

RULES AND BYLAWS
DEPARTMENT OF CHEMISTRY
UNIVERSITY OF NEVADA, LAS VEGAS
(Revised 5/13/10)

SECTION I - DELEGATED AUTHORITY

1.1 The UNLV Bylaws delegate to each department the authority and responsibility to organize itself in accordance with its bylaws, which will govern its internal operations.

SECTION II - PURPOSE OF THE BYLAWS

2.1 The Chemistry Department Bylaws shall contain the current administrative and educational policies and faculty organization of the department.

2.2 Questions of interpretation of these bylaws shall be directed to the faculty of the department.

2.3 Amendment of bylaws.

2.3.1 Proposed amendments shall be placed on the agenda of a meeting of the department faculty.

2.3.2 Approval by at least two-thirds of the department faculty is required by Class A Action for the adoption of any amendment.

SECTION III - COMPOSITION AND RESPONSIBILITY OF DEPARTMENT FACULTY

3.1 The voting department academic and non-academic faculty shall hold full-time contracts with the NSHE for professional services, with at least 50% of their time assigned to the department, and teaching at least one course per year in the department. Voting faculty on leave without pay or sabbatical leave, but present in the department, shall retain their vote. The voting faculty may extend the voting privilege to other individuals for specified periods of time. (BLS 5/13/10)

3.1.1 Adjunct Faculty – individuals seeking adjunct faculty status as defined in Title 4, Chapter 4, Section 2.1 of the Board of Regents' Handbook, are expected to exhibit a tangible presence within the department of chemistry. This may include but is not limited to, teaching a course(s) or providing unique research expertise. The department faculty must interview and vote on candidates seeking adjunct status prior to appointment. (KAR 5/13/10)

3.1.2 Associate Graduate Faculty Status – Associate Graduate Faculty status may be awarded to individuals outside the department serving a graduate function within the department. Department faculty approval is required. (KAR 5/13/10)

3.1.3 Research Faculty – the title of “Research Assistant Professor”, “Research Associate Professor” and “Research Professor” as defined in Chapter III, Section 18.4.4 of the UNLV Bylaws, can be granted to individuals who are non-tenure track, professional research staff within the department of chemistry. Appointments are contingent upon a full-time faculty member within the department serving as supervisor and evaluator. Departmental faculty approval is required prior to appointment or promotion. (KAR 5/13/10)

3.2 The department faculty, under the direction of the Chair, shall have authority over matters of internal educational policy, department governance, and faculty welfare.

3.3 The instructional group or individual responsible for the conduct of a course shall have authority over all matters of internal educational policy of that course. The individual(s) shall select texts and determine the course content within the framework of the catalog description. All actions of an instructional group or individual that may require consideration of the department faculty shall be presented to that body for approval.

3.4 In courses taught by an instructional group, the lecturer or coordinator shall set the pace or tone of the course in question.

3.5 The workload of each faculty member shall be determined in consultation with the Department Chair in accordance with Chapter III, Section 2 of the UNLV Bylaws.

SECTION IV - PURPOSE AND PROCEDURE OF DEPARTMENT FACULTY MEETINGS

4.1 Purpose. The department faculty shall hold meetings for the purpose of receiving information on and taking action on any matter of general educational policy or faculty interest.

4.2 Quorum. A quorum shall consist of more than one-half of the department faculty. Approval of a motion requires a majority vote of those present in a faculty meeting, including proxies.

4.3 Presiding Officer. The Department Chair shall be the presiding officer at meetings of the department faculty. If absent, the Chair shall designate another faculty member to preside. The presiding officer shall be a voting member of the faculty (see Section 1, 1. I MINUTES, Faculty Meeting #74-7, March 15, 1975).

4.4 Meetings. Meetings may be called by the Department Chair or by request of at least one-third of the department faculty. A meeting called by the department faculty must

be held within one week of the request. Notification of a department meeting must be made at least three working days prior to the meeting, except in case of emergency or matters related to professional appointments. Meetings shall be scheduled to avoid class conflicts.

- 4.5 Agenda. An agenda shall be distributed with the announcement of the meeting. In general, the agenda shall allow opportunity for the introduction of new business by any member of the faculty.
- 4.6 Minutes. The Department Chair has the responsibility of distributing a copy of the minutes of each meeting of the department to each member of the department faculty within one week after the meeting. Such minutes shall constitute the official record and notice of the official actions of the department.
- 4.7 Class A Actions. Actions taken by the department which substantially alter or affect department policy, department chairmanship, or organization, may be designated Class A Actions.
- 4.7.1 The department faculty shall determine by simple majority of those present and voting in a department meeting whether any action shall be considered as a Class A action.
- 4.7.2 A Class A Action shall be submitted in writing to the department faculty, along with a ballot, to be returned within a specified time limit. Ballots shall be counted in the presence of a majority of the faculty.
- 4.7.3 Approval by a majority of the department faculty is required for the adoption of any Class A Action, except amendment of the bylaws.
- 4.8 Proxies. Written proxies will be allowed in department meetings. The statement of the proxy shall specify what, if any, limits are placed on the authority of the individual holding the proxy to represent the absent member.
- 4.9 Procedure. If necessary, Robert's Rules of Order shall govern the conduct of department meetings.

SECTION V - COMMITTEES

- 5.1 Standing Committees. Standing committees shall be designated in the bylaws. Standing committees shall be staffed by a process of open nomination and, if an election is necessary, a secret ballot in a department meeting.
- 5.2 Charges of the Standing Committees. The standing committees of the department are as follows:

- 5.2.1 The Graduate Committee shall deal with matters of graduate educational policy, including curriculum, program development, recruitment, admissions, and advisement. The Graduate Coordinator shall be a member of the Graduate Committee.
- 5.2.2 The Merit Committee shall function as the Department Merit Committee, according to the system adopted by the College of Sciences for allocating merit awards.
- 5.2.3 The Committee for Annual Review of Untenured Faculty, consisting of only tenured faculty, shall review untenured faculty as provided for in sections 6.8.2 and 6.8.3. This committee shall be chaired by the Department Chair, and will include all tenured faculty as members (UNLV Bylaws, Chapter III, Section 8.3). (BLS 5/13/10)
- 5.2.4 The Committee for Evaluation of the Chair shall be constituted and shall function as prescribed in section 6.3.
- 5.2.5 The Space Committee shall make recommendations to the department regarding issues of space usage and allocation. (KAR 11/30/01)
- 5.2.6 The Equipment Committee shall make recommendations on matters of policy for equipment oversight, maintenance and repair. (KAR 11/30/01)
- 5.2.7 The Tenure and Promotion Committee shall consist of all tenured and tenure-track faculty for applications for promotion, and only tenured faculty for tenure considerations. The Committee will communicate its results to the chair who will neither vote nor participate in these faculty personnel discussions (UNLV Bylaws, Chapter 3, Section 6.1.A/B). Following review of the Committee recommendation, the chair shall write the formal evaluation of the faculty candidate. By secret ballot, a tenured member of the Tenure and Promotion Committee shall be elected to a 3 year term to the College of Science Personnel Committee. This person shall serve as a non-voting member in the Department Tenure and Promotion Committee and will not be permitted to serve on the Faculty Senate University Promotion and Tenure Committee. An Alternate Member for the College of Sciences Personnel Committee shall be elected by the same mechanism. (BLS 9/5/08)
- 5.2.8 The Graduate Action Committee shall make recommendations on matters that affect the MS and Ph.D. programs. The committee shall be composed of the Graduate Coordinator and one member from each discipline specific division within the department.
- 5.3 Membership and Term of Service. Standing committees shall have at least three members. The usual term of service on a standing committee shall be two years, after which the position shall be open for a new election. Terms of service will normally coincide with academic years. In the case of a newly formed standing

committee, the terms of service shall be staggered by lot such that the number of members replaced in any year shall not exceed one-half of the total number of members plus one. In the event of a vacancy on a standing committee, an election shall be held to select a replacement to complete the term.

5.3. 1. Committee Chairs. Committees shall choose their own chairs, unless otherwise provided for in these bylaws.

5.4 Ad Hoc Committees. The Department Chair shall appoint such ad hoc committees as may be required from time to time, including search committees [~~and promotion and tenure committees~~]. These latter committees shall have at least three members from the department. Other ad hoc committees may have fewer, with the consent of the faculty. The term of service on an ad hoc committee shall be until the business of the committee is discharged.

5.5 Limitation of Service. No member shall be required to serve at the same time on more than two department committees nor be chair of more than one committee unless there is no practical alternative and the member is willing to serve.

SECTION VI - PERSONNEL POLICY AND PROCEDURES

6.1 Selection and Term of Office of Department Chair. The Department Chair shall be selected by a process of open nomination and secret ballot in a department meeting. The election shall be held during the second half of a spring semester. The term shall be three years, commencing the following July 1. The term may be extended on a year-to-year basis, by mutual agreement of the department and the chair, up to a maximum of six years total, after which a new election must be held.

6.1.1 Removal of Department Chair. Removal of the Department Chair requires a two-thirds vote of the department faculty in a Class A Action. Such an action may be initiated at any time by a simple majority vote taken by secret ballot in a department meeting, under the condition that the item has been placed on the agenda at least three working days prior to the meeting.

6.1.2 In the event of a vacancy in the position of Department Chair, a replacement shall be selected by the procedure specified in section 6. 1, to fill out the remainder of that term.

6.2 Responsibilities of the Department Chair. The Department Chair shall have the responsibility of overseeing the budget, devising the class schedule. doing annual evaluations of faculty, overseeing hiring and promotion and tenure processes, making equity recommendations, representing the department to the administration, conveying information to the department, and facilitating changes approved by the department.

- 6.3 Evaluation of the Department Chair. An evaluation report shall be made annually regarding the Department Chair. This report shall be made by a three member committee, chaired by a past Department Chair. The committee shall use an evaluation form with comments required. The report shall be discussed with the chair, who may submit comments which shall become a part of the report. The final report, after approval by the department, shall be sent to the dean, for use in compiling the annual evaluation of the chair. This report shall be completed by March 15.
- 6.4 Selection and Appointment of Professional Personnel. Recommendation for appointment to a staff position by the Chair shall require the approval of a majority of the department faculty in a department meeting.
- 6.5 Evaluation Reports. An evaluation report shall be made annually regarding each professional staff member by the Department Chair.
- 6.5.1 The Chair may consult with the individual's colleagues and may make appropriate use of "feedback" information received from student evaluation forms, etc., in writing the evaluation.
- 6.5.2 An overall quality judgment of performance in the areas as discussed in Chapter III. Section 8.1 of the UNL V Bylaws shall be the basis of the evaluation.
- 6.6 Guidelines for Evaluation and Rating of Faculty Performance. Criteria for minimum satisfactory performance are given below. Additional guidelines for ratings for untenured faculty and applicants for promotion and/or tenure are set forth in the document "Chemistry Department Criteria for Evaluation and Guidelines for Promotion and Tenure".
- 6.6.1 Teaching. A rating of "Satisfactory" in teaching represents minimum acceptable performance. In this category, student evaluations would predominantly indicate average performance. These evaluations and other considerations would clearly indicate that significant improvement is possible.
- 6.6.1.1 At the request of either the Department Chair or the faculty member being evaluated, a peer review committee shall review the faculty member's teaching performance. The membership of this committee shall be agreed upon by the chair and the faculty member. In addition to reviewing student evaluations the committee shall attend classes taught by the faculty member, and shall otherwise fully investigate the faculty member's teaching performance in order to present an evaluation consisting of a rating and comments supporting that rating. This shall then constitute the rating in teaching for that annual evaluation.
- 6.6.2 Research and/or Creative Activity. In this area, a rating of "Satisfactory" may be based mostly on work in progress. However, some form of dissemination of results

on at least an occasional basis is required. Otherwise, a series of evaluations showing only work in progress may indicate less than satisfactory performance.

6.6.3 Service. A rating of "Satisfactory" in service reflects normal service activity, which may include only one service assignment, if it involves significant effort, or a few lesser assignments.

6.7 Promotion. Promotion and/or appointment (NSHE Code Chapter 5) to academic rank shall be based upon the faculty member's evaluation reports using the general guidelines of Chapter III, Section 16 in the UNL V Bylaws. The promotion consideration shall follow the procedures specified in Section 6.8.4 for tenure considerations, except that all full-time permanent faculty members of the Tenure and Promotion Committee shall participate.

6.8 Tenure. The justification and general rules concerning tenure are given in the NSHE Code, Chapter 3.

6.8.1. A department member shall be considered for tenure after a maximum of five years of full-time service in the department and may be considered earlier upon the consensus of the tenured faculty members.

6.8.2 The performance of untenured faculty members in tenure-track positions shall be reviewed by the tenured faculty at least once during each of the first two years of the probationary period. This review shall be completed prior to the deadline for notice of non-reappointment according to the NSHE Code, Sec. 5.9. 1. This deadline is March 1 during the first year, and December 15 during the second year. Following each review, the un-tenured faculty member shall be notified of reappointment or non-reappointment. Additional reviews may be performed at any time upon the request of a majority of the tenured faculty.

6.8.3 An untenured faculty member who is hired with no years credited toward tenure shall undergo a full pre-tenure review during the Spring semester of the third year of service. The review shall follow the format of the formal tenure consideration (see Section 6.8.4). For each year credited toward tenure at the time of hiring, this review shall be held one semester earlier.

6.8.4 The tenure consideration shall proceed as follows:

- a) The faculty member applying for tenure shall prepare an application in accordance with guidelines as specified in the NSHE Code.
- b) The application shall be read by the Tenure and Promotion Committee. (BLS 9/5/08)
- c) A meeting shall be held at which questions concerning the application content may be asked of the applicant.

- d) At a second meeting, which may immediately follow the first, the Tenure and Promotion Committee shall discuss the application and arrive at a list of substantive questions. This list shall be presented to the applicant. (BLS 9/5/08)
- e) At a third meeting, which shall occur within one week of the second, the applicant shall present his responses to the list of questions, and these and any other matters relating to the tenure application. (BLS 9/5/08)
- f) The tenure recommendation shall be voted on in a closed ballot by the Tenure and Promotion Committee. The ballots shall be opened and counted by the Committee. The Chair of the Tenure and Promotion Committee shall forward the vote and a written summary of deliberations consistent with that vote to the Department Chair. (BLS 9/5/08)

6.8.5 The guidelines for granting tenure are specified in the NSHE Code, Chapter 3, Section 3.4.

6.9 Guidelines for Salary Increases. The Department may recommend faculty for salary increases in accordance with Chapter III, Section 10, of the UNL V Bylaws.

6.10 Grievance Procedures. Faculty or student grievances, as defined in the NSHE System Code, and as restricted by Chapter 1, Section 4.6. 11 of the UNLV Bylaws, shall be resolved, if possible, by consultation of the parties involved with the Department Chair, and, if necessary, the Dean of the College of Sciences. If this effort is unsuccessful, the grievance shall be referred to the Faculty Senate Grievance Committee.

SECTION VII - PROCEDURES FOR APPROVAL OF NEW & REVISED CURRICULA

7.1 Proposals at the undergraduate or graduate level for new degree programs and courses, for the deletion of existing programs or courses, and for substantial revision of exiting courses or degree program requirements, shall emanate from the department faculty. Such proposals shall be approved or rejected by the faculty, and if approved, shall be submitted by the Chair to the College of Science Curriculum Committee, in agreement with College Bylaws, Chapter II, Section 6.3.