BYLAWS OF THE CURRICULUM 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 and Spring semesters: 3rd Thursday in September, October, November, and January; 1st Thursday in December; and 1st and 3rd Thursdays in February, March, and April.
   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 two meetings without sending a proxy may be removed and replaced.
   3.4 – A quorum shall be a simple majority of members (6 of 11).
   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:

   6.6.1 Recommend the approval or rejection of proposed undergraduate program of study curriculum.
   6.6.2 Recommend the approval or rejection of proposed undergraduate courses of instruction.
   6.6.3 Resolve conflicts arising from such curriculum matters as duplication of content or excessive overlap, or matters of course jurisdiction by requiring all parties involved to participate in mediation or arbitration with the committee serving as the mediator and/or arbitrator.
   6.6.4 Monitor all proposed undergraduate curricular additions, revisions or deletions.
   6.6.5 Request changes in catalog information sheets having to do with clarity and precision when such changes will help to make the catalog entries more meaningful to prospective readers.
   6.6.6 Screen and review all new program courses and proposals and make recommendations for all catalog text.

5 **DELEGATION TO THE CHAIR**
   5.1 – Power is given to the Chair to provide prompt response where required.
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.

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, possible changes and final approval.