

**UNLV** | FACULTY SENATE  
**University of Nevada, Las Vegas**  
**Faculty Senate Bylaws**  
**Revised July 2017**

## **Section 0.0 Preamble**

0.1 The intent of these bylaws is to facilitate the business (NSHE Code Section 1.3.4-1.3.5) of the Faculty Senate. (Hereafter referred to as the Senate.) This document consists of procedures designed to supplement those outlined in the NSHE Code and the University of Nevada Las Vegas Bylaws.

0.2 The Bylaws of the Senate shall be in accord at all times with the provisions of the division bylaws and the Nevada System of Higher Education Code.

0.3 In cases of doubt as to proper procedure and when not superseded by either the NSHE Code or division bylaws, the parliamentary authority of the Senate shall be the latest edition of Robert's Rules of Order.

## **Section 1.0 Article 1: Membership**

1.1.1 If a unit senator becomes unable to serve, a replacement shall be elected to serve by the unit affected according to the procedures contained in the Constitution and such bylaws as shall be enacted. This section shall also apply to committee membership.

1.1.2 If an At-Large senator becomes unable to serve, the person finishing second in the most recent election for an At-Large seat shall be appointed to fill the remainder of the unexpired term. In the event that person is unable or unwilling to serve, a special election will be held as expeditiously as possible.

1.2 A member of the Senate who is unable to attend a single meeting may designate a proxy for that meeting. An individual may only hold one proxy per meeting. All proxies must present to the Secretary to the Senate a written authorization signed by the designating member. A proxy must be qualified for membership in the Senate from the same unit as the designating member, except for At-Large members.

1.2.1 A long term proxy is defined as one in which a senator anticipates being unavailable for four or more consecutive meetings but intends to return prior to the expiration of the year. Long term proxies are limited to one year.

1.2.2 In the absence of unit bylaws or regulations stipulating the selection of long term proxies, the following will be used:

1.2.2.1 If the unit delegation includes two or more senators, the delegation shall designate the proxy. If the delegation contains only one senator, that unit shall conduct a special election to select a long term proxy.

1.2.2.2 In the case of At-Large senators, the Senate Executive Committee shall designate

a long term proxy with input from the senator requesting the proxy and special consideration given to the results of the most recent At-Large election.

1.2.2.3 Any senator may request the designation of a long term proxy so long as the time during which the senator will be unavailable does not extend beyond one year and that a definite date of return is indicated on the written notice to the Secretary to the Senate.

1.2.2.4 Any senate office must be resigned by the senator requesting a long term proxy.

1.3 At the end of each semester the Secretary to the Senate shall report the attendance record of each senator.

1.4 A senator who is absent from more than two regularly scheduled Senate meetings per year without a proxy shall be automatically dismissed from service on the Senate. At that time, the number required for quorum shall be reduced accordingly. The Senate Chair will then take action to see that a replacement from the same unit is named to fill the vacancy.

## **Section 2.0 Article 2: Election of Officers**

2.1 The Vice Chair from the current Senate shall automatically assume the chairship of the new Senate on 1 June, or upon a vacancy in the chair for any reason. In the event a vice-chair becomes chair due to a vacancy rather than the ordinary rotation of office, the length of terms of office may be modified by a majority vote of the Senate. In order to qualify for election to the vice chairship, the faculty member must be tenured. (12/11)

2.2 A list of candidates for all other offices shall be distributed by mail at least three full working days in advance of the last regular meeting of the current Senate in the spring semester. Officers shall be elected as the first item of business at the last regular meeting of the current Senate in the spring semester. In the case of a vacancy on the Executive Committee, other than in the chair, a special election shall be organized for the next possible Senate meeting after the standard period for nominations and for publication of candidates has been met. All eligibility requirements of a regular election shall still apply. (12/11)

2.3 Terms of office for officers shall run from 1 June to 31 May of the following year. June 1 of each year shall mark the end of the past year's Senate and the beginning of the new Senate. From the final regularly scheduled meeting of the spring semester through 31 May, the vice-chair shall be considered the chair-elect and shall accompany the outgoing chair at all substantive meetings, including NSHE Council of Chairs meetings. (12/11)

2.4 Members of the Executive Committee may not appoint proxies to Executive Committee meetings. Written votes may be submitted in absentia.

## **Section 3.0 Article 3: Meetings, Agenda, Minutes, and Quorum**

3.1 Meetings: The Senate shall hold meetings at least once each month during the fall and spring semesters. The date, time, and place of each of these meetings shall be made known each senator and all members of the faculty at least three full working days in advance of the meeting.

3.1.1 The Senate may hold special meetings at any time, called by the Chair of the

Senate or requested of the Chair by petition of at least one-third of the senators. These meetings shall be publicized in the same manner prescribed for regular meetings in Article 3.1.

3.1.2 Meetings during the summer shall be called by the Executive Committee as necessary.

3.2 Agenda: The Executive Committee shall prepare an agenda which shall allow for the introduction of new business at each meeting and which shall accompany notification of the meeting. The Senate must include on the agenda any resolution directed to it by the faculty or any units thereof not later than the first regular meeting following the receipt of such resolution by the Chair of the Senate. Recommended Senate meeting agenda format: announcements; action items; guest speakers; future action items-meeting (date); general information; committee reports; new business.

3.2.1 All action oriented items presented for inclusion on the Senate agenda must be submitted according to the guidelines designated by Appendix 1 of the Senate Bylaws.

3.3 Minutes: A copy of the minutes of each Senate meeting shall be distributed to each member of the Senate and the faculty, and a copy placed in the Library of the UNLV. Copies shall be sent to the Senate Chair at the UNR, and to the NSHE Chancellor.

3.4 Quorum: A majority of the voting members of the Senate shall constitute a quorum. Single meeting proxies may not be counted in determining a quorum.

## **Section 4.0 Article 4: Voting**

4.1 The Senate may solicit campus opinion on an issue through a campus ballot.

4.2 By vote of a simple majority, the Senate may sanction a referendum to be submitted to all or any part of the faculty, the result of which shall be binding on the Senate. (If it is not specified which group of faculty it would be referred to the entire faculty.) This referendum shall be accompanied by an adequate summation of arguments pro and con related to the issue(s) involved in the referendum. Any referendum sent forward for vote without the summation will be declared null and void.

4.3 All motions will require a simple majority of those voting members present, except as specified in Articles 8 and 9. Motions to close or limit debate or to move to the previous question shall require a two-thirds majority vote.

4.4 Any action approved by the Senate and forwarded through administrative channels shall be assumed to be accepted by the administration unless written explanation of its lack of implementation has been received by the Senate Office within fifteen days after the date of approval. The Chair will report the fate of such actions at the earliest subsequent meeting after the fifteen days stated above.

4.5 At the request of any party, when two or more recommending groups disagree on an issue, an Issue Group will be formed to attempt to mediate a joint stand. Each such group shall appoint an equal number of participants including administrators. If no consensus is reached, the Issue Group shall develop a joint statement of the differences. All recommendations of the

Issue Group will be returned to the original recommending bodies and then forwarded to the next level of decision making.

## **Section 5.0 Article 5: Committees**

5.1 Unless changed in a manner consistent with the Senate Bylaws or Constitution of the Faculty Senate, the following committees, composed of the following membership, shall be maintained:

### Academic Freedom and Ethics

- 1 Tenured academic faculty from each degree granting college and school
- 1 Tenured Librarian
- 1 Administrative faculty member

### Academic Standards

- 1 Academic faculty from each degree granting college and school
- 1 Dean, Academic Success Center or designee

### Administrative Faculty Committee

- a) Representatives to the Administrative Faculty Committee will be allocated in accordance with the Administrative Faculty Committee Bylaws as approved by the Administrative Faculty Committee members and the Faculty Senate Executive Committee. (11/14)

### Admissions

- 1 Academic faculty from each undergraduate degree granting college and school
- 1 Director, Academic Enrichment & Outreach or designee (ex-officio, non-voting)
- 1 Director, Undergraduate Recruitment or designee (ex-officio, non-voting)
- 1 Dean, Academic Success Center or designee (ex-officio, non-voting)
- 1 Director, Student Athlete Academic Services or designee (ex-officio, non-voting)

### Campus and Fiscal Affairs

- 1 Academic faculty from each degree granting college and school
- 1 Librarian
- 1 Administrative faculty members
- 1 Undergraduate student (ex-officio, non-voting)
- 1 Graduate student (ex-officio, non-voting)
- 1 Administrator chosen by the President (ex-officio, non-voting)

### Curriculum

- 1 Academic faculty from each degree granting college and school
- 1 Librarian
- 2 Undergraduate students
- 1 Administrative faculty member
- 1 Director, Reprographics-Design Services or designee (ex-officio, non-voting)
- 1 Director, Student Enrollment/Financial Services or designee (ex-officio, non-voting)

### General Education

- 1 Academic faculty from each degree granting college and school
- 1 Undergraduate student

1 Director, Student Enrollment/Financial Services or designee (ex-officio, non-voting)

#### Grievance

4 Tenured academic faculty from each degree granting college and school

4 Tenured librarians

18 Administrative faculty members

2 Administrative representatives

2 Alternate Administrative representatives

(a) The following administrative faculty units will have three representatives each on the committee: Administration; Finance; President; Provost; Student Affairs; and University and Community Relations.

#### Instructional Infrastructure Committee

1 Academic faculty from each degree granting college and school

1 Librarian

1 Undergraduate student

1 Graduate student

#### Priority and New Program Committee

1 Academic faculty from each degree granting college and school

1 Librarian

1 Undergraduate student

1 Graduate student

#### Program Review

3 Academic faculty from each degree granting college and school

3 Librarians

1 Executive Vice President and Provost or designee (ex-officio, non-voting)

1 Dean, Graduate College or designee (ex-officio, non-voting)

#### Research Infrastructure Committee

1 Academic faculty from each degree granting college and school

1 Librarian

1 Undergraduate students

1 Graduate student

#### Sabbatical and Faculty Development Leave

1 Academic faculty from each degree granting college and school

1 Librarian

#### Special Hearing

a) A faculty hearing panel, composed of at least thirty-five faculty members, shall be selected by the Senate. Both academic faculty and administrative faculty (excluding chairs, directors, assistant and associate deans, deans, and other executive faculty) shall be eligible to serve. The selected pool shall include at least twenty tenured faculty, of which at least ten members shall be at full professor rank. Committee members shall be selected from a pool of at least two individuals from each college, library, administrative faculty, and the administration. The members of the faculty hearing panel shall serve one year terms, and upon agreeing, shall commit themselves in writing to serve on a Special Hearing Committee when needed.

## Tenure and Promotion

- 1 Tenured academic faculty from each degree granting college and school
- 1 Tenured alternate academic faculty from each degree granting college and school
- 1 Tenured librarian
- 1 Tenured alternate librarian
- 1 Vice Chair of the Senate (ex-officio, non-voting)
- a) An alternate committee member shall be elected from each unit to serve in the event the committee member is on leave or in cases of conflict of interest. Alternates shall attend in place of the principal member only when the principal member is on leave or in case of conflict of interest.

## University Bylaws Committee (3/10)

- 4 Faculty Senate Representatives elected from the Faculty Senate
- 1 Academic faculty from each degree granting college and school
- 1 Librarian
- 1 Representative from the Administrative Faculty Unit
- 1 Vice President and General Counsel (non-voting ex-officio)

5.2 If a college/school has 10 or fewer full-time faculty members, the Dean may appoint (or the college/school may elect) in accordance with the unit bylaws and Senate Bylaws, a full-time administrative faculty member, in lieu of a faculty member, to represent the unit on Faculty Senate committees, with full membership and voting rights.

5.3 Whenever members of a standing committee deem it appropriate they shall consult with members of the division within the NSHE and they shall make themselves aware of the positions taken by other divisions of the NSHE on matters within their jurisdiction.

5.4 Faculty and administrative faculty members of each standing committee shall be nominated and elected by their respective units according to the unit bylaws.

5.5 The student members of each standing committee shall be selected in any democratic manner directed by the student government.

5.6 A committee shall attempt to elect the chair from the membership no later than the final meeting of the academic year. Failing that, the Executive Committee shall appoint the committee chair either from the committee membership, the Faculty Senate, or from faculty at-large. (4/16)

5.6.1 Senate standing and ad hoc committee chairs will present a report of their committee's activities to the Senate at least once a semester. The Executive Committee shall determine the rotational schedule for the committee reports.

5.6.2 The committee chairs will be responsible for maintaining minutes for each committee meeting and filing those minutes in a timely fashion with the Senate Office.

5.6.3 The Chair of the Faculty Senate, in consultation with the Executive Committee, may appoint committee members to fill vacant seats from any college or unit. If a college or unit has not filled its seat by 3 (three) weeks following the first day of classes of that college's or unit's Fall semester, the Chair of the Faculty Senate shall appoint an eligible person from the college/unit area to serve as a committee member during that academic year. The Chair shall make the appointment in consultation with the Executive Committee and with

the Senior Senator of the college or unit that employs the appointee.

5.7 Should the membership of any committee not include a senator, a senator will be appointed to the committee in an ex-officio, non-voting capacity.

5.8 All standing committee assignments shall be for two-year terms, except for Grievance; Administrative Faculty Committee; and Program Review Committee, which will be three-year terms, and Special Hearing Committee, which will be one-year terms.

5.9.1 For purposes of committee assignments the year begins at the beginning of the fall semester.

5.9.2 When appropriate, committees shall meet during the summer months.

5.10 A matter within the jurisdiction of any standing committee must be submitted to that committee by the Chair of the Senate.

5.10.1 The Chair shall allow the committee no more than 60 (sixty) days in which to respond to matters so submitted and shall inform the Senate of the Chair's directions to the committee and the 60 day time period allowed for committee action. This provision shall not restrict the Chair from setting deadlines of shorter periods. (4/11)

5.10.2 In the event a committee does not recommend action upon any matter so submitted within 60 days or less, said matter may be brought directly to the floor of the Senate for disposition by any senator. (4/11)

5.11 The timely recommendations of a standing committee upon any matter within its jurisdiction shall be accepted and implemented upon a vote of a majority of the voting senators present.

5.12 No provision contained herein shall be interpreted as restricting the Chair of the Senate, with the concurrence of the Executive Committee, from forming ad hoc committees to consider questions not clearly within the jurisdiction of any standing committee, or restricting a standing committee from forming subcommittees.

5.13 All standing and ad hoc committee reports will be distributed electronically with the Senate minutes.

5.14 At the end of each semester the chair of each Senate Committee shall submit to the Secretary to the Senate the attendance record of each committee member.

5.15 Quorum of Senate Committees will be at least fifty percent of the voting members of the committee. Units that have not elected members will not count against the quorum. Committee members shall follow the same procedures as do Senate members in delegating proxies. Proxies may not be appointed to the Academic Freedom and Ethics Committee; Academic Standards Committee; Executive Committee; Grievance Committee; or Tenure and Promotion Committee.

5.16 If members of any standing or ad hoc committee or a Senate Representative on any other committee(s) are absent from more than two committee meetings per year without a proxy, they shall be automatically dismissed from service on that committee. At that time the number

required for a quorum shall be reduced accordingly. The chair of the committee shall advise the Senate Chair of the dismissal so the Senate Chair can take action depending on the composition of the committee to see that an appropriate replacement for the dismissed member can be obtained. When it is deemed appropriate and necessary by the Executive Committee of the Senate, the replacement shall be from the same unit the dismissed person represented.

5.17 Reassigned time (one three credit course reassigned per semester) shall be granted on the approval of the Executive Vice President and Provost upon the recommendation of the College Dean and Department Chair for the Chairs of the following Senate Standing Committees: Academic Standards; Admissions; Campus and Fiscal Affairs; Curriculum; General Education; Tenure and Promotion; Program Review and University Bylaws. In a year when UNLV Bylaws Chapter III, Section 19 has been invoked, the chair of the Priority and New Program Committee shall be added to this list.

5.18 Reassigned time (one three credit course reassigned per semester) shall be granted on the approval of the Executive Vice President and Provost upon the recommendation of the College Dean and Department Chair to the Vice Chair of the Senate.

5.19 Reassigned time (two three credit course reassigned per semester) shall be granted on the approval of the Executive Vice President and Provost upon the recommendation of the College Dean and Department Chair to the Chair of the Senate.

5.20 Faculty members currently serving on the Sabbatical and Faculty Development Leave Committee, or the Tenure and Promotion Committee, are ineligible to submit an application for tenure and/or promotion, or for a leave, to their respective committee.

5.21 A faculty member may not serve simultaneously on the Grievance Committee and Tenure and Promotion Committee.

5.22 Senate Committees may form subcommittees to complete their charges. With the advice and consent of the Senate Chair, subcommittees may include ex-officio, non-voting members, who bring special expertise to the issue under consideration. Elected committee members must form the majority of the membership of any subcommittee. Any recommendation of a subcommittee must receive a majority vote of the whole committee before it is forwarded to the Senate for action.

5.23 Use of audio or video recording equipment or cellular telephones is prohibited during closed personnel sessions of Senate Committee meetings.

## **Section 6.0 Article 6: Functions of Standing Committees**

6.1 The Academic Freedom and Ethics Committee shall investigate complaints of violations of academic freedom. The committee shall also consider only a question of ethical conduct of a member of the academic faculty or administrative faculty (in pursuit of the duties prescribed to him or her by the NSHE Code) or violations of academic freedom as defined in the Code, that is sent by the Executive Committee of the Senate or the Senate itself to the committee. The committee shall decide whether a matter should be considered by this committee or referred to another body. On matters the committee agrees to examine, information shall be sought for both sides of the question, a judgment shall be made and minority reports are possible. There shall be no enforcement or legal sanction of judgments made by the committee; however the committee



shall express its judgments in whatever form seems appropriate. In any case, all judgments shall be reported directly to the Executive Committee of the Senate and to no other group or person. The Executive Committee of the Senate shall then take any appropriate actions, which may include a report to the Senate. Members of the committee may not appoint proxies.

6.1.1 The committee shall report annually back to the Senate on the number and type of cases considered and action taken on each case with no mention of names.

6.2 The Academic Standards Committee shall periodically review policy, recommending revisions in current academic policy whenever desirable. It shall also be responsible for the following undergraduate areas.

6.2.1 Reviewing applications for readmission for students on scholastic suspension.

6.2.2 Reviewing applications for the removal of a semester of "F" grades incurred due to improper withdrawal.

6.2.3 Reviewing petitions for the removal or withdrawal of classes and/or grades.

6.2.4 Monitoring policy changes to ensure their implementation.

6.2.5 Reviewing other petitions referred to the committee.

6.2.6 Reviewing academic policy as it relates to the functioning of the Committee.

6.2.7 Sit as a grievance board for student athletes grieving loss of aid.

6.3 The Administrative Faculty Committee shall perform the following functions:

6.3.1 Improve the representation of administrative faculty issues to the Senate

6.3.2 Improve the general communication within the administrative faculty.

6.3.3 Provide a formal body whose function is to address issues of interest to administrative faculty.

6.3.4 Committee members are responsible for disseminating information of interest to the administrative faculty and for communicating their concerns to the Senate.

6.4 The Admissions Committee shall periodically review admission policies, recommending revisions to the Senate when necessary.

6.4.1 Serve as an grievance board for all students denied regular admission.

6.4.2 Review and approve applications for admission by alternate criteria.

6.5 The Campus and Fiscal Affairs Committee shall perform the following functions.

6.5.1 Design and conduct an evaluation of the President of the University as prescribed in Chapter 6, Section 14.2 of the UNLV Bylaws. Ensure that all other subordinate

evaluations, as mandated by Chapter 6, Section 14.3 of the UNLV Bylaws, are completed. Act in an advisory capacity on procedural matters that pertain to the evaluation of administrators.

6.5.2 Advise the Faculty Senate on matters of policy related to the library or information technology not otherwise assigned to a Senate committee.

6.5.3 Advise the Faculty Senate on matters of academic policy not otherwise assigned to a Senate committee

6.5.4 Report to the Senate on administrative merit assignments, and equity salary adjustments, each academic year.

6.5.5 Make recommendations to the Senate on matters of faculty reward and general welfare.

6.5.6 Make recommendations on issues of general campus concern forwarded to it by the Senate Chair, Executive Committee, or the Senate itself. Create, with the advice and consent of the Senate Chair, joint subcommittees with other Senate or university committee to make recommendations on matters of overlapping jurisdiction

6.6 The Curriculum Committee shall perform the following functions.

6.6.1 Recommend the approval or rejection of proposed undergraduate programs of study.

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 programs and make recommendations, regarding their priority, to the Executive Vice President and Provost, with copies to the President, after appropriate campus consultations.

6.6.6.1 Criteria and procedures for new program review shall be established by the committee.

6.7 The General Education Committee shall periodically review policy regarding general education, recommending revisions in current policy whenever desirable. It shall also be responsible for:

6.7.1 Ruling on exceptions to the general education requirements and if necessary, granting modifications in the core requirements sufficient to restore previously existing graduation requirements in programs, departments or colleges.

6.7.2 Reviewing content areas in the general education core, adding or deleting courses or content as necessary.

6.7.3 Monitoring the general education program to ensure appropriate implementation.

6.8 The Grievance Committee shall periodically review policy regarding grievances, recommending revisions in current policy whenever desirable. It shall also investigate grievances involving faculty and administrative faculty. The guidelines for grievance procedures are included in Appendix 3 of the Senate Bylaws.

6.9 Instructional Infrastructure Committee shall advise the Senate on matters of policy related to instruction on campus, act to inform itself of faculty concerns related to the instructional infrastructure on campus, and, where it deems necessary, make recommendations to the Senate through the Executive Committee.

6.10 Priority and New Program Committee shall prioritize new programs as prescribed in Chapter II, Section 6.3.7 of the UNLV Bylaws, prioritize requests for new faculty positions as prescribed in Chapter III, Sections 15.1-15.4, inclusive, of the UNLV Bylaws, and advise the administration during periods of Layoffs and Furloughs as prescribed in Chapter III, Section 19, of the UNLV Bylaws.

6.11 The Program Review Committee shall have the responsibility of organizing and conducting a review of each undergraduate and graduate program.

6.11.1 In consultation with the Executive Vice President and Provost, the committee will organize a review of each existing undergraduate and graduate program at least every ten years. When possible, scheduling will coincide with program accreditation processes. New programs must be evaluated within five years of implementation.

6.11.2 The committee will submit written reports of all programs reviewed to the Faculty Senate Office, and Executive Vice President and Provost with copies to the Graduate Dean, academic unit dean or director, and to the President.

6.11.3 Criteria and procedures for evaluation shall be established by the committee.

6.12 The Research Infrastructure Committee shall advise the Senate on matters of policy related to research on campus, act to inform itself of faculty concerns related to the research infrastructure on campus, and where it deems necessary, make recommendations for action to the Senate through the Executive Committee.

6.13 The Sabbatical and Faculty Development Leave Committee shall review applications of those persons eligible for a sabbatical leave or a faculty development leave and make recommendations to the President through the Executive Vice President and Provost.

6.14. Special Hearing Committee shall perform the following functions:

6.14.1 Shall serve as the faculty hearing panel as directed in NSHE Code. When notified by the administration, the Chair of the Senate is responsible for selecting by lot the committee members to serve on the Special Hearing Committee (NSHE Code Section 6.12.3 a and b).

6.15 The Tenure and Promotion Committee shall perform the following functions:

6.15.1 Consult with the Executive Vice President and Provost to ensure comparable rigor of criteria and procedures in promotion and tenure recommendations across units. The recommendation for promotion or tenure shall move through proper faculty and administrative channels from department or school to college to the Executive Vice President and Provost, prior to being presented to the committee. Faculty members not recommended for promotion or tenure may proceed by way of the Grievance Committee.

6.16 The University Bylaws Committee shall have the responsibility of maintaining the university bylaws (formally Title 5, Chapter 6 in the Board of Regents Handbook) and see to their timely and accurate posting on the faculty senate website.

6.16.1 The Committee shall conduct periodic reviews of the UNLV Bylaws to ensure compliance with the Board of Regents Handbook and Regent policies.

6.16.2 The Committee shall make changes to the UNLV Bylaws that are properly approved by the majority of the voting faculty.

6.16.3 As requested, the Committee shall advise the Faculty Senate Chairperson and the Executive Committee on interpretation of the UNLV and Faculty Senate Bylaws

6.16.4 The Committee shall review UNLV and its division's bylaws, and recommend revisions whenever desirable. It shall also serve to interpret UNLV and its division's bylaws, and recommend such interpretations to the Faculty Senate. (3/10)

6.17 All standing committees are required to establish procedures for conducting business and to keep a copy of such procedures on file in the Senate Office. Such procedures will remain in effect unless changed by the Executive Committee.

## **Section 7.0 Article 7: The Intercollegiate Athletic Council**

7.1 Consistent with the UNLV Athletic Code, the Senate shall submit nominees to the President for appointment to the Intercollegiate Athletic Council (IAC).

7.2 At the request of the President for nominees to the IAC the following procedures will be followed:

7.2.1 The Senate Chair will announce a call for nominations at the first regularly scheduled Senate meeting immediately after receiving the President's request.

7.2.2 At the next Senate meeting, the Senate shall nominate a slate of candidates for the IAC to be forwarded to the President for consideration.

7.3 The Senate invites the Chair of the IAC to submit regular reports and copies of minutes of council meetings to the Senate Office.

### **Section 8.0 Article 8: Amendment of Bylaws**

8.1 Amendment of these bylaws may be accomplished in the following manner:

8.1.1 A proposed amendment must first be submitted to the Executive Committee.

8.1.2 The proposed amendment shall be circulated to all Senate members one week prior to a properly called and constituted meeting of the Senate.

8.1.3 The proposed amendment shall be discussed in the Senate meeting.

8.1.4 If the proposed amendment is approved by a majority of the voting membership of the Senate, the amendment shall not take effect for ten days.

### **Section 9.0 Article 9: Suspension of Bylaws**

9.1 Suspension of any part of these bylaws, except Articles 8 and 9 may be accomplished by the consent of two-thirds of the voting members present in a properly called and constituted meeting.

### **APPENDICES:**

- 1. Guidelines for Submission of Senate Agenda Items**
- 2. Guidelines for Senior Senators**
- 3. Procedures for Reviewing Faculty Grievances**
- 4. Guidelines for Standing Committee Senate Representatives**

## **Appendix 1**

### **Faculty Senate Bylaws**

#### **Guidelines for Submission of Senate Agenda Items**

The Executive Committee shall expect that action oriented items coming to the Senate should provide the senators with sufficient background information related to the nature of the problem involved, description and justification of causes and the relationship between the proposed change and causes to allow senators to enter into a consideration of relative merits of the proposal and a consideration of potential future problems as a result of adopting the proposed change.

The Executive Committee recommends that the following guidelines be established to aid those preparing agenda items:

- 1) A description of what they believe to be the problem including the identification of the kind of data used to establish the existence of a problem.
- 2) A description of probable causes and a description of how the identified causes explain that presence of the problem.
- 3) The development of the content of the proposed change that is being offered as a solution including the development of its relationships with and responses to the causes identified.
- 4) A projection of possible problems that might arise if the proposed change were adopted. This might also require that the initiator propose contingencies to be adopted if potential problems arise.

## **Appendix 2**

### **Faculty Senate Bylaws**

#### **Guidelines for Senior Senators**

##### Definition of the Senior Senator

Section 4.5 of the Faculty Senate Constitution indicates that each unit shall have one senator designated as the "Senior Senator." The senior senator is defined as the person with the least time remaining in a current three year term. If there is more than one such person in a particular unit, the senators in question will draw lots to determine seniority.

##### Role of the Senior Senator

**Elections and Nominations:** According to Section 6.1 of the Faculty Senate Constitution, senior senators are responsible for conducting elections in their respective units. To this end, senior senators are responsible for knowing and following the election procedures specified in their unit bylaws and in Section 6.1 of the Faculty Senate Constitution.

**Communication with other Senators:** The senior senator serves as the liaison between the Senate Executive Committee and the senators representing their respective units. In this role, senior senators are encouraged to meet with the other senators in their unit on a regular basis to debate issues pending in the Senate, make recommendations for Senate action, relate information from the Senate Executive Committee, and discuss any issues that may affect the Senate and those the Senate represents.

**Communication with Constituents:** Senior senators will be asked to make arrangements to communicate with their college governing bodies. Such arrangements might include but are not limited to: 1) Serving as ex-officio members of the college executive committee; 2) Providing standing reports at college meetings; and 3) Requesting to be put on the agenda at college executive committee meetings. Senior senators will also be responsible for communicating to their constituents any Senate matters that are likely to concern them.

Furthermore, any concerns about failure to communicate information to constituents received by members of the Senate Executive Committee will be forwarded to the senior senator.

## **Appendix 3 Faculty Senate Bylaws**

### **Procedures for Reviewing Faculty Grievances**

#### **I. Authority**

These procedures are enacted pursuant to the NSHE Code, Chapter 5, Subsection 5.7.1.

#### **II. Scope of Grievance Procedures**

A grievance hereunder must allege an act or omission by the administration of UNLV resulting in an adverse impact on the employment conditions of the faculty member filing the grievance relating to promotion, appointment with tenure or other aspects of contractual status, and/or must allege violation(s) of the NSHE Board of Regents Handbook, UNLV Bylaws, or any institutional bylaw, regulation or policy adopted thereunder.

Acts or omissions which involve the nonreappointment to or termination of employment of faculty as provided in Subsections 5.4.2, 5.8.2, and 5.9.1-4 of the NSHE Code, or the furlough or lay off of faculty for financial exigency or curricular reasons, or sexual harassment or unlawful discrimination shall not be subject to review by grievance.

No grievance shall be reviewed until all administrative remedies and appeals to the supervising UNLV Athletic Director, Vice President, Senior Vice President, or Executive Vice President regarding the matter have been exhausted.

#### **III. Scope of Committee Responsibilities**

The Grievance Committee shall review any grievance, as defined herein, timely and completely submitted in writing to the office of the Faculty Senate by any academic or administrative faculty member employed by UNLV at the time of such submission. Matters submitted by students shall not be reviewed. Review by the Committee shall be informal in nature and its findings and decisions shall be advisory to the President of UNLV. The committee's objective in this regard shall be to investigate and then determine whether the substance of, as well as the procedures followed regarding, the act or omission grieved were fair, appropriate and equitable.

The Grievance Committee shall also periodically review policy regarding academic and administrative faculty grievances and recommend revisions in policy where desirable.

#### **IV. Committee Review of Grievances**

a) A grievance must be filed within fifteen calendar days (not including any days the University was not in session between spring and fall semesters) from the date the faculty member becomes aware of the grievable act, omission or violation and has exhausted all administrative remedies. For example, when the processing or outcome of a petition for reconsideration, as described in NSHE Code Subsection 5.2.4, is the subject matter of a grievance, such grievance may be filed only after formal notification of the decision to the faculty member by the President. In such case, the grievance shall be filed no more than fifteen calendar days after of receipt of such decision.

b) The person filing the grievance shall be known as the grievant, and the person who made the alleged decision or omission shall be known as the respondent. In the case of grievances related to tenure, promotion, merit, or other salary increase or contractual status, the



respondent shall be the department chair, supervisor or dean or their designee, who rendered the initial, aggrieved decision or omission.

c) The burden rests with the grievant to prove that all allegations of fact are more likely than not true by submission of credible evidence.

d) The completed grievance petition and any response thereto, must be filed with all evidence in support thereof and in accordance with filing instructions issued from time to time by the Faculty Senate.

e) No grievance shall be considered properly filed unless it contains the following items, or a separate statement as to each explaining why such item has not been filed, on a fully completed grievance form, as shall be available from the Senate Office: (1) a statement of the decision or omission being grieved; (2) the identity, by name and university title, of the respondent; (3) the name and university title of the UNLV faculty member who will serve as the advocate for the grievant (hereinafter "advocate"), if the grievant so elects; and (5) all evidence, including any documents and sworn or unsworn witness statements, supporting the grievance.

f) Upon proper filing of a grievance, the Faculty Senate Office shall notify the respondent of the grievance by delivering a copy of the grievance form and all evidence submitted in person and/or by U.S. First Class Mail. The respondent shall have fifteen calendar days from hand delivery or eighteen calendar days from the date of mailing (not including any days the University was not in session between spring and fall semesters) to file a response with the Faculty Senate Office. Failure to timely respond shall be deemed consent by the respondent to the grievance, and the Hearing Committee shall recommend in favor of the grievant, noting that the recommendation was based on failure of the respondent to contest the grievance, and making no other findings or conclusions.

g) No amendments to the grievance or any response thereto, nor additional evidence by grievant or respondent, may be submitted without the written approval of Grievance Hearing Committee upon written notice of the proposed amendment or supplement to the file to the opposite party.

## V. Membership and Role of the Grievance Committee and Grievance Hearing Committees

a) Members of the Grievance Committee shall be selected from academic and administrative faculty.

b) Two representatives of the University administration and two alternates shall serve on the Grievance Committee for terms of one academic year each. Such representatives shall be designated by the University President. Additional alternate administrative representatives may be so designated in the event an administrative representative is unable to serve, or has served on more than four grievances in an academic year. Administrative representative(s) may not serve on grievances originating in a college in which they hold tenure, or originating in a unit over which they have supervisory responsibilities.

c) Grievance Hearing Committee members for any grievance from academic faculty must be tenured and must hold the rank of associate professor or professor.

d) Grievance Hearing Committee members for grievances from administrative faculty shall be selected from a pool of eighteen individuals elected by the Administrative Faculty Unit. Only administrative faculty may serve on grievances filed by such administrative faculty.

e) Each properly filed grievance shall be heard by an *ad hoc* Grievance Hearing Committee. Each such committee shall consist of: (1) four members, including a Grievance Hearing Committee Chair, all selected from the Grievance Committee by the Faculty Senate Executive Committee, with the concurrence of the Executive Vice President and Provost; and (2) a representative of the University administration selected from the Grievance Committee by the Executive Vice President and Provost with the concurrence of the Faculty Senate Executive Committee. The presence of a representative of the University administration shall not be required to constitute a numerical quorum of any Grievance Hearing Committee on which such representative serves.

f) No member of the Grievance Hearing Committee shall be employed in the same college or unit as the grievant or respondent and no member of a Grievance Hearing Committee may serve by proxy.

g) In the case of conflict of interest, Grievance Hearing Committee members shall recuse themselves, or may be recused by either the Faculty Senate Executive Committee or the Executive Vice President and Provost, in either case with the concurrence of the other, and a replacement designated by the usual procedure from the members of the Grievance Committee.

h) No Grievance Committee member shall serve on a Grievance Hearing Committee involving a grievant or respondent previously involved in a grievance that such member has already reviewed as a member of a prior Grievance Hearing Committee.

i) Based on its review of the file, the Grievance Hearing Committee shall make an initial determination by majority vote of those present as to whether good cause appears for the grievance, and if so, whether a hearing is required for the Grievance Hearing Committee to make a recommendation regarding the merits of the grievance.

j) Should a grievant designate an advocate, only such advocate shall present evidence at hearing on a grievance. Questions from members of the Grievance Hearing Committee directed to the grievant shall be answered by the grievant, and not the advocate.

k) In the event of a hearing, both sides shall be given an equivalent opportunity to present evidence and be heard. No electronic recording of the hearing shall be permitted and no stenographic or other official transcript of the proceedings shall be produced.

## VI. Evidence

a) In addition to evidence submitted by the grievant or respondent, the grievance file shall contain, from official University sources, all documents relevant to the grieved decision or omission, specifically including all information available to any group who made recommendation(s) to the respondent and any relevant annual evaluations or other personnel documents, including applications for tenure, promotion or merit by the grievant or others and any other documentation bearing on criteria used to take the action or omission being grieved.

b) In its discretion, the Grievance Hearing Committee may or may not obtain live or written statements from such witnesses as may be suggested by the parties or from any other witnesses it determines may have relevant evidence to provide. A Grievance Hearing Committee may draw any factual inference it deems appropriate should the University fail to timely provide such materials pursuant to its reasonable request to do so.

## VII. Interlocutory Actions and Reports by Grievance Hearing Committees

a) Interlocutory actions and decisions of a Grievance Hearing Committee shall be taken by majority vote of its members present at its scheduled meetings.

b) A Final Report shall be made regarding each grievance by the Grievance Hearing Committee reviewing it. Such Final Reports shall consist of an introduction stating the jurisdictional and material facts of the matter, a recitation of the procedures followed, findings of fact, a statement of conclusions reached regarding the ultimate questions(s) reviewed, and recommendation(s). The Final Report shall be signed by all members of the Grievance Hearing Committee, but may contain a minority report as to any or all of the required elements of the Final Report.

c) Grievance Hearing Committees shall review and process grievances in a timely fashion, consistent with a thorough investigation and consideration of each matter. Grievance Hearing Committees shall submit their Final Reports to the Faculty Senate Office, which shall distribute copies to all parties and forward the report to the President, with a copy to the Executive Vice President and Provost or other officer of the University responsible for the unit from which the grievance originated.

d) Final decisions involving denial of appointment with tenure; salary increases; equity; merit; tenure; promotion; or reappointment, must be acted upon by the President before the close of the period of contractual obligation in which the applications for such were made. In the sole discretion of the University President, a grievance may be granted or denied in whole, or in part, and/other remedial or related action may be taken.

#### VIII. Confidentiality

a) Consistent with the necessity of the committee to investigate the case fully, confidentiality of the contents of the grievance files shall be maintained to the extent required by law, including the NSHE Code, and by NSHE and UNLV policies, practices and procedures.

b) The grievance file, including all supporting evidence shall be secured in the Senate Office and no copies of file contents shall be made.

c) Access to the grievance file shall be limited to the Grievance Hearing Committee and counsel to the Faculty Senate, all in their official capacities, as well as the grievant and/or advocate and the respondent in each matter, solely for purposes relating to review of the grievance. Each person viewing a grievance file shall agree in writing to preserve the confidentiality of its contents.

## **Appendix 4**

### **Faculty Senate Bylaws**

#### **Guidelines for Standing Committee Senate Representatives**

##### Definition of a Senate Representative

As defined in the Faculty Senate Bylaws Section 5.6, should the membership of any committee not include a senator, a senator will be appointed to the committee in an ex-officio, non-voting capacity.

##### Role of the Senate Representative

The Senate Representative will act as a liaison between Senate Standing or Senate ad hoc Committees and the Faculty Senate. The representative may assist with committee charges and propose agenda items for the committee to bring before the Senate for consideration. The representative may advise the committee regarding policies and procedures. The Senate Representative is not to be considered part of the quorum and is an ex-officio, non-voting member of a Senate Standing or a Senate ad hoc Committee.