1. **CHAPTER 1: Organization of the Department of Counselor Education, School Psychology, and Human Services**
   1. **Section 1. Purpose of the CSH Department Bylaws**
      1. *Contents of the CSH Department Bylaws.* The bylaws shall contain the current educational organization and faculty organization of the CSH department; procedures for implementing statements of policy found in the Nevada System of Higher Education Code; statements of policy that relate to the authority and responsibility delegated to the faculty by the Board of Regents; and procedures for implementing these statements of policy. (See Section 1.3.4 of the Nevada System of Higher Education Code.)
      2. Questions of interpretation of these bylaws shall be directed to the CSH bylaws committee. Additional advice and interpretation should include consultation with the COE Bylaws, UNLV Bylaws and Nevada System of Higher Education Code.
      3. Any CSH faculty member, including academic, administrative and executive, may submit a request for interpretation of these bylaws.
   2. **Amendment of CSH Bylaws.**
      1. An amendment to the CSH Bylaws may be proposed by any voting member of the CSH faculty. Before going to the faculty for referendum, all proposals will be referred to the CSH Bylaws committee for consideration and recommendation.
      2. Faculty Approval. Faculty acceptance of the proposed amendment requires the approval of two-thirds of the total department faculty and two-thirds of the stakeholder group (e.g., rank, program) that is directly affected by the amendment.
   3. **Organization of CSH.**
      1. Doctoral Programs
      2. Graduate Degree Programs
         1. Clinical Mental Health Counseling (M.S.)
         2. School Counseling (M.Ed.)
         3. School Psychology (Ed.S.)
      3. Undergraduate Majors
         1. Human Services (B.S.)
      4. Undergraduate Minors
         1. Human Services
         2. Addictions Prevention
         3. Addictions Treatment
4. Problem Gambling

4. Faculty Organization

1. **Definitions.** CSH department faculty shall be composed of the following categories of positions within the University of Nevada, Las Vegas:

   1. **Academic Faculty.** Authorized professional positions in the colleges, departments and units listed under Chapter I, Section 3.1 of the UNLV bylaws who are engaged in teaching, research, or the provision of library services, and those persons specifically identified by the president because of their need for the protection of academic freedom.

   2. **Tenured Academic Faculty.** "Tenured Academic Faculty" means members of the academic faculty who have been awarded tenure at the University of Nevada, Las Vegas.

   3. **Nontenured Academic Faculty.** "Nontenured Academic Faculty" means members of the academic faculty who are in tenure-track positions but who have not completed their probationary period.

   4. **Nontenure-track Academic Faculty.** "Nontenure-track Academic Faculty" means unranked members of the academic faculty who are not eligible to receive appointment with tenure and they will be designated Rank 0. (B/R 12/04)

   5. **Nonacademic Faculty.** Authorized professional positions in the units listed under Chapter I, Section 3.2 of the UNLV Bylaws who are engaged primarily in activities supportive of the university's mission and who may also be affiliated with established academic colleges and/or departments. Nonacademic faculty may also perform such duties as teaching, research, consulting and community service.

2. **Assignment of Academic Faculty.** Each faculty member in this category will be assigned to a department after consultation with the department. Each academic faculty member may be assigned to the graduate faculty in accordance with the Graduate College Bylaws.

3. **Academic Faculty Policy Recommendations.** All CSH department academic faculty members may make recommendations and may vote on all matters of educational policy that affect undergraduate programs of instruction within the department, unless by the terms of the contract the faculty member is exclusively a member of the graduate faculty.

4. **Graduate Faculty Policy Recommendations.** CSH graduate academic faculty members may make recommendations and may vote on all matters of educational policy that affect department graduate programs of instruction.

5. Tenure.

1. **Eligibility.** Only those faculty with appointments as academic faculty as defined in Chapter I, Section 4.1.1 of the UNLV Bylaws who are in Rank II or above are eligible for tenure. Faculty placed in Rank 0 positions shall not be eligible for appointment with, nor shall have, tenure under any circumstances (Board of Regents Handbook, Title 2, Section 3.2.3). Administrators are eligible for tenure only in the capacity of academic faculty. (C 06/16)

2. Faculty members with well-established careers or with tenure at another institution may be tenured at the time of initial appointment provided they: (1) meet the basic UNLV standards for tenure; (2) are recommended by a vote of those eligible to vote on tenure decisions according to the bylaws of the appropriate department; (3) receive written recommendations from the department chair, the dean of the college and the Executive
3. A Rank 0 faculty member may not be transferred into a tenure-track (Rank II or higher) position but must compete for such positions in accordance with Chapter III, Section 15 (Recruitment of Faculty) of the UNLV Bylaws. (C 06/16)

4. Academic faculty members with well-established careers or with tenure at another institution occupying administrative positions may be tenured at the time of initial appointment but only in the capacity of academic faculty, provided they: (1) meet the basic UNLV standards for tenure; (2) are recommended by a vote of those eligible to vote on tenure decisions according to the bylaws of the appropriate department; (3) receive written recommendations from the department chair, the dean of the college and the Executive Vice President and Provost; and (4) receive approval of the President of the University. (B/R 10/98) (C 06/16)

5. Interdepartmental Eligibility. Qualified academic faculty who are employed by more than one department shall be eligible for appointment with tenure in the department for which the terminal degree held by the faculty member is most appropriate. Such determination shall be made at the time of employment. In cases of disagreement, the Executive Vice President and Provost shall decide which department is most appropriate. (B/R 10/98)

6. Administrative Channels for Tenure Recommendations. The recommendation for tenure shall move through proper faculty and administrative channels from department or school to college to the Executive Vice President and Provost to the president; the Executive Vice President and Provost shall provide the Tenure and Promotion Committee with the tenure recommendations. The Faculty Senate Tenure and Promotion Committee shall consult with the Executive Vice President and Provost to ensure comparable rigor of criteria and procedures for recommendations across units. Faculty members not recommended for tenure may request reasons for denial, request reconsideration, and file a grievance with the Faculty Senate Grievance Committee. (See Nevada System of Higher Education Code, Chapter 5, Sections 5.2.3 and 5.2.4, and UNLV Bylaws, Chapter I, Section 4.6.9.) (B/R 12/04)

7. Tenure Standards and Procedures. Each department or school and college shall establish standards and procedures, including a reconsideration procedure, for tenure recommendations. Only persons who hold tenure at UNLV may vote on the application of a candidate for tenure. (B/R 12/04)

8. Notice of Nongranting of Tenure. Notice of nonreappointment of nontenured faculty shall be given as defined in the Nevada System of Higher Education Code 5.9.1 (rev. 8/30/84) as follows:

9. Minimum Notice of Nonreappointment. Except as provided in Subsections 5.4.2 and 5.9.2 of the Nevada System of Higher Education Code, and unless provided otherwise in an employment contract, notice of nonreappointment to employment of nontenured faculty at the University of Nevada, Reno, the University of Nevada, Las Vegas, Nevada State College, Henderson, College of Southern Nevada, Great Basin College, the Western Nevada College, the Truckee Meadows Community College and the special units shall be given: (B/R 12/04)

   1. "(a) Not later than March 1 of the first academic or fiscal year of service, if the employment contract terminates at the end of that year, or if an employment contract for a one-year appointment terminates during an academic or fiscal year, at least 90 calendar days in advance of its termination;
2. "(b) Not later than December 15 of the second academic or fiscal year of service, if the
employment contract terminates at the end of that year, or if the second employment
contract for a one-year appointment terminates during an academic or fiscal year, at
least 180 calendar days in advance of its termination;

3. "(c) At least 365 calendar days in advance of the termination of each succeeding
employment contract of one academic or fiscal year's duration after the second year
of service;

4. "(d) For employment contracts of less than one academic or fiscal year's duration, for a
period of time which may be mutually agreed upon by the parties to such
employment contracts, but, in all events, no less than 14 calendar days in advance of
the termination of such contracts."

6. Termination of Appointment.

1. For Tenured Faculty. Termination of appointment with tenure for reasons other than
financial or curricular exigency (Nevada System of Higher Education Code, Sections 6.2.1,
6.2.2) will be decided in accordance with Nevada System of Higher Education Code Sections
6.9 and 6.12.

2. Mid Tenure Review - For Nontenured Faculty Before the End of the Probationary Period. In
addition to the annual reviews conducted by chairs/directors and deans, every candidate
will have a mid-tenure (pre-tenure) review at the mid-point of the probationary period.
For the purposes of this review, the faculty committees who will participate in the tenure
decisions at the unit level will review the materials submitted by the candidate (including
but not limited to annual reports, annual evaluations, and other appropriate materials)
and advise the chair/director/dean of their opinion of the candidate's progress toward
tenure in terms of the criteria set forth in the Code, the university, college and unit
bylaws, and any officially sanctioned standards provided. The chair/director will report
the determination of the committee to the faculty member and to the dean. If the
committee or the chair/director/dean deems the progress toward tenure is not
satisfactory, the committee and/or the chair/director/dean may recommend remediation
or recommend non-reappointment. At the college/unit level, the committee that will
participate in the tenure decision will review the materials submitted, along with the
chair/director's assessment, and provide the dean with their determination about the
progress of the faculty member toward tenure. The committee may suggest remediation
or recommend non-reappointment. The dean may, after conferring with the
chair/director and/or the faculty committees, recommend remediation or non-
reappointment in a summary report to the Executive Vice President and Provost. When
the likelihood of meeting tenure standards as defined in Nevada System of Higher
Education Code Section 3.4.2 is negative, the member shall be notified in accordance with
the Nevada System of Higher Education Code Sections 5.2.3, 5.2.4 and 5.9.1. (B/R 12/04)

7. Faculty Bylaws.

1. Department or Unit Bylaws Authorized. The faculty assigned to each department or unit
must create bylaws to govern its internal operation. (B/R 12/04)

2. Approval of College, Department or Unit Bylaws. Any provision of college, department,
or unit bylaws not consistent with the UNLV bylaws, and/or the NSHE Code, is invalid.
All college, department, and unit bylaws are subject to approval by the president. (B/R
9/05)

3. Suspension of College, Department, or Unit Bylaws. Upon the recommendation of the
College Dean and the Provost, the president may, in extraordinary circumstances,
suspend a college, department, or unit bylaws, and place the affected unit in receivership.
8. Committees.
   1. The department will maintain representation on the following college committees.
      1. Academic Standards
      2. Bylaws
      3. Curriculum
      4. Dean's Advisory Council
      5. Graduate Studies
      6. Merit Review
      7. Multicultural & Diversity
      8. Peer Review
      9. Promotion & Tenure
      10. Scholarship & Honors
      11. Teacher Education, Licensed Personnel, and Experience (TELPHE)

9. Definition of Regular Administrative Channels

   1. Regular administrative channels are from the department or unit in accordance with department or unit bylaws and/or procedure manuals, to the appropriate dean or director, to a vice president when appropriate, to the Executive Vice President and Provost, and to the president. (B/R 10/98)

2. Chapter 2: Policies and Procedures Related to Educational Policy

   1. Purpose. The purpose of this chapter is to contain the agreed-upon policy, statements and procedures for departmental policies that are not included in UNLV or COE Bylaws.

   2. Instruction - Course Offerings
      1. Academic Faculty Course Recommendations. The department faculty shall recommend the departmental courses to be taught each semester for University credit in accordance with departmental and COE Bylaws.
      2. Nonacademic Faculty Course Recommendations. Those members of the nonacademic faculty who teach academic courses offered by the department must abide by the policies and procedures of the UNLV, COE, and CSH Bylaws and any applicable college/school and departmental policies and procedures.
3. Instruction - Staffing Courses

1. Faculty Course Assignments. The Department Chair, after consultation with the departmental faculty and the dean in accordance with Title 4, Chapter 3, Section 3, the UNLV Workload Assignment Policy and Guidelines, college/unit bylaws, and the UNLV Faculty Course Assignment Policy will assign each faculty member specific courses. (B/R 6/07).

2. Interdepartmental and Interdisciplinary Course Assignments. Since departmental faculty members will be the instructional staff for non-departmental courses and interdisciplinary courses, the chair of the department concerned will assign faculty to these courses after consultation with the appropriate dean. (B/R 10/98)

4. Instruction - Initiation and Development of Specific Courses

1. Each faculty member may initiate and develop specific courses and recommend their approval in accordance with the UNLV Bylaws, Chapter II, Section 5.

5. Instruction - Review and Approval of Specific Courses

1. Procedures for Course Approval, Deletion or Changes. Approval, deletion or change of specific courses by the department faculty is to be obtained by the following procedures:

   1. Program Faculty Approval. The program faculty will approve all deletions, changes or proposed courses within defined program areas. Forwarding of Course Change Recommendations to CSH Curriculum Committee.

   2. Course changes, deletions, and new courses approved by the program faculty will be forwarded to the CSH Curriculum Committee in accordance with CSH Bylaws.

   3. CSH Curriculum Committee Recommendations. The CSH Curriculum Committee will deal with recommendations in accordance with CSH Bylaws. Approved deletions, changes, and proposed courses will be forwarded to Department Chair and added to the next scheduled CSH meeting agenda as an information item.

   4. Forwarding of Course Change Recommendations to COE Curriculum Committee. Course changes, deletions, and new courses approved by CSH Curriculum Committee will be forwarded to the COE Curriculum Committee upon review by the department faculty during CSH department meeting.

6. Instruction - Review and Approval of all Curricular Programs of Study

1. Curricular Approval by Department. All curricular programs of study to be offered by the department must be approved by the department as specified in the departmental bylaws.

2. Procedures for Curriculum Changes. New curricular programs of study or changes within a program of study must be approved as follows:

   1. Program Faculty Approval. The program faculty will approve any new program.

   2. Forwarding of new program to CSH Curriculum Committee. New program proposals approved by the program faculty will be forwarded to the CSH Curriculum Committee in accordance with CSH Bylaws.

   3. CSH Curriculum Committee Recommendations. The CSH Curriculum Committee will deal with recommendations in accordance with CSH Bylaws. Approved new program proposals will be forwarded to Department Chair and added to the next scheduled CSH meeting agenda.
4. **Department Approval.** The department faculty will approve any new program.

5. **Department Chairs Submit Curriculum Changes.** The Department Chair will submit any departmentally approved description of the program of study, the requirements, electives, name of person responsible for coordination, and justification of the program to the College Curriculum Committee in accordance COE Bylaws.

7. **Budget Reporting**

1. **Department Budgets.** The Department Chair shall provide regular budget reports to the faculty.

8. **Department Standing Committees**

1. **CSH Curriculum Committee.**

   1. The CSH Committee shall consist of one faculty representatives selected from each of the program areas identified within the CSH Bylaws. Each representative is a voting member of the committee and the Chairperson shall be elected by the committee.

   2. The committee shall receive and review all undergraduate and graduate curriculum and program recommendations, or proposals developed and forwarded by CSH program faculty. This shall include all new course proposals, suggested dual listings, course deletions, changes to course descriptions, prerequisite changes, substantive editorial rewording of program descriptions, credit modifications, changes affecting course integrity, new degree programs including minors and program changes other than editorial rewording.

   3. After deliberation, the CSH Curriculum Committee shall recommend appropriate action regarding all proposals. Feedback will be provided to all faculty via distribution of its committee minutes, which will be provided within 24 hours of a recommendation. It may (1) return the proposal to the originator for amendments or corrections, (2) reject it with stated reasons, or (3) accept and forward it with recommendation for its approval to the Department Chair, who will place the proposal on the next scheduled CSH department meeting.

   4. If a recommendation or proposal is rejected by the CSH Curriculum Committee, an appeal for a general department faculty discussion and vote may be made in writing and presented to the Department Chair. Such an appeal must be filed within ten working days from the date of faculty notification. The Department Chair shall then place this matter on the agenda of the next CSH department meeting for full faculty review and action.

2. **CSH Bylaws Committee.**

   1. The Committee shall consist of one faculty representatives selected from each of the program areas identified within the CSH Bylaws. Each representative is a voting member of the committee and the Chairperson shall be elected by the committee.

   2. The purpose of the CSH Bylaws Committee is to: 1) maintain an up-to-date file of the NSHE Code, UNLV Bylaws, and COE Bylaws, and CSH Bylaws., 2) revise the CSH Bylaws whenever so authorized by the department Faculty, 3) edit the CSH Bylaws in accordance with the NSHE Code, UNLV Bylaws, and COE Bylaws, and 4) To serve in an advisory capacity to the Department Chair to prevent violations of the CSH Bylaws.
3. The CSH Bylaws committee shall review the NSHE Code, UNLV Bylaws, and COE, and CSH Bylaws and recommend revisions to the CSH Bylaws as needed. It shall also serve to interpret the CSH Bylaws and recommend such interpretations to the department faculty. The committee should obtain copies of the CSH department meeting minutes regarding actions that affect the CSH Bylaws, and take responsibility for confirming that the current edition of the CSH Bylaws is posted on the COE website.

4. Amendment of Bylaws. Amendment of the CSH Bylaws may be accomplished in the following manner:

5. A prepared amendment must first be submitted to the Bylaws committee. The CSH Bylaws committee will review the proposed amendment to check conformity with UNLV Bylaws, COE Bylaws, and NSHE Code.

6. The proposed amendment shall be forwarded to department faculty one (1) week prior to a properly called meeting of the CSH Faculty.

7. The proposed amendment shall be discussed in a CSH department meeting. If the proposed amendment is approved by a two-thirds (2/3) majority of the voting membership of the CSH faculty, the amendment shall not take effect for 10 days.

3. Department Search Committees

1. Search committees shall be formed upon administrative approval.

2. CSH search committees shall consist of no fewer than three voting members elected from the department faculty. Tenured, tenure track, and faculty in residence are eligible to serve as voting members of the committee. Visiting faculty may serve as nonvoting members.

3. The search committee will elect its chair and facilitate the recruitment and screening process according to CSH Bylaws.

4. Promotion & Tenure Committee

1. Membership

   1. Membership on the CSH Tenure and Promotion Committee consists of all Tenured faculty (unless no tenured faculty are in the department).

   2. Faculty members who serve on the Committee are restricted to voting once – at either the department, college, or university level.

   3. The CSH Representative to the COE Tenure and Promotion Committee is a Full Professor unless no Full Professors are in the department.

   4. The committee shall elect a Chair and Chair-elect from among its members. In April, at the conclusion of the Committee’s business for the academic year, the Committee elects a new Chair-elect who serves with the incoming Chair as leaders of the Committee. The Chair-elect assists the Chair in all business with the intent of assuming the role of Chair the following academic year.

2. Roles and Responsibilities

   1. The CSH Promotion and Tenure Committee reviews the applications of each candidate for tenure and/or promotion. The committee is advisory to the Department Chair. After reviewing the candidate’s materials, the committee forwards a written report (votes and reasons for votes) to both the
candidate and the Chair. The written report of the CSH Promotion and Tenure Committee becomes part of the candidate’s promotion and/or tenure file (dossier of materials).

2. The CSH Promotion and Tenure Committee, as a faculty committee, will forward a report of the actions of the committee (votes and reasons for the votes) to the COE Promotion and Tenure Committee.

3. The CSH Promotion and Tenure Committee shall work with the department faculty to establish minimal standards and criteria for promotion and tenure that are congruent with the NSHE CODE, UNLV Bylaws, and COE Bylaws for all CSH candidates. These standards serve to guide the committee’s votes and reasons for the votes. Procedures, criteria, and standards established by the CSH Promotion and Tenure Committee should undergo periodic reexamination. The basic document and all changes resulting from reexamination are shared in writing with all CSH faculty.

3. Procedures to be followed in the promotion and/or tenure process

1. At the time of hire, each candidate shall be furnished a letter of appointment which includes written guidelines and standards for review. Copies of annual reviews from the Department Chair(s) and the mid-tenure evaluation from the department will be provided to the candidate in written form. If specific concerns are identified by the Department Chair and department promotion and tenure committees, written suggestions for addressing those concerns should be provided to the candidate. It is the candidate’s responsibility to ensure that copies of these evaluations (annual reviews and mid-tenure evaluation) be a part of the promotion/tenure dossier.

2. Each September the Department Chair will provide the CSH Promotion and Tenure Committee with a complete list of all faculty in the department who must be considered for promotion and/or tenure during the academic year. A list of additional faculty who have requested to be considered will also be provided. Department promotion and tenure deadlines must be set in accordance with COE deadlines.

3. Candidates are responsible for preparing a dossier of materials. The dossier must contain the following: The University of Nevada System Recommendation for Tenure or Promotion form (“The Regents’ Form”); Vita; Mid-tenure Evaluation; Annual Evaluations by Department Chair(s); summary of teaching evaluation; examples of course syllabi; and samples of scholarly work. Candidates are responsible for providing additional materials to support their activity if requested to do so by the CSH Promotion and Tenure committee.

4. Candidates are first considered at the department level by CSH Promotion and Tenure committee. The report from the committee, including the votes and the reasons for the votes, will be transmitted in writing to the Department Chair.

5. The Department Chair reviews the entire record and makes an independent recommendation that is transmitted in writing along with the material from the CHS committee to the candidate and the Dean. The Dean refers each dossier, which includes reports from the department promotion and tenure committee and the Department Chair, the COE Promotion and Tenure Committee for review.
6. The COE Promotion and Tenure Committee will review each dossier and file a written report to the Dean of the COE, the Academic Freedom Promotion and Tenure Committee and to the candidate. The College Promotion and Tenure Committee may request and/or gather additional evidence before completing the report. If additional material is added to the dossier, the department will be notified.

7. Following completion of deliberations by the COE Promotion and Tenure Committee, the Dean reviews the entire dossier and makes an independent recommendation that is transmitted in writing to the candidate and becomes part of the dossier of materials.

5. Merit Review Committee

1. The Merit Review Committee will consist of three elected CSH faculty members (UNLV Bylaws Chapter III, Section 6.1.A) and must include representation from each program area within the department. Following the election of the department committee members, one of the elected department committee members will be selected by the department to serve as department representative to the college committee. Clinical, tenure-track, and tenured faculty are eligible for election to the department committee. The department committee will undertake three roles in the merit review process.

2. The department committee will determine if each merit applicant has met the minimum standard for merit.

3. The department committee will rank order (in each of the three areas of teaching, service, and scholarship) those applicants who are found to meet the minimum standards. Such standards shall take into account the variations in assigned workload present in the college (UNLV Bylaws chapter III, Section 10.2.2). No faculty member may be present during the presentation or ranking of his or her application for an award of merit. (UNLV Bylaws chapter III, Section 10.2.3).

4. The department committee will forward the three ranked lists to the college committee and chairs.

5. Feedback to faculty regarding merit ranking in the department will be included as part of the Department Chair’s annual evaluation process with each faculty member.