

**Date Revision Approved: November 8, 2011**  
**UNIVERSITY OF NEVADA, LAS VEGAS**  
**SCHOOL OF COMMUNITY HEALTH SCIENCES ACADEMIC FACULTY**  
**AND PROFESSIONAL STAFF BYLAWS**

**CHAPTER I: ORGANIZATION OF THE SCHOOL OF COMMUNITY HEALTH SCIENCES**

This chapter of the SCHS Bylaws shall consist of all matters jointly related to academic faculty and professional staff.

**1.1 Mission Statement and Purpose of the School of Community Health Sciences**

The mission of the University of Nevada, Las Vegas (UNLV) School of Community Health Sciences (SCHS) is to provide quality education, research, service, and leadership to improve the public's health and quality of life, and to eliminate health disparities.

The purpose of the School of Community Health Sciences is 1) to prepare individuals to become effective health practitioners, researchers and teachers who will competently identify public health problems and needs, 2) to develop effective strategies to address those needs, and 3) to promote appropriate services to be available for the protection of human health.

**1.2 Delegated Authority**

The Bylaws of the University of Nevada, Las Vegas delegate to the membership of the SCHS to create SCHS bylaws. (UNLV Bylaws, Chapter 1, Section 4.4.2 – Rev. 203 [3/03]).

**1.2.1 Membership of the School of Community Health Sciences.** Each academic faculty and professional staff member holding no less than a fifty-one percent contract in any unit of the SCHS shall be considered a voting member of the SCHS within the provisions of Chapter II and Chapter III.

**1.3 Purpose of School Bylaws**

**1.3.1 Contents.** The Bylaws shall identify the department/program and academic faculty organization, and the professional staff organization of the SCHS. The Bylaws specify procedures for developing and implementing the policies of the SCHS.

**1.3.2 Interpretation.** The SCHS Bylaws Committee is granted authority to interpret the intent of the SCHS Bylaws. If consensus of the committee cannot be reached by simple majority, the academic faculty and professional staff as a whole will be polled. A simple majority of the faculty and professional staff eligible to vote (section 1.2.1) will determine the intent.

**1.3.3 Amendment.** An amendment(s) to the SCHS Bylaws may be proposed by any academic faculty member or professional staff member of the SCHS. Proposed amendments shall be submitted to the SCHS Bylaws Committee for review and circulated ten (10) working days prior to the SCHS meeting in which they will be discussed.

**1.3.3.1 Approval.** Amendment of Chapter I of these Bylaws shall require the approval of two-thirds of the voting academic faculty and professional staff. Voting is by secret mail ballot. At least two-thirds of the academic faculty and professional staff must respond for the vote to be valid. Mailed ballots must be returned in 10 working days. Members of the SCHS Bylaws Committee shall serve as tellers. Amendments to Chapter II and Chapter III of these Bylaws shall be governed by the provisions contained in those chapters.

## **1.4 Organization of the School of Community Health Sciences**

**1.4.1 Academic Departments and Programs, Board of Regent-approved Centers, Administrative Units, and Funded Programs.** The SCHS consists of academic departments and programs, Board of Regents or nationally-approved centers, administrative units, research units, research laboratories, and funded programs. The lists of these units detailed in 1.4.1.1, 1.4.1.2, 1.4.1.3, and 1.4.1.4 will be updated annually as a responsibility of the SCHS Bylaws Committee.

**1.4.1.1. Academic Departments and Programs within the SCHS.** The current list of academic departments and programs consists of:

Department of Environmental and Occupational Health

- Epidemiology and Biostatistics Program

Department of Health Care Administration and Policy

- Health Promotion Program

**1.4.1.1.1 Formation, Splitting, Consolidating or Eliminating Academic Departments or Programs.**

**1.4.1.1.1.1 Formation of New Academic Departments and Programs.** New academic departments and programs within the SCHS may be recommended to the Dean by a department or program, a committee within the SCHS, or by the Dean's initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from the appropriate academic faculty. Once data and recommendations are available, the academic faculty of the SCHS will hold open discussion and vote as to the establishment of the requested department or program. A majority of the academic faculty quorum must approve the request to achieve a positive recommendation.

**1.4.1.1.1.1 Splitting, Consolidating, or Eliminating Existing Academic Departments or Programs.** Actions to split, consolidate, or eliminate existing academic departments or programs may be recommended to the Dean by members of the affected department or program, or by the Dean's initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from the appropriate academic faculty. Once data and recommendations are available, a written report will be presented with open discussion during a SCHS academic

faculty meeting. The academic faculty of the SCHS will vote, and a majority of the academic faculty must approve the recommendation to split, consolidate or eliminate the department or program.

**1.4.1.1.1 Administrative Approval.** Recommendations for forming, splitting, consolidating or eliminating academic departments or programs shall be assembled by the Dean. Recommendations of the Dean, as well as those specified in 1.4.1.1.1 or 1.4.1.1.2, as appropriate shall be forwarded to the Provost and the President. Recommendations requiring approval of the Board of Regents shall be forwarded by the appropriate authority.

**1.4.1.2 Board of Regents-approved Centers.** These centers operate as part of the SCHS by virtue of their designation by action of the Nevada System of Higher Education (NSHE; formerly termed the University and Community College System of Nevada [UCCSN]) Board of Regents.

The current list of centers within a SCHS department consists of:

- American Indian Research and Education Center
- Center for Health Disparities Research
- Nevada Institute for Children’s Research and Policy

The listing will be updated annually as a responsibility of the SCHS Bylaws Committee. Description of these centers is located in Appendix A.

**1.4.1.2.1 Formation, Splitting, Consolidating or Eliminating New Centers.**

**1.4.1.2.1.1 Formation of New Centers.** New centers within the SCHS may be recommended to the Dean by an existing SCHS center, a SCHS academic department (with approval of the department’s faculty), a standing committee within the SCHS, or by the Dean’s initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from members of the existing centers. Once data and recommendations are available, the academic faculty and/or professional staff of the SCHS will hold open discussion and vote as to the establishment of the requested center. Approval for centers not within an academic department must be governed by the bylaws of the professional staff located in Chapter III. Approval for the formation of centers within academic departments or programs must be governed by the bylaws of the department.

**1.4.1.2.1.1 Splitting or Consolidating Existing Centers.** Actions to split or consolidate existing centers may be recommended to the Dean by members of the affected center(s), or by the Dean’s initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from members of the affected center(s). Once data and recommendations are available, the academic faculty and/or professional staff of the SCHS will hold open discussion and vote as to the

splitting or consolidating of the requested center. Recommendations for splitting or consolidating centers not within an academic department must be governed by the bylaws of the professional staff located in Chapter III. Recommendations for the splitting or consolidating of centers within academic departments must be governed by the bylaws of the department.

**1.4.1.2.1.1 Eliminating Existing Centers.** Actions to eliminate an existing center may be recommended to the Dean by members of the affected center(s) or by the Dean's initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from professional staff of the affected center(s). Once data and recommendations are available, the academic faculty and/or professional staff of the SCHS will hold open discussion and vote as to the elimination of the requested center. Recommendations for elimination of centers not within an academic department must be governed by the bylaws of the professional staff located in Chapter III. Recommendations for the elimination of centers within academic departments must be governed by the bylaws of the department.

**1.4.1.2.1.1 Administrative Approval.** Recommendations for forming, splitting, consolidating or eliminating centers shall be assembled by the Dean. Recommendations of the Dean, as well as those specified in 1.4.1.2.1, shall be forwarded to the Provost and the President. Recommendations requiring approval of the Board of Regents shall be forwarded by the appropriate authority. As stated in 1.4.1.2.1.1, 1.4.1.2.1.2, and 1.4.1.2.1.3, the Dean can initiate formation, split/consolidation, and elimination of centers. Any such submission must include the results of the academic faculty and/or professional staff vote.

**1.4.1.3 Administrative Units.** Administrative units within the SCHS are authorized by and operate under the direct supervision of the Dean of the SCHS and are designated to fulfill the mission of the school.

**1.4.1.4 Funded Programs.** Funded programs differ from administrative units in that they represent contractual relations with outside agencies for services provided within the structure of the SCHS and are designed to fulfill the mission of the SCHS.

## **1.5 Administration of the School of Community Health Sciences.**

**1.5.1 Governance Policy.** Consistent with Chapter 1, Section 1 of the UNLV Bylaws, which enunciates the delegation of certain authority to faculty by the Board of Regents, the faculty of the SCHS serves as the chief organizing and policy recommending body of the SCHS. The Dean of the SCHS is the chief administrative and academic officer of the SCHS, and a university administrator. Department Chairs are academic administrators (NSHE Code 1.6.1) (UNLV Bylaws, Chapter 1, Section 4.1.4). Program Directors of academic departments may also function as academic administrators. Center Directors are administrators of a center. Professional staff are those members of the SCHS who are defined as nonacademic faculty as provided in Chapter 1, Section 4.1.2 of the UNLV Bylaws.

## **1.5.2 The Dean of the School of Community Health Sciences**

**1.5.2.1 Position.** The chief administrative and academic officer shall be the Dean of the SCHS.

**1.5.2.2 Duties.** The duties of the Dean of the SCHS, acting as the Chief Administrative Officer of the SCHS, include, but are not limited to, the following:

- ï Application and enforcement of SCHS policies, procedures and bylaws;
- ï Personnel selection, management and evaluation, including an appointment letter with written promotion and tenure guidelines;
- ï Budget preparation and allocation;
- ï Fiscal oversight;
- ï Chairing of the SCHS Executive Committee;
- ï Providing recommendations for forming, splitting, consolidating or eliminating units within the SCHS; and
- ï Other duties as provided under contract or as deemed appropriate to further the mission and goals of the SCHS.

### **1.5.2.3 Appointment of the Dean.**

**1.5.2.3.1 Administrative Search Committee for Appointment of the Dean.** In accordance with NSHE Code (Section 1.6.1a) the appointment of the heads of administrative units shall be made by the president. In the process of making such an appointment, the president or his or her designee shall consult with faculty of the appropriate administrative unit. Persons appointed to such positions shall serve solely at the pleasure of the president. In accordance with the UNLV Bylaws (Section 10.5.1) the Executive Vice President and Provost shall convene a recruitment and screening committee which shall consist of six faculty members elected by the college faculty in accordance with college bylaws, one dean or director appointed by the Executive Vice President and Provost from the Academic Council (ex-officio and non-voting), one graduate student elected by the Graduate Student Association, one student democratically elected by the Consolidated Students of the University of Nevada-Las Vegas (CSUN) Senate, and any nonvoting members selected by the Executive Vice President and Provost.

#### **1.5.2.3.1.1 SCHS Representatives to the Administrative Search Committee:**

Each of the academic departments or programs of the SCHS, as defined in section 1.4.1.1 of these Bylaws, shall select one person from within the unit to serve on the Administrative Search Committee. The professional staff, as defined in section 1.5.4 of these Bylaws, shall also select one professional staff member to serve on the Administrative Search Committee. In order to total the required six SCHS members, the remaining academic faculty and professional staff member(s) will be chosen at-large. These members will be elected from a pool of SCHS academic faculty and professional staff candidates by a majority vote of the SCHS voting membership.

**1.5.2.3.1.2 Chair of Search Committee.** The Administrative Search committee will elect a chairperson from the committee membership.

**1.5.2.3.2 Interim Dean.** While the provisions of 1.5.2.3.1 are being fulfilled, an Interim Dean shall be appointed by the Provost with input from the academic faculty and professional staff of the SCHS.

**1.5.2.4 Procedures for Removal of the Dean from Office.** At the formal written request of two-thirds of the full time academic faculty and the professional staff members of the SCHS, the removal of the Dean shall be considered by the Provost and the President.

**1.5.2.5 Evaluation of the Dean.** Pursuant to UNLV Bylaws, “each college and unit shall develop procedures for allowing a periodic assessment of the level of confidence in which the administrator is held by the academic faculty and nonacademic faculty [professional staff] who report directly to that administrator. These comments may include an assessment of the administrator’s performance of assigned duties within the standards of effectiveness and efficiency. This periodic assessment shall be solicited no less than once every three years, and, when available, it shall be given consideration in the annual evaluation written by the administrator’s supervisor” (UNLV Bylaws, Chapter 3, Section 14.3).

**1.5.2.5.1 Annual Evaluation.** An annual evaluation of the Dean or an Interim Dean of the SCHS shall be initiated and conducted by the SCHS Executive Committee exclusive of the Dean at the end of each academic year. The Chair of the SCHS Executive Committee shall head this effort. Evaluations will be forwarded as specified in the UNLV Bylaws.

**1.5.2.5.2 Tri-annual Evaluations.** Tri-annual evaluations of the Dean shall be conducted at least once every three years by the academic faculty and professional staff of the SCHS utilizing a standardized questionnaire distributed by the Provost’s Office. This evaluation will be initiated and conducted by the Academic Faculty Review Committee in collaboration with the SCHS professional staff. For this evaluation of the Dean, one SCHS professional staff member will be elected by a majority vote of the SCHS professional staff to be an ad hoc member of the Academic Faculty Review Committee. Membership of the ad hoc member is limited to this function. The results of the evaluation shall be shared with the Dean and the appropriate supervisor.

**1.5.2.5.3 Additional Evaluations.** An evaluation of the Dean can also be conducted by the SCHS Executive Committee at the request of the Dean or on receipt of a petition signed by at least one-third of the voting SCHS academic faculty and professional staff.

### **1.5.3 Academic Departments or Programs.**

**1.5.3.1 Membership of the Academic Departments or Programs.** Each academic faculty member, as defined in Chapter II Section 2.1, holding a 51% or greater contract in any academic department or program of the SCHS shall be considered a voting member of the SCHS, pursuant to the voting restrictions set forth in Chapter II of these Bylaws. Adjunct faculty, part-time instructors, and graduate assistants are ineligible for membership and shall not have a vote in matters of the SCHS.

#### **1.5.4 Professional Staff**

**1.5.4.1. Membership of the Professional Staff.** The SCHS professional staff members are those members of the SCHS defined as non-academic faculty in Chapter I, Section 4.1.2 of the UNLV Bylaws, which provide:  
“Non-academic Faculty. Authorized professional positions...who are engaged primarily in activities supportive of the university’s mission and who may also be affiliated with established academic colleges and/or departments. Nonacademic faculty may also perform such duties as teaching, research, consulting and community service.”  
Each SCHS professional staff member holding no less than a half-time contract within the SCHS is considered a voting member of the SCHS professional staff.

### **1.6 Committees of the School of Community Health Sciences**

**1.6.1 Purpose of SCHS Committees.** Committees are established to facilitate the functioning of the SCHS, recommend policies, and provide input into the governance of the SCHS. Each committee shall establish its own policies and procedures which will be included in these Bylaws as appendices.

#### **1.6.2 Committees Authorized.**

##### **1.6.2.1 School-wide Standing Committees.**

**1.6.2.1.1 Listing of Standing Committees.** The SCHS shall have the following school wide committees:

- i **SCHS Executive Committee.** The policies and procedures of this committee are listed in Chapter I, Appendix B.
- ii **SCHS Bylaws Committee.** The policies and procedures of this committee are listed in Chapter I, Appendix C.
- iii **SCHS Accreditation Committee.** The policies and procedures of this committee are listed in Chapter I, Appendix D.

**1.6.2.1.2 Creation or Elimination of SCHS Standing Committees.** The establishment of additional SCHS standing committees is permissible and shall be accomplished by a majority vote of the SCHS academic faculty and professional staff as an amendment to these Bylaws. A proposal for any such committees shall be presented in detail as to membership, functions and duties, procedures of operation and related matters. A proposal to establish a new SCHS standing committee or to

terminate any SCHS standing committee shall be made to the SCHS academic faculty and professional staff in written form and shall include a statement of justification. Final consideration of the proposal cannot be acted upon at the same meeting at which it is introduced but must be finalized at a subsequent SCHS meeting or by ballot.

**1.6.2.1.3 Absence of a SCHS Standing Committee.** In the absence of the existence of a SCHS standing committee, the SCHS membership as a whole may carry out the duties and functions of the committee until a time that the committee is formed and established under the procedures prescribed in these Bylaws.

**1.6.2.2 Academic Faculty Standing Committees.** Academic faculty standing committees shall be established pursuant to Chapter II of these Bylaws.

**1.6.2.3 Professional Staff Standing Committees.** Professional staff standing committees shall be established pursuant to Chapter III of these Bylaws.

**1.6.2.4 Ad Hoc SCHS Committees.** Ad-hoc SCHS committees may be established for specified purposes by the Dean or a majority vote of the SCHS academic faculty and/or SCHS professional staff. Membership will be determined by the charge of the committee, but may have representatives elected by each department, elected by the SCHS membership, or appointed by the Dean.

### **1.6.3 Standing Committee Operating Procedures**

**1.6.3.1 SCHS Executive Committee.** Policies and procedures of this committee are detailed in Chapter I, Appendix B of these Bylaws.

**1.6.3.2 SCHS Bylaws Committee.** Policies and procedures for this committee are detailed in Chapter I, Appendix C of these Bylaws.

**1.6.3.3 Other SCHS Standing Committees.** Other standing committees of the SCHS shall establish policies and procedures. Policies and procedures for these standing committees will be attached to these Bylaws. Each standing committee shall establish the time frame for meetings. Minutes of the committee meetings shall be distributed to the committee members and the Dean's office within ten (10) working days.

**1.6.3.4 Ad hoc SCHS Committees.** Ad hoc SCHS committees shall remain in existence until the work of the committee is completed but not to exceed two years. Ad hoc SCHS committees may become standing committees by amendment of these Bylaws.

### **1.6.4 Membership on SCHS Committees**

**1.6.4.1 SCHS Executive Committee.** Academic Department Chairs, Academic Program Directors, a representative of SCHS centers not within an academic department, the graduate coordinator of each SCHS academic program, and one representative of the



professional staff shall hold membership on this committee. The non-academic SCHS centers' representative will be determined by the Bylaws of the SCHS centers. The Dean of the SCHS shall chair this committee. Policies and procedures of this committee are detailed in Chapter I, Appendix B of these Bylaws.

**1.6.4.2 SCHS Bylaws Committee.** Each academic department and program, and the professional staff shall elect one representative to serve on the SCHS Bylaws Committee. Policies and procedures for this committee are detailed in Chapter I, Appendix C of these Bylaws.

**1.6.4.3 Other SCHS Standing Committees.** Other SCHS standing committees shall establish policies and procedures that include membership. Policies and procedures for these committees will be detailed in Chapter I in an appendix.

**1.6.4.4 Ad hoc SCHS Committees.** Membership will be determined at the time of initiation.

## **1.7. School of Community Health Sciences Representation on UNLV Committees**

### **1.7.1 Faculty Senate.**

**1.7.1.1 Academic Faculty.** Chapter 1, Section 4.5 of the UNLV Bylaws authorizes the academic faculty to have representation in the Faculty Senate. The SCHS representation on the UNLV Faculty Senate shall be under the Division of Health Sciences. Senators from the SCHS shall be elected in accordance with the Faculty Senate and Division of Health Sciences Bylaws, policies and procedures.

**1.7.1.2 Professional Staff.** Pursuant to UNLV Bylaws, professional staff members of the SCHS are eligible to serve on the UNLV Faculty Senate under the Office of Research and Graduate Studies. Election and service on the Faculty Senate will be determined by Faculty Senate bylaws.

**1.7.1.1.1 Professional Staff Committee.** Pursuant to Chapter 1, Section 4.6 of the UNLV Bylaws, the Faculty Senate must establish a Professional Staff Committee. Membership and service on this committee will be determined by Faculty Senate.

**1.7.1.1.2 Other Faculty Senate Committees.** SCHS professional staff members may be eligible for membership on other Faculty Senate committees as authorized by the Faculty Senate.

## **1.8 Voting on Bylaws and Amendments.**

### **1.8.1 Chapter I.**

**1.8.1.1 Articles.** The articles in Chapter I of the Bylaws may be amended or changed by a two-thirds majority of the voting academic faculty (as defined in Section 1.5.3.1) and

professional staff (as defined in Section 1.5.4.1) members of the SCHS using a written ballot. Such amendments are to be submitted, in writing, to the SCHS Bylaws Committee and then to the Dean for appropriate action.

**1.8.1.2 Appendices.** Changes to the appendices of Chapter I shall require a simple majority vote of the voting academic faculty and professional staff members of the SCHS.

**1.8.1.3 Editorial Changes.** Any editorial changes to Chapter I required due to action by the Nevada Board of Regents (including approval of modifications of the UNLV Bylaws) or those reflecting administrative fiats of the President or the Executive Vice President and Provost of the University are to be made by the Bylaws Committee at the time the changes become effective. A higher authority mandates these changes and, therefore, such changes do not require ratification by the academic faculty or professional staff of the SCHS, however, the SCHS Bylaws Committee must provide written notice of the changes to all academic faculty and professional staff members of the SCHS.

## **1.8.2 Chapter II**

**1.8.2.1 Articles.** The articles in Chapter II of the Bylaws may be amended or changed by a two-thirds majority of the voting academic faculty (as defined in Section 1.5.3.1) members of the SCHS using a written ballot. Such amendments are to be submitted, in writing, to the Academic Faculty Bylaws Committee and then to the Dean for appropriate action.

**1.8.2.2 Appendices.** Changes to the appendices of Chapter II shall require a simple majority vote of the voting academic faculty members of the SCHS.

**1.8.2.3 Editorial Changes.** Any editorial changes to Chapter II required due to action by the Nevada Board of Regents (including approval of modifications of the UNLV Bylaws) or those reflecting administrative fiats of the President or the Executive Vice President and Provost of the University are to be made by the Academic Faculty Bylaws Committee at the time the changes become effective. A higher authority mandates these changes and, therefore, such changes do not require ratification by the academic faculty of the SCHS, however, the Academic Faculty Bylaws Committee must provide written notice of the changes to all academic faculty of the SCHS.

## **1.8.3 Chapter III**

**1.8.3.1 Articles.** The articles in Chapter III of the Bylaws may be amended or changed by a two-thirds majority of the voting professional staff (as defined in Section 1.5.4.1) members of the SCHS using a written ballot. Such amendments are to be submitted, in writing, to the Professional Staff Bylaws Committee and then to the Dean for appropriate action.

**1.8.3.2 Appendices.** Changes to the appendices of Chapter III shall require a simple majority vote of the voting professional staff members of the SCHS.

**1.8.3.3 Editorial Changes.** Any editorial changes to Chapter III required due to action by the Nevada Board of Regents (including approval of modifications of the UNLV Bylaws) or those reflecting administrative fiats of the President or the Executive Vice President and Provost of the University are to be made by the Professional Staff Bylaws Committee at the time the changes become effective. A higher authority mandates these changes and, therefore, such changes do not require ratification by the professional staff of the SCHS, however, the Professional Staff Bylaws Committee must provide written notice of the changes to all professional staff of the SCHS.

## **1.9 School of Community Health Sciences Meetings**

### **1.9.1 School-wide Meetings**

**1.9.1.1 Chair of Meetings.** The Dean shall conduct a school wide vote to appoint an academic faculty or professional staff member to chair the SCHS school-wide meetings. The elected Chair will be elected for a two year term by a two-thirds vote of the voting academic faculty (as defined in Section 1.5.3.1) and professional staff (as defined in Section 1.5.4.1). The vote to select the Chair will be made every other year at the first meeting of an election year.

**1.9.1.2 Schedule of Meetings.** The academic faculty and professional staff of the SCHS shall have a school-wide meeting at least once each academic year. These meetings may be initiated by (a) the Dean, (b) a written request of at least one-third of the SCHS academic faculty and professional staff, or (c) the elected school-wide member chairing meetings. The meetings shall be scheduled by the Dean's Office during normal working hours, 8:00 a.m. -5:00 p.m., Monday through Friday. A meeting shall be held no later than 15 working days after the Dean receives the written request. Additional meetings may be called as necessary during the academic year.

**1.9.1.3 Notification of Meetings and Agenda.** Written notice of a school-wide meeting and a tentative agenda shall be distributed by the Chair to the academic faculty and professional staff at least five (5) working days prior to a school-wide meeting. Notification shall constitute notice to individual academic faculty and professional staff to submit agenda items. The Chair will prepare an agenda for the meeting with input from the voting members of the SCHS. Agenda items shall be submitted in writing to the elected chair of the meetings at least two (2) working days prior to the meeting. A copy of the final agenda consisting of all submitted items shall be distributed by the Chair at the meeting and/or by email.

**1.9.1.4 Proceedings.** Meetings shall be conducted based on the latest edition of Robert's Rules of Order, except where proceedings conflict with these Bylaws. In that event, the SCHS Bylaws shall take precedence. All meetings must conform to the open meeting laws of the State of Nevada.

**1.9.1.5 Quorum.** The Chair will determine if a quorum is present. A quorum shall be established if a simple majority of the academic faculty and professional staff of the SCHS is (a) present or submits a written proxy or (b) returns a mailed ballot.

**1.9.1.6 Voting.** Each academic faculty (as defined in Section 1.5.3.1) and professional staff (as defined in Section 1.5.4.1) member of the SCHS shall have one vote. Decisions shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

**1.9.1.6.1 Proxy Voting.** Academic faculty and professional staff members attending the school-wide meeting may only hold one proxy vote.

**1.9.1.7 Minutes.** A member as defined in sections 1.5.3.1 and 1.5.4.1 who is attending the school-wide meeting will be selected by the Chair to record minutes. The designee shall be responsible for compiling minutes of each meeting. The minutes for each SCHS school-wide meeting shall be distributed by the designee to the SCHS academic faculty and professional staff members within ten (10) working days following the meeting and redistributed ten working days prior to the next SCHS meeting. Approval of the minutes shall take place at the beginning of each subsequent meeting. A designee of the Dean shall keep all approved minutes readily accessible for all academic faculty and professional staff members.

**1.9.2 Academic Faculty Meetings.** Academic faculty meetings will be held according to the provisions listed in Chapter II of these Bylaws.

**1.9.3 Professional Staff Meetings.** Professional staff meetings will be held according to the provisions listed in Chapter III of these Bylaws.

## **1.10 SCHS Personnel Procedures and Policies**

**1.10.1 Grievance Policies.** A grievance is an act or omission to act by an employee of the system (i.e., administration, academic department chairs, academic program directors, center directors, Deans, academic faculty, and professional staff) which results in an adverse impact on the faculty or student. A grievance must address the interpretation or administration of an existing policy, practice or regulation or violation of the Code (NSHE Code, Section 5.7.1). The procedural steps to be followed are identified in the appropriate University policies and procedures.

### **1.10.2 Equal Employment Opportunity and Affirmative Action Policies**

**1.10.2.1 Sexual Harassment in the Work Place.** The SCHS adheres to the policies of UNLV as stated in the Discrimination/Harassment Policy Manual and Complaint Procedures on file in the Affirmative Action Office. If an academic faculty or professional staff member believes that a violation has occurred, the individual should follow the steps outlined in the manual.

**1.10.2.2 Equal Employment Claims.** If an academic faculty or professional staff member believes that a violation has occurred, the individual should contact the Affirmative Action Office.

## **1.11 SCHS Budget Policies**

**1.11.1 Budget Recommendations.** As stated in the UNLV Bylaws Chapter 2, Section 7, each department, program, and/or school will prepare and submit budget request recommendations via administrative channels as requested by the Executive Vice President and Provost.

**1.11.2 Budget Submission.** The Dean of the SCHS shall have final responsibility and authority in determining specification of requests for the final SCHS budget request, as well as related requests (e.g., new academic faculty positions). The Dean shall involve the SCHS Executive Committee and other appropriate personnel in the budget building and resource request activities within the SCHS. In turn, the academic department chairs, academic program directors, and center directors shall involve academic faculty, professional staff, and other appropriate individuals in the budget planning and resource request process at the unit level.

**1.11.3 Allocation of Resources.** The Dean of the SCHS has responsibility and authority to work with the Controller's Office and/or Director of the Budget in determining final SCHS budget and other allocations for each fiscal year, once final figures become known. The Dean shall take into account the recommendations emanating from the individual units of the SCHS, and the SCHS Executive Committee regarding the budget, the mission, and strategic plans accepted by the academic faculty and professional staff. Similar principles of decision making apply in the case of allocation of other resources (e.g., new academic faculty positions, year-end monies and special funds for equipment, travel or materials) that become available.

**CHAPTER I**  
**APPENDIX A**  
**DESCRIPTIONS OF UNLV-APPROVED CENTERS**

**American Indian Research and Education Center**

The American Indian Research and Education Center at the University of Nevada Las Vegas serves as a resource for American Indian students and American Indian Communities in Nevada and across the U.S.

**Center for Health Disparities Research**

The Center for Health Disparities Research (CHDR) is a research center within the UNLV School of Community Health Sciences. The mission of the CHDR is to conduct academic and community-based participatory research that will guide public policy, program development and data collection throughout the state in an effort to reduce, and ultimately eliminate health disparities. In addition to research activities, the CHDR provides opportunities and support for faculty and graduate students in the Master of Public Health (MPH) program to develop and conduct health disparities research.

**Center for Health Information Analysis (CHIA)**

This center serves the community by making specific Nevada healthcare-related data available to both the private and public sectors. This research center at the University of Nevada Las Vegas falls under the Vice President for Research and Graduate Studies, and works in conjunction with the Division of Healthcare Financing and Policy of the Department of Health and Human Services for the State of Nevada. CHIA's goal is to provide meaningful data to help research organizations in developing utilization patterns, health status, and related issues. The Center maintains the inpatient records for acute care hospitals as well as the Nevada Healthcare Quality Reports (NHQR). Electronic versions of the last five years of reports can be found on CHIA's website.

**Nevada Institute for Children's Research and Policy**

The Nevada Institute for Children's Research and Policy is a not-for profit, non-partisan organization dedicated to advancing children's issues in Nevada. The organization brings credible research and rigorous policy analysis to the problems that confront Nevada's children.

**CHAPTER I**  
**APPENDIX B**  
**SCHS EXECUTIVE COMMITTEE POLICIES AND PROCEDURES**

The Executive Committee shall be advisory to the chief administrative officer of the SCHS.

**I B 1. Membership**

Academic Department Chairs, Academic Program Directors, a representative of each SCHS Center that is not within an academic department, the graduate coordinator of each SCHS academic program, and one representative of the professional staff shall hold membership on this committee. The Dean of the SCHS shall chair this committee.

**I B 2. Meetings**

The SCHS Executive Committee will meet at least once every two weeks during the academic calendar, but may meet more often as deemed necessary and appropriate by the Dean. The Dean of the SCHS shall serve as Chair of the meetings.

**I B 3. Functions**

This committee will:

- <sup>35</sup>/<sub>17</sub> Serve as an advisory body to the Administration of the SCHS to receive, review, and recommend action relative to matters submitted to it for consideration by the Dean of the SCHS;
- <sup>35</sup>/<sub>17</sub> Provide a forum to share information between units of the SCHS and the administration of the SCHS and the university;
- <sup>35</sup>/<sub>17</sub> Provide a forum for communication of information and policy decisions between the administration of the University and the SCHS to units of the SCHS;
- <sup>35</sup>/<sub>17</sub> Ensure that all the SCHS units have input into decisions that impact their respective units in matters including, but not limited to: personnel, curricular, budget, and program decisions;
- <sup>35</sup>/<sub>17</sub> Complete an evaluation of the Dean or Interim Dean according the schedule and guidelines set forth in the SCHS bylaws.

**CHAPTER I**  
**APPENDIX C**  
**SCHS BYLAWS COMMITTEE POLICIES AND PROCEDURES**

The SCHS Bylaws Committee shall review the NSHE Code and UNLV Bylaws, and recommend revisions to the SCHS Bylaws as needed. It shall also serve to interpret the SCHS Bylaws and recommend such interpretations to the SCHS members.

**I C 1. Functions:**

- ï To revise the SCHS Bylaws whenever so authorized by the SCHS members.
- ï To edit the SCHS Bylaws in accordance with the NSHE Code and the UNLV Bylaws.
- ï To serve in an advisory capacity to the Dean, Department Chairs, and Center Directors to prevent violations of the SCHS Bylaws.
- ï To serve as the official tellers for elections conducted by mailed ballot.
- ï To maintain an up-to-date file of the NSHE Code, UNLV Bylaws, and SCHS Bylaws.

**I C 2. Amendment of SCHS Bylaws:** Amendment of the SCHS Bylaws may be accomplished in the following manner:

1. A prepared amendment listing the current bylaw and the proposed changes must first be submitted to the SCHS Bylaws Committee.
2. The SCHS Bylaws Committee will review the proposed amendment to check conformity with UNLV Bylaws and NSHE Code. A non-conforming amendment shall be returned to the submitting academic faculty or professional staff member to revise the amendment for compliance with the UNLV Bylaws and NSHE Code.
3. The proposed amendment shall be forwarded to the Committee Chair.
4. The Committee Chair will circulate the proposed amendment one (1) week prior to a properly called SCHS meeting as described in Sections 1.9.1.2 and 1.9.1.3 of Chapter I.
5. The proposed amendment shall be discussed in a SCHS meeting.
6. If the proposed amendment is approved by a two-thirds (2/3) majority of the voting membership of the SCHS, the amendment shall take effect upon final approval.

**I C 3. Membership of SCHS Bylaws Committee:** Membership will consist of the following:

- ï One academic faculty from each department and program, and one professional staff member.
- ï Membership, if possible, shall be two year staggered terms.
- ï A chairperson shall be elected by the committee.
- ï A quorum shall consist of a simple majority of the committee membership.
- ï Voting shall be by simple majority of the committee membership.



**CHAPTER I**  
**APPENDIX D**  
**SCHS ACCREDITATION COMMITTEE POLICIES AND PROCEDURES**

The purpose of the Accreditation Committee is to oversee, direct, and respond to all issues related to program, school, and department accreditation and assessment. These issues may originate from national accreditation agencies within the health field or from requests from UNLV assessment leaders. The Accreditation Committee shall be advisory to the chief administrative officer of the SCHS.

Authority:

The Committee functions under the authority of the School of Community Health Sciences; in particular, Section 1.6.2.

Membership:

Each academic department of the SCHS shall elect a minimum of one representative to serve on the Accreditation Committee. A minimum membership of three representatives is required. Each academic department shall decide how the representatives are chosen. The chair of the committee shall be selected from the membership pool. Committee membership shall be a two year staggered term.

Operating Procedures:

Meetings: The Committee will meet as often as needed. The Chair will call the meetings. The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members and stored in the School's archives for retrieval by any member of the School.

Functions and Duties: This committee will:

- <sup>35</sup>/<sub>17</sub> Serve as an advisory body to the dean's level Administrators of the SCHS.
- <sup>35</sup>/<sub>17</sub> Receive, review, and recommend actions relative to accreditation and assessment issues within the School, and accreditation and assessment issues within the university.
- <sup>35</sup>/<sub>17</sub> Provide a forum to share accreditation and assessment information between units within the SCHS and the administration of the SCHS.
- <sup>35</sup>/<sub>17</sub> Ensure that all the SCHS units have input into accreditation and assessment decisions that impact the School and their respective units.
- <sup>35</sup>/<sub>17</sub> Request that individuals in the SCHS participate in providing needed information pertaining to accreditation and assessment.
- <sup>35</sup>/<sub>17</sub> Approve all reports related to accreditation and assessment prior to forwarding to the Dean's level administrators for final action.

The committee may enlist other members of the School to serve on ad-hoc committees in order to complete accreditation-related tasks.

Reports: All members of the SCHS will have the opportunity to participate in the authoring and / or review of any report needing to be generated by the members of the accreditation committee. All reports will be posted on the School's archives for review and comment. Reports generated by ad-hoc committees shall initially be forwarded to the Accreditation Committee for review and action.

## CHAPTER II: ORGANIZATION OF THE ACADEMIC DEPARTMENTS AND PROGRAMS

### 2.1 Academic Faculty Personnel Policies

**2.1.1 Terminal Degree Definition.** Each academic department and program shall establish the terminal degree for faculty members in that unit.

**2.1.2 Academic Faculty Defined.** As defined in the UNLV Bylaws, Chapter 1, Section 4.1.1, academic faculty are “authorized professional positions in the colleges, departments and units ...who are engaged in teaching, research, or the provision of library services, and those persons specifically identified by the president because of their need for the protection of academic freedom.”

**2.1.2.1 Tenured Academic Faculty.** As defined in the UNLV Bylaws, Chapter 1, Section 4.1.1.1, tenured academic faculty are “members of the academic faculty who have been awarded tenure at the University of Nevada, Las Vegas.”

**2.1.2.2 Non-tenured Academic Faculty.** As defined in the UNLV Bylaws, Chapter 1, Section 4.1.1.2, non-tenured academic faculty are “members of the academic faculty who are in tenure-track positions but who have not completed their probationary period.”

**2.1.2.3 Non-academic Faculty.** As defined in the UNLV bylaws, Chapter 1, Section 4.1.2, there are “authorized professional positions...who are engaged primarily in activities supportive of the university’s mission and who may also be affiliated with established academic colleges and/or departments. Non-academic faculty may also perform such duties as teaching, research, consulting, and community service.”

### 2.1.3 Academic Faculty Appointments

**2.1.3.1 Qualifications.** In general, the minimum qualifications for an academic faculty appointment within any unit of the SCHS should approximate or exceed those listed as necessary for promotion to Assistant Professor (See UNLV Bylaws Chapter 3, Section 16.3). This includes:

- ï Possession of the terminal degree;
- ï Be effective as a teacher, or exhibit promise of becoming effective as a teacher;
- ï Show a continuous record of satisfactory professional development as evidenced by involvement in research and/or other scholarly activities;
- ï Display definite interest and potential in advising and directing students;
- ï Exhibit a commitment to the education of students;
- ï Evidence a commitment to the profession as demonstrated by membership in appropriate professional organizations; and
- ï Work productively with colleagues, staff and students.

**2.1.3.2 Recruitment, Selection and Hiring** (See NSHE Code Chapter 5, Section 5.4.1 and the UNLV Bylaws Chapter 3, Section 15). Permission to recruit and select new

academic faculty must be secured from the Executive Vice President and Provost via the Dean of the SCHS. In general, this is done by securing the reallocation of a faculty position vacated by a retirement or resignation, or securing approval for a newly created faculty position. In addition to the guidelines for recruitment which are contained in the UNLV Bylaws, Chapter 3, Section 15, job descriptions will be drawn up by the appropriate unit, in consultation with the Chairperson or Director and the Dean of the SCHS. Job descriptions will be in a format consistent with requirements of the University Affirmative Action Office (AAO). Justification must be possible for each qualification.

Vacancy notices will be sent out from the Department Chairperson or Program Director offices using recruitment lists developed for this purpose. Clearance from appropriate administrative officers shall be secured prior to such mailings. A search and review committee will be appointed by the Department Chair or Program Director with appropriate input by academic faculty and with clearance by the SCHS Dean. The Department or Program faculty as a whole or a subcommittee of the academic department faculty may serve in this capacity. The Department or Program may recommend a ranked list of names to the Dean for approval. The Dean in turn recommends the hiring of a new academic faculty member to the Executive Vice President and Provost who makes the final decision on such matters. The Department or Program may make recommendations to the Dean regarding appropriate salary, years of credit, and rank for specific candidates.

**2.1.4 Teaching Load Guidelines.** Each academic department in the SCHS shall specify teaching load guidelines in their departmental bylaws in accordance with the unique aspects of the department or program. These guidelines will be in accordance with teaching guidelines and expectations of the SCHS and UNLV.

### **2.1.5 Annual Evaluation**

**2.1.5.1 Faculty Evaluation.** Each academic department shall establish written guidelines, procedures and criteria for annual evaluation of academic faculty in accordance with the UNLV bylaws, Chapter 3, Section 8.1. The process for the annual review shall follow published policies and procedures.

**2.1.5.2 Evaluation of Department Chair or Program Director.** Each academic department shall establish a mechanism for the annual evaluation of the Department Chair or Program Director. The evaluation data shall include input of the academic faculty and professional staff of the Department or Program. The results of the evaluation shall be shared with the Department Chair or Program Director and the Dean of the SCHS. Data from the faculty evaluation will contribute to the annual evaluation of the Department Chair or Program Director.

**2.1.5.3 Disagreement with Annual Evaluation.** In accordance with the UNLV Bylaws, Chapter 3, Section 8.3, an academic faculty member who disagrees with an evaluation by the Department Chair, Program Director, or the Dean, and a Department Chair or Program Director who disagrees with an evaluation by their faculty or the Dean may

submit a written rejoinder or request in writing for the formation of a committee of peers to conduct a separate annual evaluation.

**2.1.6 Mid-Tenure Review.** A mid-tenure review shall be conducted to determine progress toward tenure. The review shall follow policies and procedures established by the Academic Faculty Review Committee (See Chapter II Appendix D). The review shall focus on the individual's activities since appointment, and will assess the quality and quantity of the individual's productivity related to teaching, scholarship, and service. Strengths and areas of needed improvement shall be identified. The mid-tenure review shall be completed by the Department and the Academic Faculty Review Committee who will provide input to the Dean of the SCHS. Suggestions for strengthening the overall record of productivity shall be provided by the Dean.

**2.1.7 Tenure.** The SCHS has adopted the tenure policies and procedures identified in the current NSHE Code, Title II, Chapter 3. An application for tenure may be initiated by the individual at any time during the probationary period. Individuals must be evaluated for tenure no later than the beginning of the sixth year of service. The SCHS will require external referees for consideration of tenure and promotion to full professor.

**2.1.8 Academic Faculty Rank Guidelines.** Each academic department shall identify guidelines for appointment and promotion to rank. These guidelines shall be in accordance with SCHS expectations and guidelines and the UNLV Bylaws. The procedure for seeking promotion shall be in writing and available to SCHS academic faculty.

**2.1.9 Denial of Tenure, Salary increases, Promotion or Reappointment.** In accordance with the NSHE Code (Chapter 5, Sections 5.2.3 and 5.2.4) and UNLV Bylaws (Chapter 3), an academic faculty member may request the reasons (Chapter 3, Section 6.4) for denial of appointment with tenure, salary increases (including merit awards), promotion or reappointment, and reconsideration (Chapter 3, Section 6.5) of personnel actions. Appeals may be initiated after the academic faculty member has requested reconsideration and the request has proceeded through regular administrative channels to the Provost (UNLV Bylaws, Section 6.6). The Faculty Appeals Committee (See Chapter II Appendix E) of the SCHS shall hear the appeal.

**2.1.10 Faculty Salary Increases.** Faculty salaries may be increased via cost of living increases, equity, or merit pay. All increases are originated at the system level or university level, and are not available every year. Academic faculty must be performing at a satisfactory level as identified on their annual evaluation to be considered for either a merit or an equity increase.

**2.1.10.1 Academic Faculty.** Decisions regarding equity and/or merit increases for academic faculty members of the SCHS will be made pursuant to the guidelines and procedures of the SCHS Academic Faculty Review Committee (See Chapter II Appendix D).

**2.1.10.2 Non-academic Faculty.** Decisions regarding equity and/or merit increases for non-academic faculty members within an academic department of the SCHS will be made pursuant to the Bylaws and/or guidelines of the members' unit.

## **2.2 Academic Faculty Meetings.**

**2.2.1 Schedule of Meetings.** The academic faculty of the SCHS shall meet at least once each academic year. These meetings may be initiated by (a) the Dean, (b) a written request of at least one-third of the SCHS academic faculty, or (c) the elected Chair of the academic faculty meeting (as defined in Section 2.2.2). Academic faculty meetings shall be scheduled by the Dean's Office during normal working hours, 8:00 am-5:00 pm, Monday through Friday. A meeting shall be held no later than 15 working days after the Dean receives the written request. Additional meetings may be called as necessary during the academic year.

**2.2.2 Chair of Meetings.** An academic faculty member will be elected to chair the academic faculty meetings. The elected Chair will be elected for a two year term by a majority vote of the voting academic faculty (as defined in Section 1.5.3.1). The vote to select the Chair will be made every other year at the first meeting of an election year.

**2.2.3 Notification of Meetings and Agenda.** Written notice of a meeting and a tentative agenda shall be distributed to the academic faculty at least five (5) working days prior to a meeting. Notification of a meeting shall constitute notice to individual academic faculty to submit agenda items. Agenda items shall be submitted in writing to the Chair of the academic faculty meetings at least two (2) working days prior to the meeting. A copy of the final agenda consisting of all submitted items shall be distributed by the Chair at the meeting and/or by email.

**2.2.4 Proceedings.** Meetings shall be conducted based on the latest edition of Robert's Rules of Order, except where proceedings conflict with these Bylaws. In that event, the SCHS Bylaws shall take precedence. All meetings must conform to the open meeting laws of the State of Nevada.

**2.2.5 Quorum.** The Chair will determine if a quorum is present. A quorum shall be established if a simple majority of the academic faculty of the SCHS is (a) present or submits a written proxy or (b) returns a mailed ballot.

**2.2.6 Voting.** Each academic faculty member of the SCHS (as defined in Section 2.1 of these Bylaws) shall have one vote. Decisions shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

**2.2.6.1 Proxy Voting.** Academic faculty attending an academic faculty meeting may only hold one proxy vote.

**2.2.6.2 Voting on Tenure or Promotion.** On policies and procedures affecting tenure or promotion, only tenured and tenure track academic faculty shall vote. Although they may

not vote, untenured academic faculty or academic faculty not on the tenure track shall be allowed to participate in discussions related to promotion and/or tenure policies.

**2.2.6.2.1** On matters concerning the recommendation of awarding tenure, only tenured faculty shall vote.

**2.2.6.2.2** On matters concerning the recommendation of awarding promotion, only academic faculty holding equivalent rank or higher shall vote.

### **2.2.6.3 Voting on Chapter II and Amendments.**

**2.2.6.3.1 Articles with Chapter II.** The articles in Chapter II of the Bylaws may be amended or changed by a two-thirds majority of the academic faculty members of the SCHS, as defined in Section 2.1 using a written ballot. Such amendments are to be submitted, in writing, to the SCHS Bylaws Committee and then to the Dean for appropriate action.

**2.2.6.3.2 Appendices.** Changes to the appendices of Chapter II shall require a simple majority vote of the academic faculty members of the SCHS. Voting on Bylaws and amendments must be made using a written ballot.

**2.2.6.3.3. Editorial Changes.** Editorial changes required due to action by the Nevada Board of Regents (including approval of modifications of the UNLV Bylaws) or those reflecting administrative fiats of the President or the Executive Vice President and Provost of the University are to be made by the Bylaws Committee at the time the changes become effective. A higher authority mandates these changes and, therefore, such changes do not require ratification by the academic faculty of the SCHS, however, the Bylaws Committee must provide written notice of the changes to all members of the SCHS.

**2.2.7 Reconsideration of a Vote.** Any action taken at an academic faculty meeting on an item not on the agenda distributed prior to or at the meeting, is subject to reconsideration. For reconsideration to occur, a petition to the elected academic faculty member chairing the academic faculty meetings requesting that the vote be nullified shall be signed by two-thirds of the voting academic faculty members of the SCHS not present at the meeting. The petition must be submitted to the elected faculty member chairing the faculty meetings no later than ten (10) working days after distribution of the minutes. The item shall automatically become a published agenda item for the next academic faculty meeting of the SCHS. The reconsideration vote does not apply to items voted upon by email ballot.

**2.2.8 Minutes.** An academic faculty member as defined in Section 1.5.3.1 who is attending the academic faculty meeting will be selected by the Chair to record and compile accurate and comprehensive minutes of each meeting. The minutes shall be distributed by the designee to the SCHS academic faculty within ten (10) working days following the meeting and redistributed ten working days prior to the next SCHS meeting. The designee shall keep all approved minutes readily accessible for all academic faculty members.

## **2.3 Academic Faculty Committees**

### **2.3.1 List of Academic Faculty Standing Committees**

- ï Academic Standards (Admissions) (See Chapter II Appendix A for committee policies, procedures, and operational guidelines);
- ï Academic Faculty Bylaws (See Chapter II Appendix B for committee policies, procedures, and operational guidelines);
- ï Curriculum (See Chapter II Appendix C for committee policies, procedures, and operational guidelines);
- ï Academic Faculty Review (See Chapter II Appendix D for committee policies, procedures, and operational guidelines);
- ï Academic Faculty Appeals (See Chapter II Appendix E for committee policies, procedures, and operational guidelines);
- ï Graduate Studies (See Chapter II Appendix F for committee policies, procedures, and operational guidelines); and
- ï Scholarship (see Chapter II Appendix G for committee policies, procedures, and operational guidelines).

**2.3.2 Creation or Elimination of Academic Faculty Standing Committees.** The establishment of additional SCHS academic faculty standing committees is permissible and shall be accomplished by vote of the SCHS academic faculty as an amendment to these Bylaws. A proposal for any such committees shall be presented in detail as to membership, functions and duties, procedures of operation and related matters. A proposal to establish a new academic faculty standing committee or to terminate any academic faculty standing committee shall be made to the SCHS academic faculty in written form and shall include a statement of justification. Final consideration of the proposal cannot be acted upon at the same meeting at which it is introduced but must be finalized at a subsequent SCHS academic faculty meeting or by ballot.

**2.3.3 Absence of an Academic Faculty Standing Committee.** In the absence of the existence of an academic faculty standing committee, the SCHS academic faculty as a whole may carry out the duties and functions of the committee until a time that the committee is formed and established under the procedures prescribed in these Bylaws.

## **2.4 Student Policies**

**2.4.1 Undergraduate Students.** Admission, retention and matriculation of undergraduate students in the SCHS shall follow the guidelines and procedures set forth in the NSHE Code (Title 4, Chapter 8, Section 2) and the current UNLV Undergraduate Catalog.

### **2.4.2 Graduate Students**

**2.4.2.1 Admission, Retention, and Matriculation.** Admission, retention, and matriculation of graduate students in the SCHS shall follow the guidelines and



procedures set forth in the NSHE Code (Title 4, Chapter 8, Section 2) and the current UNLV Graduate Catalog. Also, consult the current Policy Manual of the Graduate College for a general presentation of policies relating to admission, degree requirements, degree programs, grades, committees and examinations related to graduate student matriculation.

**2.4.2.2 Graduate Assistants.** Information on application procedures, stipends, credit load, and related topics for Graduate Assistants is found in the current Policy Manual of the Graduate College. The allocation of Graduate Assistantships to the SCHS and subsequently to its academic departments involves the following steps:

- ï Departments will make their requests for Graduate Assistant positions known to the SCHS Graduate Studies Committee, as applicable.
- ï The SCHS Dean, along with the SCHS Graduate Studies Committee will prepare a prioritized list of the SCHS requests and submit it to the UNLV Graduate College Dean. The UNLV Graduate College Dean will assign the approved Graduate Assistant positions to units according to the earlier prioritized list.

**CHAPTER II**  
**APPENDIX A**  
**ACADEMIC FACULTY**  
**ACADEMIC STANDARDS (ADMISSIONS) COMMITTEE**

**POLICIES AND PROCEDURES**

The committee is composed of a minimum of one academic faculty member from each academic department. Members are elected by their departments for a two-year term. The work of the committee is to formulate and implement School of Community Health Sciences academic standards that conform to University and School of Community Health Sciences academic policies, to review and recommend on individual student cases which are referred to it by units of the School of Community Health Sciences, to develop and update appropriate materials and policy statements and to execute the School of Community Health Sciences policy probation, suspension and readmission by recommending action on individual student cases to the Dean following the conduct of appropriate hearings.

**II A 1. Authority.** The Committee functions under authority of the School of Community Health Sciences Bylaws; in particular, Section 1.6.2.2 of the Bylaws.

**II A 2. Membership.** Each academic department of the School of Community Health Sciences shall elect a minimum of one representative to serve on the academic standards committee. A minimum of three representatives is required. A chair shall be elected from the membership of the committee. Membership, if possible, shall be two year staggered terms.

**II A 3. Operational Procedures**

**3.1 Scheduled Meetings.** The committee will meet once a semester to hear appeals or as needed as called by the chair. The Committee Chair may call additional meetings at other times when necessary to consider student petitions or other urgent items.

**3.2 Proxies.** The Committee reaffirms the rules of Section 1.9.1.6.1 of the SCHS Bylaws that faculty attending a meeting may only hold one proxy vote.

**3.3 Actions of the Chair.** In the event of an emergency situation, the Chair is empowered to call an emergency session, securing the participation of those voting members available. Any action taken, and the reason, will be reported to the Committee at the next regular meeting.

**3.4 Minutes.** The Chair or a designee shall take minutes at each meeting. Meeting minutes shall be distributed to committee members and stored in the Dean's office.

**II A 4. General Functions** - The Committee shall periodically review policy, recommending revisions in current academic policy whenever desirable. It shall also be responsible for the following undergraduate areas:

- ï Reviewing reinstatement appeals for students on scholastic suspension;
- ï Reviewing petitions for the removal of (an) "F" grade(s);

- ï Reviewing other petitions referred to the Committee;
- ï Monitoring the implementation of relevant policy changes;
- ï Reviewing and commenting on other special academic issues referred by the SCHS academic departments;
- ï Hear student grievances not previously resolved at the department level. Forward recommendations to the Dean;
- ï Develop admissions standards and guidelines for degree programs;
- ï Review and recommend student admission applications to SCHS;
- ï Award SCHS level scholarships, loans and grants; and
- ï Other duties as appropriate

## **II A 5. Classes of Business**

**5.1 Matters of Academic Policy.** A matter of policy is any business that affects the university community or a major division thereof. Matters of policy include interpretation, or recommendations for change, of the standing rules of the SCHS.

**5.1.1** The Committee will endeavor to establish guidelines for addressing the more frequently petitioned issues.

**5.1.2** The Committee will review existing guidelines at the beginning of each school year.

**5.1.3** A guideline remains in effect, from year to year, unless specifically rescinded by the Committee.

**5.1.4** Adoption or amendment of these bylaws is a matter of policy.

**5.2 Matters of Individual Appeal.** An individual matter is any business that concerns one individual or at most a very few individuals, such as a petition or change of grade.

## **II A 6. Quorum**

### **6.1 Quorum for Matters of Academic Policy**

**6.1.1** A quorum shall consist of a simple majority of the voting academic faculty members of the committee.

**6.1.2** This section is intended to provide for continuity, consensus, and deliberation in matters of policy.

**6.2.2** A simple majority vote of those present is required for action.

**6.2 Quorum for Matters of Individual Appeal.** This section is intended to provide for the expeditious processing of petitions and like matters. When sitting under this rule, the Committee should be guided by any rules, guidelines, or precedents that apply.

**6.2.1** A quorum is a simple majority of the voting academic faculty members.

**6.2.2** A simple majority vote of those present and not abstaining is required for action.

**6.2.3** If any member or proxy objects that the matter is one of policy, it must be referred to the full committee under the rules for matters of policy.

**II A 7. Delegation to the Chair.** This section is intended to provide for prompt processing of individual mailers covered by an established policy or precedent.

**7.1** If an individual matter is covered by an established policy or precedent, the Chair is authorized and instructed to act for the Committee with the advice of the Registrar.

**7.2** If not, it is the responsibility of the Chair or Registrar to bring the matter to the Committee.

**7.3** No proxy may act for the Chair under this section.

**CHAPTER II  
APPENDIX B  
ACADEMIC FACULTY  
BYLAWS COMMITTEE**

**POLICIES AND PROCEDURES**

The Academic Faculty Bylaws Committee shall review the NSHE Code, UNLV Bylaws, SCHS School-wide Bylaws, and Academic Faculty Bylaws and recommend revisions to the Academic Faculty Bylaws as needed. It shall also serve to interpret the Academic Faculty Bylaws and recommend such interpretations to the SCHS academic faculty. The purpose of the committee is to:

- ï Revise the SCHS Chapter II Bylaws whenever so authorized by the SCHS academic faculty and research center professional staff.
- ï Edit the SCHS Chapter II Bylaws in accordance with the NSHE Code and the UNLV Bylaws.
- ï Serve in an advisory capacity to the Dean and Department Chairs to prevent violations of the SCHS Bylaws.
- ï Serve as the official tellers for elections conducted by mailed ballot.
- ï Maintain an up-to-date file of the NSHE Code, UNLV Bylaws, and SCHS Bylaws.

**II B 1. Authority.** The Committee functions under authority of the SCHS Bylaws; in particular, Section 1.6.2.2.

**II B 2. Membership.** Each academic department of the SCHS shall elect a minimum of one representative to serve on the Academic Faculty Bylaws Committee. A minimum membership of three representatives is required. A chair shall be elected from the membership of the committee. Membership if possible, shall be two year staggered terms.

**II B 3. Operational Procedures**

**3.1 Amendment of Bylaws.** Amendment of the SCHS Chapter II Bylaws may be accomplished in the following manner:

**3.1.1** A prepared amendment listing the current bylaw and the proposed changes must first be submitted to the SCHS Academic Faculty Bylaws Committee.

**3.1.2** The SCHS Academic Faculty Bylaws Committee will review the proposed amendment to check conformity with UNLV Bylaws and NSHE Code. A nonconforming amendment shall be returned to the submitting academic faculty member to revise the amendment for compliance with the UNLV Bylaws and NSHE Code.

**3.1.3** The proposed amendment shall be forwarded to the committee Chair.

**3.1.4** The committee Chair will circulate the proposed amendment one (1) week prior to a properly called meeting of the SCHS Academic Faculty Bylaws Committee.

**3.1.5** The proposed amendment shall be discussed in a SCHS school-wide meeting.

**3.1.6** If the proposed amendment is approved by a two-thirds (2/3) majority of the voting membership of the SCHS, the amendment shall take effect upon final approval.

**CHAPTER II  
APPENDIX C  
ACADEMIC FACULTY  
CURRICULUM COMMITTEE**

**POLICIES AND PROCEDURES**

**II C 1. Authority.** The Committee functions under authority of the School of Community Health Sciences Bylaws; in particular, Section 1.6.2.2 of the Bylaws.

**II C 2. Membership.** Each academic department of the School of Community Health Sciences shall elect one representative to serve on the curriculum committee. A chair shall be elected from the membership of the committee. Membership if possible, shall be two year staggered terms.

**II C 3. Operational Procedures**

**3.1 Curriculum and Program Recommendations.** The committee shall receive and review all undergraduate and graduate curriculum and program recommendations or proposals developed and forwarded by the academic departments. This shall include:

- ï all new course proposals;
- ï suggested dual listings;
- ï course deletions;
- ï changes to course descriptions;
- ï prerequisite changes;
- ï substantive editorial rewording of program descriptions;
- ï credit modifications;
- ï changes affecting course integrity; and
- ï new degree programs, including minors and program changes other than editorial rewording.

All appropriate paperwork must accompany each submission (e.g., syllabus, library approval form, graduate program new course approval form and catalogue information, etc.) or the materials will be returned to the sponsoring academic department. On a case by case basis, the curriculum committee may request input from the graduate studies committee as a component of their deliberations regarding graduate program issues. It is also encouraged that an academic department representative be present to answer questions about the recommendation or proposal, or to have fully informed a member of the SCHS Curriculum Committee regarding the recommendation or proposal.

**3.2 Resolve Disputes.** The committee shall also resolve interdepartmental disputes regarding programs and curriculum, handle curriculum appeals, recommend modifications in school curriculum regulations, and/or policy regarding curriculum matters.

**3.3 Recommend Action.** After deliberation, the SCHS Curriculum Committee shall recommend appropriate action regarding all proposals. It may:

- ï return the proposal to the originator for amendments or corrections;

- ï reject it with stated reasons; or
- ï accept and forward it with recommendation for its approval to the Dean.

**3.3.1** Information will be available to all faculty members in the form of the committee minutes.

**3.3.2** A full faculty vote is not required to confirm acceptance unless one-third or more voting faculty request such action in writing to the Dean within ten working days from the date of distribution of committee minutes. After such a full faculty vote, if required, the proposal(s) is (are) forwarded to the Dean of the SCHS for his/her approval or rejection. If rejected, the proposal(s) is (are) returned to the originator accompanied by stated reasons.

**3.3.3** The Dean forwards approved proposals to either the University Program and Curriculum Committee or the University Graduate Curriculum Committee as appropriate. If a recommendation or proposal is rejected by the SCHS Curriculum Committee, an appeal for a general faculty discussion and vote may be made in writing if signed by one-half of the SCHS academic faculty and presented to the Dean of the SCHS. Such an appeal must be filed within ten working days from the date of faculty notification. The Dean shall then place this matter on the agenda of the next SCHS faculty meeting for full faculty review and action.

**3.4 Quorum.** A quorum shall be established for the Curriculum Committee if a simple majority of the committee members are a) present or submit a written proxy, or b) returns a mailed ballot.

**3.5 Voting.** Each committee member shall have one vote. Decision shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

**3.5.1** Committee members attending the meeting may only hold one proxy vote.



**CHAPTER II  
APPENDIX D  
ACADEMIC FACULTY  
FACULTY REVIEW COMMITTEE**

**POLICIES AND PROCEDURES**

**II D 1. Authority.** The Committee functions under authority of the SCHS Bylaws (See Section 1.6.2.2).

**II D 2. Membership.** Each academic department of the SCHS shall elect a minimum of one representative to serve on the Faculty Review Committee. A membership of three representatives is required. Only tenured faculty can serve on the Committee. A chair shall be elected from the membership of the Committee.

**II D 3. Meetings**

**3.1 Topics of Meetings.** The Committee will meet during the fall semester to review faculty applications for promotion and/or tenure as needed. The Committee will meet during the spring semester to review academic faculty applications for merit and to conduct mid-tenure reviews as needed. The Chair may call additional meetings at other times when necessary to consider academic faculty merit, mid-tenure, or promotion and/or tenure guidelines or processes.

**3.2 Minutes.** The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members. Meeting minutes and documentation of merit, midtenure, and promotion and/or tenure recommendations, guidelines and procedures shall be stored in the Dean's office.

**3.3 Quorum.**

**3.3.1** For a meeting called to discuss merit, mid-tenure or tenure, or promotion application, a quorum shall be established is a simple majority of the committee members are a) present or submits a written proxy, or b) returns a mailed ballot.

**3.3.2** For committee meetings that are not merit, mid-tenure or tenure and/or promotion application review meetings, a quorum shall consist if a simple majority of the voting faculty members of the Committee.

**II D 4. Committee Functions.** The Committee is responsible for the following functions:

**4.1 Develop guidelines.** The Committee shall develop new merit, mid-tenure, promotion and/or tenure procedures, guidelines and processes for academic faculty as needed. The Committee will produce a written document detailing these procedures, guidelines, and processes. The Committee shall review and recommend changes in existing merit, midtenure,

promotion and/or tenure procedures, guidelines and process for academic faculty and modify the written document as needed.

**4.2 Review Application for Merit.** The Committee shall review applications of tenured or tenure-track faculty seeking merit, and submit a rank ordered list of recommendations for merit to the Dean. The Committee shall follow the procedures established by the committee for reviewing merit applications.

**4.3 Review Applications for Promotion/Tenure.** The Committee shall review applications of faculty seeking promotion and/or tenure, and submit recommendations, including rationale, to the Dean. The Committee shall follow the promotion and tenure procedures for academic faculty in reviewing promotion and/or tenure applications.

**4.4 Review Applications for Mid-Tenure Review.** The Committee shall review faculty mid-tenure review applications. The Committee shall follow the SCHS mid-tenure review procedures in reviewing mid-tenure review applications.

**4.5 Performance Evaluation of the Dean.** Tri-annual evaluations shall be conducted pursuant to the procedures set forth in Section 1.5.2.5.2 of the SCHS Bylaws. The Committee shall conduct a performance evaluation, including input from all SCHS academic faculty and professional staff, of the Dean no less than once every three years. Evaluation data shall be summarized and provided to the Dean and Provost.

**4.6 Other duties.** As appropriate.

## **II D 5. Committee Voting.**

### **5.1 Exclusions.**

**5.1.1** Committee members shall not vote on their own merit, mid-tenure review or promotion and/or tenure application.

**5.1.2** Committee members who have already voted on a faculty promotion and/or tenure application at their department level shall not vote on that application again at the Faculty Review Committee level.

**5.2 Attendance.** The Committee chair will make every effort to schedule merit, midtenure and promotion and/or tenure application review meetings, so that all committee members can attend. Committee meetings to review merit applications shall not be held unless all members can attend. If a committee member is unable to attend a scheduled mid-tenure or promotion and/or tenure review meeting, the chair shall contact that member to obtain their vote. Academic departments shall replace members who are unable to vote on merit, mid-tenure or promotion and/or tenure applications.

## **II D 6. Merit Procedure.**

**6.1 Basis of Merit.** Merit in the SCHS will be based on exceptional achievement in the three areas of academe (e.g., teaching, service, and scholarship) with equal weight in each area. All SCHS academic faculty (i.e., clinical, tenure-track, tenured, newly hired faculty and faculty on leave or sabbatical) who receive a satisfactory or better on their annual evaluation are eligible to apply for merit. Academic faculty members who commenced employment at UNLV in the fall semester may count work done prior to their employment at UNLV, if that work was performed within the applicable merit calendar year. Academic faculty members who apply for merit must apply in all three areas (i.e., teaching, service and scholarship).

**6.2 Application for Merit.** Unit administrators, including chairs, directors, and assistant and associate deans must file applications through the academic faculty process to receive merit awards for teaching, research and non administrative service. All academic faculty, including unit administrators, will use the adopted SCHS merit application form and be reviewed using the adopted SCHS merit process. Merit will be based on a calendar year. Merit can be awarded for outstanding performance over a longer period of time. SCHS faculty will submit their merit applications to the SCHS Faculty Review Committee for review. After reviewing faculty applications, the Faculty Review Committee will make merit recommendations to the Dean of the SCHS.

**6.3 Grievance.** Academic faculty members have the right to grieve a merit decision. See the UNLV Bylaws for information pertaining to requests for merit reconsideration, including channels and procedures for grievance beyond the SCHS.

**6.4 Rating.** Based on their review of faculty merit applications, the Committee members will independently rate each applicant from 1-10 (1=lowest, 10=highest) on their teaching, scholarship and service. Members only rate those applicants whose merit application that they actually reviewed. In Faculty Review Committee meetings the following actions will be taken:

**6.4.1** Committee members' ratings are summed for each applicant for each of the 3 categories (teaching, scholarship and service).

**6.4.1.1** Committee members will recuse themselves when their ratings are reported.

**6.4.1.2** When members' ratings for an applicant are discordant, members will discuss their ratings, and member ratings may be changed to make them more concordant.

**6.4.2** The summated rating scores are used to rank order each applicant in each of the 3 categories (the highest score for teaching is ranked 1<sup>st</sup>, the next highest score for teaching is ranked 2<sup>nd</sup>, etc.).

**6.4.3** The ranks for teaching, scholarship and service are then added to attain an overall ranking score (the lowest scores indicate the highest overall rankings).

**6.4.4** Based on these overall ranking scores, applicants are assigned to monetary awards (e.g., \$500, \$1000, \$1500, \$2000, \$2500, \$3000, \$4500).

## **6.5 Scenarios.**

**6.5.1** With the goal to award all of the merit monies allotted for SCHS academic faculty, the Committee develops scenarios for assigning the faculty awards.(e.g., the equally uniform distribution scenario, the “natural breaks” in the total ranking scores scenario, the “Marxist” scenario [the fewest \$4500 awards, and no one in the \$500 category].

**6.5.2** Members decide on which scenario, or combination of scenarios, to use to grant awards.

**6.5.3** Based on the chosen scenario, the Committee recommends faculty awards.

**6.6 Recommendations.** The Committee sends the teaching, scholarship, service and overall ranking scores and the recommended faculty awards to the Dean of the SCHS.

**6.7 Dean’s Decision.** The SCHS Dean will make the final decision on merit awards for faculty at the SCHS level by taking into consideration the Faculty Review Committees’ final rankings in the areas of teaching, scholarship and service, the overall ranking, and the assigned merit awards. The Dean shall recommend the dollar amount of each award for teaching, scholarship and service in accordance with all policies and procedures mandated by the UNLV Provost or UNLV President. The UNLV President makes the final determination of the amount awarded to each faculty member, upon recommendation by the Provost.

**6.8 Notification of Merit Awards.** The official date of notification of merit awards for the purpose of grievance shall be the day that the merit list is released to campus. The merit list shall be made available to all academic faculty members. When responding to a request from a faculty member for the reasons they received a particular award of merit, or no award, the Dean shall include in the letter the ranking of the faculty member by the SCHS Committee and the reasons for that award, which must include any information provided to the Provost.

## **II D 7. Promotion and Tenure Procedures for Academic Faculty**

**7.1 Eligibility for Promotion.** Consideration for promotion is initiated by the individual non-tenured or tenured academic faculty member if less than the maximum time in rank has elapsed or by the Department Chair/Program Director if the maximum time in rank has transpired as specified by the UNLV Bylaws (Chapter 3, Section 16) and the NSHE Code (Section 5.10.1).

**7.2 Eligibility for Tenure.** Tenure is the major vehicle for investing in and protecting the rights of academic freedom for individual non-tenured academic faculty members. Tenure eligibility, procedures for consideration, and disposition follows the NSHE Code (Title 2, Chapter 3, Section 3.2.1, 3.3.1 – 3.4.8) and the UNLV Bylaws. (Chapter I, Section 4.3). Within the SCHS, tenure consideration is initiated by the individual faculty member if less than the maximum time at the University has elapsed and by the Department Chair/Program Director if the maximum time has transpired. To be tenured in the SCHS, a person must meet

all qualifications of a faculty member, have displayed a continuous record of productivity judged by tenured colleagues and appropriate administrators during the period of tenure probation, and have functioned in an acceptable fashion in collegial relationships during the probationary period.

**7.3 Promotion and/or Tenure and Annual Review Procedures.** At the time of hire, each candidate shall be furnished a letter of appointment that includes written guidelines for promotion and tenure as established by the Academic Faculty Review Committee (See Section IID 4.1).

**7.3.1 Annual Reviews.**

Copies of annual reviews from the Department Chair/Program Director and the midtenure evaluation from the Department/Program will be provided to the candidate in written form. If specific concerns are identified by the Department Chair/Director and the Department/Program promotion and tenure committees, written suggestions for addressing those concerns should be provided to the candidate. It is the candidate's responsibility to insure that copies of these evaluations (annual reviews and midtenure evaluation) be a part of the promotion/tenure dossier.

**7.3.2 Promotion and Tenure.**

**7.3.2.1** The faculty of each Department/Program shall establish written procedures to be followed for the evaluation and recommendation of members of the Department/Program for promotion and/or tenure. If the Department/Program does not have written procedures, Department/Program faculty will use the SCHS written promotion and/or tenure procedures (See Section IID 4.1) to evaluate their Department/Program faculty for promotion and tenure.

**7.3.2.2** Candidates are responsible for preparing a dossier of materials. This dossier is to contain the following;

- ï The NSHE Recommendation for Tenure or Promotion form ("The Regents' Form" found online on the Provost's website);
- ï A current vita, reprints of selected publications, summaries of student evaluations of teaching, letters of commendation, evidence of service activities and accomplishments; and
- ï External letters of support (for promotion to full professor only) and other documented evidence of professional productivity.

**7.3.2.3** Candidates are responsible to submit their dossier to the appropriate academic faculty and supervisors by the specified deadlines for submission of tenure and/or promotion dossiers.

**7.3.2.4** Each September, the Dean's office shall provide the Departments/Programs and the SCHS Faculty Review Committee with a complete list of all academic faculty in the SCHS who must be considered for promotion and/or tenure during the academic year. A list of additional academic faculty members who have requested to

be considered will also be provided by the Dean's office. Department/Program and School promotion and tenure deadlines must be set to allow time for due process.

**7.3.2.5** Candidates are first considered at the Department/Program level by a committee of colleagues, or by individual tenured faculty members if there is only one tenured faculty member, as specified by Department/Program by-laws. Only tenured faculty are eligible to evaluate the candidate for tenure. Only faculty who are at the rank or higher to which the candidate is applying are eligible to evaluate the candidate for promotion (e.g., only full professors can evaluate a candidate for promotion to full professor). If the Department/Program does not have written procedures, Department/Program academic faculty will use the SCHS written promotion and/or tenure procedure to evaluate their Department/Program faculty for promotion and tenure.

Department/Program faculty will use the "Evaluation Tenure and/or Promotion" section of The University of Nevada System Recommendation for Tenure or Promotion form to evaluate the candidate. Department/Program faculty must evaluate the candidate to be "excellent" in either teaching or research and at least "satisfactory" in the other two areas in order to recommend the candidate for tenure. The report from the Department/Program committee, or individual tenured faculty member, including the vote(s) and the reasons for the vote(s), will be transmitted in writing to the Chair/Director.

**7.3.2.6** The Department Chair/Program Director then reviews the candidate's entire record and makes an independent recommendation that is transmitted in writing along with the material from the Department/Program committee, or individual tenured faculty member, to the Dean. The Department Chair/Program Director will use the "Evaluation Tenure and/or Promotion" section of The University of Nevada System Recommendation for Tenure or Promotion form to evaluate the candidate. The Department Chair/Program Director must evaluate the candidate to be "excellent" in either teaching or research and at least "satisfactory" in the other two areas in order to recommend the candidate for tenure.

**7.3.2.7** Once the Department/Program promotion and tenure committee, or individual tenured faculty member, and Department Chair/Program Director have evaluated the candidate's materials, the following parties have access to the dossier: members of the SCHS Faculty Review Committee, appropriate administrators, and members of the Faculty Senate Promotion and Tenure Committee.

**7.3.2.8** The Dean refers each dossier, which includes reports from the Department/Program committee or individual tenured faculty member and the Department Chair/Program Director, to the SCHS Faculty Review Committee for review.

**7.3.2.9** The SCHS Faculty Review Committee reviews the applications of each candidate for tenure and/or promotion. Candidates are responsible for providing

additional materials to support their activity if requested to do so by the Faculty Review Committee. If additional material is added to the dossier, the Department/Program will be notified.

**7.3.2.10** The Faculty Review Committee will use the “Evaluation Tenure and/or Promotion” section of The University of Nevada System Recommendation for Tenure or Promotion form to evaluate the candidate. The Committee must evaluate the candidate to be “excellent” in either teaching or research and at least “satisfactory” in the other two areas in order to recommend the candidate for tenure and/or promotion.

**7.3.2.11** The Committee is advisory to the SCHS Dean. After reviewing the candidate’s materials, the Committee forwards a written report, including votes and reasons for votes, to the Dean. The written report of the SCHS Faculty Review Committee becomes part of the candidate’s promotion and/or tenure dossier.

**7.3.2.12** Following completion of deliberations by the SCHS Faculty Review Committee, the Dean reviews the entire dossier and makes an independent recommendation that is transmitted in writing to the Faculty Senate Promotion and Tenure Committee, and the recommendation becomes part of the dossier. The Dean will use the “Evaluation Tenure and/or Promotion” section of the University of Nevada System Recommendation for Tenure or Promotion form to evaluate the candidate. The Dean must evaluate the candidate to be “excellent” in either teaching or research and at least “satisfactory” in the other two areas in order to recommend the candidate for tenure and/or promotion.

**7.3.2.13** The disposition of appeals at the School level shall be the responsibility of the Dean. A full report of the outcome of the appeal process must be transmitted by the Dean to the Provost and the appropriate Faculty Senate Committees upon request. For the procedures for requesting reconsideration of Personnel Action Denying Promotion beyond the SCHS (see the UNLV bylaws Chapter 3, Sections 6.5, 6.6, [7/89; p.11] and Section 16.9 [06/00 p. 28]).

**7.3.2.14** The faculty member may also request help from the Grievance Committee of Faculty Senate. See Chapter I, Section 4.6.12 (p. 8) of the UNLV Bylaws (BR 10/98; p. 8).

**7.3.2.15** The SCHS Faculty Review Committee may work with the faculty in each Department/Program to establish minimal standards and criteria for promotion and tenure that are congruent with the NSHE Code for all SCHS candidates. These standards serve to guide the Committee’s votes and reasons for the votes. Procedures, criteria, and standards established by the Faculty Review Committee should undergo periodic reevaluation. The basic document and all changes resulting from reexamination are shared in writing with all SCHS academic faculty members.

**CHAPTER II**  
**APPENDIX E**  
**ACADEMIC FACULTY**  
**FACULTY APPEALS COMMITTEE**

**POLICIES AND PROCEDURES**

The SCHS Academic Faculty Appeal Committee will review appeals from faculty related to annual evaluation, tenure, mid-tenure review, merit and workload and make recommendations to the Dean. This committee is charged with reviewing the appeals of SCHS faculty who believe they have not received a fair and impartial review for tenure, mid tenure, merit, or workload. The committee will comply with the UNLV Faculty Senate procedures for hearing grievances.

**II E 1. Authority.** The Committee functions under authority of the SCHS Bylaws (See Section 1.6.2.2).

**II E 2. Membership.** Each academic department of the SCHS shall elect a minimum of one representative to serve on the Faculty Appeals Committee. Only tenured faculty can serve on the Committee. A minimum of three representatives is required. A chair shall be elected from the membership of the Committee. Membership, if possible, shall be two year staggered terms. Members of the committee in the department of the person making an appeal will be excluded from the committee conducting the peer review.

The person requesting the appeal may challenge a member of the committee for cause if the challenged member bears a relationship to some party to the proceedings that may prejudice the reviewed person's ability to obtain a fair and impartial review and decision. Replacement member will be appointed by the Executive Committee.

**II E 3. Operating Procedures.** If the academic faculty member takes exception to their annual evaluations, commentary or descriptions written by the Department Chair, the faculty member shall, within thirty calendar days, use the option of filing a rejoinder with the Annual Evaluation Report form. The latter does not constitute a formal "disagreement" with the evaluation.

**3.1 Handling Disagreements.** If the faculty member wishes to formally disagree with an evaluation the faculty member must file a written request for an appeal. The appeals process is not automatic. It becomes operative only after the Dean and chairperson of the Academic Faculty Appeals Committee receives a written request for an appeal. The written request must include a cover letter to the Academic Faculty Appeals Committee explaining the purpose and rationale for the appeal. Supportive documents may be provided as deemed necessary by the appellant. Upon receipt of the request, the Chairperson of the Faculty Appeals Committee will schedule a committee meeting within fifteen (15) working days. Members of the Academic Faculty Appeals Committee will be provided with copies of the annual review, tenure review, mid-tenure review, or workload assignment as applicable, the written request for an appeal, and any other relevant documentation. In addition if deemed necessary by members of the Faculty Appeals Committee, the committee will meet separately with both the department chair and the faculty member. The Faculty Appeals



Committee will conduct an evaluation and submit a written recommendation in harmony with its purpose as stated in the UNLV Bylaws, Chapter 3, Section 8.3 to the Dean ten (10) working days from the committee meeting. Both the department chair and the faculty member making the appeal will receive a copy of the report.

The proceedings of the Academic Faculty Appeal Committee will be confidential. The review will not be distributed beyond those individuals named above and university officers in regular administrative channels.

**3.2 Minutes.** The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members. Meeting minutes and documentation of merit, mid-tenure, and promotion and/or tenure recommendations, guidelines and procedures shall be stored in the Dean's office.

**3.3 Quorum.** A quorum shall be established for the Academic Faculty Appeals Committee if a simple majority of the committee members are a) present or submit a written proxy, or b) returns a mailed ballot.

**3.4 Voting.** Each committee member shall have one vote. Decision shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

**3.4.1** Committee members attending the meeting may only hold one proxy vote.

**CHAPTER II  
APPENDIX F  
ACADEMIC FACULTY  
GRADUATE STUDIES COMMITTEE**

**POLICIES AND PROCEDURES**

The purpose of the Graduate Studies Committee is to oversee, direct and modify the operation of school-wide graduate degree programs. Specific functions of the committee include but are not limited to: student admissions, student appeals, new program review, accreditation, awarding assistantships and setting academic probation and separation policies.

**II F 1. Authority.** The Committee functions under authority of the SCHS Bylaws; in particular, Section 1.6.2.2 of the Bylaws.

**II F 2. Membership.** Each academic department of the SCHS shall elect a minimum of one representative to serve on the Graduate Studies Committee. A minimum membership of three representatives is required. The chair shall be one of the graduate coordinators of the school-wide programs, and will be the representative of that academic department. Committee membership shall be a two year staggered term.

**II F 3. Operation Procedures**

**3.1 Meetings.**

**3.1.1** The Committee will meet each semester (including summer) to review applications for admissions, or to evaluate student graduate appeals as needed. The Chair may call additional meetings at other times when necessary to consider new policies, procedures and awards.

**3.1.2** The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members and stored in the Chair's office.

**3.2 Committee Functions.** The Committee is responsible for the following functions:

**3.2.1** The Committee shall develop graduate admissions criteria, academic separation and probation guidelines and appeal processes as needed. The Committee shall review and recommend changes to the current SCHS policies (e.g., capstone experience) to keep consistent with current Graduate College policies and procedures as needed.

**3.2.2** Review applications and make recommendations regarding student admissions to the school-wide program.

**3.2.3** Review new graduate program proposals.

**3.2.4** Award Graduate Assistantships for any school-wide program.

**3.2.5** Provide the SCHS and Graduate College with materials needed for program review and evaluation.

**3.2.6** Assist with CEPH accreditation to ensure academic rigor as needed.

**3.2.7** Address interdisciplinary issues associated with the administration of the MPH program.

**3.2.8** Review Graduate Appeals.

**3.2.9** Other duties as appropriate.

### **3.3 Committee Voting**

**3.3.1** The Committee chair will make every effort to schedule meetings so that all committee members can attend. If a committee member is unable to attend a scheduled meeting, the member shall contact the chair and submit their vote(s) in writing prior to the meeting, or appoint a designee from their academic program who must be present at the meeting.

**3.3.2** A quorum shall consist of a simple majority of the voting faculty members of the Committee.

**3.3.3** Each committee member shall have one vote. Decision shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

**3.3.3.1** Committee members attending the meeting may only hold one proxy vote.

**CHAPTER II  
APPENDIX G  
ACADEMIC FACULTY  
SCHOLARSHIP COMMITTEE**

**POLICIES AND PROCEDURES**

The purpose of the Scholarship Committee is to oversee, direct and modify the procedures for awarding scholarships to students within the school-wide graduate degree programs. Specific functions of the committee include but are not limited to: student application procedures and selection of students awarded scholarships.

**II F 1. Authority.** The Committee functions under authority of the SCHS Bylaws; in particular, Section 1.6.2.2 of the Bylaws.

**II F 2. Membership.** Each academic department of the SCHS shall elect a minimum of one representative to serve on the Scholarship Committee. A minimum membership of three representatives is required. The chair shall be one of the graduate coordinators of the school wide programs, and will be the representative of that academic department. Committee membership shall be a two year staggered term.

**II F 3. Operation Procedures**

**3.1 Meetings.**

**3.1.1** The Committee will meet each semester (excluding summer) to review applications for scholarships. The Chair may call additional meetings at other times when necessary to consider new policies, procedures and awards.

**3.1.2** The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members and stored in the Chair's office.

**3.2 Committee Functions.** The Committee is responsible for the following functions:

**3.2.1** The Committee shall develop scholarship application procedures although specific criteria for scholarships may be specified by the granting entity as a scholarship may have a specific award requirement (for example, a student may need to be within a specify program to apply).

**3.2.2** Review applications and make recommendations for award of scholarships

**3.2.3** Award Scholarships for any school-wide program

**3.2.4** Other duties as appropriate.

**3.3 Committee Voting**

**3.3.1** The Committee chair will make every effort to schedule meetings so that all committee members can attend. If a committee member is unable to attend a scheduled meeting, the member shall contact the chair and submit their vote(s) in writing prior to the meeting, or appoint a designee from their academic program who must be present at the meeting.

**3.3.2** A quorum shall consist of a simple majority of the voting faculty members of the Committee.

**3.3.3** Each committee member shall have one vote. Decision shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

**3.3.3.1** Committee members attending the meeting may only hold one proxy vote.

## CHAPTER III: PROFESSIONAL STAFF BYLAWS

**3.1 Purpose.** Chapter III of the SCHS Bylaws shall consist of all matters related solely to the professional staff or non-academic faculty (hereinafter “professional staff”) of the SCHS.

**3.2 Interpretation.** The Bylaws committee formed under Chapter III of the SCHS Bylaws is granted the authority to interpret the SCHS Professional Staff Bylaws. All parts of these Bylaws must be consistent with the UNLV Bylaws and the NSHE Code.

**3.3 Amendments.** An amendment(s) to Chapter III of the Bylaws may be proposed by any professional staff member of the SCHS, as defined under Chapter III, Section 3.4.1 of these Bylaws. Proposals shall be submitted to the Professional Staff Bylaws Committee and shall be put to vote before all members of the SCHS Professional Staff within 10 working days of submission of the proposal.

**3.3.1 Approval.** Amendment of Chapter III of these Bylaws shall require approval of two-thirds of the voting Professional Staff, as defined in Chapter III, Section 3.4.1 of the SCHS Bylaws. Voting is by secret ballot. At least two-thirds of the professional staff must respond for the vote to be valid. Mailed ballots must be returned in 10 working days. Members of the Professional Staff Bylaws Committee shall serve as tellers.

### 3.4 Organization of the SCHS Professional Staff

**3.4.1 Professional Staff Defined.** The SCHS “Professional Staff” are those members of the SCHS who fall under the definition provided for “nonacademic faculty” as provided in Chapter I, Section 4.1.2 of the UNLV Bylaws, which provide: Nonacademic Faculty. Authorized professional positions...who are engaged primarily in activities supportive of the university’s mission and who may also be affiliated with established academic colleges and/or departments. Nonacademic faculty may also perform such duties as teaching, research, consulting and community service.

**3.4.2 Voting Professional Staff.** Consistent with Chapter I, Section 1.5.4 of these Bylaws, each Professional Staff member of the SCHS, as defined above, holding no less than a halftime contract within the SCHS are voting members of the SCHS Professional Staff for purposes of Chapters I and III of these Bylaws.

**3.4.3 Departments, Programs and Centers.** Professional staff may be employed in any one of the SCHS units as provided in Chapter I, Section 1.4.1 of these Bylaws.

### 3.5 Professional Staff Administrators.

**3.5.1 Professional Staff Administrators Defined.** Selection, duties and evaluation of Professional Staff Administrators shall be handled pursuant to the policies and procedures of the administrator’s unit. However, all Professional Staff Administrators who are the head of a unit shall report directly to the Dean of the SCHS and shall perform all of the duties provided for in their contract and position description questionnaire (PDQ). It is the duty of the

administrator and the Dean to ensure that PDQs are accurate and up-to-date. Administrators shall be evaluated by the Dean's office on an annual basis.

**3.5.2. Merit for Professional Staff Administrators.** Merit for professional staff administrators shall be determined by the Dean and will be based on performance of duties identified in the staff members' Professional Development Questionnaire and Annual Evaluation.

### **3.6 Meeting Policies**

**3.6.1 Schedule for Meetings.** The Professional Staff of the SCHS shall meet at least once each academic year. Meetings shall be called and scheduled by the Chair during normal working hours, 8:00am to 5:00pm, Monday through Friday. Additional meetings may be called as necessary during the year. These meetings may be initiated by (a) the Chair or (b) a written request of at least one-third of the SCHS Professional Staff. A meeting shall be held no later than 15 working days after the Chair has received a written request.

**3.6.2 Notification of Meeting and Agenda.** At least five (5) working days prior to a meeting, written notice of the meeting with a tentative agenda shall be distributed to the Professional Staff. Notification of a meeting shall constitute notice to individual members to submit agenda items. Agenda items shall be submitted to the Chair at least two days prior to the meeting. A copy of the final agenda shall be distributed at the meeting and/or by email.

#### **3.6.3 Chair of Meetings.**

**3.6.3.1 Selection of Chair.** The Chair shall be selected from members of the SCHS Professional Staff. Members may nominate other eligible professional staff or members may self nominate. The Chair will be selected by a two-thirds vote of the professional staff members as a whole.

**3.6.3.2 Term of Chair.** The Chair of the SCHS Professional Staff will serve a term of one academic year and is eligible to serve consecutive terms.

**3.6.3.3 Duties of Chair.** The Chair shall schedule meetings, provide notice of meetings to all SCHS Professional Staff and oversee meetings.

**3.6.4 Quorum.** A quorum shall be established if a simple majority of the SCHS Professional Staff is (a) present or submits a written proxy or (b) returns a mailed ballot.

**3.6.5 Voting.** Each SCHS Professional Staff member holding at least a half-time contract in the SCHS shall have one vote. Decisions shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting, if indicated on the respective agenda, or by mail.

### **3.7 Committees**

**3.7.1 SCHS Committees.** Pursuant to Chapter I of these Bylaws, the Professional Staff shall designate a member to serve on the SCHS Bylaws Committee (Chapter 1, Appendix C 3) and a member to serve on the SCHS Executive Committee (Chapter 1, Appendix B1). Professional staff members are eligible to serve on any Ad Hoc committees established by the Dean or by vote of the SCHS faculty (Chapter 1, Section 1.6.2.4) pursuant to the charge of the committee.

**3.7.2 SCHS Professional Staff Committees.** Pursuant to Chapter I, Section 3.1.2.5 of these Bylaws, the Professional Staff shall establish, at a minimum the following committees:

**3.7.2.1 Professional Staff Bylaws Committee.** The Professional Staff Bylaws Committee shall consist of a minimum of three members of the SCHS Professional Staff, elected by a two-thirds vote of the Professional Staff membership as a whole. Members of the committee shall serve a one year term. Functions of the committee include:

- ï Review and revise Chapter III of the Bylaws as necessary;
- ï Interpret the intent of Chapter III of the Bylaws when questions arise;
- ï Serve as official tellers for elections conducted by mailed ballot that involve only the Professional Staff of the SCHS.

**3.7.2.2 Professional Staff Personnel/Appeals Committee.** The Personnel/Appeals Committee shall consist of a minimum of three members of the SCHS Professional Staff, elected by a two-thirds vote of the Professional Staff membership as a whole. Administrators are not eligible for membership on this committee. Members of the committee shall serve a one year term. Functions of the committee include:

- ï Hear grievances related to personnel matters;
- ï Provide recommendations on personnel matters to Professional Staff administrators, the Dean, and/or the Faculty Senate Professional Staff Committee, as appropriate.

**3.7.2.3 Professional Staff Ad Hoc Committees** may be established for specified purposes by the Chair of the Professional Staff or by a vote of the Professional Staff. Membership will be determined by the charge of the committee, but may be either appointed by the Chair or voted in by the membership.

#### **3.7.2.4 University Committees**

**3.7.2.4.1 Faculty Senate.** Pursuant to UNLV Bylaws, Professional Staff members of the SCHS are eligible to serve on the Faculty Senate under the Office of Research and Graduate Studies. Election and service on the Faculty Senate will be determined by the Faculty Senate Bylaws.

**3.7.2.4.2 Professional Staff Committee.** Pursuant to UNLV Bylaws, Chapter I, Section 4.6 the Faculty Senate must establish a Professional Staff Committee. Membership and service on this committee will be determined by the Faculty Senate.

**3.7.2.4.3 Other Faculty Senate Committees.** Professional Staff may be eligible for membership on other Faculty Senate Committees as authorized by the Faculty Senate.



**3.8 Professional Staff Unit.** UNLV Bylaws, Chapter I, Section 3.5 creates a Professional Staff Unit, which provides, in part, that “nonacademic faculty shall be organized into a Professional Staff Unit according to its own bylaws.” All members of the SCHS Professional Staff are members of the Professional Staff Unit.

**3.9 Forming, Splitting, Consolidating or Eliminating of Centers which are Not Part of a SCHS Academic Department.**

**3.9.1 Approval of New Centers.** Any professional staff member, academic faculty member, or the Dean may initiate a request to form a new Center within the SCHS, but not affiliated to an academic department. The professional staff may provide input and recommendations regarding the new Center to the Dean. Final approval of such centers shall be made by the dean and other appropriate administrators within the NSHE.

**3.9.2 Splitting, Consolidating or Eliminating Existing Centers.** All actions to split, consolidate or eliminate an existing Center not part of an academic department must be made by the Dean or the appropriate administrator of the affected Center. All affected professional staff will be given the opportunity to provide input and recommendations regarding the action. Final approval of such actions will be made by the Center administrator in collaboration with the Dean.

**3.10 Graduate Assistants.** Administrators of Centers which are not part of an academic department may make requests for a graduate assistant (GA) directly to the Dean. Such requests must include the type of work the GA would perform and how that work would further the mission and goals of the SCHS, and how it would enhance the academic experience of the GA.