

COLLEGE OF FINE ARTS BYLAWS
UNIVERSITY OF NEVADA, LAS VEGAS
(Revised July 1, 2022)

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 nonacademic 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 administrative faculty, 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 for 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. The Dean shall forward their decision to the Provost and President for notification or final action and indicate whether or not a two-thirds majority vote of the unit faculty was achieved.

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. Alternating times and/or days shall be selected to avoid consistent conflicts with teaching schedules.
- 3.2 The Dean shall call a College meeting upon written request signed by at least six members of the College. Such meetings shall then be held no later than twenty calendar days after received 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 one 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 All voting in the College of Fine Arts shall be done by anonymous electronic ballot. The Dean of the College of Fine Arts shall distribute the full results of the secret vote to the College of Fine Arts faculty within one month following the meeting at which the item was introduced.
- 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. Merit Committee: Faculty
 5. Personnel Committee: Faculty
 6. Professional Staff Personnel and Merit Committee
 7. Awards and Honors 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 member 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 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.
 - 4.2.5 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 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.
 - 4.2.6 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.
 - 4.2.7 The CFA Awards and Honors Committee will consist of seven members: the current recipient and one member elected from and by each of the other academic units and one administrative faculty. 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 for 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 Nomination Procedures for College Committees
- 4.4.1 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 the fall semester, and voted on in the spring semester by the entire College.

- 4.4.2 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.
- 4.4.3 Student members shall be elected as early as possible in the fall semester of the year in which they serve. 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.
- 4.4.4 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 Procedures for Course Approval, Deletion, or Changes. Approval, deletion, or change of specific courses by the total faculty is to be obtained by the following procedures:

- 5.1.1 The Department, School, or Program faculty will approve any specific courses in accordance with their Bylaws. (University Bylaws Chapter II, Section 5.3.1)
 - 5.1.2 Each Department Chair, School Director, or designed program leader/coordinator will process all approved deletions, changes, or additions to the course title, number, description, hours of credit, prerequisites, etc. (University Bylaws Chapter II, Section 5.3.2)
 - 5.1.3 The College Curriculum Committee will hear discussion, vote, and make recommendations about any proposed changes. The Chair of the College Curriculum committee shall notify the College of Fine Arts faculty in writing of all College Curriculum Committee meeting dates, times, and agendas. (University Bylaws Chapter II, Section 5.3.3)
 - 5.1.4 Accepted proposed changes from various Departments or Schools will be forwarded to the Faculty Senate Curriculum Committee by the Chair of the Curriculum Committee. The Chair of the College Curriculum Committee shall notify the College of Fine Arts faculty in writing of the results of all College Curriculum committee meetings and will include a list of both accepted and rejected proposed curricular changes. (University Bylaws Chapter II, Section 5.3.4)
 - 5.1.5 The Faculty Senate Curriculum Committee may approve or reject all deletions, or proposed courses. (University Bylaws Chapter II, Section 5.3.5)
 - 5.1.6 The College and Faculty Senate Curriculum Committees may resolve conflict by hearing statements from the Department of School proposing the course and any unit objecting to the course prior to asking its recommendation for approval or rejection. (University Bylaws Chapter II, Section 5.3.6)
- 5.2 Procedures for Changes to Curricular Program of Study. New curricular programs of study or changes within a program or study must be approved as follows:
- 5.2.1 The Department or School faculty will approve any new program in accordance with the Bylaws. (University Bylaws, Chapter II, Section 6.3.1)
 - 5.2.2 Each Department Chair or School Director will submit any Department or School approved description of program of study, the requirements, electives, name of person responsible for coordination, and justification of the program to the College Curriculum Committee. (University Bylaws, Chapter II, Section 6.3.2)
 - 5.2.3 The College Curriculum Committee will hear discussion, vote, and make recommendations about any proposed changes. The Chair of the College Curriculum committee shall notify the College of

Fine Arts faculty in writing of all College Curriculum Committee meeting dates, times, and agendas. (University Bylaws, Chapter II, Section 6.3.3)

- 5.2.4 Accepted proposed programs of study from the various Departments of Schools will be forwarded to the Faculty Senate Curriculum, Committee by the Chair of the Curriculum Committee. The Chair of the College Curriculum committee shall notify the College of Fine Arts faculty in writing of the results of all College Curriculum committee meetings, and will include a list of both accepted and rejected proposed curricular changes. (University Bylaws, Chapter II, Section 6.3.4)
 - 5.2.5 The faculty Senate Curriculum Committee may recommend the approval or rejection of the proposed program of study. (University Bylaws, Chapter II, Section 6.3.5)
 - 5.2.6 The College and Faculty Senate Curriculum Committees may resolve conflicts by hearing statements from the Department, School, and College proposing the program of study and any Departments of Schools objecting to the program of study. (University Bylaws, Chapter II, Section 6.3.6)
- 5.3 Amendment of Bylaws: These Bylaws may be amended by the following procedures:
- 5.3.1 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.
 - 5.3.2 Secret mail ballot vote of the proposed amendment within one month following the meeting at which the amendment is introduced.
 - 5.5.5 Approval by two-thirds of those voting.
- 5.4 Suspension of Bylaws
- 5.4.1 Suspension of any procedural clause, except Article V.5.2 may be accomplished at any College meeting in the absence of an objection for any voting member present.
- 5.5 Changes in College Requirements
- 5.5.1 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.