BYLAWS OF THE ADMISSIONS COMMITTEE

1 AUTHORITY – The committee functions under the authority of the University of Nevada, Las Vegas Faculty Senate as provided in Section 8 of the Faculty Senate Constitution and Sections 5 and 6 of the Faculty Senate Bylaws.

2 MEMBERSHIP – Membership of the committee is determined by Section 5 of the Faculty Senate Bylaws. Membership of the committee may only be altered by a vote of the Faculty Senate.

3 OPERATIONAL PROCEDURES
   3.1 – Meetings are scheduled regularly during the Fall, Spring, and Summer semesters, usually no less than monthly. Meetings will be conducted in person unless good reason exists for an alternative meeting format.
   3.2 – Members of the committee who are unable to attend shall send a proxy and complete the appropriate paperwork for substitution.
   3.3 – Members who are absent more than three meetings without sending a proxy may be removed and replaced.
   3.4 – A quorum shall be 6 out of 10 voting members.
   3.5 – A simple majority vote is required for action.
   3.6 – The Chair will submit to the Faculty Senate an annual report on the activities of the committee.

4 GENERAL FUNCTIONS – The committee’s responsibilities are defined broadly in Section 6 of the Faculty Senate bylaws. Specifically, these functions are to review applications for transfer applicants who did not meet the university’s minimum admission requirements, upon request by the applicant. The request by the applicant should be accompanied by additional documents. The requirements and the criteria used to reach a decision for admission by alternative criteria can be found in UNLV’s Undergraduate Catalog’s “Admissions Information” page, found at https://catalog.unlv.edu/content.php?catoid=19&navoid=3500&hl=%22alternative+admission%22&returnto=search.

5 DELEGATION TO THE CHAIR
   5.1 – Power is given to the Chair to provide prompt response where required (e.g., in cases where delaying an admissions decision for more than 24 hours would impose undue hardship on the applicant).
   5.2 – If an issue for which there is an established policy or precedent is brought to the committee, the Chair or their designee is authorized and instructed to act for the committee. For example, in cases where delaying an admissions decision for more than 24 hours would impose undue hardship on the applicant, the Chair can use the articulated criteria (see UNLV’s Undergraduate Catalog at the link above) to make an admission decision in lieu of taking the file before the committee.
   5.3 – The Chair may consult with the membership electronically before taking action.
   5.4 – If an issue demanding immediate action is not covered by established policy or precedent, the Chair is empowered to call an emergency meeting, securing the participation of those voting members available. Any action taken, and the reason therefore, will be reported to the full committee at the next regular meeting for discussion.