

Department of Anthropology Bylaws

College of Liberal Arts University of Nevada, Las Vegas

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Article 1. Departmental Relationships to Other University Units

- 1.1 The Department Bylaws, day-to-day operations, and administration of the Department of Anthropology shall in no way conflict with the College Bylaws, University Code, administrative policies, or Board of Regents decisions. Procedural questions shall be resolved by reference to Roberts Rules of Order.

Article 2. Definitions and Responsibilities of the Department Representatives

2.1 Definition of Faculty.

- 2.1.1 Regular Academic Faculty (RAF): Regular Academic Faculty are individuals tenured or holding tenure-track positions in the Department of Anthropology, and who are actively teaching at least a half-time load or equivalent in the Department of Anthropology, or who are on sabbatical or leave.

The following are categories of other faculty, all of whom must be appointed with a majority vote of the RAF:

- 2.1.2 Visiting Professors: Visiting professors from another institution or individuals with a term appointment in the Department of Anthropology. These individuals will normally possess the Ph.D. degree.
- 2.1.3 Associate Graduate Faculty (formerly "Cooperating Faculty"): Individuals employed in other UCCSN institutions, such as the Desert Research Institute. These individuals must be approved by the Graduate College as well as by the RAF.
- 2.1.4 Adjunct Faculty: Individuals who are non-tenure track appointments and receive no remuneration.
- 2.1.5 Research Associates: Research Associates consist of persons either holding a contract with UNLV for research purposes or of persons conducting non-contracted research in conjunction with RAF from the Department of Anthropology. Research Associates without a Ph.D. may be appointed with the title of "Research Associate," whereas those with the Ph.D. may be appointed as Assistant Research Professor, Associate Research Professor, or Research Professor.

- 2.1.6 Emeritus Faculty: Former faculty members who are appointed as emeritus faculty by the UCCSN Board of Regents. They have lifetime faculty status at UNLV, and are entitled to the benefits described in the UNLV Bylaws, Title 5, Chapter 6, Chapter III, Section 18.3 and the UCCSN Board of Regents Handbook, Title 4, Chapter 3, Section 30, and as summarized by UNLV's Human Resources Department (http://hr.unlv.edu/emeriti_sum.html).
- 2.1.7 PTI: Part-time Instructors teach introductory courses and have at least the M.A. degree in anthropology or equivalent.

2.2 RAF Responsibilities:

- 2.2.1 RAF members have sole responsibility for making recommendations regarding matters relating to faculty, staff, and student personnel issues, and the Bylaws. Personnel issues include, but are not restricted to, hiring, retention, promotion, tenure, merit, election of the Department Chair, graduate student reviews, teaching assistantships, laboratory assignments, and graduate admissions for students. No faculty member shall vote on any personnel decision affecting his or her self, his or her spouse (or any person who may fall within the parameters of UNLV's consensual relationship policy, as summarized in www.unlv.edu/Finance_Admin/Diversity/Policy2.html).

The RAF has the specific responsibility for:

- a. Initiating, planning, and scheduling departmental curriculum and programs.
- b. Translating programs into dollars in order to request the necessary funds.
- c. Approving each year's proposed department budget and allocating priorities with the department budget after funding by the College.
- d. Planning for future programs and self-study analyses.
- e. Making nominations for the department chairship.

2.3 Non-RAF Rights and Privileges: Visiting Professors, Adjunct Professors, Associate Graduate Faculty, Emeriti Faculty, and PTIs do not have voting privileges. Associate Graduate Faculty may serve on graduate committees, however, and may co-chair such committees. Likewise, Adjunct Professors may perform similar committee duties if he or she has the approval of the Graduate College and the RAF.

Adjunct and Visiting Professor appointments may be awarded to those scientists who desire an association with the Department of Anthropology, for purposes of professional interaction with members of the department. Adjunct and Visiting Professors, as affiliates of UNLV, are expected to conduct themselves in a professional, collegial manner with all members of the university and community. Adjunct or Visiting status is not intended to allow the individual to present himself or herself to the profession or community as a UNLV regular academic faculty member. The award of Adjunct, Visiting, or Emeritus Professor status will not guarantee laboratory or office space and/or services of the office support staff. However, the right to submit research proposals through UNLV, to use campus libraries, to create a web page linked with that of the department, and to obtain a staff parking permit generally would be granted.

Typically, visiting professors will be appointed for one academic year. Adjunct professors will have

their status renewed at three-year intervals. Successful renewal will be dependent upon evidence of positive interactive collaborations with the RAF and continued professional contributions.

Article 3. Election of the Chair of the Department

- 3.1 The term of office will be for three years.
- 3.2 The old term of office will terminate, and the new term of office will begin, on the first day of the contract year or on a date agreed on by the present Chair and the newly elected Chair, in coordination with the Dean.
- 3.3 The election of the Chair will be by a simple majority of the RAF. Nominations will normally be accepted in a departmental meeting in February of the last contract year.
- 3.4 Balloting will normally be conducted by a ballot-box vote in the departmental office in March. A member of the faculty on sabbatical leave or leave of absence shall be provided with a mail ballot and/or an electronic ballot, and sufficient time, not to exceed two weeks, shall be allowed for the return of such mail or electronic ballots before counting the ballots.
- 3.5 The Chair may succeed himself or herself.

Article 4. Responsibilities of Chair of the Department

- 4.1 The Chair of the Department has the responsibility to carry out all other functions except in the areas retained by the total departmental representatives as described in Article 2.2.1 (a-e).
- 4.2 The Chair shall appoint members and chairs for all department standing and ad hoc committees.
- 4.3 The Chair of the Department shall chair the meetings of the departmental representatives.
- 4.4 The Chair shall present a budget to the department in a timely manner and shall account for expenditures of all funds.
- 4.5 The Chair of the Department shall implement the decisions of the faculty relating to the areas in Article 2.2.1 (a-e), forwarding departmental decisions to the appropriate administrative or faculty unit for their approval.
- 4.6 The Chair shall inform, in a timely manner, the faculty and all departmental employees of any decisions, deadlines, policy changes, or mandates of the university administration that may affect department members' workloads, job performances, or professional evaluations.
- 4.7 The Chair of the Department shall conduct an annual evaluation of each faculty member as outlined in the University Code. Such evaluation shall include a discussion of merit, promotion, and tenure. At the member's request, the Chair shall conduct an evaluation interview with the individual member alone. The faculty member will sign the original copy of the evaluation in each case to denote that he or she has read it. If the faculty member does not agree with the evaluation, he or she may either request a peer review or submit a rejoinder according to the provisions of the UCCSN Code and UNLV Bylaws.

- 4.8 The Chair-elect will appoint committees during the Spring Term for the next academic year, as appropriate.
- 4.9 The Chair may appoint an acting chair when the Chair will be absent from normal departmental duties.
- 4.10 The Chair, in coordination with the senior Administrative Assistant, shall keep dated and centralized records of RAF policy decisions and approved resolutions.

Article 5. Decision-Making

- 5.1 Fifty percent (50%) of the RAF will form a quorum for any action.
- 5.2 All decisions made by the RAF shall be determined by a majority of those voting.
- 5.3 The Chair of the Department is free to make any decision necessary to fulfill his or her responsibilities, consistent with the policies adopted by the RAF.
- 5.4 When a department representative or employee is the subject of any personnel issue requiring a vote, the vote will be by secret ballot of all RAF, excluding self, spouses or any person who may fall within the parameters of the UNLV consensual relationship policy.
- 5.5 At the request of any RAF present at a department or faculty meeting (see Sec. 6.1), any given issue will be decided by a secret ballot.
- 5.6 A representative may not vote on his or her own appointment or termination.
- 5.7 RAF on sabbatical or on leave of absence are not counted for quorum purposes.
- 5.9 No RAF will vote more than one proxy.

Article 6. Meetings

- 6.1 Department meetings are normally open to RAF and department staff.
- 6.2 Meetings of the department may be called either by the Chair of the Department or any faculty member.
- 6.3 Any faculty member may have an item placed on the agenda for a faculty or department meeting through timely notification to the Chair.

Article 7. Additional Issues, As Required by UNLV Bylaws

- 7.1 Procedures for the faculty to vote on tenure decisions within the department: see Sections 2.2 and 5.8, and the “Anthropology Guidelines for Promotion and Tenure” document.
- 7.2 Guidelines and procedures for tenure recommendations: see Sections 2.2 and 5.8, plus the “Anthropology Guidelines for Promotion and Tenure” document.

- 7.3 Procedures for the creation of each semester's class schedule: Class schedules are determined at least one semester in advance by the Department of Anthropology as a group. The Chair will make summer teaching decisions in consultation with individual faculty members and according to departmental and university needs.
- 7.4 Procedure for the assignment of each RAF member to specific courses: This procedure is determined collectively by the Department of Anthropology based on departmental need.
- 7.5 Procedure for the creation of new courses: follow standard UNLV guidelines. In addition, the Department of Anthropology shall have undergraduate and graduate committees to oversee and coordinate the creation of new courses.
- 7.6 Procedure for the creation of programs of study (majors, minors, programs, tracks, etc.): follow UNLV and College of Liberal Arts procedures, and will first have a majority vote by all RAF members.
- 7.7 Procedure to elect members to a college dean, school director, or graduate dean search committee: The Chair of the Department will solicit recommendations for RAF members to serve in such capacities.
- 7.8 Personnel recommendations: see Section 2.2 of this document.
- 7.9 Merit: The Chair of the Department annually appoints a committee to evaluate merit applications, and to make recommendations in accordance with College standards.
- 7.10 Procedure for periodic assessment of college administrators by their direct reports: This shall be done in accordance with standard UNLV policies.

Article 8. Changing the Bylaws

- 8.1 The Bylaws of the Department of Anthropology can be changed by a two-thirds vote of the RAF.