Article I. The College of Fine Arts

1.1 The College of Fine Arts shall consist of the School of Architecture, the Departments of Art, Dance, Film, Music, and Theatre, plus any programs of study under its jurisdiction. The Performing Arts Center is a non-academic unit of the College that reports to the Dean.

1.2 Each faculty member under a full-time teaching or research contract to the University System, the majority of whose teaching load is in the College of Fine Arts, shall be considered a member of the College and have one vote in its proceedings. Each full-time professional staff who reports to the College of Fine Arts shall be considered a member of the College and have, except for academic matters, one vote in its proceedings. Exceptions to this rule must be approved by majority vote of the College. The Dean of the College shall also be a voting member when the vote is by ballot or when the vote would change the results in the event of a tie.

1.3 Proposed changes in the existing organizational structure of the College may be initiated by the members of the College and must be approved by a two-thirds majority of the voting membership by ballot.

1.4 Proposals for action shall be forwarded to the Dean for approval, and, if approved, sent to the Provost and the President for approval.

1.5 Budgets for the College shall be departmentalized and administered by the departments.

1.6 The voting members of the College are the tenured and tenure-track members of the academic units, full-time professional staff, and any others enfranchised by those members.

Article II. Officers of the College

2.1 The chief administrative officer shall be the Dean of the College. The Dean shall perform duties and responsibilities as set by the UNLV contract and job description.

2.2 The Dean of the College shall be appointed by the President upon recommendation from the Provost, who shall have convened and been advised by a screening committee elected by the members of the College.
2.3 In the event that the provisions of 2.2 shall not be fulfilled, the Executive Vice President and Provost may appoint an interim Dean only after consulting with the faculty of the College. Such consultation shall be in accordance with college bylaws and established policies and procedures, with the understanding that the recruitment for a permanent Dean shall continue.

2.4 At the formal written request of two-thirds of the voting members of the College, removal of the Dean shall be considered by the Provost and the President.

2.5 The Dean may appoint an Associate/Assistant Dean, permanent or interim, from within the College only after consulting with the faculty of the College. Such consultation shall be in accordance with college bylaws and established policies and procedures. The Associate Dean serves at the pleasure of the Dean and performs such duties as assigned by the Dean and approved by the Provost and President. The Associate Dean is reviewed annually by the Dean and every three (3) years by the Executive Committee of the College.

2.6 The method by which Chairs and the Director of the School of Architecture are appointed shall be determined by the members of each unit as defined in 1.6. The individual recommendations for chairs and directors are forwarded to the Provost and President for approval following approval by the Dean. The length of term of office shall be three years except as otherwise negotiated by the Dean, Provost, and President. After consultation with the staff of the Performing Arts Center, the Dean shall forward recommendation for the appointment of the Director of the Performing Arts Center to the Provost.

2.7 The Chair/Director shall be responsible for the administration of each unit.

2.8 In accordance with each unit’s bylaws, the voting members may seek removal of the Chair/Director. Upon formal written request, the removal shall be considered by the Dean and may be forwarded to the Provost and President for final action.

Article III. Meetings of the College

3.1 The Dean shall call a regular meeting of the College at least once each semester during the academic year. However, the Dean may call other meetings of the College as frequently as necessary during the regular
academic year. At least one week's written advance notice must be given before meetings are held. All regular meetings shall be scheduled during normal working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday.

3.2 The Dean shall call a College meeting upon written request to him signed by at least six members of the College. Such meetings shall then be held no later than twenty calendar days after receiving the petition.

3.3 Notification of the scheduling of a meeting of the College shall constitute notice to individual members who wish to contribute items to the agenda. Such items shall be in the hands of the Dean four working days prior to the called meeting.

3.4 The agenda for each meeting shall be distributed to the College members at least three working days prior to the scheduled meeting.

3.5 Minutes of College meetings shall be distributed to the College members two weeks following the meeting.

3.6 A quorum for a College meeting shall be 25% of the voting members of the College.

3.7 No more than one proxy may be held by a voting member at a meeting of the College. Proxies must be in writing.

3.8 Any action taken at a College meeting on an item which is not on the published agenda or at a College meeting not given one week's advance notice, may be nullified by a petition to the Dean requesting such nullification and signed by six members of the College not present at the College meeting. The petition must be in the hands of the Dean no later than one week after distribution of the minutes of the meeting. The item shall then automatically become a published agenda item of the next meeting of the College. This shall not apply to items acted upon by mail ballot.

3.9 One-third of the members present at any meeting may call for a mail ballot on any item brought to the floor for a vote.

3.10 Proceedings of the College shall be conducted according to the most recent edition of Robert's Rules of Order, except where they conflict with these Bylaws, which shall take precedence.

Article IV. Committees
4.1 The College shall have the following Standing Committees:

1. Bylaws Committee
2. Course and Curriculum Committee
3. Executive Committee
4. Financial Aid Committee
5. Merit Committee: Faculty
6. Personnel Committee: Faculty
7. Professional Staff Personnel and Merit Committee
8. Special Awards Committee

4.2 Committee Membership and Duties

Membership of standing committees shall consist of one faculty member from each academic unit plus one at-large member except as otherwise stipulated by these Bylaws. Each committee shall elect its own chair, except as stipulated below. No unit representative shall serve on more than three standing committees. The Dean shall serve only on the Executive Committee. The term for a “unit” representative is two years, and the term for an “at-large” representative is one year.

4.2.1 The Bylaws Committee shall be comprised of eight members, one from each academic unit, one from the PAC, and one at-large member elected by the members of the College. The Committee shall meet each fall to review the Bylaws and to make recommendations as necessary. In addition, the Committee shall meet as directed by the Dean.

4.2.2 The College Course and Curriculum Committee shall review and make recommendations concerning proposed new courses, programs, degrees, and changes in existing curriculum. Two students may serve as members on the Committee as prescribed in 4.4.1. The Committee shall nominate the representative to the Faculty Senate Course and Curriculum Committee. This nomination must be voted on by the College Faculty for ratification.

4.2.3 The Executive Committee shall consist of the Dean of the College, Associate/Assistant Dean (if appointed to act on behalf of the Dean if the Dean is not present), the Directors of the School of Architecture and of the Performing Arts Center, the department Chairs, and two members at-large elected by the College membership. No unit may have more than two members. The Dean of the College shall chair the Committee. The Committee serves in an advisory capacity to the Dean.
4.2.4 The Financial Aid Committee shall review and make recommendations concerning applications for College scholarships and other forms of student financial aid.

4.2.5 Department Chairs and Directors shall be excluded from serving on the Faculty Merit Committee. In cases where no other eligible faculty exists in the department, the Dean and College of Fine Arts Executive Committee will determine the representatives. The Committee shall review and rank faculty applications for recommendation to the Dean. No member serving on the College of Fine Arts Faculty Merit Committee shall serve more than one consecutive term.

4.2.6 The Faculty Personnel Committee shall consist of seven tenured members, one from each academic unit, and one at-large member from the tenured or tenure-track faculty. Academic unit Directors and Chairs shall be excluded from serving on the Committee. In cases where no other eligible faculty exists in the department, the Dean and the Executive Committee will determine the representatives. The Committee shall review appropriate materials and make recommendations regarding tenure and promotion of academic faculty. The Committee shall deal with other personnel issues when so charged by the Faculty or the Dean.

4.2.7 The Professional Staff Personnel and Merit Committee shall consist of three full-time professional staff members from the College of Fine Arts. This committee will deal with professional staff matters as charged by the Dean. No member serving on the Professional Staff Personnel and Merit Committee shall serve more than one consecutive term.

4.2.8 The Special Awards Committee will consist of six members: the current recipient and one member elected from and by each of the other academic units. Each year the new recipient will replace their unit’s representative.

4.3 Ad Hoc Committees

Membership of ad hoc committees shall consist of one member from each academic unit plus one at large member except as otherwise stipulated by these Bylaws. Each committee shall elect its own chair, except as stipulated below.
4.3.1 The Dean Evaluation Committee shall consist of ten members, one from each unit, one from the PAC, and one at large from the College and two students, one graduate and one undergraduate to be selected as prescribed in 4.4.1. Evaluation of the Dean will take place every three years or may be set in motion at any time at the request of the Dean or ten percent of the membership as defined in 1.2 of these Bylaws. This ad hoc committee will devise, utilize and provide to the members evaluation forms and envelopes approved by and addressed to the Provost.

4.3.2 Other committees may be formed for special purposes by vote of the College members or by the Dean of the College.

4.4 Nominating Procedures for College Committees:

   a) Each unit shall elect a representative for each standing committee and forward the names to the Dean's office prior to the end of each spring semester. The nominees for at-large members of each standing committee are to be forwarded to the Dean's office by each unit prior to the end of each fall semester, and voted on in the spring semester by the entire College.

   b) College committee members, except for the Executive Committee, shall serve on standing committees for a period of two years. The at-large members of the Executive Committee shall serve one-year terms. Members shall serve staggered terms to ensure continuity on the committee. In the initial year of a standing committee, two of its members shall be elected for only one year. Members may serve a maximum of two successive terms.

   c) Student members shall be elected as early as possible in the fall semester of the year in which they serve.

4.4.1 Student positions in College standing committees shall be filled by students whose majors are within the College, and who have been placed in those positions through procedures specified and conducted by and approved by the Dean of the College.

4.4.2 College committees shall be constituted by their members and empowered to conduct business in the event that student positions are left unfilled.
Article V. Procedures of the College

5.1 Curriculum

Curriculum and requirement changes within a department or cooperating departments shall originate with the members of that department or departments. Any proposed changes shall then be communicated to the Dean who will forward it to the College Course and Curriculum Committee for action. Changes approved by the Committee shall be distributed by the Dean to all members of the College. If, within one week subsequent to notification, no protest is made by any other department acting through its Chair/Director, the change will be considered approved by the College. If a protest is made by a Chair/Director, or 3 members of the College, or if the Dean of the College has reservations, the Dean shall refer the matter to the College Executive Committee for recommendation to the voting members of the College for final resolution.

5.2 Amendment of Bylaws

These Bylaws may be amended by the following procedures:

(1) Placing proposed the amendment on agenda of a regular meeting of the College with distribution of the proposed amendment to each College member at least one week prior to the meeting.

(2) Secret mail ballot vote on the proposed amendment within one month following the meeting at which the amendment is introduced.

(3) Approval by two-thirds of those voting.

5.3 Suspension of Bylaws

Suspension of any procedural clause, except Article V.5.2, may be accomplished at any College meeting in the absence of an objection from any voting member present.

5.4 Changes in College Requirements

Proposed changes in College requirements or modification of such requirements shall be proposed at a College meeting and, if approved by a majority, shall require approval by two-thirds mail vote of the voting membership.