

UNLV School of Environmental and Public Affairs

BYLAWS

Draft submitted for SEPA faculty vote based on meetings of February 20 & 27, 2014.

Last revised: _____ Approved: _____

DELEGATED AUTHORITY

- 1.1 The UNLV Bylaws state that the faculty assigned to each department or unit must create bylaws to govern its internal operation. (NSHE Title 5, Chapter 6, 4.4.1).

BYLAWS

- 2.1 **Purpose.** These bylaws represent the rules and procedures for the School of Environmental and Public Affairs (SEPA, or the School). They contain the current administrative policies, educational policies, and faculty organization of the School. Nothing in these bylaws is to conflict with provisions of the NSHE, UNLV Bylaws, or Greenspun College of Urban Affairs. If there are any conflicts, the higher level unit's rules prevail.
- 2.2. **Adoption.** These bylaws will be approved by a two-thirds majority of the Voting Faculty Members of the School.
- 2.3. **Interpretation.** The interpretation of these bylaws shall be the responsibility of the Voting Faculty Members of the School.

SEPA STRUCTURE

- 3.1 **Members.** Members of the School Faculty shall include tenured faculty, tenurable Faculty (tenure-track), Faculty in residence (non-tenurable), affiliate Faculty (non-tenurable), visiting Faculty, and administrative Faculty that have at least a half-time appointment in the School.
- 3.2 **Staff.** Staff of the School shall include professional and classified staff attached to the School.
- 3.3 **Voting School Faculty.** The Voting School Faculty shall consist of all SEPA Faculty holding full-time tenure or tenure-track contracts with the

Nevada System of Higher Education for professional services as Assistant Professor, Associate Professor, or Professor. Voting School Faculty on leave without pay or sabbatical leave shall retain their vote, but the absence of faculty on leave without pay or sabbatical leave will not count against a quorum. The Voting School Faculty may extend time-limited voting privileges to other SEPA faculty or professional staff members for specified issues by a two-thirds majority vote of the Voting School Faculty.

- 3.3.1 The Voting School Faculty, in consultation with the Director, shall have authority over SEPA policy including, but not limited to, matters of internal educational policy, School governance, and faculty welfare.

- 3.4 **Faculty Groups.** Given that SEPA consists of multiple groups of faculty with distinct and yet overlapping interests, these Bylaws provide for separate Faculty Groups to be created that represent the interests of these multiple groups. At this time there are three faculty groups: ENV, PUA/PAF and Urban Leadership.

- 3.4.1 Faculty Group Composition. While it is recognized that the research and teaching interests of some faculty members extend almost equally across groups, as a practical matter, many specific items need to be managed separately.

- 3.4.1.1 For purposes of voting on Faculty Group interests, prior to September 1 of each academic year, each faculty member (other than the Director) should declare a primary interest in the ENV, PUA/PAF or Urban Leadership groups. The Voting Faculty Members of each Faculty Group will consist, in a given year, of those who have made such an election.

- 3.4.1.2 By making this election, faculty members are not restricted in their opportunities to teach across programs within the School, but will work out their specific teaching assignments with the Director on a semester-by-semester basis.

- 3.4.2 Faculty Group Leader. Each Faculty Group shall elect, by majority vote, a Faculty Group Leader who will call meetings, as needed, to conduct Group business and who will be primarily responsible for communicating faculty group decisions to all School faculty including the Director. The Faculty Group Leader shall be a tenured faculty member. The Faculty Group Leader shall be elected each spring for the following academic year by the current Group members, prior to the election for at-large Steering Committee members (Section 6.1.2). The term of office will be one year starting with the first day of the fall semester (see also 6.1.1.5).

- 3.4.3 Faculty Group Duties. The Faculty Group shall be responsible for:
- 3.4.3.1 Approving new and modified undergraduate and graduate courses, or eliminating said courses for programs within their purview. Upon approval by the faculty group, proposed changes will be submitted to the Steering Committee (Section 6.1.1).
 - 3.4.3.2 Proposing, revising, and approving undergraduate and graduate degree programs and certificates within the purview of that Faculty Group, in accordance with College and University Bylaws. Approved proposals and revisions shall be submitted to the Steering Committee. New or significantly revised programs or certificates must be approved by a majority of the Voting Faculty of the School.
 - 3.4.3.3 Working with the Director to identify Group members to be appointed to serve as program/course Coordinators.
 - 3.4.3.4 In conjunction with the Director, Steering Committee, and Graduate and Undergraduate Coordinators, determining admissions policy and coordinating admissions procedures for programs within the Group's purview.
 - 3.4.3.5 Making initial recommendations to the Director regarding course scheduling priorities, recognizing that School-wide needs and teaching resources must also be taken into account.
 - 3.4.3.6 Making recommendations to the Director regarding retention and hiring of appropriate part-time instructors.
 - 3.4.3.7 Making recommendations to the Director and to the Voting Faculty, as appropriate, regarding other substantive educational policy issues within the group's purview, including (but not limited to) curriculum, program development, recruitment, admissions, and advisement.
- 3.4.4 Faculty Group Decision Processes.
- 3.4.4.1 The Faculty Group Leader, in consultation with members of the Group, is authorized to create subcommittees as necessary for the conduct of Group business, with the understanding that subcommittee decisions should be presented to the entire Group for final resolution.
 - 3.4.4.2 Within the Faculty Groups, decisions not arrived at by consensus shall be determined by majority vote.

- 3.4.5 Matters Concerning Multiple Groups. Matters concerning programs and certificates that are not clearly associated with one of the Faculty Groups shall be managed by the entire Voting School Faculty.

DECISION MAKING

- 4.1 All decisions made by the full Voting Faculty, except a recommendation to remove the Director (Section 5.2.3) and changes in bylaws (Section 9.1), shall be by simple majority vote of the voting members.
- 4.2 Unless otherwise specified in these bylaws, elections will be determined by a simple majority vote.
- 4.3 Elections shall be by confidential written ballot. Vote counters will consist of an administrative assistant and one full-time Faculty member for each election. Ballots shall be destroyed after elections results have been reported.

DIRECTOR

- 5.1 **Duties.** The Director shall:
- 5.1.1 Represent the School to the Dean and on the College Executive Committee.
- 5.1.2 Chair meetings of the School Faculty.
- 5.1.3 Appoint Coordinators as needed in consultation with the appropriate faculty, including Graduate and Undergraduate Coordinators, Course Coordinators, and the Assessment Coordinator. Coordinators are appointed by the end of each Spring term for the following academic year.
- 5.1.4 Appoint Faculty and other representatives to School ad hoc committees and to college or University ad hoc committees at the request of the appropriate officer.
- 5.1.5 Administer the program daily, including recruitment of students.
- 5.1.6 Appoint a faculty member as Acting Director for absences of one day or more.
- 5.1.7 Ensure the efficient operation of the School office and support services.

- 5.1.8 Work with the faculty on School policy and budget issues, Coordinator appointments, curriculum issues, and internal communication..
- 5.1.9 Maintain familiarity with and follow current College, UNLV, and NSHE bylaws, policies and procedures.
- 5.1.10 Facilitate faculty development in teaching, research, and service and mentor faculty toward tenure and promotion.
- 5.1.11 Set clear deadlines and expectations, in writing and in a timely manner, for faculty in the tenure, promotion, and merit review processes.
- 5.1.12 Promote positive relationships with faculty and professional and academic organizations, with the UNLV community and with the community at large.
- 5.1.13 Work with the College Development Director to seek external grant funding for the School.
- 5.2 **Evaluation.** The Director shall be evaluated annually by the individual faculty members of the School. The confidential evaluations are submitted on a form designed and collected by the Personnel Committee. The Personnel Committee compiles and summarizes the evaluations and transmits them to the Director and Dean and makes them available to the full faculty. The report shall include the full text of all comments.
 - 5.2.1 The Director shall be evaluated based on performance of the responsibilities set forth in Sections 5.1.1 through 5.1.13.
 - 5.2.2 The Director, no later than the end of March of his/her last year of the current term appointment, notifies the School Personnel Committee, as well as the Dean, whether or not he or she intends to seek reappointment. In the event he/she seeks reappointment, the Faculty will decide whether to recommend reappointment of the Director in conjunction with the evaluation procedure set forth in Section 5.2. The Personnel Committee shall also prepare a summary of the Director's performance over the previous term and present it to the Faculty before the vote on whether to recommend reappointing the Director.
 - 5.2.3 A recommendation to remove the Director requires a two-thirds vote of the full-time Faculty. The recommendation shall be forwarded through channels for a decision by the President, in accordance with College Bylaws, Section 3.4.5.

COMMITTEES

6.1 **Standing Committees.** The standing committees of the School are as follows:

6.1.1 Steering Committee.

6.1.1.1 *Composition.* The School Steering Committee will have four members who are elected annually by the Voting School Faculty as follows:

6.1.1.2 The persons elected as Faculty Group Leaders for each of the three Faculty Groups (Section 3.4) will also serve as members of the Steering Committee, representing their respective Groups.

6.1.1.3 Two members of the Steering Committee will be elected by Voting Faculty members of the School as at-large members.

6.1.1.4 At least three of the four members of the Steering committee shall be tenured (including the Faculty Group Leaders).

6.1.1.5 The term of office for Steering Committee members is one year beginning with the first day of the fall semester.

6.1.2 *Election Processes (At-Large Members).*

6.1.2.1 All elections for the following academic year will take place before the end of each Spring semester. For both positions, both nominations and self-nominations will be considered.

6.1.2.2 At-large nominees (including self-nominees) may be tenured or tenure-track. However, only one untenured faculty member may be elected. Therefore, each Voting Faculty Member shall have two votes. The two individuals receiving the most votes will be selected as members of the Steering Committee, except in the case where both persons receiving more votes than others are untenured. Should two untenured faculty members be in the first and second positions following a count of the ballots, the second-place untenured faculty member will not be elected (nor will any other untenured faculty member). Rather, in such a case, the tenured faculty member seeking at-large election and receiving the most votes will be appointed to the Committee, as will the untenured faculty member receiving the most votes.

6.1.2.3 In the event an at-large Steering Committee position is vacated before the end of the term, a successor shall be elected. If the other (currently occupied) at-large position is filled by an untenured faculty member, nominees for the unoccupied position are limited to tenured

faculty members. If the currently filled at-large position is occupied by a tenured faculty member, all voting faculty members may run for the vacant position. If two at-large positions become vacant at the same time, the voting for those positions will follow the procedure described above (Section 6.1.2.2).

- 6.1.3 *Duties.* The duties of the Steering Committee are as follows:
 - 6.1.3.1 Advise the Director with respect to all major budgetary, policy, and strategic planning issues;
 - 6.1.3.2 Advise the Director with respect to all Coordinator appointments;
 - 6.1.3.3 Serve as the Curriculum Committee for the School, considering and approving or disapproving all proposals for new courses, programs, or program changes that must also be approved at any higher level; and
 - 6.1.3.4 Serve as a facilitating body with respect to the two-way transmission and dissemination of general information regarding such matters as faculty concerns, budgetary situations, College Executive Committee discussions and decisions, and all other matters significantly affecting the conduct of School business.
 - 6.1.3.5 It is expected that the Director will convene the Steering Committee as needed to make significant decisions on behalf of the School or to transmit information reasonably of concern to faculty members, but in no event less than once per month.
- 6.1.2 Personnel Committee. The Personnel Committee shall consist of three tenured faculty within SEPA (except the Director). The Personnel Committee shall elect its own chair, who shall call meetings as required by the work of the Committee. The duties of the Personnel Committee shall consist of:
 - 6.1.2.1 Keeping current with respect to College, University, and NSHE requirements for promotion and tenure bids;
 - 6.1.2.2 Appropriately mentoring candidates with respect to the promotion and tenure processes; and
 - 6.1.2.3 Providing recommendations to the Director regarding faculty promotion, tenure, and merit, in accord with College and University requirements.

6.2 **Ad hoc Committees.**

- 6.2.1 Ad hoc committees may be formed at the request of the Director or two of the Voting Faculty Members. Ad hoc committee members are appointed by the Director and elect their own chairs.
- 6.2.2 In the case of search committees, committee composition shall be ratified by a majority of the Voting Faculty. The chair is appointed by the Director.

FACULTY MEETINGS

- 7.1 **Purpose.** The School Faculty shall hold meetings for the purpose of receiving information and taking action on any matter of general educational policy or faculty interest. Attendance at faculty meetings is limited to faculty members only unless the faculty decides to invite others for specific purposes.
- 7.2 **Scheduling and Notification.** Periodic meetings may be called by the Director. Meetings may also be requested in writing to the Director by any three members of the full-time Faculty. Ordinarily, there will be at least one regular faculty meeting each month during the regular school year. Notification of a School meeting must be made at least one week prior to the meeting, except in case of emergency. Meetings shall be scheduled to avoid class conflicts.
- 7.3 **Agenda.** An agenda shall be distributed with the announcement of the meeting. In general, the agenda shall allow opportunity for the introduction of new business by any member of the faculty.
- 7.4 **Quorum.** A quorum shall consist of more than one-half of the Voting School Faculty. Approval of a motion requires a simple majority vote of a quorum and the proxies except as otherwise provided in these bylaws.
- 7.5 **Minutes.** The School Director has the responsibility of distributing a copy of the minutes of each meeting of the School to each member of the School Faculty within one week after the meeting. The minutes shall be corrected as needed and approved at the next faculty meeting. The approved minutes shall constitute the official record and notice of the official actions of the School. Responsibility for minutes shall rotate through the faculty.

- 7.6 **Presiding Officer.** The School Director shall be the presiding officer at meetings of the School Faculty. The Director, if absent, shall designate another faculty member to preside. The presiding officer shall be a voting member of the faculty.
- 7.7 **Class A Actions.** Actions proposed that would substantially alter or affect School policy, School Directorship, or organization, may be designated Class A Actions.
- 7.7.1 The Voting School Faculty shall determine by simple majority of those present and voting in a School meeting whether any action shall be considered as a Class A action.
- 7.7.2 A Class A Action shall be submitted in writing to the School faculty, along with a ballot, to be returned within a specified time limit. Ballots shall be counted in the presence of a majority of the faculty.
- 7.7.3 Approval by a simple majority of the Voting School Faculty is required for the adoption of any Class A Action.
- 7.8. **Proxies.** Written proxies will be allowed in School meetings. The statement of the proxy shall specify what, if any, limits are placed on the authority of the individual holding the proxy to represent the absent member. Proxy by email will be allowed.
- 7.9 **Procedure.** Robert's Rules of Order shall govern the conduct of School meetings.

OPERATIONS AND PERSONNEL PROCEDURES

- 8.1 **Course content.** The instructor(s) responsible for the conduct of a course shall have authority over all matters of internal educational policy for that course. The individual(s) shall select texts and determine the course content within the framework of the catalog description. In the case of specific core requirements and, in particular, courses that are prerequisite to other courses, the relevant course coordinator and/or the members of the concerned faculty (as appropriate) will collaborate on making these decisions.
- 8.2 **Course scheduling.** Classes, days and times will be assigned primarily to meet the needs of the students and to accommodate space requirements. Where necessary, assignments will be coordinated with other units where the member teaches. As a general policy, schedules will, whenever possible, accommodate the special needs of the faculty member.

- 8.3 **Expectations for service responsibilities.** The normal expectation is that each faculty member will serve on no more than two School committees (including ad hoc committees) or other major service responsibilities, and will not serve as Chair of more than one. Where there is no practical alternative and the member agrees, additional service may be assigned (and/or accepted), but this should be considered no more than a temporary ad hoc solution.
- 8.4 **Procedures for mid-tenure reviews.** During the spring semester of their third year, non-tenured tenure-track faculty members are to submit their record of research, teaching, and service to the Personnel Committee for review. This committee acts in an advisory capacity to the Director and shall submit a report to the Director no later than May 15 concerning the faculty member's progress towards eligibility for tenure and promotion. By June 1, the School Director will submit in writing to the candidate a report of the faculty member's progress toward tenure; such report will incorporate the report of the mid-tenure committee.
- 8.5 **Specification of Coordinator responsibilities.** *At this time we have an ENV graduate coordinator, a PUA graduate coordinator, a SEPA undergraduate coordinator, an ENV 101 course coordinator, a SEPA assessment coordinator, a Workforce Development graduate coordinator, and an Urban Leadership graduate coordinator.*
- 8.5.1 Responsibilities of the Coordinator(s) of Graduate Studies. Graduate Coordinators are appointed as provided for in Section 5.1.3. This individual (or individuals) will, in consultation with School Faculty and the Director:
- 8.5.2 Act as the relevant program's Graduate Council representative;
- 8.5.3 Recruit graduate students and prepare appropriate recruitment materials;
- 8.5.4 Provide initial advising to all incoming graduate students, including advising students on the process of choosing an appropriate permanent advisor, if appropriate to the student's graduate program;
- 8.5.5 Assist the Director with relevant course scheduling;
- 8.5.6 Maintain appropriate student files and other records, and report to the faculty on a regular basis;

- 8.5.7 Appoint appropriate students to attend various meetings to represent graduate students in their program, including SEPA faculty meetings and the Graduate and Professional Student Association meetings;
- 8.5.8 Oversee graduate student admissions decisions for the program;
- 8.5.9 Oversee the conduct of periodic review of graduate student progress and success, initiating student separation from the program as warranted in consultation with the appropriate faculty;
- 8.5.10 Make appropriate recommendations to the Director and relevant others regarding assistantships and other opportunities; and
- 8.5.11 Create and maintain advising guides as appropriate.
- 8.6 Responsibilities of the Coordinator(s) of Undergraduate Studies. Undergraduate coordinators are appointed as provided in Section 5.1.3. This individual (or individuals) will, in consultation with School Faculty and the Director:
 - 8.6.1 Assist the Director in planning and scheduling undergraduate courses as required, in consultation with relevant faculty members;
 - 8.6.2 Coordinate advising for undergraduate programs under the Coordinator's purview with the College Advising Center;
 - 8.6.3 Serve as the primary contact for undergraduate student petitions and appeals;
 - 8.6.4 Approve graduation applications;
 - 8.6.5 Assure School representation at College and University Orientation programs;
 - 8.6.6 Supervise and coordinate orientation, training, and staff development programs for all instructors, including part-time instructors and TAs involved in undergraduate teaching on behalf of the program(s);
 - 8.6.7 Provide regular reports to the Faculty; and
 - 8.6.8 Prepare appropriate advising guides and recruitment materials on behalf of the program(s).
- 8.7 Responsibilities of Course Coordinator(s). Course Coordinator(s) are appointed as provided in Section 5.1.3. This individual (or individuals) will, in consultation with School Faculty and the Director, assure

consistency of content and appropriate rigor across sections of large courses taught by multiple instructors.

- 8.8 Responsibilities of Assessment Coordinator. The Assessment Coordinator is appointed as provided in Section 5.1.3. This individual will take the lead in coordinating the compilation of data from the various program coordinators into required UNLV assessment reports on an annual basis.

BYLAWS AMENDMENT

- 9.1 **Amendment of Bylaws.**
- 9.1.1 Proposed amendments shall be placed on the agenda of a meeting of the Voting School Faculty.
- 9.1.2 Approval by at least two-thirds of the Voting School Faculty is required for the adoption of any amendment.
- 9.2 **Suspension of the Bylaws.** By unanimous consent, provided a quorum is present, the Voting Faculty Members present at a given Faculty meeting may suspend – for a specific purpose – any procedural clause stipulated in these Bylaws.