

**RULES AND BYLAWS
DEPARTMENT OF COMPUTER SCIENCE
UNIVERSITY OF NEVADA, LAS VEGAS**

SECTION I - The Department Faculty

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

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

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

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

SECTION II - Faculty Meeting and Voting Procedures

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

2.2 Quorum - A quorum shall consist of more than one-half of the voting School Faculty.

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

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

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

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

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

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

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

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

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

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

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

2.10 Procedure - Robert's Rules of Order shall govern the conduct of Department meetings.

SECTION III - Committees

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

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

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

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

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

3.5 College and University Committees – With the exception of the College Faculty Affairs Committee and College Curriculum Committee, unless the selection process is specified by the College or University bylaws, representatives of the Department needed for College and University committees shall be selected by the Chair of the Department. Members to these two College Committees must be elected by the voting Department Faculty.

SECTION IV - Personnel Policy and Procedures

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

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

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

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

4.2 Department Chair Procedures - Procedures used for selecting the Chair shall be as follows:

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

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

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

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

4.3.1 Responsibilities – The Graduate Advisor is responsible for the day-to-day enforcement of the graduate rules and policies of the Department and the Graduate College. He/she also serves as the Chair of the Graduate Affairs Standing Committee, and represents the Department on the Graduate Council.

4.3.2 Election – The Graduate Advisor shall be elected by the voting Department Faculty with Graduate Status to a term of three years. The Graduate Advisor must be a tenured Department Faculty member with Graduate Status and cannot be the Department Director.

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

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

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

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

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

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

4.4.6 Midtenure - During the third year of a new appointment, untenured faculty members shall receive a midtenure review using the above procedure except for section 4.4.3.

4.5 Faculty Workload and Evaluation Procedures – The following procedures shall be used in evaluating faculty performance:

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

4.5.2 Annual Evaluations - Annual evaluations of Faculty required by the College and University will be performed by the Department Chair in consultation with the Executive Committee. These evaluations will largely

rely upon the Faculty member's success in meeting previously agreed upon goals as described in the Faculty member's workload. Evidence of meeting goals shall be provided by the faculty member.

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

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

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

SECTION V - Curriculum Policies

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

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

SECTION VI - Amendment or Suspension of Bylaws

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

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

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

