee members to gather and share information with their constituents via monthly or bi monthly email correspondence
6) Represents Administrative Faculty on the President’s Advisory Council
   a. Attend meetings as scheduled
   b. Contribute to content being discussed, as relative to Administrative Faculty
7) Plans Administrative Development Day & Awards
   a. Refer to Events section

VICE-CHAIR:

1) In the Chair’s absence, presides at committee meetings and serves as ex-officio member of sub-committees
2) Works with the Chair to assist in developing the agendas for committee meetings
3) Assists the Chair by taking on responsibility as necessary for communication with sub-committee chairs
4) Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
5) Other duties as delegated by the Chair.
6) Has access to edit, add and delete items from the Google Drive as requested by Chair

SECRETARY:

1) Is familiar with how to add and delete items from Google Drive
2) Generates monthly sign in sheets and prints copies of sign in sheet and agenda for meetings

3) Transcribes meeting minutes, forwards minutes to Chair for review and posts them on to the Google Drive after Chair approves minutes, along with sign in sheets with representative signatures

   a. Minutes shall contain the following information:

   1. A listing of members present, absent and all guests, proxies or observers
   2. Type of meeting (regular or special)
   3. Name of the Organization
   4. Date and place of meeting
   5. Presence of Chair and Secretary, or names of substitutes
   6. Approval of previous minutes
   7. All reports and action taken
   8. All main motions carried or lost (omit those withdrawn)
   9. All other motions carried and which contain information needed at a future meeting
   10. Adjournment

4) Responsible for storing and bringing representative name plates to each meeting

5) Maintain accurate record of changes to sign in sheets, reflecting any changes that occur from elections or attrition.

6) Serves on the website subcommittee

The minutes are a record of what is done, not what is said. The personal opinion of a member should be avoided, and participant’s names only listed as in attendance, absent or proxy. The name of the maker of the motion and secondary need not be included unless the organization desires this information be recorded.

When the motion is very important, include the count of the votes. List participants and how they voted only if requested to do so.