

UNIVERSITY OF NEVADA, LAS VEGAS  
College of Arts & Letters  
Department of Political Science

**BY-LAWS**

1977

ARTICLE I: The Department of Political Science

- 1.1 Shall consist of all full-time and part-time faculty members of the department.
- 1.2 Only full-time faculty members, those teaching more than fifty percent of their contractual obligation shall have a vote in determining policies and business at all meetings.

ARTICLE II: Departmental Meetings

- 2.1 The department shall regularly meet each month during the academic year. The agenda for all regular meetings shall be circulated at least one week in advance. The Chairman shall determine the time and place of such meetings. A quorum shall consist of two-thirds of the full-time faculty.
- 2.2 Regular meetings shall be open to all interested persons.
- 2.3 Meetings, or those parts of meetings, concerned with personnel matters shall be open to full-time faculty members only.
- 2.4 Special meetings of the department may be called at the discretion of the Chairman. If possible, a two-day notice shall be given before such a meeting.
- 2.5 The department secretary shall be present at all department meetings. The secretary shall take minutes of such meetings and distribute copies of same to each member of the department.

ARTICLE III: Department Chairman

- 3.1 The Chairman shall be elected, by a majority of the full-time faculty, to a term not to exceed three years. The Chairman must be a full-time faculty member, normally have tenure, and have the academic rank of Associate Professor or Professor.
- 3.2 When absent from the campus, the Chairman shall appoint a full-time faculty member of the department as acting chairman.
- 3.3 The Chairman, or his designate, shall preside at all regular and special meetings. Chairman shall interpret and apply Robert' Rules of Parliamentary Procedure.

ARTICLE IV: Department Committees

- 4.1 The Chairman shall appoint faculty members to departmental standing and ad hoc committees.
- 4.2 Standing Committees shall consist of:
  - A. Personnel
  - B. Intern
  - C. Graduate
  - D. Curriculum and By-Laws
  - E. Any other committees that are or may be created by the Department

ARTICLE V: Amendments

- 5.1 Amendments to these By-Laws may be proposed by any member of the Department. Such proposals shall be directed, by the Chairman, to a relevant committee for study and action. The committee shall report to the department at its next regular meeting. Amendments shall be ratified by two-thirds vote of the full-time faculty.

Dated and approved this 18th day of March, 1977.

**Department of Political Science**  
**Course Load and Assignment Policy**  
**(approved on March 31, 2004)**  
**Effective: Fall, 2004**  
**Revised: March 20, 2006**  
**Addendum to the Bylaws**

**Course Load:**

The department's normal course load is 3/3, until the department establishes a doctoral program which takes it down to 3/2.

**I. Administrative Load Reassignment:**

1. POS graduate coordinator (one course per year)
2. EPS graduate coordinator (one course per year)
3. Internship coordinator (one course per year)
4. Supervisor of the Legislative interns in Carson City (one per year, when on unpaid leave)
5. Reduction for special assignments (with the consent of the chair and approval of the dean, on a temporary basis)
6. Pre-Law advisor (one course each semester - spring & fall)
7. Assessment coordinator (one course every two years)

**II. Development Load Reassignment:**

For pre-tenure faculty - the rate of 2 courses total for the probationary period. The faculty will have the choice of taking these reassignments at any time, with the consent of the chair and as curricular needs allow, at one course per semester. Preferably, the faculty will take these reassignments before mid-tenure (3<sup>rd</sup> year) and tenure (5<sup>th</sup> year) evaluations to tighten up the loose ends in their research.

**III. Course Assignment Policies:**

Course assignment to individual faculty will be on the basis of "years of service at UNLV". Of course, sometimes curricular needs might force us to make some adjustments, as the Chair deems necessary.

THE ADDENDUM SUPERCEDES ANY AND ALL PERTINENT GUIDELINES IN THE CURRENT BYLAWS.

AMENDMENT TO BY-LAWS  
Department of Political Science

**Passed: February 4, 1994**

ARTICLE I: The Department of Political Science

- 1.4 The procedures detailed in Appendix A will be utilized in making personnel decisions including merit, annual evaluations, tenure, mid-tenure review, promotion, and retention.

AMENDMENT TO BY-LAWS  
Department of Political Science

**Passed: May 22, 1978**

ARTICLE I: The Department of Political Science

- 1.2 Only faculty members tenured in the Department of Political Science and full-time faculty members, those teaching more than fifty percent of their contractual obligations shall have a vote in determining policies and business at all meetings.

AMENDMENT TO BY-LAWS  
Department of Political Science

**Passed: April 24, 1979**

ARTICLE I: The Department of Political Science

- 1.3 Faculty whose appointment is in a department other than political science shall not have a vote in determining policy and business at department meetings.

Appendix A  
 Political Science Personal Procedures  
 (adopted January 21 and February 4, 1994)

- A. Merit: The personal Committee will make recommendations to the Department Chair.
- B. Annual Evaluations: The Department Chair will make recommendations in consultations with the Personal Committee.
- C. Other: All other personnel decisions will follow a three-step process:
  - 1. Personnel Committee review and recommendation to the Department.
  - 2. Department review and recommendation of the Chair. This review will encompass two phases:
    - a. Discussion by the full-time faculty in the department;
    - b. Vote by eligible faculty

**Eligibility**

- I. Only faculty not terminated or planning to leave the Department permanently may vote in personnel matters.
- II. Voting at the Department level will be based upon the principle of collegiality by rank and tenure-status and will operate as follows:

<u>Decision</u>	<u>Vote Eligibility</u>
Tenure	Tenure Faculty
Mid-tenure Review	Tenured Faculty & Faculty who have successfully passed Mid-Tenure Review
Promotion to Full Professor	Full Professor
Promotion to Associate Professor	Full & Associate Professor
Retention of Tenure-Track Faculty	Tenured Faculty
Retention of Instructors/Lectures	Tenure& Tenure-Track Faculty

**Voting**

- I. Secret, confidential ballots, signed by the Chair.
- II. No proxy voting.
- III. Votes will be tabulated & the results announced at the appropriate personnel meeting.

- D. General Principle: No one may participate in any personal decision (discussion or voting) affecting himself or herself.