

## **RULES AND BYLAWS - DEPARTMENT OF GEOSCIENCE**

### **Revision of Fall 2012**

Department Bylaws Committee

Andrew Hanson, chair, and members Matthew Lachniet and Gene Smith

#### **References** cited in text of Bylaws

UNLV = University of Nevada, Las Vegas, Bylaws (February 2008)

UNLV1 = University of Nevada, Las Vegas, Bylaws (December 2004)

UNS = University of Nevada System Code (Dec. 2001)

CoS = UNLV College Of Sciences Bylaws (May 2008)

CoS 1 = UNLV College Of Sciences Bylaws (Aug. 2004)

CoS 2 = UNLV College Of Sciences Faculty Workload Policy (Feb. 2005)

CoS 3 = UNLV College Of Sciences Procedures For Determining Merit (Jan. 1999)

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## **RULES AND BYLAWS**

### **DEPARTMENT OF GEOSCIENCE**

#### **UNIVERSITY OF NEVADA, LAS VEGAS**

Edition of October 18, 2012

Department Bylaws Committee: Andrew Hanson, chair, and members Matthew Lachniet and Gene Smith

#### **Section 1: ORGANIZATION AND ADMINISTRATION OF THE DEPARTMENT:**

Sources: UNS 1.3.4 & 1.4.6; UNLV 3.1.8; CoS 1

##### **1.1 Purpose of the Department Bylaws**

The Geoscience Department Bylaws shall be the departmental governing document with respect to the operation and accomplishment of the teaching, research, and service mission of the Department and its personnel including the components of: (1) department composition; (2) committees; (3) Chair - election, tenure, evaluation, removal; (4) faculty meeting policy and procedures; (5) faculty course loads, evaluations, and tenure, promotion, and merit procedures; and (6) policies pertaining to curricula and courses of study.

#### **Section 2. DEPARTMENT FACULTY - COMPOSITION AND RESPONSIBILITY**

**2.1** The voting department faculty shall consist of all persons holding a contract with the University of Nevada System (**UNS**) for professional services as a tenure-track or tenured Assistant Professor, Associate Professor, or Professor with 50 percent or more of their time assigned to the department. Nontenure-track faculty (UNLV I, Section 4.1.1.3), including Faculty-in-Residence, may each year, by a two-thirds majority of the tenured and tenure-track faculty, be granted voting privileges with the exclusion of promotion and tenure decisions.

**2.1.1** Additional participating department members: As such issues arise that impact specific members of the department, adjunct faculty, non-tenure-track faculty, professional and classified staff as well as students from the undergraduate and graduate programs may be invited to attend faculty meetings called specifically to address those issues. The department will rely on these non-voting individuals for their input and guidance.

**2.2** The Department faculty, under the direction of the Chair, shall have authority over matters of internal education policy, including faculty welfare, of the department.

**2.3** Adjunct faculty shall consist of individuals holding adjunct appointment in any rank listed in 2.1. They shall be appointed for the term of one year or the completion of a specific graduate project in compliance with regulations from the Graduate College. They shall be invited to attend faculty meetings and to make and second motions, but shall not have voting privileges.

**2.4** Part-time faculty includes those qualified persons who may accept one-semester appointments to teach specific courses. They may be requested to serve in an advisory capacity and select texts for the courses they teach but shall not otherwise have a voice or vote in the internal academic policy of the department.

**2.5** There are two categories of graduate faculty: Full Graduate Faculty and Associate Graduate Faculty

**2.5.1** The requirements for Full Graduate Faculty status in the Geoscience Department are (1) to be a full-time UNLV faculty holding a PhD degree in Geoscience or a related field, and (2) to have published papers in peer-reviewed journals or submitted grant proposals as evidence of research activity, or to have shown significant involvement with the Geoscience graduate program in the last three years. Graduate Faculty status is granted for a five-year period and can be renewed.

**2.5.2** Associate Graduate faculty status can be granted to individuals who are not full-time UNLV faculty and can contribute to the graduate program through service on a student's committee (member, not chair) or to teach a graduate course. Associate Graduate faculty status in the Geoscience Department requires a PhD degree in Geoscience or a related field, and a strong record of scholarly achievement, comparable to our scholarship requirements for a tenure-track faculty member with similar number of years of professional experience. Associate Graduate Faculty status is granted for a two-year period and can be renewed.

**2.6** Research Faculty shall consist of individuals engaged primarily in research activities. As such, research faculty are expected to establish an independent, self-directed research program that furthers the goals and mission of the UNLV Geoscience Department. Research faculty are encouraged to participate in undergraduate and graduate level instruction; however, research is their primary duty. Those research faculty involved in running an analytical lab should demonstrate evidence of management skills, ability to develop and improve laboratory operations, and have a desire to work with both students and business clients.

**2.6.1.** At the beginning of each academic year, research faculty must meet with the department chair to establish the percentage of their workload dedicated to research, lab management, teaching and service. The results of this meeting shall be in the form of a written agreement signed by both the chair and research faculty member. The original of this agreement will be filed for future reference. Note that not all research faculty will participate in lab management and teaching.

### **Section 3. PURPOSE AND PROCEDURE OF DEPARTMENT FACULTY MEETINGS**

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

- 3.2 Quorum:** A quorum shall consist of more than one half of the voting department faculty. The quorum may be adjusted during the first meeting of each semester to accommodate known absences due to administrative assignment or sabbatical leaves. Approval of a motion requires a majority vote of at least a quorum.
- 3.3 Presiding Officer:** The Department Chair or Associate Department Chair shall be the presiding officer at department meetings. Prior to an expected absence, the Chair or Associate Chair shall designate another faculty member to preside.
- 3.4 Meetings:** A regular department faculty meeting shall be held prior to the end of the second week of each semester. Faculty meetings may be called by the Department Chair or Associate Chair or by request of at least one-third of the faculty. A meeting requested by the faculty must be held within five working days of the request. Notification of a Department meeting must be at least three working days prior to the meeting except for matters relating to new professional appointments. Meetings shall be scheduled to minimize class conflicts and announcements of meetings shall be posted in compliance with the Open Meeting Laws of the State Of Nevada.
- 3.5 Agenda:** Faculty members proposing new business should inform the other faculty members, in writing, of its nature at least one working day prior to the meeting. If more than three items are to be discussed, an agenda will be arranged and followed. Items from the floor, however, are permitted.
- 3.6 Minutes:** The department Chair shall distribute minutes of the meeting to all faculty members within one week after the meeting. Such minutes shall constitute the official record and notice of official actions of the department. Minutes will not be considered official until approved at a later faculty meeting. Approved minutes shall be archived chronologically in the Department Office.
- 3.7 Class A Actions:** Actions taken by the department faculty that substantially alter or affect departmental policy, leadership, or organization shall be designated "CLASS A ACTIONS".
- 3.7.1** The department voting faculty shall determine by simple majority of those present and voting, whether any CLASS A action shall be designated as "Procedure 1" or "Procedure 2".
- Procedure 1 actions** shall be submitted on a written ballot to be returned in a specified time interval and counted in the presence of a majority of the voting faculty. Such actions shall become effective upon receipt of approval of a simple majority of the voting faculty.
- Procedure 2 actions** shall become effective upon approval of a simple majority of the voting faculty present and voting at a department meeting. Such actions shall become effective after approval of the minutes of the meeting.
- 3.8 Proxies:** Proxy votes shall be allowed in cases where matters of departmental policy and/or personnel decisions are to be determined. Proxy votes must be in writing and signed and dated by the voting member.
- 3.9 Procedure:** When appropriate, Robert's Rules Of Order shall govern the conduct of department

meetings.

#### **Section 4. DEPARTMENT ADMINISTRATION**

**4.1** Department Chair. The Department Chair will be the chief administrative officer of the department and will represent the department to the College and implement College and University policy within the department.

**4.1.1** Selection of Department Chair. The Department Chair must be a tenured member of the department. A candidate at the rank of full professor is preferred, but an associate professor is also eligible. The department will elect a new chair whenever an existing chair announces their resignation. The election will be held during the final academic semester of the Chair's term using the following procedure

[1] The Chair will solicit nominations from the department faculty; nominations may be submitted by any faculty member and self-nominations are allowed. If a faculty member is not self-nominated, they must consent to serve in the event that they are elected. Once a call for nominations is issued, nominees have 30 days to formally submit their names to the Chair.

[2] By the end of the 30 day nomination period, nominees must submit to the Chair a current copy of their CV along with a one-page written statement that addresses why they wish to be Chair. The Chair must forward these materials to all voting faculty members in the department within the next week.

[3] Election of a new Chair shall take place by secret ballot at a faculty meeting scheduled no later than two weeks after the end of the nomination period. The Chair shall be elected by a Class A action by a simple majority of the department faculty called for this purpose. If more than two nominees are on the ballot a vote will be conducted and the top two candidates will be immediately be voted for in a run-off. The initial position shall be for a three-year term with the possibility of standing for subsequent terms. If a Chair is willing to serve beyond a three year term, an evaluation of the Chair by the full faculty and the Dean shall be conducted. If the evaluation is satisfactory the Chair may run for renewal terms that are for three year periods. Because the position of department Chair carries an "A" Contract, the term in office will begin on July 1 to coincide with the UNS Contract year.

[4] In the event that no one consents to be nominated or an election with just one candidate does not result in a simple majority, the Chair shall inform the Dean that the department wishes to conduct an external search for a new chair. The possibility of searching for an external chair is not intended to be a last resort, rather it is always a potential option.

[5] If the Chairs' term expires before a search produces a new chair, an Interim Chair will be selected for a one year term. The interim chair will be elected following the same process spelled out in 4.1.1 [1] for the election of a chair to serve a three year term.

**4.1.2** Evaluation of Department Chair. The performance of the department Chair shall be evaluated annually by the office of the College Dean, based on a College questionnaire distributed to all Department Faculty.

**4.1.3 Removal of Department Chair.** To remove the department Chair from office, the faculty must comply with the following procedure: [1] A simple majority of the department faculty must present, to the Chair and Dean of the College, a written statement of their dissatisfaction with Department leadership and a written statement outlining proposals to correct those problems within a 45 day period. [2] The faculty, in the presence of the Dean, will review the situation at the end of the 45 day period following submission of the written statements. The faculty may opt to accept administrative changes, to extend the time available for correction, or to remove the Chair from office. Any one of these three actions may be taken only after agreement by a two-thirds majority vote of the faculty present at the meeting. If such a majority cannot be reached, the subject shall be dropped. [3] If removal of the Chair is the elected option, a proposal stating this action will be presented as a Class A Action Procedure I, with the stipulation that a two-thirds majority of the voting faculty is required. The Dean shall be present when ballots are counted in the presence of a majority of the faculty.

[1] In the event that a Chair is removed from their position as spelled out in Section 4.1.3 and no faculty member in the department is elected to serve as the next chair, the current Associate Chair shall serve as an Acting Department Chair on a temporary basis and shall within one week initiate the process of electing a new chair as spelled out in section 4.1.1 [1].

**4.1.4 Responsibilities of Department Chair.** In addition to normal administrative duties, specific functions of the Department Chair shall include:

- [1] Appointment of an Associate Chair, Department Undergraduate Coordinator, Department Graduate Coordinator
- [2] Establishment and supervision of Department standing, and as necessary, Ad-Hoc committees
- [3] Final design, review and approval of the annual department budget
- [4] Overall management of the design of new programs
- [5] The preparation of annual reviews and evaluations of faculty

The Department Chair shall have secondary responsibility for decisions regarding hiring, retention, tenure, and promotion, forwarding recommendations from the Geoscience faculty and the Department personnel Committee.

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**4.2 Administrative Positions:** The department Chair shall appoint faculty to the following administrative positions:

**4.2.1 Associate Chair** responsible for all administrative and policy functions in the absence of the department chair and for development of each semester's teaching schedule.

**4.2.2 Undergraduate Coordinator** responsible for implementing UNLV's mandatory pre-enrollment advisement of undergraduate students and for verifying all final reviews of applications for graduation from the undergraduate program.

**4.2.3 Graduate Coordinator** responsible for recruiting, review, and evaluation of applications, admissions policies and procedures, decision-making for admission or denial, academic-related counseling, and for monitoring graduate progress.

**4.3 Standing Committees:** The Department Chair shall appoint such standing committees as are required for departmental operation. The Department Chair shall appoint the Committee Chairs. Committee members shall be appointed for approximately one year but may serve until discharged by the department Chair. Such departmental committees shall include:

**4.3.1 Personnel Committee** responsible for oversight and implementation of faculty procedures for mid-tenure review, promotion and tenure. Chair of committee shall prepare summary report of department recommendation of personnel action to be distributed to Department Chair and to CoS Personnel Committee and Dean. The Personnel Committee shall consist of three faculty, two of whom must be tenured.

**4.3.1.1 Geoscience Representative to CoS Personnel Committee**

A representative, and an alternate from tenured faculty, shall be elected by secret ballot to serve a three-year term on the College of Sciences Personnel Committee. The Department Chair, Associate Dean (or equivalent administrators) and members of the Department Personnel committee may not serve on this committee. The representative to the CoS committee may participate in tenure and promotion deliberations in the Department, but they may not vote on tenure and promotion decisions in the Department, nor may they serve as an advocate for a candidate for tenure and/or promotion.

**4.3.2 Curriculum Committee** responsible for undergraduate and graduate programs to include:

- (1) Representing the Department to the College Curriculum Committee.
  - (2) Evaluating new course proposals for content and correct UNLV format.
  - (3) Periodically reviewing the overall department curricula and proposing changes if necessary to insure compatibility with changing national trends in geologic education.
- The curriculum committee shall consist of three members of the department one of whom shall be appointed Committee Chair by the Department Chair.

**4.3.3 Merit Committee** responsible for:

- (1) Distribution of annual merit request forms
  - (2) Collection of "merit data" from faculty wishing to apply
  - (3) Evaluation of faculty merit data
  - (4) Recommendations for merit to the College Merit Committee
  - (5) Representation of the Department on the College Merit Committee
- The merit committee shall consist of three faculty, one of whom must be tenured.

**4.3.4 Scholarship Committee** responsible for managing the Department undergraduate and graduate scholarships through announcement of availability and application deadlines, screening of applications, providing recommendations, and working with the office of Financial Aid for disbursement.

**4.4** Ad Hoc Committees called by the department chair and constituted to perform specific tasks as necessary. Such committees shall be charged with responsibilities such as the following:

**4.4.1** Faculty Search Committee responsible for:

- (1) Drafting and publication of faculty position announcements
- (2) Collection and collation of applications
- (3) Initial screening of applicants resulting in a manageable slate of candidates

**4.4.2** Faculty Budget Committee responsible for:

- (1) Assigning priorities for major equipment purchases
- (2) Dealing with budget cuts or "windfalls" as the case may be

**4.4.3** Faculty Space Utilization Committee responsible for:

- (1) Determining future needs by the department for laboratory, office, teaching, and storage space
- (2) Periodically monitoring the actual usage of department space.

**4.4.4** Other Administrative Committees as required for logistical management of the department.

## **Section 5. FACULTY PERSONNEL POLICIES**

**5.1** Faculty Course Loads: UNLV III 2.1 - 2.4; CoS 5.1

Faculty course loads shall be developed jointly by the Department Chair and individual faculty in compliance with existing College and University policies and in consideration of teaching, research, and service workloads.

**5.2** Faculty Evaluation: All faculty shall be evaluated annually by the Department Chair. Evaluation criteria shall follow those established by the University and College. (UNLV III.8.1 through III.8.5).

**5.2.1** Pre-tenure Evaluation and Review: (UNLV I Section 4.3.6.2)

All untenured tenure-track faculty shall be reviewed and evaluated by the department faculty at a point mid-way in their pre-tenure interval (generally the 3rd year). Such review and evaluation shall include (but not be limited to) components of teaching, research or scholarly activity, and service to the university, community, and academic profession. The Personnel Committee shall provide a pre-tenure evaluation report to the chair, and the chair will report the determination of the committee to the reviewed faculty member and the Dean. As these reviews are both evaluative and proactive, faculty are strongly encouraged to follow any suggested remediation.

**5.3** Tenure and Promotion Policies: (UNLV I, Section 4.3.4; UNLV III, Section 16.1-16.9; UNLV III, Section 6.1)

Tenure and promotion decisions are voted on separately and are Class A Procedure 1 Actions with the following qualification: all voting faculty may vote on promotion decisions; only tenured faculty may vote on tenure decisions. All voting faculty are encouraged to participate in the discussion regarding tenure decisions. The Department Chair and Associate Deans are excluded from the discussion and vote on tenure and promotion decisions in the department; the

department representative to the CoS Personnel committee is excluded from voting, but may participate in deliberations. The representative to the CoS Personnel Committee will report the vote to the College Personnel Committee and state to that body the minimum Department standards. At a meeting of the College Personnel Committee, the applicant's file is formally presented and discussed by a faculty member advocate selected by the applicant. The following criteria are to be used as guidelines for recommendations of tenure or appointment or promotion to academic rank.

**5.3.1 General Philosophy:** The faculty of the department of Geoscience is committed to excellence in teaching, scholarship and service. It is expected that all faculty members will be engaged in appropriate activities in each of these three areas. A faculty member who does not display at least a satisfactory level of activity in each of these areas will not be recommended for tenure or promotion.

**5.3.2 Teaching Effectiveness:** The department has a tradition of high-quality teaching and continues to affirm the importance of creative and effective teaching at all levels, including traditional classroom teaching, student advising, and supervision of graduate student research. The department recognizes that good teaching is a time consuming, intellectually challenging activity that requires a constant personal commitment.

It is expected that faculty members will devote appropriate time and energy to their teaching, that they will remain current in subjects that they teach, that they will remain intellectually alive and vigorous, and that their own intellectual excitement will be transmitted to students. Faculty are expected to teach at all levels within the Departmental education program with the exception that those not holding Graduate Faculty status shall not participate in graduate-level courses. Faculty are expected to be effective councilors of students at the undergraduate and graduate levels, and to supervise graduate research. While it is recognized that each faculty member has unique skills and personality characteristics that influence the circumstances under which his or her teaching is most effective, it is expected that a faculty member's teaching effectiveness will improve throughout his or her career.

#### **5.4 Scholarship**

It is expected that all faculty members shall actively engage in the pursuit of new knowledge and the interpretation of existing knowledge of earth science. It is further expected that the level of intellectual involvement will include routine formal and informal communication with other earth scientists.

The quality and intensity of research activity appropriate for tenure and promotion are impossible to define precisely and must, to some degree, be determined subjectively by the collective wisdom of the faculty on a case-by-case basis. The following guidelines are intended to represent typical measures of research activity.

**5.4.1 Evidence of Research Activity:** Evidence will be documented by such products as:

- [1] Refereed journal articles published, in press or submitted
- [2] Books, monographs, or chapters in books published, in press or submitted
- [3] Geologic maps published, in press or submitted
- [4] Non-refereed journal articles published, in press or submitted
- [5] Sponsored research and technical reports

- [6] Published abstracts of papers presented at professional meetings
- [7] Research grants received or applied for
- [8] Presentations, such as lectures, field trips, and short courses to other Universities, private industry, and/or Government agencies

**5.4.2 Procedures for evaluating scholarly activity:** All tenure and promotion decisions will involve a detailed and rigorous evaluation of the candidates scholarly activity including:

- [1] Publications (see items [1]-[6] of above) with special emphasis on publication in refereed journals and other media. Publications are evaluated in consideration of quality, comprehensiveness and impact. Copies of all material that a candidate wishes to be used as documentation shall be made available to the faculty at least two weeks prior to its deliberations.
- [2] Successful acquisition of external funding for laboratory and/or field research and support for graduate and/or undergraduate student assistantships. Reviews of successful and unsuccessful proposals are viewed as external reviews of research potential, quality, and achievement.
- [3] Letters: The Personnel Committee or the Department Chair will request letters from referees outside UNLV who will be asked to evaluate the candidate's scholarly contributions. These letters will be available to the faculty prior to its deliberations. For candidates requesting promotion to Associate Professor with tenure, letters must be received from at least four outside referees. Two referees will be chosen from a list of at least five people provided by the candidate. The Personnel Committee will secure the additional letters from experts in the candidates field. For candidates requesting promotion to Professor, letters must be received from at least five outside referees; at least three of the letters must be from a list of five people provided by the candidate. At least two letters must be received from referees selected by the Personnel Committee.

## **5.5 Service; definition and criteria**

It is assumed that all department faculty will contribute a reasonable portion of their time to service activities balanced among service to the Profession, University, and Community. Although the definition of service is subjective and must be considered on a case-by-case basis, the following guidelines aid in establishing minimal criteria:

**5.5.1 Service to the profession** shall include but not be restricted to, review of manuscripts for major journals, review of grant applications, membership on the management board of leading scientific organizations, and editorship or editorial board membership for appropriate scientific journals.

**5.5.2 Service to the University** shall include but not be restricted to membership on departmental, college, and university standing and ad-hoc committees, academic and professional search committees and UNLV or UNS policy committees.

**5.5.3 Service to the Community** shall include but not be restricted to unreimbursed participation in geologic input to federal, state, and local governmental agencies, the availability and application of academic skills to local educators within local or regional school districts, appropriate consultation with the legal profession where information and education are the primary goals, and appropriate and positive representation of the department, college, and university to local media on geologic matters.

**5.5.4 Other Criteria** - In addition to excellence in teaching, research, and service, promotions and tenure shall be made after considering the attributes of, personal integrity, ethical behavior and collegiality. **UNS 2.3.5**

**5.6 Merit** salary increases shall be determined in compliance with the College Bylaws and the most current College document on merit. **CoS 5.2.4**

**5.7 Grievance Policies** shall be in direct compliance with UNLV, and UNS guidelines (**UNLV 4.6.6 and 4.6.12**) and (**UNS 5.7**).

**5.8 Evaluation of Research Faculty:** All research faculty shall be evaluated annually by the Department Chair. Performance evaluation shall be based on workload percentages decided at the beginning of the academic year (see section 2.6.1). Research faculty involved in teaching will be evaluated using the same standards used for teaching faculty as stated in the Geoscience Department bylaws.

**5.8.1 Guidelines for Promotion of Research Faculty.** Research faculty are ranked as research assistant, research associate and research professor. These ranks will be considered parallel to those of tenure track teaching faculty (i.e., the research associate professor is equivalent in rank to the associate professor).

**5.8.1.1.** Teaching faculty converting to or hired as research faculty shall be given full credit for their previous record.

**5.8.2.** This list serves as a guide to successful research productivity. Research faculty are expected to satisfy most but not all of the items on the list.

Recognition by fellow scientists as an independent, original, and creative researcher

- [1] Publication of original research in major refereed publications
- [2] A record of external grant support
- [3] National or international awards and recognition
- [4] Established local, national and international collaborations
- [5] Invited presentations at major scientific meetings
- [6] Seminar presentations at other universities

Contributions to the institution

- [1] A record of training and mentoring graduate students and post-doctoral fellows
- [2] Mentoring/training of undergraduate research
- [3] Leadership or active participation in development of research programs
- [4] Service at any university level in research-related service activities

Professional contributions to the field

- [1] Presentations at major scientific meetings
- [2] Participation on editorial boards, associate editorships, editorships of journals
- [3] Participation on scientific advisory boards (e.g., NSF panels)
- [4] Leadership roles in national or international scientific societies
- [5] Leadership roles in major national or international meetings

- [6] Participation in program reviews (UNLV and external)

**5.8.3 Guidelines for the Lab Manager.** Research faculty involved in laboratory management should strive to:

- [1] Demonstrate evidence of laboratory management skills.
- [2] Develop and improve laboratory operations. Proposal submission to improve and replace laboratory equipment and for research is encouraged.
- [3] Work in collaboration with Geoscience faculty on research projects
- [4] Work with students, post-doctoral fellows, and business clients

**5.9 Research Expectations of Each Level for Research Faculty.** The evaluation of research faculty involved in teaching or laboratory management shall be based on the workload percentages established at the beginning of each academic year.

**5.9.1. Research Assistant Professor**

- [1] Evidence of original and independent research at a very high level of competence, as demonstrated by recommendations from established senior faculty at other institutions. This is required as part of the original hiring process of research assistant professors.
- [2] Clear ability to conduct and communicate excellent science as demonstrated by publication, preferably as first author in peer-reviewed publications.

**5.9.2 Research Associate Professor**

- [1] Five to six years at the rank of assistant research professor or assistant professor with a consistent record of excellence in research.
- [2] Demonstration of the ability to conduct and communicate creative research as evidenced by continued publication of original studies, preferably as first author in peer-reviewed publications.
- [3] Recognition by the scientific community for independent and original research. This will be evidenced in most instances by external funding of peer-reviewed research projects, letters of recommendation from scientists in their field of study, and other measures of impact of research to the field.
- [4] In addition, faculty considered for promotion to the rank of associate research faculty should make every effort to obtain:
  - a) Election to membership in major scientific societies.
  - b) Recognition by receiving awards from scientific societies, presentation of invited talks, and invitations to speak at seminars at other institutions.
- [5] Appropriate research-related service to the NSHE system, university, college, department, profession, and community.

**5.9.3 Research Professor**

Promotion to the rank of Research Professor will be awarded on the basis of distinctive achievement and is reserved for the most distinguished members of the Geoscience faculty.

Candidates for Research Professor should satisfy most if not all of the items on the guide to successful research productivity (section 5.8.2).

- [1] Eligibility requires at least five years at the rank of associate research professor or associate professor with a consistent record of outstanding research.
- [2] Continued publication of important, creative and original studies in peer-reviewed journals.
- [3] National and/or international recognition by peers as a senior research scientist.
- [4] Continuation of productive, independent and original investigation as evidenced by sustained external funding of competitive peer-reviewed research projects, letters of recommendation from scientists in their field of study, and other measures of impact of research to the field.
- [5] Membership on editorial boards as associate editor or editor of journals.
- [6] Elected leadership and fellow (e.g., GSA and/or AGU fellow) in scientific societies.
- [7] National and/or international recognition as evidenced by invited society memberships, participation in major society committees and programs, formal awards and invited lectures.

## **Section 6. DEPARTMENT CURRICULUM POLICIES**

- 6.1 Course Policies:** Review and approval of specific courses shall be in compliance with established UNLV and College policies. (**UNLV 5.1, 5.2, 5.3; CoS 6.1 and 6.2**)
- 6.2 Programs of Study Policies:** Review and approval of all curricular programs of study shall be in compliance with established UNLV and College policies. (**UNLV 5.1 - 6.3; CoS 6.1 and 6.2**).

## **Section 7. AMENDMENTS AND APPENDICES TO THE DEPARTMENTAL BYLAWS**

As the need arises, more detailed guidelines to specific Departmental operations shall be issued as "Geoscience Policy Statements" attached to the Bylaws as Appendices but not included within the framework of the Bylaws.

- 7.1 Amendments to the Bylaws** shall be placed on the agenda of a meeting of the Department faculty.
- 7.2 Approval of amendments** shall be by Class A Action and require the approval of a simple majority of the faculty for their adoption.