



Committee Handbook:

Administrative Faculty Committee

**The Administrative Faculty Committee's vision is
to create a culture of inclusiveness and growth by fostering meaningful collaborations
and to provide opportunities for Administrative Faculty to participate in
rewarding professional development endeavors.**

INTRODUCTION

The primary purpose of this guide is to provide an overview of basic information about the Administrative Faculty Committee: the purpose, AFC's role on campus, structure, membership, meetings, record keeping and how the members of the Administrative Faculty Committee participate in shared governance.

What is the Administrative Faculty Committee, (Formerly known as Professional Staff Committee) and how is it different than the Faculty Senate?

The Administrative Faculty Committee is a standing committee of the Faculty Senate and participates in university governance by reviewing and recommending policy on issues that directly affect administrative faculty such as merit and compensation, human resources, faculty senate representation, orientation, and the general communication amongst all administrative faculty members.

Further, the Administrative Faculty Committee serves as a forum for promoting and communicating administrative faculty initiatives and concerns, of both a general and unit specific nature among the administrative faculty, the Faculty Senate, and top UNLV Administrators.

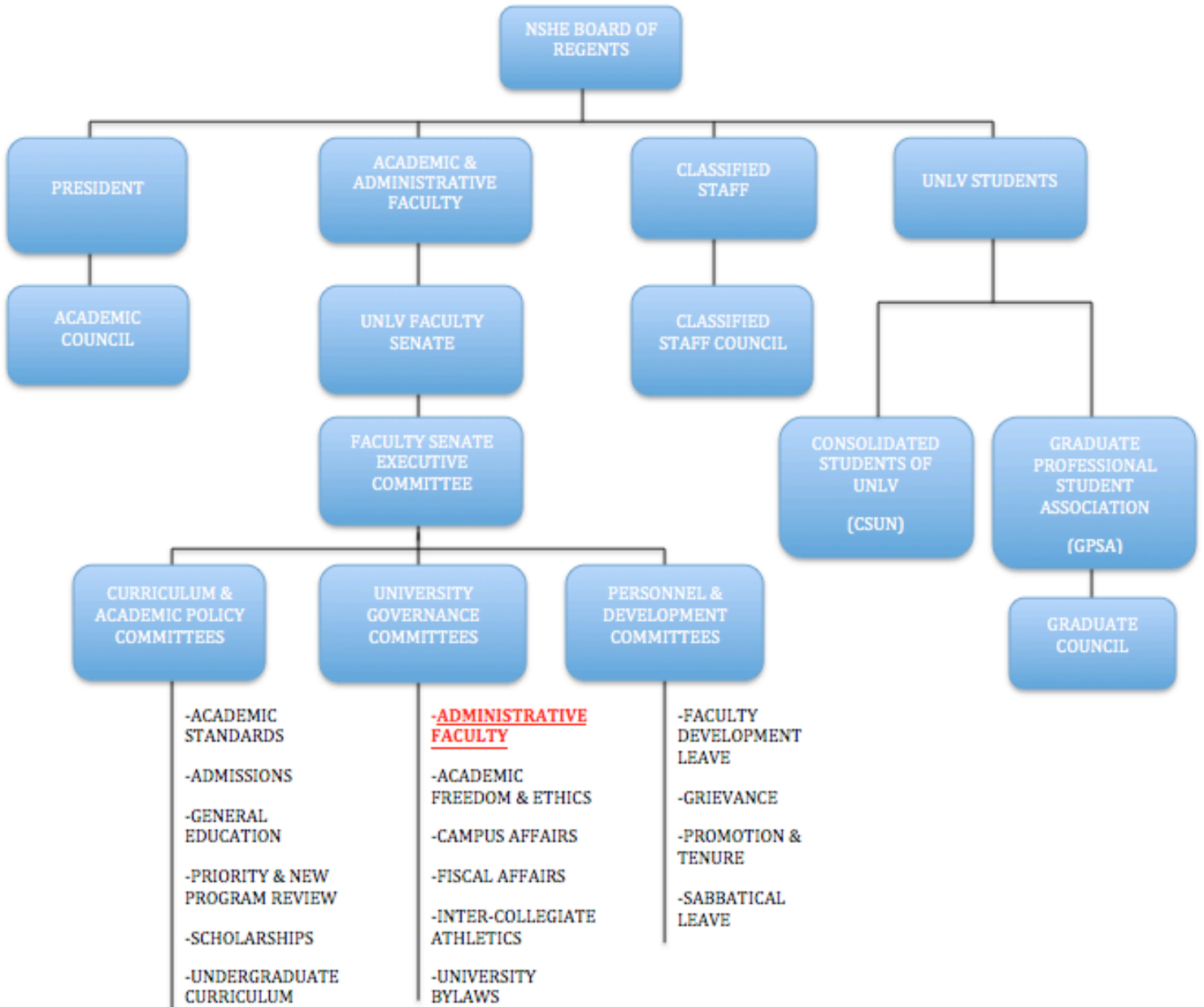
The Faculty Senate bylaws sections 5 and 6 identify the need for an Administrative Faculty Committee in which each professional staff unit will have one representative on the committee for every fifty professional staff positions in the unit or fraction thereof. The Administrative Faculty Committee is composed of representatives elected from the following University component units:

- Advancement
- Allied Health, Dental, Nursing and Community Health Sciences
- Athletics
- Business, Hotel and Law
- Campus Life, Police Services, Student Affairs and Student Wellness
- Enrollment Services
- Finance, Business and Thomas and Mack Center
- Libraries, Academic Success Center, Honors College and Fine Arts
- Office of Information Technology
- President, Provost and Diversity
- Research & Economic Development and Graduate College
- Sciences and Engineering
- Urban Affairs, Liberal Arts and Education
- 2 At Large Positions
- Director, Human Resources or designee (ex-officio, non-voting)
- Administrative Faculty Senators (ex-officio, non-voting)*

* In addition, Administrative Faculty members elected to at-large seats on the Senate will also serve as ex-officio, non-voting members

ORGANIZATIONAL CHART

UNLV UNIVERSITY GOVERNANCE and ORGANIZATION



UNIVERSITY OF NEVADA, LAS VEGAS

FACULTY SENATE, ADMINISTRATIVE FACULTY
COMMITTEE BYLAWS

Original, approved October 27, 1994

Revised, July 17, 1996

Revised, February 1, 2000

Revised, December, 12, 2002

Revised, September 24, 2003

Revised April 12, 2006

Updated for Review by Executive Committee – May 29, 2008

Revised June 20, 2008

Revised – December 2, 2014

Revised March 23, 2016

Revised May 10, 2016

The Administrative Faculty Committee serves to communicate Administrative Faculty initiatives and concerns, of both a general and unit specific nature to the Faculty Senate; improve general communication and address issues within the Administrative Faculty. Committee members assume responsibility of disseminating information of interest to, and soliciting it from, their units.

1. STRUCTURE OF THE COMMITTEE

The committee will be composed of all Faculty Senators on an Administrative Faculty contract of employment and representatives elected from the following University units who are not Faculty Senators:

- President / Provost / Diversity Initiatives
- Office of Information Technology
- Finance and Business
- Student Affairs / Campus Life / Police Services / Student Wellness
- Center for Academic Enrichment and Outreach
- Enrollment Services
- Research and Economic Development / Graduate College
- Advancement
- Athletics
- Allied Health / Dental / Nursing / Community Health Sciences
- Libraries / Academic Success Center / Honors College / Fine Arts
- Business / Hotel / Law

- Sciences / Engineering
- Urban Affairs / Liberal Arts / Education
- At-Large
- At-Large

1.2 Each University unit grouping shall have one representative on the committee. Two Administrative Faculty Committee seats shall be designated "At-Large." Each at-large seat is to be filled by a member of the Administrative Faculty who is successful in an election conducted by the Administrative Faculty Senior Senator in which all Administrative Faculty are eligible to vote.

Any department or area with more than 50 Administration Faculty positions shall be considered a University unit. University unit groupings shall not exceed 125 positions, otherwise the Administrative Faculty Committee shall determine if the unit shall be split in to two smaller units, each with at least 50 positions, or if another representative shall be added.

1.2 Non-Faculty Senate Committee members will be elected for a term of three years. Elections will be held each spring and terms will commence in August.

1.2.1 If there is a reorganization of the UNLV units, elected representatives from the original unit will maintain that represented position until the term is finished.

1.3 Elections can be held any time during the year to replace an Administrative Faculty committee member who must resign from any Faculty Senate Committee or in a situation in which the member may be on temporary leave. A long term proxy may be designated by the member until elections take place.

1.4 Ex-Officio, Non-Voting Members

The Associate Vice President of Human Resources or their designee will be represented as ex-officio, non-voting members.

1.5 The chair will serve a term of one year, from June 1 to May 31, and be elected by the

Administrative Faculty Committee, from amongst the Faculty Senators employed under an Administrative Faculty contract who have served on the Committee for at least one year (with a one-time exception for the term-year beginning April 1, 2016). In the event that no Faculty Senator on an Administrative Faculty contract of employment accepts the position of chair, an elected representative to the Committee, non-Faculty Senator, may be elected by the Committee to the position of committee chair, who has served on the Committee for at least one year. The Faculty Senate Executive Committee must ratify the selection of chair.

1.6 Subcommittees

A subcommittee may be proposed at any time by a member of the Administrative Faculty Committee to address relevant issues. A simple majority vote of the quorum is required for action to create a subcommittee.

1.7 Subcommittee Review

Continuation of subcommittees, membership, and charges shall be reviewed once each academic year, starting in September.

1.8 OPERATIONAL PROCEDURES OF THE COMMITTEE

The Administrative Faculty Committee will elect two (2) vice-chairs at the first meeting of a new session. Vice chair I (senior vice chair) will assume the duties of chair at monthly meetings of the Administrative Faculty Committee when the chair is absent. A vice-chair cannot automatically become the chair of the Administrative Faculty Committee. The chair must be approved by the Faculty Senate Executive Committee.

The roles and responsibilities of the vice chairs are as follows:

Vice chair I (senior vice chair):

- Responsible for communication with assigned sub-committees: Development Day sub-committee and Awards sub-committee;

- Reviews and updates monthly agenda with any new information from/for their assigned subcommittees;
- Communicates and coordinates budgetary needs with the Administrative Faculty Committee chair and the Administrative Faculty Committee budget manager as it relates to development day and awards.

Vice Chair II:

- Responsible for communication with assigned sub-committees: Bylaws sub-committee and Website sub-committee;
- Reviews and updates monthly agenda with any new information from their assigned subcommittees;
- Reviews proposed bylaw changes with Bylaw subcommittee chair and coordinates any questions with the Administrative Faculty Committee chair and Administrative Faculty-Faculty Senate representatives.
- Assumes the role of Secretary when the Secretary is absent.

Meetings of the committee are initiated by the chair of the committee. In absence of the chair, vice chair I (senior vice chair) may call the meetings. Any member of the Committee may request a meeting for special circumstances.

A quorum shall consist of 2/3 of the committee membership.

Any member who fails to attend three meetings, within one year, without sending a proxy shall be removed from the committee by the committee chair and a new representative from that unit will be requested by the committee chair and appointed as a proxy until the next scheduled election is held. The chair of the Administrative Faculty Committee will notify the Executive Committee of the Faculty Senate of the change.

Proxies may be counted toward a quorum, and will be counted toward votes.

A simple majority of the quorum is required for action.

The chair of the committee will submit attendance and progress reports to the

Faculty Senate at the request of the Faculty Senate Executive Committee.

2. GENERAL CHARGES OF THE COMMITTEE

Provide a formal body whose function is to address issues of interest to the Administrative Faculty;

Improve the representation of Administrative Faculty issues to the Faculty Senate;

Improve the general communication within the Administrative Faculty and university community;

Disseminate information of interest to the Administrative Faculty and communicate the concerns of Administrative Faculty to the Faculty Senate.

2.2 AMENDMENTS OF THE ADMINISTRATIVE FACULTY COMMITTEE BYLAW

4.1 The Administrative Faculty Committee bylaws may be amended after approval by 2/3 of the voting members of the Administrative Faculty Committee. After approval by the committee, the changes will be sent to the Faculty Senate Executive Committee for approval.