

Department Bylaws of the Department of Food & Beverage and Event Management

1 Authority for Bylaws.

- 1.1 The bylaws of the University of Nevada, Las Vegas (Chapter I, Section, 4.4.1) delegates to each Departmental Faculty the authority to create bylaws to govern internal operations congruent with University of Nevada, Las Vegas Bylaws, University of Nevada System Code and the College Code.
- 1.2 Adoption of these bylaws and amendments requires a two-thirds majority of the voting membership of the department.

2 Amendments.

- 2.1 Adoption of a by-law amendment requires a two-thirds majority of the eligible voting membership of the department.
- 2.2 A quorum shall be defined as at least one half of the voting members of the department and shall be required to vote on adoption of an amendment
- 2.3 Bylaws successfully passed are forwarded to the Dean for recommendation to the Provost.
- 2.4 Proposals must be submitted in writing to the departmental faculty at least ten (10) working days prior to voting and be made during the regular fall and spring semesters.
- 2.5 Voting on the proposed amendments can occur at a meeting of the faculty organization or by email or electronic ballot. If voting occurs by email or electronic ballot, the department administrative assistant shall receive the ballots, act as teller and declare the results. If voting occurs in the meeting, the results will be declared by the presiding officer.

3 Membership & Voting.

- 3.1 Each faculty member under contract (full time, part-time, tenure track or non-tenure track) to the University System, the majority of whose major work load is in the Department of Food & Beverage and Event Management shall be considered a member of the Department. The Dean of the William F. Harrah College of Hospitality shall be an ex-officio (non-voting) member.
- 3.2 Voting:
 - 3.2.1 All academic faculty on an annual contract within the department shall have one vote. The voting department academic and non-academic faculty shall hold full-time contracts with the NSHE for professional services, with at least 50% of their time assigned to the department, and teaching at least one course per year in the department. Voting faculty on leave without pay or sabbatical leave, but present in the department, shall retain their vote. The voting faculty may extend the voting privilege to other individuals for specified periods of time.
 - 3.2.2 A simple majority vote of members present will carry motions, except; those relating to change or amendment of by-laws
- 3.3 Any department faculty member shall have the right to submit a written proxy to the department Chairperson authorizing their designee to vote on their behalf. Proxies must be department faculty members within the Harrah Hotel College. A proxy may represent only one department member. The statement of the proxy shall specify what, if any, limits are placed on the authority of the individual holding the proxy to represent the absent member.

4 Chairperson.

- 4.1 The chief administrative officer shall be the Chairperson of the Department. The Chairperson shall be on a "B+" or equivalent contract.
- 4.2 The term of the Chairperson shall be a minimum of three years and upon the termination/of the Chairperson's any term (for any reason), a new election shall be held within 10 days from date of termination of the chairperson.
- 4.3 The duties of the Chairperson are as follows
 - 4.3.1 Be available and accessible as needed. This includes daily accessibility during the regular semesters, mini-terms, and the peak periods of registration, orientation, placement testing during the summer, and at the end of every semester during the period set aside for the submission of grades. "Daily accessibility" normally means that a chairperson be physically on campus for part of each day: Should a chairperson need to be away from campus, he or she should be in touch with his or her office in order to deal appropriately with departmental business. With the advice and consent of the dean, the chairperson shall designate an acting chairperson during extended periods of absence. The acting Chairperson must be a voting member of the department. All such absences should be taken only in consultation with and approval by the dean;
 - 4.3.2 Be responsible for personnel recruitment and for personnel evaluation, to include recommendations on retention, tenure, promotion, and merit and annual performance evaluation;
 - 4.3.3 Schedule classes including summer classes and other departmental functions in consultation with faculty and provide leadership in curricular review;
 - 4.3.4 Provide leadership in establishing and implementing departmental goals, priorities, and policies;
 - 4.3.6 Hold meetings as necessary to provide for the needs of the department;
 - 4.3.5 Appoint, as appropriate, departmental committees and serve as ex-officio non-voting member when needed;
 - 4.3.6 Hold Department meetings as are necessary to provide for the needs of the department. Meetings may be called by the Chairperson or by request of at least one-third of the department faculty. A meeting called by the department faculty must be held within one week of the written request. Notification of a department meeting must be made at least three working days prior to the meeting, except in case of emergency or matters related to professional appointments. Meetings shall be scheduled to avoid class conflicts.
 - 4.3.7 The Chairperson shall prepare an agenda and shall be distribute it with the announcement of the meeting. In general, the agenda shall allow opportunity for the introduction of new business by any member of the faculty. The Chairperson has the responsibility of distributing a copy of the minutes of each meeting of the department to each member of the department faculty within one week after the meeting. Such minutes shall constitute the official record and notice of the official actions of the department.
 - 4.3.8 Serve as the department representative to the Dean's Council/Cabinet.
- 4.4 Selection, Review and Removal of the Chair
 - 4.4.1 Election of the Chair: Departmental faculty will provide nominations for the office of chair. Self-nominations are permitted. Nominations will be limited to tenured

faculty who have earned the rank of associate professor. The faculty will elect the Chair of the Department every three (3) years and each new election is for three year term for the chair position. The election will be conducted by written, anonymous ballot and determined by a simple majority of voting members of the Department of Food & Beverage and Event Management. The name of the selected nominee for Department Chair will be forwarded to the Dean of the Harrah College of Hospitality. The candidates for Chair must be acceptable to the Dean and the UNLV Provost. The Chair is appointed by the UNLV President.

4.4.2 In the event that the chair is permanently terminated in any his/her period of term, a permanent Chairperson shall be elected as soon as possible upon a vote of the department faculty in accordance with the rules set forth in 3.1 above.

4.4.3 The term and removal of the Chair: The term of the Chair will be three years. The Chair Will serve no more than two consecutive terms unless otherwise approved by the majority of voting faculty in the Department. The Provost, Dean, or Department of Food & beverage & Event Management Faculty may seek removal of the Chair during their term. The Department may seek removal of the Chair from his or her term by a two thirds vote of the faculty. Final authority for removal of the Chair rests with the UNLV President.

5 Faculty

5.1 Duties of the faculty, workload requirements, assessment, and promotion and tenure guidelines and processes are specified in the College bylaws and include:

- 5.1.1 Academic activities of the department
- 5.1.2 Development, implementation and evaluation of courses and curriculum
- 5.1.3 Recommendation for promotion or tenure of other faculty in the department
- 5.1.4 Preparation of class materials and meeting with classes as scheduled
- 5.1.5 Research as required by rank and academic field
- 5.1.6 Professional and community activities as required by rank and academic field
- 5.1.7 Membership on standing and ad-hoc committees of the program, department, college, and university as elected or appointed
- 5.1.8 Provide service to students, department, college, university and the profession
- 5.1.9 Such other duties as prescribed or expected of university faculty members.

6 Department Committees

6.1 Standing committees of the Department shall be promotion, tenure, and curriculum.

- 6.1.1 The promotion committee shall consist of associate and full professors only. This committee shall be composed of at least 3 members, and the chair of the committee shall be required to vote.

- 6.1.2 The tenure committee shall consist of tenured faculty only. This committee shall be composed of at least 3 members, and the chair of the committee shall be required to vote. There will be a mid-tenure review for probationary tenure track faculty members.
- 6.1.3 Undergraduate curriculum committee is composed of 3 members elected on a rotating basis and serving for a period of 3 years.
- 6.2 Both the standing committee (ex: curriculum committee) and ad-hoc committees (ex: search committees) should be organized by faculty and steered by the committee chair. The committee chair should be elected by the voting committee and the committee reports and recommendations should be prepared in consultation with both the department chair and the department faculty members.
- 6.3 If insufficient faculty members are available for the Department to form necessary committees, the Dean shall designate suitable alternates from other departments of the College for consideration by the department chair and faculty.
- 6.4 Committee recommendations are forwarded to the department chair for review and recommendation.

7 Workload

- 7.1 The department conforms to the College Faculty Workload Policy.
- 7.2 The Chair determines faculty workload in consultation with the Associate Dean for Academic Affairs.

8 Curriculum

- 8.1 Courses assigned to departments are managed by the department faculty and recommendations for deletion, revision, or new courses come from individual or collective faculty in a format prescribed by the College curriculum committee.
- 8.2 Recommendations are provided to the department faculty and voted upon. Successful recommendations are forwarded, through the department chairperson, to the College curriculum committee for review and action.