

**WILLIAM F. HARRAH COLLEGE OF HOTEL ADMINISTRATION  
DEPARTMENT OF HOTEL MANAGEMENT BYLAWS**

1. Authority for Bylaws
  - 1.1 The bylaws of the University of Nevada, Las Vegas, delegates to each Departmental Faculty the authority to create bylaws to govern internal operations congruent with the 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 Amendments may be proposed by any member of the department.
  - 2.2 Proposals must be submitted in writing to the departmental faculty at least fifteen (15) working days prior to voting.
  - 2.3 Voting on the proposed amendments can occur at a meeting of the department faculty or by mail ballot. If voting occurs by mail ballot, the department secretary 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. Department Membership
  - 3.1 Each faculty member under full-time standard (B, B+, or A), tenure or non-tenure track contract to the University System, the majority of whose major work load is in the Department of Hotel Management shall be considered a member of the Department.
  - 3.2 Because of faculty rank, the Dean of the William F. Harrah College of Hotel Administration may be a voting member of the department, if he or she teaches in the hotel management disciplines. If the Dean is not a member of the department, he or she will be a non-voting ex-officio member of the department.
4. Voting
  - 4.1 Emeriti, visiting professors and part-time faculty (i.e., P-99) shall be considered “advisors” to the department but shall have no vote.
  - 4.2 A quorum shall exist when a majority of the department faculty members including the chairperson are present.
  - 4.3 A simple majority vote of members present will carry motions, except; those relating to change of by-laws in which case, a two-thirds vote of all department

members will be required.

- 4.4 All academic faculty on an annual contract within the department shall have one vote.
  - 4.5 All academic faculty on either a sabbatical leave or a leave of absence retain the right to vote in any departmental election. A faculty member on leave may exercise this right to vote by either giving a fellow faculty member a proxy statement or by forwarding a letter to the departmental election chairperson.
5. Proxies
- 5.1 Any department faculty member shall have the right to submit a written proxy 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.
6. The Chair
- 6.1 The chief administrative officer shall be the Chairperson of the Department. The Chairperson shall be on a "B+" contract.
  - 6.2 The term of the Chairperson shall be a minimum of three years.
  - 6.3 The duties of the Chairperson are as follows:
    - 6.3.1 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 should designate an acting chairperson during extended periods of absence. All such absences should be taken only in consultation with and approval by the dean;
    - 6.3.2 be responsible for personnel recruitment and for personnel evaluation, to include recommendations on retention, tenure, promotion, and merit and annual performance evaluation;
    - 6.3.3. schedule classes and other departmental functions;
    - 6.3.4 manage the departmental budget;
    - 6.3.5 provide leadership in establishing and implementing departmental goals,

- priorities, and policies;
- 6.3.6 provide leadership in curricular review.
- 6.3.7 appoint, as appropriate, departmental committees and serve as ex-officio member when needed; however the chair may not serve as a committee chairperson, nor may the chair vote on any issue brought before the committee.
- 6.3.8 represent the department both on campus and off;
- 6.3.9 advise students, respond to student requests for information, and evaluate student petitions;
- 6.3.10 perform any other appropriate assignments that department or college circumstances may require.
- 6.4 The election of the Chairperson will be conducted as follows:
  - 6.4.1 A faculty meeting will be held prior to the end of the last major semester in the final year of the existing Chair's term. The purpose of this meeting will be to nominate one or more persons for the Chair. Once the meeting is opened, the existing Chair will invite a senior faculty member who is not seeking election to take over the chair for the purpose of receiving nominations.
  - 6.4.2 If only one candidate is nominated, that candidate must be voted on, and must receive a majority vote of the voting body; otherwise the Dean will be notified that no majority vote was attained by the single candidate and the position will be the subject of a direct appointment by the Dean without a vote.
  - 6.4.3 If two or more persons are nominated, the following applies:
    - 6.4.3.1 Each nominee is allowed to make a statement.
    - 6.4.3.2 Nominees will be asked to leave the meeting.
    - 6.4.3.3 Faculty will then be allowed to discuss the nominees in private.
    - 6.4.3.4 Nominees should make themselves available for individual faculty consultations during the next five (5) working days.
    - 6.4.3.5 A paper ballot will then be due from each faculty member having the right to vote; said vote to be cast in the Dean's

office on the fifth day after the nomination meeting. For a nominee to become certified the winner of the election, he or she must have a simple majority of the votes cast. If no candidate has a clear majority, a run-off election will be required.

- 6.4.3.6 The results of the election then becomes the department's recommendation to the Dean for appointment. The Dean will then declare the winner of the election and name his recommendation to the Provost and to the President for appointment.
- 6.4.3.7 In the event that the chair is vacated, an acting Chairperson shall be appointed by the Dean of the College of Hotel Administration, with the understanding that a permanent Chairperson shall be recommended to the Dean through a majority vote of the full-time department academic faculty as soon as it is possible to hold an election.
- 6.4.3.8 The Chairperson shall be appointed by the President upon recommendation from the Vice President of Academic Affairs and the Dean of the College of Hotel Administration.
- 6.4.3.9 The department faculty can recommend to the Dean the removal of any chairperson not performing satisfactorily. An election must be held in the department and a majority vote of non-confidence must result.
- 6.4.3.10 The Chairperson may be removed from that office by the Dean of the College of Hotel Administration, or the Vice President of Academic Affairs.

## 7. Duties of the Faculty

- 7.1 The duties of academic faculty shall be defined in accordance with University bylaws.
- 7.2 Duties of full time academic faculty shall include:
  - 7.2.1. academic activities of the department and the institution.
  - 7.2.2. development, implementation and evaluation of curriculum.
  - 7.2.3 provision of time (minimal 5 hours per week) for academic advisement and guidance of students.

- 7.2.4 recommendation for promotion or tenure of other faculty of the program.
- 7.2.5 provision of opportunity for students to evaluate teaching effectiveness.
- 7.2.6. preparation of class materials and meeting with classes as scheduled.
- 7.2.7 research and creative activities as required by rank and academic field.
- 7.2.8 professional and community activities for the purpose of bringing education, service, and research together.
- 7.2.9 membership on standing and ad-hoc committees of the program, department, college, and university as elected or appointed.
- 7.2.10 advise the student professional associations on request.
- 7.2.11 such other duties as are generally expected of university faculty members.
- 7.3 Duties of adjunct faculty shall include participation in formal classroom teaching as individually negotiated.

## 8. Faculty Workload

- 8.1 The Department of Hotel Management utilizes the general guidelines of the William F. Harrah College of Hotel Administration when establishing faculty workload. The expectation is that faculty will carry a maximum of 21 credits per academic year, and course preparations (PREPS) are limited to four (4) per year. No more than one new course preparation (PREP) will be required of a faculty member in a given academic year.
- 8.2 Faculty who have specialized responsibilities, (e.g. chairperson, coordinators, evaluators, etc.) will have assignments determined individually when job descriptions are established.
- 8.3 The Chairperson will determine the workload of each faculty person each semester in accordance with the needs of the department.
- 8.4 The Chairperson shall consult with faculty on scheduling of specific courses prior to publishing a tentative schedule.

## 9. Department Committees

- 9.1 Standing committees of the Department shall be promotion and tenure.
- 9.2 The promotion committee shall consist of associate and full professors only. This

committee shall be composed of an odd number of tenured faculty, which preclude tie votes, since the chair of the committee shall be required to vote.

- 9.3 The tenure committee shall consist of tenured faculty only. The committee shall be composed of an odd number of tenured faculty, which will preclude tie votes, since the chair of the committee shall be required to vote.
- 9.4 The Department Chairperson may appoint ad-hoc committees and designate chairpersons to study specific aspects of departmental affairs and reports recommendations to the department faculty.
- 9.5 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.