CHAPTER 1
MISSION AND GOALS OF THE DEPARTMENT OF EDUCATIONAL & CLINICAL STUDIES

Section 1. Mission

The mission of the Department of Educational and Clinical Studies is to extend knowledge and competent performance in university students, children, families, and significant others through ethical experimentation, comprehensive evaluations, and pedagogical interventions designed to create new understandings and paradigms for the present and future that contribute to increasing the quality of their lives. The Department will provide systems, support, and mentoring opportunities for each person to acquire necessary sets of knowledge, skills, and attitudes in a learning environment that nourishes enthusiasm and respects the pursuit of individual dreams through lifelong education. The Department invites synergistic relationships with world and community groups as well as individuals to invest mutual efforts and resources in creating promising futures and supporting choices of children, families, and educators.

The Department will continue to provide each student with an opportunity to pursue interests in scholarship and human service through rigorous and challenging undergraduate and graduate programs that are operated effectively, efficiently, and economically. The Department is committed to updating its curriculum to incorporate new knowledge, meet the changing needs of the profession, and provide educational experiences for advanced study. Finally, the Department seeks to maintain exemplary productivity in teaching, research, and service to attract and retain an outstanding, diverse faculty and student population who, together with constituents, address basic and applied concerns confronting human service professions in their mission to create preferred futures.

Section 2. Goals

Consistent with its mission the Department of Educational and Clinical Studies addresses a number of broad goals, as identified by the College of Education and the University (see COE Bylaws, Chapter 1, Section 3):

2.1 Deliver high quality instruction to students at both the undergraduate and graduate levels.
2.2 Initiate and complete research, program development, creative projects, and other scholarly activities that focus on educational and clinical issues in both basic and applied areas of study.

2.3 Disseminate the results of research and other scholarly activities via publications, professional presentations and other systems of professional communication.
CHAPTER 2
ORGANIZATION OF THE DEPARTMENT OF EDUCATIONAL AND CLINICAL STUDIES

Section 1. Degree Program Areas in the Department of Educational and Clinical Studies

1.1 Undergraduate Degrees (B.A., B.S.)
   1.1.1 Early Childhood Education
   1.1.2 Human Services
   1.1.3 Special Education

1.2 Master’s Degrees (M.Ed., M.S.)
   1.2.1 Clinical Mental Health Counseling
   1.2.2 Early Childhood Education
   1.2.3 Early Childhood Special Education
   1.2.4 School Counseling
   1.2.5 Special Education
   1.2.6 Teaching English as a Second Language

1.3 Doctoral (Ph.D.)
   1.3.1 Special Education

Section 2. Professional Program Units

The current Professional Program Units are listed in Appendix A.
CHAPTER 3
ADMINISTRATION AND GOVERNANCE OF THE DEPARTMENT OF EDUCATIONAL & CLINICAL STUDIES

The Department of Educational and Clinical Studies is one of the academic units comprising the College of Education (COE) at the University of Nevada, Las Vegas. Authorization for COE Bylaws and the Bylaws for the Departments within the College is given in the UNLV Bylaws, Chapter I, Section 4.4 (3/10; p. 7).

Section 1. Governance Policy (See COE Bylaws, Chapter 3, Section 1)

Section 2. Department Chair

2.1 Selection. Selection of the department chair shall be for a minimum period of three (3) years with the possibility of reappointment, and shall conform to procedures for nominating and recommending Department Chairs according to the UNLV Bylaws, Chapter II, Section 10.8, (3/10; p. 19).

2.1.1 Departmental Academic faculty and full time Faculty in Residence [FIR] shall nominate a tenured member of the faculty, of rank III or IV. Two thirds vote shall decide the nominee. The name of this nominee is then forwarded to the Dean, through channels, for appointment by the President.

2.1.2 A Chair from outside the department can be selected after a national search is conducted. In such cases, candidate recommendations will be forwarded to the Dean with a designation of “acceptable” or “not acceptable.”

2.1.3 Reappointment of the Chair for a subsequent 3-year term may be made following a full faculty review, two/thirds majority vote of departmental voting faculty, and approval from the Dean.

2.1.4 If a term cannot be completed, an Interim Chair of the Department may be appointed using the procedures in Section 2.1.1 and 2.1.2.

2.1.5 Under unusual circumstances, consideration of rotation during a term of office can occur through secret vote. When a two thirds majority of the voting faculty recommends rotation of the Chair, that recommendation shall be forwarded to the Dean.

2.2 Duties and Responsibilities. The Chair of the Department should:
2.2.1 Be available and accessible as stated in COE Bylaws, Chapter 3, Section 4.2.1

2.2.2 Be responsible for personnel recruitment and for personnel evaluation, to include recommendation on retention, tenure, promotion, and merit and annual performance evaluation. See COE Bylaws, Chapter 3, Section 4.2.2

2.2.3 Schedule classes and other departmental functions in consultation with program coordinators. See COE Bylaws, Chapter 3, Section 4.2.3

2.2.4 Manage the departmental budget. See COE Bylaws, Chapter 3, Section 4.2.4

2.2.5 Provide leadership in establishing and implementing departmental goals, priorities, and policies with consultation of faculty. See COE Bylaws, Chapter 3, Section 4.2.5

2.2.6 Provide leadership in curricular review and/or alteration. See COE Bylaws, Chapter 3, Section 4.2.6

2.2.7 Appoint, as appropriate, departmental committee(s) and serve as ex officio member when needed. See COE Bylaws, Chapter 3, Section 4.2.7

2.2.8 Represent the department both on and off campus. See COE Bylaws, Chapter 3, Section 4.2.8

2.2.9 Advise students, respond to student requests for information, and evaluate student petitions. See COE Bylaws, Chapter 3, Section 4.2.9

2.2.10 Perform any other appropriate assignments that the Department or College circumstances may require See COE Bylaws, Chapter 3, Section 4.2.10

2.3 Except under unusual circumstances, the position of Director and/or Coordinator in the Department of Educational and Clinical Studies shall not be occupied by the chair.

2.4 Evaluation.
In December of each year, the department Academic faculty and full time Faculty in Residence shall evaluate the performance of the Chair for the calendar year. The evaluation shall include qualitative and quantitative information in the areas of administration, personnel, and leadership. Ratings in each of the areas and all written faculty comments shall comprise the
report that is provided to the Chair and the Dean. The Dean then incorporates the reported information into the Chair’s annual evaluation. If the Chair disagrees with the Dean’s evaluation, the Chair shall follow the procedure for disagreement with annual review (See COE Bylaws, Chapter 4, Section 2.4.1).

Section 3. Assistant Chair(s)

3.1 Selection. The Assistant Chair(s) will be selected by the Department Chair annually in advance of the academic year. The Department Chair will solicit nominations for Assistant Chair(s) from the Department Academic faculty and full time Faculty in Residence. The Assistant Chair(s) will be a faculty member in the Department and will serve for one academic year with the possibility of reappointment by the Department Chair annually.

3.2 Duties. The Assistant Chair(s) will be available and accessible to the Department Chair. The Assistant Chair(s) may assist the Department Chair with: scheduling, assessment, curriculum, accreditation, representing the Department in the community, and other duties as assigned. The Assistant Chair(s) may assume the routine responsibilities of Departmental functions in the absence of the Chair. The Assistant Chair(s) is (are) not responsible for and will not be involved in personnel matters.

Section 4. Coordinators and Directors

4.1 Program Coordinators

4.1.1 Selection. Each year, program coordinators are assigned by the Chair for each of the programs listed in Chapter 2, Section 1.

4.1.2 Duties and Responsibilities. The duties of the Program Coordinators are carried out in consultation with appropriate faculty and include advising the Chair relative to:

4.1.2.1 Curriculum content, program development, selection of instructors.

4.1.2.2 Providing a liaison between the department and local/state national agencies and/or organizations to facilitate communication, program development, and research.

4.1.2.3 Informing faculty members and/or requesting Departmental approval for specific changes in the teacher/professional licensure programs, accreditation requirements, and assessment reports. Departmental approval is obtained
through presenting information at Faculty Meetings and obtaining a majority vote on proposed changes.

4.1.2.4 Program coordinators are not responsible for and will not be involved in personnel matters.

4.2 Graduate Program Coordinator

4.2.1 Selection. The Coordinator of the Graduate Programs is appointed by the Chair.

4.2.2 Duties and Responsibilities. The duties of the Coordinator of the Graduate Programs are carried out in consultation with appropriate faculty and specific program admission requirements. They include advising the Chair relative to all matters pertinent to graduate degree requirements:

4.2.1.1 Processing student admissions, appeals, exceptions, and referring cases to relevant Department faculty or the Chair for review, subsequent approval or rejection.

4.2.1.2 Assignment of advisors to supervise individual graduate students.

4.2.1.3 Determination of times relative to scheduling of graduate examinations for completion of Master’s degrees.

4.2.1.4 Maintenance of records relative to enrollments in graduate courses.

4.2.1.5 Acting as a liaison between the Department and the Graduate College.

4.3 Doctoral Program Coordinator

4.3.1 Selection. The Doctoral Programs Coordinator is appointed by the Chair.

4.3.2 Duties and Responsibilities. The duties of the Doctoral Programs Coordinator are carried out in consultation with appropriate faculty and specific program admission requirements, and include chairing the Department Doctoral Program Committee, and advising the Chair relative to all matters pertinent to doctoral degree requirements:

4.3.2.1 Overseeing of processing of student admissions
4.3.2.2 Presenting completed student files to the Department Doctoral Program Committee for initial admissions review and recommended action.

4.3.2.3 Presenting the reviewed student files and recommended action (see section 4.3.2.2 above) to the department faculty for admissions review and subsequent approval or rejection.

4.3.2.4 Assigning initial advisors to supervise admitted doctoral students.

4.3.2.5 Overseeing doctoral program curriculum content, program development, selection of instructors.

4.3.2.6 Maintaining records relative to enrollments in doctoral courses.

4.3.2.7 When appropriate, acting as a liaison between the Department and the Graduate College.

4.4 Center Directors

4.4.1 Selection. Directors of Centers are chosen by the Department Chair for a three (3) year term, consistent with the mission and documentation approved for the Center. Center Directors have administrative responsibility to the Department of Educational and Clinical Studies. The Center Director may be reappointed by the Department Chair for additional three year terms.

4.4.2 Duties and Responsibilities. Duties of Center Directors shall include, in consultation with appropriate Administrative staff and faculty:

4.4.2.1 Advising the Chair on matters of administration.

4.4.2.2 Developing direct service components in cooperation with curricular units in the Department/College/University and/or outside agencies.

4.4.2.3 Obtaining departmental approval for facilitation of workshops, seminars, and grants.

4.4.2.4 Promoting and facilitating clinical and field research.
Section 5. Standing Committees

(See NSHE Code 1.4.6 & 1.4.11(b); UNLV Bylaws, Chapter I, Section 4.7.1, 4.7.2 & 4.7.3; COE Bylaws, Chapter 3, Section 5.)

The operation of internal affairs of the Department of Educational and Clinical Studies is intended to be based on application of appropriate concepts of democratic participation and shared collegial governance. These concepts include the notion that those who are affected by policy should participate in the formulation of that policy. The Department of Educational and Clinical Studies has three (3) standing committees.

5.1 Promotion and Tenure Committee

The Promotion and Tenure Committee within the Department of Educational and Clinical Studies shall be composed of all tenured members of the Department. The committee shall elect a Chair by a vote of the committee members. All tenured department faculty of rank III and IV comprise the Department Promotion and Tenure Committee for faculty seeking promotion to the rank of Associate Professor and tenure. In the case of faculty seeking promotion to the rank of Full Professor (rank IV), the committee comprises only tenured faculty members of rank IV. The Committee shall recommend to the Chair with regard to mid-tenure, tenure, and/or promotion; and to the Chair and COE Promotion and Tenure committee with regard to tenure and/or promotion. In making its recommendations, the Committee shall adhere to the criteria for granting promotion in the UNLV Bylaws, Chapter III, Section 16 (3/10) (See Appendix C). All Committee members are to keep recommendations confidential until the awards of tenure and promotion have been approved by the University Regents.

5.2 Merit Review Committee

The Department of Educational and Clinical Studies Merit Review Committee shall be composed of three tenured or tenure-track members of the department who are elected by the department tenured and tenure-track faculty. Another election will be held to select one of the committee members to serve on the College merit review committee (see COE Bylaws, Chapter 4, Section 2.5). The committee will follow the procedures for the merit review process outlined in the COE Bylaws Appendix E.

5.3 Doctoral Program Committee(s)

The Department of Educational and Clinical Studies Doctoral Program Committee(s) shall be composed of the Doctoral Program Coordinator and one faculty member representing each of
the relevant department programs. The Committee(s) serve(s) an advisory function to the Department regarding doctoral program admissions, curriculum, and procedures.

5.4 Department Search Committees

A department committee appointed by the department chair will conduct faculty searches. The department chair will solicit names of faculty interested in serving on the committee. The chair will select members of the committee (typically four members). The committee’s responsibilities include:

5.4.1 Selecting a committee chair.

5.4.2 Completing all necessary search procedures as stipulated by the department of human resources.

5.4.3 Inviting candidates, making local arrangements, and travel arrangements.

5.4.4 The search committee will bring forth a recommendation to the faculty.

5.4.5 The department Academic faculty and full-time Faculty in Residence will vote on the recommendation of the search committee and if affirmed forward the name to the department chair.

5.4.6 If there is a discrepancy between the search committee’s recommendation and the department recommendation, both views will be represented to the COE Dean.

5.4.7 It is the search committee chair’s responsibility to complete all necessary requirements to close the search before the end of the spring semester.
CHAPTER 4
FACULTY

Section 1. Definition. See UNLV Bylaws, Chapter I, Section 4.1; COE Bylaws, Chapter 4, Section 1.1.
The categories of faculty in the Department of Educational and Clinical Studies are:

1.1 Academic Faculty, consisting of Tenured Faculty, Tenure-track Faculty, and full-time Faculty-in-Residence (FIR).
All Academic Faculty members may make recommendations and may vote on undergraduate issues and matters of educational policy that affect undergraduate programs of instruction. (UNLV Bylaws, Chapter I, Section 4.2.1).

1.2 Graduate Academic Faculty: Academic Faculty members who hold full graduate faculty status through the UNLV Graduate College.
Graduate Academic Faculty may make recommendations and vote on all matters of educational policy that affect graduate programs of instruction (UNLV Bylaws, Chapter I, Section 4.2.2).

1.3 Visiting faculty (i.e., non-permanent teaching faculty).
Visiting faculty refers to members of the faculty who are not eligible to receive appointment with tenure (UNLV Bylaws, Chapter I, Section 4.1.1.3) and are appointed on a yearly basis. Visiting faculty, are encouraged to attend and participate in departmental meetings, but do not have voting privileges.

Section 2. Qualifications. Refer to COE Bylaws, Chapter 4, Section 1.2.

Section 3. Recruitment. Refer to COE Bylaws, Chapter 4, Section 1.3.

Section 4. Duties and Responsibilities. Refer to COE Bylaws, Chapter 4, Section 1.4.

Section 5. Mid-tenure Review.

5.1 In April of the third year of a faculty member's (Candidate) tenure track appointment, or at the mid-point of a probationary period, a pre tenure review of teaching, scholarship, and service productivity must be conducted. The review is to cover the period of time from the initial year of the probationary period to the date of the review. These materials must be submitted by the candidate to the Department Chair no later than April 1. Candidates who bring in years toward promotion and tenure must submit these materials no later than April 1 of their midpoint at UNLV.
5.2 Two reviews are to be conducted independently; one by the Department Promotion and Tenure Committee (P & T), and one by the Department Chair.

5.3 The Candidate under review has responsibility to provide a cumulative curriculum vita to the Department Chair for evaluation. A dossier containing supporting documentation is also required and should follow the same format as for promotion and tenure stated in the COE Bylaws, Chapter 4, Section 2.6 (i.e., “... a complete dossier for review that is in accordance with current Provost and Regents’ guidelines and procedures for consideration of promotion and tenure”).

5.4 The P & T Committee shall review the dossier provided by the Candidate. The candidate’s dossier must contain the Nevada System of Higher Education (NSHE) Recommendation for Tenure and/or Promotion form (“The Regents’ Form”); Vita; Annual Evaluations by Department Chair(s); summaries of teaching evaluations; examples of course syllabi; copies of scholarly work; and documentation of service contributions. Candidates are responsible for providing additional materials to support their activity if requested to do so by the Department P & T Committee. The basic charge to the P & T Committee is to make one of the following recommendations:

5.4.a Overall productivity during the period in review indicates that continuation of the Candidate’s productivity at the same level and with the same balance for the duration of the probationary period should result in a favorable recommendation by the Department P & T Committee for tenure by the end of the probationary period.

5.4.b Overall productivity during the period in review indicates that the candidate must improve his or her overall productivity and/or balance as specified by the P & T Committee in order to receive a favorable recommendation by the end of the probationary period. Failure to do so may result in an unfavorable recommendation for tenure by the end of the probationary period.

5.5 In all cases, it is the responsibility of the P & T Committee to document specific strengths and/or weaknesses exhibited by the candidate.

5.5.a For 5.4.a above, the P & T Committee must identify aspects of the candidate’s record that resulted in the favorable recommendation and suggestions for maintaining the continuous productivity.

5.5.b For 5.4.b above, the P & T Committee must identify strengths and specific recommendations for improvement during the rest of the probationary period.

5.6 The P & T Committee is required to submit, in writing, its findings and recommendations to the Department Chair and provide a copy to the Candidate no later than May 1st. At the
request of the P & T Committee or the Candidate, a meeting may be conducted between the Candidate, the Committee Chair and/or the P & T Committee members to discuss the P & T Committee’s findings and recommendations.

5.7 Concurrently, the Department Chair will conduct a review of the same documentation and submit findings and specific recommendations in writing to the Candidate. At the request of the Department Chair or the Candidate, a meeting may be conducted between the Candidate and the Department Chair to discuss the Department Chair’s findings, identifying strengths and specific recommendations for improvement.

5.8 The Department Chair shall review the recommendations of the P & T Committee and forward both reports to the Dean of the College of Education not later than May 15th.

Section 6. Promotion to Associate Professor and Tenure.
Refer to COE Bylaws, Chapter 4, Section 2.6; UNLV Bylaws, Chapter III, Section 16, with the addition of the following to the promotion and tenure policy for the rank of Associate Professor:

6.1 UNLV Bylaws, Chapter III, Section 16.6 specify that an Assistant Professor may be considered for promotion at any time and must be considered for promotion after a period of not more than 6 years in this rank. Candidates typically apply for promotion to Associate Professor at the beginning of their sixth year unless otherwise specified at the time of hire. The review is to cover the period of time from the initial year of the probationary period to the date of review. Candidates should have their electronic portfolio of materials ready for external reviewers by May 1st, and all dossier materials must be submitted electronically to the Department Chair no later than August 1st of the Candidate’s sixth year of employment. Candidates are solely responsible for submitting all required materials by the appropriate deadlines.

6.2 Two reviews are to be conducted independently; one by the Department Promotion and Tenure Committee (P & T) and one by the Department Chair.

6.3 The Candidate under review has responsibility to provide an electronic Cumulative Curriculum Vita to the Department Chair for evaluation by members of the P & T Committee. An electronic dossier containing supporting documentation is also required and should follow the current Provost and Regents’ guidelines and procedures for consideration of promotion and tenure (COE Bylaws, Chapter 4, Section 2.6).

6.4 The P & T Committee shall review the dossier provided by the Candidate. The Candidate’s dossier must be submitted electronically and contain the Nevada System of Higher Education (NSHE) Recommendation for Tenure and/or Promotion form (“The Regents’ Form”);
Vita; Annual Evaluations by Department Chair(s); summaries of teaching evaluations; examples of course syllabi; copies of scholarly work; and documentation of service contributions. The Candidate is advised to follow the College of Education Promotion & Tenure guidelines. (See Note after Section 6.8). Candidates are responsible for providing additional materials to support their activity if requested to do so by the Department P & T Committee.

The basic charge to the P & T Committee is to make one of the following recommendations:

6.4.a Overall productivity during the period in review indicates that the level of productivity during the entire review period resulted in a recommendation for promotion to Associate Professor and tenure based on the following:

6.4.a.1 Exhibits national/international visibility.
6.4.a.2 Maintains a continuous record of teaching, scholarship, and service.
6.4.a.3 Maintains a standard of teaching acceptable to the department. Candidates must develop syllabi that include appropriate critical course learning with accompanying rubrics illustrating high, medium, and low learner outcomes. This standard will include teaching effectiveness indicators such as:

6.4.a.3.a student numeric ratings;
6.4.a.3.b student narrative comments;
6.4.a.3.c integration of technology into coursework; and
6.4.a.3.d course/program development and innovation.

Other indicators include an acceptable record of advisement, including committee membership and any other evidence that can include items enumerated under Section 6.8, Note: Teaching.

6.4.a.4 Maintains a standard of service acceptable to the department. This standard will be assessed based on service to the department, college, university, profession and community. Indicators of appropriate service include the following:

6.4.a.4.a leadership and/or membership on committees at the department, college, and university levels;
6.4.a.4.b reviewer of conference proposals, grant proposals, professional publications, and/or documents of accrediting agencies; and
6.4.a.4.c contribution of professional expertise to specific community groups.
6.4.a.5 Submits at least two scholarly works per year (at least one to a refereed journal) resulting in publications, either published or in press at time of submission of P & T portfolio, with some as first or sole author.

6.4.b Overall productivity is such that promotion and tenure is not recommended.

6.5 In all cases, it is the responsibility of the P & T Committee to document specific strengths and/or weaknesses exhibited by the candidate. The P & T Committee must identify aspects of the Candidate’s record that resulted in the recommendation.

6.6 The P & T Committee is required to submit, in writing, its findings and recommendations to the Department Chair and provide a copy to the candidate by the dates established by the Dean of the College. The P & T Committee Chair will forward the committee’s report to the College P & T Committee and the Dean of the College.

6.7 Concurrently, the Department Chair will conduct a review of the same documentation and submit findings and recommendations in writing to the candidate.

6.8 The Department Chair shall forward both reports to the COE P & T Committee and the Dean of the College of Education by the requested due date.

Note: Consistent with the College of Education Promotion and Tenure Guidelines, the Department of Educational and Clinical Studies recognizes the following expectations and examples of supporting evidence in each of the three areas of teaching, scholarship, and service. The following lists or expectations are not exhaustive; they are intended to provide appropriate guidelines/suggestions for the Candidates.

1. Teaching
   a. Copies of syllabi
   b. Student ratings of courses taught
   c. A statement of philosophy of teaching
   d. A record of courses taught during the evaluation period
   e. Evidence of new strategies, techniques, processes and technologies used in teaching
   f. Evidence of development, teaching, and/or assessment of new courses
   g. Attendance at professional development conferences, workshops and seminars related to the improvement of teaching
   h. A record of advisement, particularly at the master’s and doctoral levels
   i. Honors and awards for teaching
j. Peer evaluations of teaching
k. Other teaching activities

2. Research/Scholarship
   a. Articles published in refereed journals
   b. Articles published in nationally recognized nonrefereed journals
   c. Evidence of articles in press in either of the above
   d. Published books, book chapters, monographs
   e. Book reviews, bulletins, technical reports, research reports, creative products, and editorials which contribute to the field of study
   f. Evidence of grants received
   g. Evidence of grants under review
   h. Research works in progress
   i. Honors and awards for research
   j. Presentations at professional meetings based on research or scholarly projects
   k. Other research/scholarship activities

3. Service
   a. Chair or membership in program, department, college and university committees
   b. Participation in special university programs
   c. Service to the local community (workshops, presentations, serving on local boards, seminars, colloquia)
   d. Participation in local, state, and national organizations, including offices held, committee memberships, editorial board membership; service as a reviewer; service as a journal editor
   e. Service on special panels, task forces, committees, and accreditation teams
   f. Consultation services in related fields
   g. Honors and awards for service
   h. Other service activities

6.9 The Chair will request four (4) external reviewers to participate in the outside evaluation of faculty members seeking the rank of Associate Professor, two (2) of whom will be selected by the Candidate and two (2) will be selected by the Department Chair. Should an external reviewer not be available to participate, the Candidate will submit another name if such person was from the Candidate’s list. If the external reviewer was from the Department Chair list, the Chair will contact another reviewer. Both the Candidate and external reviewers will be asked to identify their relationship (if any) to the candidate. Candidates should avoid submitting the
Chairs of their doctoral committees as potential external reviewers. Under normal and usual circumstances, the names of potential external reviewers will be submitted to the Department Chair by April 15.

6.10 As stated in Section 6.1, Candidates should have their electronic portfolio of materials ready for external reviewers by May 1st. Materials will include those items that are listed in the College of Education Promotion and Tenure policies. Outside reviewers typically are asked to evaluate the candidate's record including research, publications, presentations, and creative products and comment on the candidate's qualitative and quantitative productivity.

Section 7. Promotion to Full Professor.
Refer to COE Bylaws, Chapter 4, Section 2.6; UNLV Bylaws, Chapter III, Section 16, with the addition of the following to the promotion policy for the rank of Full Professor:

7.1 UNLV Bylaws, Chapter III, Section 16.6 state that an Associate Professor is normally expected to be in rank for five years prior to applying for promotion to Full Professor. In exceptional circumstances, an application for promotion may be considered earlier.

7.2 During the period between receipt of rank of Associate Professor and application for promotion to the rank of Full Professor, the Candidate is expected to fulfill the requirements of teaching, scholarship, and service as stated in the Notes following Section 6.8.

7.3 The Candidate must demonstrate an established national/international prominence in scholarship and/or service.

7.4 The Chair will request four (4) external reviewers to participate in the outside evaluation of faculty members seeking the rank of Full Professor, two (2) of whom will be selected by the Candidate and two (2) will be selected by the Department Chair. Should an external reviewer not be available to participate, the Candidate will submit another name if such person was from the Candidate's list. If the external reviewer was from the Department Chair list, the Chair will contact another reviewer. Both the Candidate and external reviewers will be asked to identify their relationship (if any) to the candidate. Candidates should avoid submitting the Chairs of their doctoral committees as potential external reviewers. Under normal and usual circumstances, the names of potential external reviewers will be submitted to the Department Chair by April 15.

7.5 Candidates should have their electronic portfolio of materials ready for external reviewers by May 1st. Materials will include those items that are listed in the College of Education Promotion and Tenure policies. Outside reviewers typically are asked to evaluate the candidate's record including research, publications, presentations, and creative products and comment on the candidate's qualitative and quantitative productivity.
Section 8. Tenure. Refer to COE Bylaws, Chapter 4, Section 2.7

8.1 Appeals. Refer to COE By Laws, Chapter 4, Section 2.7.1.

Section 9. Faculty Load and Assignments. Refer to COE By Laws, Chapter 4, Section 2.8.

Section 10. Graduate Faculty. The appointment, responsibilities, and prerogatives of members of the Department faculty to the Graduate Faculty must be in concert with the requirements and procedures established by the Graduate College and enumerated in the Policy Manual of the Graduate College.
CHAPTER 5
CURRICULUM AND PROGRAMS

Section 1. Curricular and/or Program Development. (See COE Bylaws, Chapter 6, Section 1; UNLV Bylaws, Chapter II, Sections 4, 5, and 6 (3/10; pp. 14-16). The Department of Educational and Clinical Studies has the responsibility to develop provisions for continuously evaluating its curricula and programs of study, to conduct ongoing evaluation reviews of the effectiveness of its graduates, and to develop new approaches, plan and initiate modifications where appropriate, and discontinue outmoded courses or programs.

Section 2. Curricular Modifications, Deletions, or Additions (Refer to COE Bylaws, Chapter 6, Section 2).

Section 3. Program Changes (Refer to COE Bylaws, Chapter 6, Section 3).

Section 4. Teacher Education and Licensure Changes

Course, curricular, and/or program changes which relate only to licensure or other professional personnel licensure or endorsements must also be initiated at the unit level or by the TEC and reviewed and evaluated by the COE Curriculum Committee. (Refer to COE Bylaws, Chapter 6, Section 4).

Section 5. Catalog Material Modification

Initiation of a request for Catalog descriptions other than those related to courses and programs begins at the Department level (Refer to COE Bylaws, Chapter 6, Section 5).
CHAPTER 6
BYLAWS AMENDMENTS/CHANGES

6.1 The Articles in this document may be amended or changed by a two-thirds majority of the faculty of the Department of Educational and Clinical Studies. Amendments are to be submitted, in writing, to the Department Chair for appropriate action.

6.2 Editorial changes required due to action by the Nevada Board of Regents (including approval of modifications of the UNLV Bylaws) or those reflecting administrative fiat of the President or the Senior Vice President and Provost of the University are to be made at the time they become effective. These do not require ratification by the faculty of the COE since they are mandated by a higher authority.
APPENDIX A  Need to review and edit these

Professional Program Units of the Department of Educational and Clinical Studies

Exceptional Children’s Services

The Institute for Research and Education in Child Abuse and Disabilities

The UNLV Parent/Family Wellness Center
APPENDIX B

Promotion and Tenure Guidelines

Note – the version that we began with had nothing here. We have the SpEd P & T chart, etc. but it was suggested that it not be in the ECS bylaws
Appendix C

NSHE Promotion and Tenure Format

See College of Education Bylaws, Chapter 4, Section 2.6