SECTION I - The School Faculty

1.1 Responsibilities - The School Faculty, under the direction of the Director, shall have authority over matters of internal educational policy and faculty welfare for the School of Computer Science, as delegated in the UCCSN Code, the UNLV Bylaws, and the College of Engineering Bylaws.

1.2 Voting Faculty - During the normal academic (B-contract) year, the voting School Faculty shall consist of all persons holding a full-time, non-visiting contract with the University of Nevada System for professional services as Lecturer, Instructor, Assistant Professor, Associate Professor, or Full Professor with at least 50% of their duties within the School of Computer Science. A Faculty member on sabbatical leave may attend meetings and vote in the normal fashion but will not be counted for the purpose of determining the number of members needed for a quorum.

During the summer months, the voting School Faculty shall consist of those persons who were members of the voting School Faculty during the previous Spring Semester and have signed a contract for the following academic year by the terms of which contract they will be members of the voting School Faculty.

1.3 Non-voting Faculty - Adjunct Faculty shall consist of those individuals holding P-99 appointments with duties in the School of Computer Science. Part-time Faculty shall consist of those qualified persons with less than 50% of their duties within the School of Computer Science. Adjunct Faculty, Part-time Faculty, and Visiting Faculty members are not members of the voting School Faculty.

SECTION II - Faculty Meeting and Voting Procedures

2.1 Purpose – The School Faculty shall hold meetings for the purpose of receiving information on 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 voting School Faculty.

2.3 Presiding Officer - The School Director shall be the presiding officer at meetings of the School Faculty. In his/her absence, he/she will designate another Faculty member to preside. The presiding officer must be a voting member of the School Faculty, and may vote on all issues.

2.4 Calling Meetings - There are two ways that School meetings can be called:

2.4.1 Regular Meetings – A regular School meeting shall be held each semester. Other
meetings may be called by the School Director or by a request of at least one third of the School Faculty. A meeting called by the School Faculty must be held within ten (10) school days of the request. Meetings shall be scheduled to avoid class conflicts.

2.4.2 Emergency Meetings - An Emergency Meeting shall be called immediately when three-fifths of the voting School Faculty declare, by signature, that an emergency exists. An attempt to contact all members will be made. The notification requirements of section 2.5 are suspended for Emergency Meetings.

2.5 Agenda - The Date, Time, Place, and Agenda of each meeting of the School Faculty shall be communicated by the Presiding Officer to the School Faculty at least three (3) school days in advance of the meeting. The Agenda shall allow opportunity for the introduction of new business. However, changes in the circulated agenda shall occur as prescribed in Robert's Rules of Order.

2.6 Minutes - The School Director has the responsibility of providing the minutes of each meeting of the School to the School Faculty. Minutes will not be official until approved at the next meeting of the Faculty.

2.7 Actions - Action by the Faculty shall be initiated by a motion at a meeting where a quorum exists. Approval of a motion shall require the vote of a majority of the voting Faculty present or voting by absentee ballot. An action may be taken by email, but if one third of the School Faculty requests a meeting to discuss the motion, then a School Meeting must be called for that purpose.

2.8 Class A Actions - Actions taken by the School which substantially alter or affect School policy, Directorship, or organization may be designated Class A Actions.

2.8.1 Designation - The School Faculty shall determine by simple majority whether any action shall be designated Class A.

2.8.2 Procedure - A Class A Action shall be submitted in writing to the School Faculty, along with a ballot to be returned within a specified time limit. Approval by a majority of the total School Faculty is required for the adoption of any Class A Action. A Class A Action may also be submitted and voted on by email.

2.9 Proxies - Proxy votes will not be allowed in School meetings. If a Faculty member cannot attend a School meeting, he/she is permitted absentee voting on agenda items via memorandum or email.

2.10 Procedure - Robert's Rules of Order shall govern the conduct of School meetings.
SECTION III - Committees

3.1 Committees – The School Director shall create any ad hoc committees as may be required. The four Standing Committees and their duties shall be as follows:

- Executive Committee: advises the Director regarding school policies, direction, and personnel issues.
- Undergraduate Affairs Committee: recommends changes to the undergraduate degree programs and courses,
- handles undergraduate advising petitions and problems, and prepares undergraduate advising materials.
- Graduate Affairs Committee: recommends changes to the graduate degree programs and courses, handles graduate advising petitions and problems, handles graduate student admissions, and recommends students for GA's.
- Equipment and Space Committee: oversees use and maintenance of existing equipment, prioritizes requests for new software and hardware, and prioritizes requests for lab and office space (when available).

3.2 Election of Executive Committee – There will be three members on the Executive Committee, and they shall be elected by a majority of the voting Faculty members. These committee members must be tenured members of the School and cannot include the School Director. They will decide among themselves which one will serve as chair of the committee.

3.3 Selection of Other Committees - Each committee will have three or four members, one of whom serves as chair of the committee. The Graduate Advisor is automatically the chair of the Graduate Affairs Committee. All other members and chairs of committees shall be selected by the Director of the School with the member’s consent. Members of the Graduate Affairs Committee must have Graduate Status.

3.4 Term of Service - The term of service of a member of any standing committee shall be for a period of two years, and will be chosen so that terms are staggered. Members of ad hoc committees serve until discharged by the School Director. No member shall serve at the same time on more than two standing committees nor be chair of more than one standing committee.

3.5 College and University Committees – With the exception of the College Faculty Affairs Committee and College Curriculum Committee, unless the selection process is specified by the College or University bylaws, representatives of the School needed for College and University committees shall be selected by the Director of the School. Members to these two College Committees must be elected by the voting School Faculty.
SECTION IV - Personnel Policy and Procedures

4.1 Selection and Appointment of Faculty - When an open permanent position is available to the School, the following procedure will be used to fill it:

4.1.1 Search Committee - An ad hoc committee will be appointed to place advertisements, collect resumes and letters of recommendation, and to present the top 5 or 6 eligible candidates' credentials to the School Faculty in compliance with Human Resources policies.

4.1.2 Top Candidates - The list of candidates will be ranked by the School Faculty, and the top 2 or 3 candidates will be invited to interview and give a presentation at UNLV. After all interviews are conducted, a School meeting will be held to vote on the visiting candidates. Positive recommendations made by the Director to the College Dean for appointment, rank, and tenure shall require the approval of a majority of the School Faculty. Appointment to full Professor rank also requires a majority vote of the full Professors of the School.

4.1.3 Visiting and Adjunct Faculty – The voting Faculty must vote whether to recommend any appointment to any adjunct or visiting position in the School, unless the appointment is by Letter of Appointment for one semester. The vote count of this vote must be forwarded to the College, or appropriate appointment authority.

4.2 School Director Procedures - Procedures used for selecting the Director shall be as follows:

4.2.1 Election - The School Director shall be elected by a Class A Action. This election will be held during the last semester of the current Director's term of office. The Director must be a tenured School Faculty member.

4.2.2 Term – The Directorship shall be for a three-year term, unless determined at the time of the election to be for some lesser period. A given person may serve a maximum of two consecutive terms as Director. Except for the limit of “2 consecutive” terms, there is no limit on the number of terms a Faculty member can serve as Director.

4.2.3 Removal - A School Director can be recommended for removal at any time by a Class A Action vote of the Faculty. The removal will become effective upon approval by the College Dean and election of a new Director.

4.3 Graduate Advisor Procedures - The Graduate Advisor responsibilities, and election shall be as follows:

4.3.1 Responsibilities – The Graduate Advisor is responsible for the day-to-day enforcement of the graduate rules and policies of the School and the Graduate College. He/she also serves as the Chair of the Graduate Affairs Standing Committee, and represents the School on the Graduate Council.
4.3.2 Election – The Graduate Advisor shall be elected by the voting School Faculty with Graduate Status to a term of three years. The Graduate Advisor must be a tenured School Faculty member with Graduate Status and cannot be the School Director.

4.4 Promotion and Tenure Procedures - The procedures for consideration of promotion and tenure shall be as follows:

4.4.1 The Tenure (Promotion) Committee - All voting tenured School Faculty, minus the candidate for promotion or tenure, plus a tenured faculty member chosen by the candidate from another department in the College, will form the committee. The outside member will have the option of being a full voting member or a non-voting member. The chair of this committee will be appointed by the School Director.

4.4.2 Materials – The candidate will submit a tenure (promotion) statement to the committee regarding his/her role in the School, past, present and future. The candidate will also submit a resume plus any other supporting documents he/she deems appropriate. Typical documentation consists of course evaluations, annual evaluations, grants, scholarly publications, etc.

4.4.3 Outside Reviewers - The Chair of the Tenure (Promotion) Committee shall request from the candidate a list of at least six outside reviewers who are in a position to provide objective external evaluation of the candidate's contributions while at UNLV. Committee members will also recommend at least four outside reviewers who are not on the candidate’s list. The Chair will write to at least five of the outside reviewers, after having solicited their verbal agreement to participate in the proceedings, requesting written recommendations about the candidate and his/her work.

4.4.4 Meetings - After the above material has been collected, it will be made available to all members of the Tenure (Promotion) Committee. The candidate will be present at the first meeting of the committee, after the circulation of the tenure (promotion) file, in order to elaborate and clarify the information in the file. Subsequent meetings will be held without the candidate to discuss his/her suitability for tenure and/or promotion.

4.4.5 Voting - Voting shall be by secret ballot at the last meeting, after which the committee Chair shall write a summary report for the Director. Recommendation for granting of tenure or promotion shall require a majority vote of the committee. Promotion to full Professor rank shall also require a majority vote of the voting full Professors of the School. The Director’s recommendation to the Dean must include this summary report along with the final vote.

4.4.6 Midtenure - During the third year of a new appointment, untenured faculty members shall receive a midtenure review using the above procedure except for section 4.4.3.
4.5 **Faculty Workload and Evaluation Procedures** – The following procedures shall be used in evaluating faculty performance:

4.5.1 Faculty Workload - In the fall of each year the School Director, in consultation with each Faculty member, will prepare a written description of that Faculty member's projected workload for the next calendar year. This workload, which specifies course load and other requirements, will be periodically reviewed during the year for appropriateness.

4.5.2 Annual Evaluations - Annual evaluations of Faculty required by the College and University will be performed by the School Director in consultation with the Executive Committee. These evaluations will largely rely upon the Faculty member's success in meeting previously agreed upon goals as described in the Faculty member's workload. Evidence of meeting goals shall be provided by the faculty member.

4.5.3 Merit and Other Awards - The School Director in consultation with the Executive Committee will use the above information to also recommend to the Dean those faculty members which should receive merit increases and equity increases.

4.6 **Graduate Status Procedures** - Faculty members who want Graduate Status must apply and be approved by the Graduate College once every 5 years. See Appendix A for the procedures and criteria required for Graduate Status.

4.7 **Grievance and Appeal Procedures** - If a Faculty Member has a grievance against another faculty member, staff member, or student, he/she should first (if possible) bring the complaint before the School Director for resolution. To appeal a decision made by the Director, including annual evaluations and merit decisions, the appellant should bring the matter to the Executive Committee. To appeal a decision of the Executive Committee or of the entire School Faculty, including tenure and promotion decisions, see the College of Engineering Bylaws.

**SECTION V - Curriculum Policies**

5.1 **Courses** – All undergraduate course changes, additions, or deletions must be approved by a majority of the School Faculty. All changes, additions, or deletions of graduate courses must be approved by a majority of the School Faculty with Graduate Status.

5.2 **Programs and Policies** - All new undergraduate degree programs, changes to current programs, or deletion of programs must be approved by a majority of the School Faculty. All changes, additions, or deletions of graduate programs or changes in graduate policies must be approved by a majority of the School Faculty with Graduate Status.
SECTION VI - Amendment or Suspension of Bylaws

6.1 Amendments - Approval by at least two-thirds of the School Faculty is necessary for the adoption of any amendment to these Bylaws. Bylaws may not be adopted that conflict with the UCCSN Code, the UNLV Bylaws, or the College of Engineering Bylaws.

6.2 Suspension of Bylaws - Suspension for a specific purpose of any procedural clause may be accomplished at any School Faculty meeting at which there is a quorum by unanimous consent of all members present.

[Unanimously approved by the School of Computer Science on December 12, 2002.]

APPENDIX A - Graduate Status Renewal

A.1 Purpose - The Graduate Council has decided that Graduate Faculty status is to be conferred for limited periods of time and must be renewed every 5 years.

A.2 Procedures - Faculty members who desire renewing their Graduate Faculty status are responsible for initiating and shepherding their renewal application through the process, with the help of the School Director and staff. They must give their application and supporting materials to the School Graduate Affairs Committee by November 1 of the academic year preceding the academic year in which the renewed status is to take effect. The Committee will make a recommendation on the renewal, based on the criteria to be described below, to the Director of the Computer Science School, by the following January 1. The School Director will then forward the decision to the Dean of the HRH College of Engineering and to the Dean of the Graduate College.

If the Graduate Affairs Committee rejects the application, the candidate may appeal the decision by bringing the matter to the Computer Science School as a whole in a Personnel Session. The faculty member's case must be presented following the same procedure as that for tenure and promotion decisions. A faculty member not satisfied with the School's decision may then bring the case to the Graduate College Committee on Student and Faculty Issues for consideration (c.f. paragraph 10.8.3 of the Graduate College Policy Manual).

Newly hired faculty may initiate the process immediately upon arrival. The Graduate Affairs Committee shall attempt to expedite the process, in coordination with the Director, the HRH College Dean's office, and the Graduate College Dean's office.

A.3 Renewal Criteria - The criteria to be used for Graduate Faculty status is that the candidate earn the terminal degree (Ph.D.) in Computer Science or a closely related field; has accomplished, within the past 5 years, at least one of the following:

a. done peer-reviewed research,
b. developed widely-distributed software,
c. received extramural funding, or  
   d. presented a paper at a national conference;

and has also accomplished, within the past 5 years, at least one of the following:

   a. supervised to completion, a thesis or dissertation student, or  
   b. taught high-quality graduate-level courses at least 3 times.

Faculty who have received their Ph.D.'s within the last 5 years will have their applications evaluated with this fact in mind.

[Approved by the Graduate College, May 1993.]