University of Nevada, Las Vegas
Howard R. Hughes College of
Engineering

Rules and Bylaws
Howard R. Hughes College of
Engineering

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PREAMBLE

The University of Nevada, Las Vegas Bylaws (NSHE Handbook, Title 5, Chapter 6, Chapter I, Section 4.4.2) delegate the authority to the faculty of the Howard R. Hughes College of Engineering to create a set of Bylaws to govern the internal operation of the College. The University of Nevada System Code and the University of Nevada, Las Vegas Bylaws takes precedence over any inconsistency with these College Bylaws.
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CHAPTER 1 - ORGANIZATION OF THE COLLEGE

Section 1.1 Structure of the College

1.1.1 The Howard Hughes College of Engineering consists of the schools and departments defined in the UNLV Bylaws. In this document, the term ‘unit’ denotes a department or school which is listed in the UNLV bylaws as a part of the Academic Structure of the Howard Hughes College of Engineering.

Section 1.2 The College Faculty: Composition and Responsibility

1.2.1 The College Faculty shall consist of all persons holding a full-time contract with the University of Nevada System who have 50 percent or more of their time assigned to the College for professional services as Lecturer, Faculty-In-Residence, Instructor, Assistant Professor, Associate Professor, or Professor. Only College Faculty are eligible to vote at the College Faculty meetings.

1.2.2 The areas of responsibility in the College are Engineering, Computer Science, and related technical programs.

1.2.3 The President and the Executive Vice President and Provost of the University of Nevada, Las Vegas shall be ex-officio members of the College Faculty. They may participate in meetings of the College Faculty without vote. Adjunct faculty assigned to the College shall be non-voting adjunct members of the College Faculty.

1.2.4 The College Faculty, under the direction of the Dean, shall have authority over matters of internal education policy, including faculty welfare.

1.2.5 Each faculty member shall be assigned to a unit after consultation with the unit. No faculty member shall be a voting member of more than one unit. Each faculty member may be appointed to the Graduate Faculty in accordance with the Graduate Faculty Bylaws.

Section 1.3 Unit Faculty: Composition and Responsibility

1.3.1 The Faculty of each unit, under the direction of the department chair or school director, shall have authority over all matters of internal educational policy and faculty welfare of that unit. The unit faculty shall prescribe the Bylaws under which it will administer the program(s) of study for which the unit has responsibility. Such Bylaws must be consistent with the provisions of the UNLV and College of Engineering Bylaws. Any action by a unit which requires the consideration and/or approval of the College Faculty shall be presented at a College Faculty Meeting, as described in section 2.2, by the chair or designee.

1.3.2 All College faculty members may make recommendations and may vote on all matters of educational policy that affect undergraduate programs of instruction.
1.3.3 Graduate Faculty members may make recommendations and may vote on all matters of educational policy that affect graduate programs of instruction.

Section 1.4 Changes in College Structure

Existing units within the College may be split, eliminated, or consolidated by majority vote of the units' faculty(ies) concerned or by a majority of the College Faculty in attendance at a College faculty meeting.

1.4.1 New units may be established within the College with approval by a majority vote of the College Faculty in attendance at a College Faculty meeting.

1.4.2 Any proposal to modify the structure of the College which is approved by the College Faculty shall be forwarded to the Dean of the College for approval, and then to the Executive Vice President and Provost and the President of the University for their approval.

CHAPTER 2 - ADMINISTRATION OF THE COLLEGE

Section 2.1 Officers of the College

2.1.1 The chief administrative officer of the College is the Dean. Other administrative officers include associate and assistant deans, unit chairs, and directors of designated programs, centers, and institutes within the College.

Section 2.2 Purpose and Procedure of the College Faculty Meetings

2.2.1 Purpose. College Faculty meetings are held for the purpose of receiving information, discussing administrative policy and other matters of the faculty interest, and taking such action on issues as the College Faculty may deem appropriate.

2.2.2 Scope. The College Faculty may recommend action to the appropriate authority on any matter of general College interest.

2.2.3 Quorum. A quorum shall consist of a simple majority of the College Faculty.

2.2.4 Action. Action by the College Faculty shall be through a motion approved by a majority of the College Faculty members present at a meeting where a quorum is constituted.

2.2.5 Presiding Officer. The Dean shall be the presiding officer at meeting of the College Faculty. In his or her absence, an Associate Dean or designated member of the College Faculty will preside.
2.2.6 Secretary. The Dean shall be responsible for providing secretarial support for the College faculty meetings. The secretary shall maintain accurate record and prepare the minutes of the meeting.

2.2.7 Meetings. A regular meeting shall be called by the Dean at the beginning of each semester. Additional meetings may be called, with seven days notice to the faculty, at such other times as the Dean determines them to be warranted. The Dean shall call a special meeting of the College Faculty upon receipt of a written request signed by at least one-fourth of the voting members of the College faculty. Such a meeting shall be held within 10 days of receiving the request.

2.2.8 Agenda. The date, time, place, and agenda of each meeting of the College Faculty shall be published by the Dean in a memorandum to the College Faculty at least one week in advance of the meeting. The agenda shall allow opportunity for the introduction of new business by any member of the faculty. Faculty members proposing to introduce new business shall inform the Dean and other faculty members of its nature at least three days before the meeting.

2.2.9 Minutes. A copy of the minutes of each meeting of the College Faculty shall be distributed to each member of the College Faculty within a week after the meeting. Such minutes shall constitute the official record and notice of official actions and positions of the College faculty.

2.2.10 Class A Actions. Actions taken by the College Faculty which substantially alter or affect College policy shall be designated as Class A actions. Amendments of the Bylaws and changes to the College’s academic units as defined in Section 1.4 shall be deemed Class A actions.

2.2.11.1 The College Faculty shall determine by simple majority of those present and voting in a College Faculty meeting whether any action shall be designated a Class A action.

2.2.11.2 Every Class A action shall be submitted in writing to each member of the College Faculty, through the unit secretaries, along with a ballot to be returned within a specified time limit. Ballots shall be counted by the Executive Committee. All members of the Faculty are expected to vote in a Class A action.

2.2.11.3 Except for amendments to these Bylaws, approval by a simple majority of the College Faculty voting in a Class A action shall be required for passage of such action provided that at least a majority of the College Faculty voted on the Class A action. For amendments to these Bylaws, see section 7.1.

2.2.11 Elections. Elections in the College shall proceed according to Robert’s Rules of Order. The Dean shall call for nominations, secret ballots shall be cast, the ballots counted by the Secretary, and reported immediately by the Dean. In the event an election(s) is the
only item of business, the Dean may request nominations from the faculty and conduct the election by mail ballot.

2.2.12 Proxies. Proxy votes shall not be allowed in votes taken by the College Faculty.

2.2.13 Absentee Voting. College Faculty who expect to be out of town for an important vote may cast a written absentee ballot through their unit chair or designee.

2.2.14 Parliamentary Procedure. All proceedings in College Faculty meetings shall be governed by Robert's Rules of Order. These Bylaws take precedence in case of conflict with Robert's Rules of Order.

Section 2.3 Committee Structure

2.3.1 The ongoing activities of the College related to faculty, staff, students, and curriculum shall be conducted to a large extent by committees made up of faculty and, in some cases, staff and students. The standing committees of the College shall be the Academic Standards Committee, the Curriculum Committee, the Faculty Affairs Committee, and the College Bylaws Committee. The Executive Committee is a permanent College Committee. The Dean will appoint ad hoc committees as may be required from time to time. The Dean and Associate Deans are non-voting ex officio members of all committees.

2.3.2 Each committee shall be responsible for establishing its own operating procedures. The operating procedures of the standing committees must be approved by the College Faculty because these committees report directly to the College Faculty. Each standing committee shall elect its own chair. The chair of each committee shall be responsible for the preparation of minutes for each meeting and for their distribution to the College Faculty. Such minutes shall report the progress, actions, and recommendations of the committee on matters for which it is responsible. Minutes shall be distributed no later than one week after the meeting. The Dean shall contact the chair about an upcoming College Faculty meeting and arrange an oral report, if appropriate.

2.3.3 The term of service on a committee shall be for two academic years. Faculty committee members shall be elected/appointed in staggered terms such that about one-half of the membership carries over to the following year. Elections and appointments shall be made near the end of the spring semester to take effect at the start of the fall semester. No more than two consecutive terms of service are permissible. Student members shall be selected as early in the fall semester as possible.

2.3.4 No faculty member shall serve as chair of more than one standing committee at the same time.

2.3.5 The limitations imposed by Sections 2.3.3 and 2.3.4 do not apply to ad hoc committee service.
2.3.6 Replacement committee members shall be selected in the same way that the person being replaced was selected.

2.3.7 Student members of a committee shall be selected in accordance with the guidelines of the Consolidated Students of the University of Nevada, Las Vegas (CSUN).

Section 2.4 Standing Committees

2.4.1 Academic Standards Committee

2.4.1.1 Membership. The Academic Standards Committee shall include one member from each academic unit chosen in accordance with the unit Bylaws with the provision that the College representative to the University Academic Standards Committee serves as an additional non-voting member of the College committee. An undergraduate student from the College of Engineering shall be a member of this committee.

2.4.1.2 Functions. The Academic Standards Committee shall perform such functions as are prescribed by the University Academic Standards Committee or by vote of the College Faculty. Committee functions shall include at least the following:

a. Initiate and consider recommendations concerning the academic standards of the College.

b. Hear individual student appeals relative to waiver of academic regulations and to College suspension. Recommendations shall be forwarded to the Dean.

c. Hear student grievances, primarily related to accusations of unfair and capricious grading, and forward recommendations to the Dean.

2.4.2 Curriculum Committee

2.4.2.1 Membership. The Curriculum Committee shall consist of one member from each academic unit chosen in accordance with unit Bylaws with the provision that the College representative on the University Curriculum Committee serves as an additional non-voting member of the Curriculum Committee. If the unit's representative is not a member of the Graduate Faculty, the unit shall select a member of the Graduate Faculty to consider and vote on any issue related strictly to the graduate program.

2.4.2.2 Functions. The Curriculum Committee shall receive curricular changes and proposals from the various units and act upon them in accordance with the provisions of Section 4. The purpose of the Curriculum Committee is to foster the orderly development of the course offerings and the new curricula in the College. In general, the Curriculum Committee reviews the course and curricular offerings, and makes recommendations to the Dean, with appropriate justification,
for forwarding such proposals to the University Curriculum Committee. The Curriculum Committee may conduct its business either electronically or through committee meetings. Before committee meetings, the Curriculum Committee Chair shall distribute an agenda to the Dean, each department chair and school director, and each committee member at least one week prior to each meeting. The Curriculum Committee Chair shall post all submissions on a web page that is accessible to all college faculty members.

2.4.3 Faculty Affairs Committee

2.4.3.1 Membership. The Faculty Affairs Committee shall consist of one elected member from each academic unit, the chair or director from each department or school, respectively, and the College representative on the University Tenure and Promotion Committee.

The elected membership on the committee must satisfy the following requirements:

a. Elected members must not be a chair, director, dean or any other type of administrator.

b. Elected members must be tenured.

c. Elected members must be elected by the voting faculty of their unit.

2.4.3.2 Role of College’s representative to the University Committee on the College Committee. The membership and role of the University Committee’s representative shall be limited to tenure and promotion issues.

2.4.3.3 Voting. Only the elected members of the committee shall vote. Each elected member shall have one vote. Non-voting members of the committee shall provide appropriate input to the voting membership.

2.4.3.4 Chair. The voting members shall elect a Chair of the committee in the first meeting each academic year. The Chair shall be a voting member and shall serve a term of one year.

2.4.3.5 Function. The primary function of the Faculty Affairs Committee is to advise the Dean on matters relating to faculty promotion, tenure and merit awards. In this capacity, the Committee shall meet annually with the Dean to develop an operating procedure and guidelines for best serving in this advisory role.

a. The committee shall review unit recommendations on faculty promotion, tenure, and merit awards and forward its recommendations to the Dean. Whenever a member of the Faculty Affairs Committee is under consideration for promotion and/or tenure, the unit chair shall appoint a proxy who is
selected in accordance with unit bylaws and who will serve in place of the committee member under consideration until the college-level review of said member is complete.

b. The committee shall review and make recommendations regarding policy which affects the promotion, tenure, or merit awards of the faculty.

c. The committee shall hear faculty grievances in accordance with University Grievance procedures and make recommendations to the Dean regarding action on these grievances.

2.4.3.6 Policies for Faculty Merit Awards. UNLV policies for Faculty Merit awards are defined in Section 10.2 of the UNLV bylaws. In accordance with Section 10.2.2 of the UNLV bylaws, the Faculty Affairs Committee will determine "the minimum standards for satisfactory and meritorious performance in teaching, research and service," and apply "the same standards ... to all faculty within the college." The Faculty Affairs Committee will review and update the criteria for faculty merit evaluations annually, and will inform the College Faculty of its criteria for determining promotion, tenure, and merit award recommendations. The Faculty Affairs Committee will create a quantitative ranked list for each eligible faculty member, following the published criteria. All data shall be entered into a computer program, with the names and affiliations of all faculty members hidden after the initial data entry. When determining the threshold for merit awards and the merit award steps, the Faculty Affairs Committee may use only the anonymized faculty list.

2.4.4 College Bylaws Committee

2.4.4.1 Membership: The Bylaws Committee shall consist of one member from each academic department or school chosen in accordance with department/school Bylaws.

2.4.4.2 Function: The Bylaws Committee shall periodically review College and unit bylaws and make appropriate recommendations to the faculty for adding, amending, or eliminating various bylaws provisions.

Section 2.5 Executive Committee

2.5.1 Membership. The Executive Committee shall consist of the Dean, Associate and Assistant Deans, department chairs, school directors, and others appointed to the committee by the Dean. The Dean shall serve as chair. The Dean and the chairs of each department/school shall be voting members. All other members shall be deemed non-voting ex-officio members.

2.5.2 Function. The primary function of the Executive Committee is to serve an advisory role to the Dean on matters of importance to the College. Other functions include a review of
faculties workloads, receipt of information and announcements, and discussion of new or revised programs, faculty additions, equipment purchases, space allocations, travel approvals, receipt of gifts, etc.

**Section 2.6 Other Committees**

2.6.1 Ad Hoc Committees

2.6.1.1 Membership. The Dean of the College shall appoint such ad hoc committees as may be required from time to time. All ad hoc committees must have representation from at least two units.

2.6.1.2 Function. An ad hoc committee is formed for a special purpose by the Dean or by vote or recommendation of the College Faculty. The composition of an ad hoc committee is announced and a specific charge issued upon formation of the committee. In many cases, such a committee is appointed annually for a specific purpose. Examples of ad hoc committees include nominating, faculty search, plan review, scholarship, etc.

2.6.2 College Representatives to UNLV Committees

2.6.2.1 Selection. The selection of College Faculty members to serve on the UNLV Faculty Senate or on any other University Committee shall be in accordance with applicable Faculty Senate and University guidelines.

2.6.2.2 Recall Provisions. Any senator or other College representative elected or appointed by the College who accumulates unexcused absences amounting to one-third or more of scheduled meetings, or any such individual who is absent from three meetings in succession or any such individual charged with malfeasance may be recalled upon approval of a recall motion by a majority of those in attendance at a College Faculty meeting. A replacement for a recalled senator or College representative shall be elected by a majority vote on a secret ballot from nominees present at that same meeting. The Faculty Affairs Committee shall review cases of alleged malfeasance and make a recall recommendation to the Dean for action if appropriate.

2.6.3 Committee to Evaluate the Dean and Associate Deans

2.6.3.1 Membership. The Committee to Evaluate the Dean and Associate Deans shall consist of one member from each academic unit in the College selected in accordance with unit Bylaws. The Committee must include at least one staff member.

2.6.3.2 Function. This committee shall be responsible for establishing the criteria for the periodic evaluation of the Dean and other College administrators in accordance with UNLV Bylaws, Chapter III, Section 14.3, overseeing the process, and
producing final, written evaluation reports. The committee shall conduct such evaluations upon each College administrator no less than once every three years. Such evaluation shall be designed to assess the level of confidence in which each College administrator is held by the academic and nonacademic faculty who report directly to that person. All academic and nonacademic faculty and staff in the College shall be given the opportunity to provide input. The report shall include an assessment of the administrator's performance of assigned duties within the standards of effectiveness and efficiency. The final evaluation report shall be provided to the administrator being evaluated and a copy shall be forwarded to the Executive Vice President and Provost. When available, these reports shall be given consideration in the annual evaluations written by the administrators' supervisors.

2.6.3.3 Confidentiality of individual evaluations and comments. Any forms and reports involved in this process shall include a statement regarding the confidentiality of the evaluation. Evaluations completed by individuals shall be compiled by a third party outside the administrator's office. In order for comments from individuals to be considered in the evaluation, the comments must be signed; however, the name of the person making the comment shall not be released to the evaluated administrator. A signature is not required on an evaluation form if no comments are made. The original evaluations completed by individuals or groups shall not be provided to the evaluated administrator; instead, compiled results should be provided. There shall be no coding of evaluations by unit, using color or otherwise.

2.6.3.4 Response from the evaluated administrator. At a minimum, the evaluated administrator shall notify the Committee of receipt of the evaluation report. Ideally, the administrator would respond in writing to specific items in the review.

2.6.4 Recruitment and Screening Committees

2.6.4.1 Dean of the College and Directors of Schools. The recruitment and screening committee to be convened by the Executive Vice President and Provost will include six faculty members of the College selected in the following manner: one shall be elected by each academic unit in accordance with unit Bylaws and the balance of the six shall be elected from the faculty at large following a nominations process. All faculty members of the College are eligible to nominate, be nominated, and vote. Candidates with the most votes win the at-large positions on the committee.

2.6.4.2 Associate Dean of the College. The recruitment and screening committee to be convened by the Dean will include one faculty member elected by each academic unit in accordance with unit Bylaws. An additional member of the recruitment and screening committee will be elected from among the college staff and professional employees and by them. All faculty members of the College are
eligible to nominate, be nominated, and vote. Candidates with the most votes win the at-large positions on the committee.

2.6.4.3 Faculty Search Committees. Administrative approval to conduct a faculty search must be forwarded to the affected unit. A Faculty Search Committee must be selected and the search conducted in accordance with the provisions of Section 3.1 below. All such search committees must be approved by the Dean. The Dean may appoint external representatives to a unit Faculty Search Committee.

2.6.4.4 Executive Vice President and Provost. The College shall select its member of the screening committee for Executive Vice President and Provost by election following a nominations process. All faculty and staff assigned to the College are eligible to nominate, be nominated, and vote. The candidate receiving the most votes wins the position on the committee.

2.6.4.5 Graduate Dean. The College shall select its graduate faculty member of the recruitment and screening committee for Dean of the Graduate College by election following a nominations process. All graduate faculty members of the College are eligible to nominate, be nominated, and vote. The candidate receiving the most votes wins the position on the committee.

2.6.5 Selection of Department Chairs and School Directors

2.6.5.1 Normal Procedure. The selection process shall be as specified in UNLV Bylaws Chapter II, Section 10.9. Under normal circumstances, the unit faculty will nominate a chair in accordance with unit Bylaws. The minimum term of office is three years renewable once, subject to approval by the Dean. The unit faculty will announce the nomination in March and the term of office will begin on July 1. The department chair or school director, term of office, and timing must be approved by the Dean, the Executive Vice President and Provost, and the President.

2.6.5.2 Alternative Procedure. The Dean, after consultation with unit faculty and the Executive Vice President and Provost, may decide to conduct a national search for a new chair. The Dean shall appoint a search committee consisting of at least three unit faculty members and at least one College Faculty member from another unit. This committee shall conduct the search in accordance with applicable UNLV Bylaws.

2.6.5.3 The removal of a department chair from office shall follow the process outlined in the UNLV Bylaws, Chapter II, Section 10.9.4. The Dean may seek removal of a chair for cause. The faculty of a unit may seek removal of their chair upon the secret vote of at least two-thirds of all unit faculty who are eligible to vote as defined by the unit Bylaws.
2.6.5.4 Limit on service. The term of office will be determined by the unit Bylaws up to a maximum of six years.

CHAPTER 3 - POLICIES AND PROCEDURES RELATING TO FACULTY

Section 3.1 Faculty Recruitment

3.1.1 Recruitment of Faculty. The recruitment of faculty for a unit is initiated by the unit with the development of a written job description for the requested position(s). The requests of all units are prioritized by the Dean after consulting with each department chair and school director. Rules and requirements for recruiting of faculty as promulgated by the UNLV Human Resources Department and the University Affirmative Action officer must be followed. After approval to conduct a search is secured, the search committee screens applicants to determine a list of qualified candidates each of whom satisfies the job description requirements. The qualified candidates are ranked by the procedure specified in unit Bylaws and the top candidates – the actual number depends on travel budget limitations – are invited for on-campus interviews. The faculty shall determine which candidate they wish to recommend for appointment and the Chair shall submit all application materials to the Dean for approval and further action.

Section 3.2 Personnel Recommendations

3.2.1 Personnel recommendations relative to tenure, promotion or appointment to academic rank, salary increases, and merit raises shall be in accordance with policies and procedures as set forth in the UNLV Bylaws, Chapter III, Section 6 and in the College and unit Bylaws. The Faculty Affairs Committee shall assist the Dean by developing College guidelines, reviewing unit personnel decisions, and advising the Dean on personnel recommendations.

Section 3.3 Work Loads for Academic Faculty

3.3.1 The work load for each academic faculty member will be determined by the chair, in consultation with the faculty and subsequently with the Dean, in accordance with the mission and priorities of the unit and applicable College policy. The Executive Committee will review workloads and publish comparative data on an annual basis.

Section 3.4 Annual Evaluation of College Faculty

3.4.1 Every College faculty member, in accordance with unit Bylaws, shall be evaluated
annually by his/her unit chair. Department chairs shall be evaluated by the Dean of the College and by the department faculty in accordance with department Bylaws.

3.4.2 The primary instrument used in the evaluation process is the annual report prepared by each faculty member at the end of each calendar year. This document provides information and documentation concerning their teaching, research, scholarship, professional service, University service, and community service.

3.4.3 According to UNLV Bylaws, Chapter III, Section 8, each faculty member shall be evaluated in terms of teaching, scholarship, and university and community service. The department chair or school director shall be responsible for evaluating each faculty member and completing an evaluation report. Evaluations shall include professional service in the university and community service category. Such evaluation report must be signed by the department chair or school director and then by the faculty member to indicate having seen the evaluation.

3.4.4 In the event that a faculty member disagrees with the evaluation, he or she may submit a written response to the evaluation and may request the formation of a Peer Evaluation Committee to conduct a separate annual evaluation. The committee shall be comprised of one member of faculty from each unit, selected according to unit bylaws, plus one member of faculty from another College, appointed by the Dean of Engineering.

The Dean shall designate the chair and specify the date by which the peer evaluation is to be complete. The charge to the committee shall be as stated in the UNLV Bylaws. The Peer Evaluation Committee must consider all materials submitted to it. All provisions of the UNLV Bylaws apply as do all provisions of applicable federal privacy acts. Where unit and College Bylaws give guidance, they shall be considered.

Section 3.5 Awarding of Tenure

3.5.1 Eligibility. Only academic faculty members as defined in UNLV Bylaws Chapter I, Section 4.1.1 who are in Rank II (Assistant Professor) or above are eligible for tenure. Administrators are eligible for tenure only in their capacity as academic faculty.

3.5.2 Tenure Procedures. Unit Bylaws shall include guidelines and procedures for tenure recommendations including a mid-tenure review, a final tenure review, and a procedure for appeals of tenure decisions. The limitations on the probationary period must conform to the University System code, Section 3.3. The mid-tenure review is to be conducted at the approximate mid-point of the probationary period. Mid-tenure reviews are primarily for the faculty member's information but are considered personnel actions. A faculty member under consideration for tenure must be evaluated on the basis of effectiveness and contributions in three areas: teaching, scholarship, and service. Individuals and committees with responsibility for rating applicants for tenure shall assign ratings of (1) "unsatisfactory," (2) "satisfactory,"
(3) "commendable," or (4) "excellent." No other rating terminology is permitted. In order to be recommended for tenure, a faculty member must receive an excellent rating in either teaching or scholarship and at least satisfactory ratings in the remaining two areas. Only persons who hold tenure at UNLV may vote on the application of a candidate for tenure. The award of tenure is contingent upon formal approval by the UCCSN Board of Regents. (B/R 10/98)

3.5.2.1 Scholarship. A record of scholarship and professional growth must be established in areas related to the faculty member's discipline. Such a record would include research in the discipline and preparation of research proposals, award of sponsored research projects, supervision of graduate students, publications—especially in recognized journals and refereed conference proceedings, writing of textbooks and manuscripts, active consulting including the preparation of reports, registration as a professional engineer, and professional stature gained through awards and other recognition of achievement.

3.5.2.2 Service. A record of service to one's university, profession, and community must be established. Service includes such activities as: interest and ability in advising and encouraging students; advisor to student chapters and clubs; participation on unit, college, university, and system committees and task forces; ability to work with faculty, staff, and students in a team effort to achieve the goals and enhance the status of the unit and the university; membership and active participation in professional societies; playing an active role in community organizations and functions and recognition within and outside the university community for effective and fruitful participation and leadership. Service to one's profession is demonstrated through committee assignments and other evidence of leadership in professional societies, review of submitted papers, and exemplary professional and ethical conduct. Participation in and presentations at short courses, seminars, and conferences are indicative of professional growth.

3.5.3 Tenure at Time of Initial Appointment

3.5.3.1 Faculty members with well-established careers 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 unit; and (3) receive written recommendations from the department chair or school director, the dean of the college, the provost, and the president of the university.

3.5.3.2 Academic faculty members 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 unit; and (3) receive written recommendations from the department chair or school director, the dean of the college, the provost, and the president of the university.

3.5.4 Documentation by Applicant. The applicant for tenure bears the responsibility for completing all applicable paperwork related to the application and for documenting contributions and effectiveness in the areas of teaching, scholarship, and service both for mid-tenure and tenure review. The Dean shall publish due dates for such applications in a timely manner.

3.5.5 Tenure Recommendations

3.5.5.1 Procedure 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 midpoint of the probationary period. For the purposes of this review, the faculty committees which 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 level, the Faculty Affairs committee 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 University and Community College System of Nevada Code Section 3.4.2 is negative, the member shall be notified in accordance with the University and Community College System of Nevada Code Sections 5.2.3, 5.2.4 and 5.9.1. (B/R 12/04)

Objective: The anticipated outcome of the mid-tenure review is an appraisal of the progress toward tenure and a statement to the faculty member detailing weaknesses that may be corrected during the remainder of the probationary period. There can be no recommendation to grant tenure at this point and
the procedure ends at the Dean’s office.

3.5.5.2 Tenure Review. The initial tenure recommendation shall be made by the unit in accordance with its Bylaws. The supporting documentation and the unit’s recommendation are forwarded through administrative channels to the Dean, then to the Executive Vice President and Provost and finally to the President. The Executive Vice President and Provost generally forwards tenure recommendations to the Academic Freedom, Tenure, and Promotion Committee. The recommendations for tenure at all levels are considered in reaching a final decision. The academic faculty member who has been awarded tenure through this process is informed by the President in writing.

3.5.5.3 Awarding of tenure coincides with promotion to the rank of Associate Professor or above.

Section 3.6 Promotion or Appointment to Academic Rank

3.6.1 Criteria for Peer Evaluation. Each unit shall establish criteria for peer evaluation. The following is a general set of descriptions that point out the differences between academic ranks. These general guidelines should be used for recommendations regarding appointment to academic rank and for promotions in academic rank. Eligibility for promotion is evaluated by reference to certain essential requirements and by evaluation of certain other specified desirable accomplishments.

Unit Bylaws governing guidelines and criteria for promotion or appointment to academic rank must be consistent with the University System Code, Sections 5.2 and 5.10 and with UNLV Bylaws, Chapter III, Sections 6, 15, and 16. The UNLV Bylaws spell out minimum requirements. Additional College expectations are outlined below.

3.6.2 Promotions are considered with respect to the following criteria:

3.6.2.1 Promotion or Appointment to Assistant Professor. Promotion or appointment to Assistant Professor is based on performance and potential. A strong academic record is a prerequisite. Indications must be clear that the aptitude and capability to be a successful teacher and researcher are present and the Applicant will grow in stature.

3.6.2.2 Promotion to Associate Professor. Promotion to Associate Professor is based on performance and the potential for continued development. Applicants must demonstrate excellence in teaching or research and at least satisfactory performance in all areas (teaching, research, and service). The Applicant is expected to make a formal written case for promotion by providing concrete documentation of activities. The Annual College of Engineering P&T Metrics
document may be used as a guide. However, an applicant should not be expected to meet or exceed every category in this document and instead a holistic evaluation of merit should be performed based on all supporting documentation. The standard for promotion and tenure will be revisited periodically to ensure alignment with UNLV’s Mission. However, an applicant for promotion to Associate Professor may choose to be evaluated either using the existing standards at the time of hire or the current standards, if they differ.

**Teaching:** To demonstrate excellence in teaching, applicants are expected to provide a Teaching Portfolio that may include (but is not limited to) the items listed below. The Applicant is expected to provide specific written evidence of his/her teaching excellence which must include a summary and discussion of his/her accomplishments and the results of these efforts. Evidence of teaching excellence must include metrics of student course evaluations and a discussion of these results. Not all items listed below need to be addressed to achieve a rating of excellent in teaching.

**Teaching Portfolio:**
- Student evaluations of teaching
- New course development or major course revision
- Evidence of new and effective teaching techniques
- Successful progress/completion of a graduate program by graduate students advised by the Applicant
- Advising undergraduate projects
- Advising Senior Design teams and effectiveness of this work reflected by the awards received during the Senior Design Competition
- Publication of textbooks or other teaching materials (e.g. laboratory manuals, guidebooks, online material, etc.). Material such as self-published manuscripts for classroom use, online materials, and laboratory manuals will also be evaluated but will have less weight than peer-reviewed material, including peer-reviewed textbooks
- Education grants
- Publications on pedagogy and/or student learning
- Teaching awards
- Letters of support that speak to the Applicant’s teaching effectiveness
- Invited lectures/talks on student learning, classroom environment, or pedagogy
- Other documented activities

**Research:** To demonstrate excellence in research, an applicant must originate, participate in, and direct research projects involving graduate students, undergraduate students, and/or post-doctoral scholars. By the end of the probationary period, the successful Applicant will have established a leadership role in his/her own discipline and is expected to provide a Research Portfolio that may include (but is not limited to) the items listed below. The Applicant’s Research Portfolio should give specific written evidence of his/her research
excellence and must include a summary and discussion of his/her accomplishments, including the results of these efforts. This must include at least a summary of publications, citation metrics, and grants written by and/or awarded to the Applicant. Further, the Applicant must provide three publications, written during the probationary period, to be reviewed at the department level. The Department must read and evaluate these publications as acceptable scholarship or not. Not all items listed below need to be addressed to achieve a rating of excellent in research.

Research Portfolio:
- Publications authored jointly with advisees as reflected by indexed articles in peer-reviewed scholarly sources. Self-published books, articles, and content will provide little or no scholarly weight because these types of publications are not externally peer-reviewed and consequently lack quality control
- Patents issued and/or technology licensed
- Patent applications filed to the U.S. Patent and Trademark Office (or other countries) and/or technology licensed
- External funding. When considering external funding, the source, competitiveness of that source, and the scholarly merit of the proposal leading to that funding must be considered, in addition to the dollar amount
- Research and/or publication awards by professional organizations
- Adoption of publications by peer institutions for classroom and research assignments
- Adoption of technology or research products by external institutions (e.g., educational, governmental, industrial)
- Awards received by advisees as part of the work completed under the supervision of the Applicant
- Number of PhD and Masters students graduated
- Grant submissions, number of grants funded, and share of individual faculty funding
- Presentations, including keynote addresses, invited talks, conference presentations, workshops, and poster presentations
- Awards received, especially by external organizations of state, national, or international scope. If local awards are considered, care must be taken to ensure the Applicant was not involved, directly or indirectly, in the process of granting that award
- Number of total citations and h-index will be considered, although such indices can be manipulated and should not be taken into account without context
- Other documented activities

**Service:** To demonstrate satisfactory performance in service, the Applicant is expected to make reasonable contributions to the Profession. While university-level service is not expected, it is considered as a positive contribution. The Applicant is expected to provide a Service Portfolio that may include (but is not
limited to) the items listed below. The Service Portfolio should give specific written evidence of his/her service contributions and must include a summary and discussion of his/her accomplishments, including at least a summary and discussion of the service that he/she provided at the department level. Not all items listed below need to be addressed to achieve a rating of excellent in service.

Service Portfolio:
- Participation in technical committees of professional organizations, special interest groups, and/or conference committees
- Chairing conference sessions
- Department, College, and University committees
- Undergraduate mentoring
- Student recruitment and retention activities
- Peer review of professional services
- Service awards
- Invited talks to professional meetings
- Community and public service
- Advising of student organizations
- Judging student competitions
- Journal editorial duties
- Other documented activities

3.6.2.3 Promotion to Full Professor. In order for an applicant to be promoted to Full Professor, he/she must earn the respect and recognition of professional peers as an authority in a field of specialization and must be considered as an outstanding educator and researcher by academic colleagues. Applicants must demonstrate excellence in teaching or research and at least satisfactory performance in all areas (teaching, research, and service). The Applicant is expected to make a formal written case for promotion by providing concrete documentation of activities. The Annual College of Engineering P&T Metrics document may be used as a guide. However, an applicant should not be expected to meet or exceed every category in this document and instead a holistic evaluation of merit should be performed based on all supporting documentation. The standard for promotion and tenure will be revisited periodically to ensure alignment with UNLV's Mission. However, an applicant for promotion to Full Professor may choose to be evaluated either using the current standards or using the standards at the time of his/her most recent promotion, if they differ.

Teaching: To demonstrate excellence in teaching, applicants are expected to provide a Teaching Portfolio (see Section 3.6.2.2). Not all items listed under the Teaching Portfolio need to be addressed to achieve a rating of excellent in teaching. The Applicant is expected to provide specific written evidence of his/her teaching excellence which must include a summary and discussion of his/her accomplishments and the results of these efforts. Evidence of teaching
excellence must include metrics of student course evaluations and a discussion of these results.

**Research:** To demonstrate excellence in research, an applicant must originate, participate in, and direct research projects involving graduate students, undergraduate students, and/or post-doctoral scholars. By the end of the probationary period, the successful Applicant will have established a leadership role in his/her own discipline and is expected to provide a Research Portfolio (see Section 3.6.2.2). Not all items listed in the Research Portfolio need to be addressed to achieve a rating of excellent in research. The Applicant is expected to provide specific written evidence of his/her research excellence which must include a summary and discussion of his/her accomplishments, including the results of these efforts. This must include at least a summary of publications, citation metrics, and grants written by and/or awarded to the Applicant. Further, the Applicant must provide three publications, written after obtaining the rank of Associate Professor, to be reviewed at the department level. The Department must read and evaluate these publications as acceptable scholarship or not.

**Service:** To demonstrate satisfactory performance in service, applicants are expected to make reasonable contributions to the Profession. While university-level service is not expected, it is considered as a positive contribution. The Applicant is expected to provide a Service Portfolio (see Section 3.6.2.2). Not all items listed under the Service Portfolio need to be addressed to achieve a rating of excellent in service. The Service Portfolio must give specific written evidence of his/her service contributions and must include a summary and discussion of his/her accomplishments, including at least a summary and discussion of the service that he/she provided to professional organizations, the Department, College, and University.

3.6.2.4 Promotion or Appointment to Assistant Professor-in-Residence. Although scholarship is considered, FIR faculty are evaluated, appointed, and/or promoted primarily based on teaching and service. Indications must be clear that the aptitude and capability to be a successful teacher are present and that the Applicant will grow in stature. Every Assistant Professor-in-Residence will have a mid-promotion review at the mid-point of their promotion period.

FIRs are supervised either by the Department Chair or, in the case that the FIR is assigned to the College of Engineering at large, by the Associate Dean for Undergraduate Programs of the College of Engineering.

3.6.2.5 Promotion to Associate Professor-in-Residence. Although scholarship is considered, FIR faculty are evaluated and/or promoted primarily based on teaching and service. An Assistant Professor-in-Residence is normally considered for promotion in the sixth year but may be considered earlier in exceptional circumstances. Typically in the fall semester of their sixth year, Assistant Professors-in-Residence, in consultation with their supervisor,
determine whether or not they will enter the promotion process. If they decide to begin the promotion process, FIRs are assessed based on their teaching and service, as described below.

Promotion to Associate Professor-in-Residence requires a rating of excellent in teaching and at least a satisfactory in service.

**Teaching:** Evaluation of teaching is based on the following criteria:
- Possession of a terminal degree plus at least 6 years teaching as an Assistant Professor in Residence (exceptions to this would require Provost approval).
- The Applicant’s FIR Teaching Portfolio (see below) that must include her/his statement of pedagogical philosophy, sample syllabi, sample assignments, and student and peer evaluations.
- The Applicant’s responses to suggestions or feedback from their mentors.

An FIR is expected to create an FIR Teaching Portfolio to be considered at the time of evaluation for merit, mid-promotion, or promotion. The FIR Teaching Portfolio may include (but is not limited to) the items listed below. Not all items listed below need to be addressed to achieve a rating of excellent in teaching.

**FIR Teaching Portfolio:**
- **Teaching statement or philosophy**
- **Documentation of teaching:**
  - A list of courses taught
  - Syllabi that include course descriptions with details of content, learning outcomes, methods, and procedures for evaluating student learning
  - Examples of exams, assignments, handouts, and reading lists
- **Documentation of teaching effectiveness:**
  - Summarized student evaluations of teaching, including response rate and relationship to departmental average
  - Sample of written comments from students on class evaluations
  - Comments from mentors, peer observers, or colleagues
  - Letters or emails from students, preferably unsolicited
  - Classroom observations
- **Activities to Improve Instruction:**
  - Documentation of participation in seminars and/or professional meetings about teaching
  - New course preparation
  - Description of new methods of teaching, assessing learning, and grading
- **Development, submission, and funding of education related grant proposals**
- **Participation in both externally and internally funded education research**
- **Contributions to the teaching profession and your institution:**
  - Publications in teaching journals or papers delivered on teaching
  - Reviews of textbooks
- Service on teaching committees
- Work on curriculum revision and development

- Active participation in assessment activities related to NWCCU and ABET Accreditations

- Honors, Awards, or Recognitions:
  - Teaching awards from the engineering departments, college, or university
  - Teaching awards from profession
  - Invitations, in regard to teaching, to consult, give workshops, etc.

**Service:** In addition to teaching, an FIR is expected to contribute in terms of service. Active participation in college affairs and activities are integral factors in fulfilling service requirements and are important considerations in all decisions concerning merit and promotion. Evaluation of service is based on the following criteria:

- Evidence of success as a counselor, advisor, and/or mentor of students;
- Participation in curriculum development and revision;
- The Applicant’s FIR Service Portfolio (see below);
- A record of service to the college, university, students, the profession, and the public.

An FIR is expected to create an FIR Service Portfolio to be considered at the time of evaluation for merit, mid-promotion, or promotion. The FIR Service Portfolio may include (but is not limited to) the items listed below. Not all items listed below need to be addressed to achieve a rating of excellent in service.

**FIR Service Portfolio:**

- College service
  - Service on Departmental/College committees
  - Mentoring/Tutoring
  - Student club advisor
  - Accreditation activities that are not already included in the FIR Teaching Portfolio
  - Advising: undergraduate academic advising, co-curricular advising; being a faculty adviser for student professional organizations

- University service
  - Shared governance committee membership
  - Committees chaired
  - Faculty Senate representative

- Service to the profession
- Service to the public
- Awards and honors
- Research-related activities that are not already included in the teaching portfolio.
3.6.2.6 Promotion to Professor-in-Residence. An Associate Professor-in-Residence is normally expected to be in rank for five years prior to applying for promotion to Professor-in-Residence. In exceptional circumstances an application for promotion may be considered earlier. Typically, in the fall semester of the twelfth year of service, with at least five years as Associate Professor-in-Residence, FIRs, in consultation with their supervisor, determine whether or not they will enter the promotion process.

Promotion to Professor-in-Residence requires a rating of excellent in teaching and a rating of excellent in service.

Teaching. Evaluation of teaching is based on the following criteria:

- Possession of a terminal degree plus at least 6 years teaching as an Associate Professor-in-Residence (exceptions to this would require Provost approval);
- Recognition as a highly effective teacher, with significant curricular and pedagogical contributions;
- The Applicant’s FIR Teaching Portfolio that includes her/his statement of pedagogical philosophy, sample syllabi, sample assignments, and student and peer evaluations (see Section 3.6.2.5);
- The Applicant’s responses to suggestions or feedback from their mentors.

Service. Evaluation of service is based on the following criteria:

- A high level of investment in student mentoring;
- Participation in curriculum development and revision;
- The Applicant’s FIR Service Portfolio (see Section 3.6.2.5);
- A record of significant service contributions to the College, University, students, the profession, and/or the public.

3.6.2.7 Process of Evaluating Applicants for Tenure and/or Promotion. During this process, the Department and the College are required to consider a variety of factors when making decisions about an applicant. This section describes the process of evaluating an applicant and is intended as a set of responsibilities for the Applicant, Departments, and the College. All members must follow these basic guidelines.

First, it is well established in the academic literature that some metrics have known racial or gender bias, including at least 1) letters of support, 2) student evaluations, and 3) the peer review process for accepting or rejecting publications (if not double blind). To avoid issues known in the scholarly literature with regard to gender bias, racial bias, or bias to those with disabilities, evaluators must describe how they considered issues of bias in their ratings. Evaluators are encouraged to read the sources listed on the College of Engineering Promotion and Tenure webpage before their evaluation of an applicant. Links to those sources are available on the webpage located here:

Second, while no quantitative cut-off can perfectly exist for teaching, research, or service, a minimum bar is important when considering tenure and/or promotion. Meeting the minimum bar, however, does not guarantee tenure and/or promotion.

For teaching, it would be unusual to obtain tenure without achieving an average student evaluation score of at least 3.0, supervising both graduate students and undergraduate students, and engaging in at least some course development and/or revision.

In terms of research, while it is easy to simply count the number of papers or dollars received, no simple equation or technique can properly assess an applicant. Thus, at the department level, the raw count of papers published should not be given undue weight, nor is the College allowed to reject an applicant based solely on these or other quantitative metrics. This stated, it would be unusual to obtain tenure without at least publishing one paper every other year and submitting at least four external grant proposals or receiving one externally funded grant during the appropriate period. These metrics are the same for promotion to both Associate and Full Professor.

To provide perspective to applicants, the College will distribute an Annual Promotion and Tenure (P&T) Metrics document to all College of Engineering Faculty that summarizes the statistics of prior promotion applicants for the past 5 years. These metrics should include at least the average, standard deviation, median, maximum, and minimum values for each metric.

To ensure the work conducted by the tenured or tenure-track Applicant is adequately assessed, departments are required to have a committee read three publications, chosen by the Applicant and written during the evaluation period, and to comment on them in the summary letter. The committee need only note that the work was 1) of acceptable quality for tenure or full professor, 2) peer-reviewed at reasonable and discipline-specific venues, and 3) was scientific in nature (e.g., appropriately used evidence for claims). If the committee decides the work was acceptable, then this is the only notation needed. If, however, the committee finds the work unacceptable, they must provide their reasoning to the Applicant in writing, citing evidence for their claims before the recommendation goes to the college level.

Once the Departmental Committee, College Faculty Affairs Committee, the Department Chair, and the Dean have each made their summary decisions for research, teaching, and service, they are each required to submit a letter describing how they balanced and evaluated the research, teaching, and service criteria described in the prior sections. They must provide these letters to the Applicant at least two-weeks prior to sending the dossier to the university-level review. Applicants may, if they so choose, write a response letter to any opinions expressed, which will be placed in their dossier for consideration. The
purpose of this process is to provide transparency. While the identity of the evaluators may remain secret, the conclusions they come to, and the reasoning for their decisions, must be available for reasonable and open scholarly debate between the University and the Applicant. Applicants are not required to provide a response letter.

3.6.3 The College expects an appropriate record of creative accomplishment in support of each promotion and appointment as described in the UNLV Bylaws, Chapter III, Section 16. The College recognizes diverse forms of creative endeavor and rewards such accomplishments as they contribute to the primary role of both the College and the University – the generation, acquisition, transmission, and constructive utilization of knowledge.

3.6.4 The preparation of documentation for promotion purposes will follow the guidelines set out above for tenure considerations.

Section 3.7 Appeal of Personnel Decisions

3.7.1 A faculty member who is otherwise eligible but who has been denied reappointment, promotion, salary increases, or appointment with tenure has the option of requesting from the President, in writing, the reasons for such denial within 15 calendar days after notification of denial. In accordance with UNLV Bylaws, Chapter III, Sections 6.4 and 16.8, the administrator rendering the denial shall furnish a written statement of reasons within 15 calendar days of receipt of the request.

3.7.2 Within 15 calendar days of receiving the written reasons, the faculty member may submit an appeal for reconsideration of denial to his or her department chair or school director. In accordance with UNLV Bylaws, Chapter III, Sections 6.5 and 16.9, the written appeal must include reasons, arguments, and documentation in support of the appeal. Reconsideration shall progress through regular administrative channels employing the same evaluation and recommendation process as the original documentation. The President will make a decision on the appeal in a timely manner. However, the Board of Regents must approve the President's favorable decision on reconsideration in cases involving appointments with tenure or promotion.

3.7.3 Additional information. Additional information is included in UNLV Bylaws and NSHE Code concerning the channels open to UNLV faculty for filing appeals of personnel decisions and for filing grievances.

3.7.4 Reconsideration Procedure. Each unit shall establish a reconsideration procedure for tenure recommendations. The unit recommendations shall be reviewed by the College Faculty Affairs committee.
Section 3.8 Ethical Guidelines for UNLV Faculty

The UNLV Faculty Senate approves Ethical Guidelines for UNLV Faculty. The Statement on Professional Ethics of the American Association of University Professors provides broad guidelines.

CHAPTER 4 - PROCEDURES FOR APPROVAL OF NEW OR REVISED CURRICULA

Section 4.1 Curricular Matters

4.1.1 All curricular matters shall be initiated and studied by the unit faculty and appropriate documentation shall be forwarded to the College Curriculum Committee for action. Procedures relating to modifications of courses or programs of study, whether new or revised, must be in accordance with Chapter II, Sections 4, 5, and 6 of the UNLV Bylaws.

4.1.2 Changes of course title, number, description and prerequisites are governed by UNLV bylaws and must be approved by the college curriculum committee and the Faculty Senate Curriculum Committee.

4.1.3 The Curriculum Committee, as an agent of the College Faculty, shall approve curricular change subject to the following conditions:

4.1.3.1 All proposed curricular changes must be submitted by the unit chair to the college Curriculum Committee for approval. The submitted documents shall be accessible to all faculty members for a period of one month after submission to the College Curriculum Committee. All Curriculum Committee meetings shall be open to all faculty members.

4.1.3.2 A majority vote of the committee membership shall be necessary to approve undergraduate curricular proposals. All undergraduate proposals rejected by the College Curriculum Committee shall be returned to the originating unit, which then has the option of submitting such proposals directly to the College Faculty.

4.1.3.3 All curricular matters of the College which are solely Graduate curricular matters must have the approval at the College level of a majority of the College Curriculum Committee members who are on the Graduate Faculty and who are in units offering graduate degrees. If the proposal is not approved at this level, it shall be returned to the unit from which it originated. The originating unit can appeal this decision to those members of the College Faculty who are Graduate Faculty and whose unit offers a graduate degree. If a majority of those voting approves the matter, it is
approved by the College.

**Section 4.2 Curricular Revisions**

4.2.1 Curricular revisions, when approved as described above, shall be sent by the College Curriculum Committee to the University Undergraduate Curriculum Committee or the Graduate College Curriculum Committee, as appropriate, in accordance with UNLV Bylaws, Chapter II, Sections 5 and 6.

**CHAPTER 5 - GRIEVANCE PROCEDURES**

**Section 5.1 Definition of Grievance**

5.1.1 A grievance is an alleged violation, questionable interpretation, or error in the administration of the existing University of Nevada System Code or the UNLV Bylaws. In the case of a faculty member, a grievance may arise, after all appeals procedures have been exhausted, from administrative action or inaction which is alleged to have adverse impact on the employment conditions of the faculty member relating to salary, promotion, awarding of tenure or other contract matters. Grievance procedures must be carried out in accordance with the University System Code, Title 2, Chapter 5, Section 5.7.

5.1.2 A grievance is neither a complaint against the regulations and procedures that govern the University of Nevada, Las Vegas nor a request to amend, eliminate, or add to such regulations and procedures.

**Section 5.2 Procedure**

5.2.1 Informal Procedure. A grievant must attempt at the outset to resolve the grievance informally with the party alleged to have committed the violation. If the grievant is a student, the hierarchy of informal steps is to successively present his or her case to the faculty member, the department chair or school director, the College Academic Standards Committee, and the Dean until the issue is resolved satisfactorily. If the grievant is a faculty or staff member, the presentation of the case is made successively to the department chair or school director, the Faculty Affairs Committee, the Dean, and the Executive Vice President and Provost. At each stage, the purpose is to hear both sides of the dispute and to prepare a memorandum of findings for distribution to both parties and to a special Grievance File set up for the case. If the grievance remains unresolved after these informal meetings have been held, the next recourse is a hearing before the Faculty Senate Grievance Committee or before the Appeals Committee if the case involves promotion, mid-tenure, tenure, salary, or merit decisions. The Committees will review the case and present recommendations through appropriate channels.

5.2.2 If the grievant remains unsatisfied with the outcome as presented by the President, the grievant may pursue the issue through other channels such as the Board of
Regents, the courts, or regulatory agencies. Additional information is included in Appendix A.

CHAPTER 6 - PREPARATION OF BUDGET

Section 6.1 Budget Request

6.1.1 Each unit shall make annual budget requests and recommendations which shall be forwarded to the Dean. The Dean shall prepare a comprehensive budget for the College and forward the document to the Vice President for Academic Affairs in accordance with Chapter II, Section 7 of the UNLV Bylaws.

CHAPTER 7 - AMENDMENT OF THE BYLAWS AND SUSPENSION OF RULES

Section 7.1 Amendment of Bylaws

7.1.1 Proposed amendments to these Bylaws may be initiated by placing the proposed amendment on the agenda of a regular or special meeting of the College Faculty. The proposed amendments must be distributed to all faculty members at least one week prior to the meeting. All such proposed amendments will be Class A actions.

7.1.2 Approval of 2/3 of those voting is required for the adoption of any amendment. More than ¼ of the College Faculty must vote on a proposed amendment in order for it to be adopted.

Section 7.2 Suspension of Rules

7.2.1 Suspension of any procedural rule for a specific purpose may be accomplished at any College Faculty meeting provided a quorum is present and there is unanimous consent of all members present.

Revision History


APPROVED:

Marta Meana, President

Date 11/26/19

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