

# Hospitality College Bylaws

**Bylaws Defined:** Standing rules governing the regulation of the college's internal affairs.

## Chapter 1. Organization of the College

### 1. Preamble

- 1.1. The William F. Harrah College of Hospitality is a student and research focused academic environment committed to developing leaders while advancing through research and service the hospitality profession. (approved 032814)

### 2. Dean's Office

- 2.1. Recruitment and Screening of the Dean. The college faculty elect 6 faculty members to serve on the Dean Recruitment and Screening Committee. The selection of candidates will be by nomination through an electronic announcement and call for candidates. Candidates will be contacted by the current Associate Dean for Academic Affairs to confirm their willingness to serve. An election will be conducted through the office of the Dean office using electronic methods and/or in-person ballots. A member of the Bylaws Committee and a Faculty Senator, not on the ballot, shall count the ballots and announce the college representatives to the committee. (see UNLV Bylaws, Ch. 2, Sec. 10.5.1)(approved 032814)
- 2.2. Removal of the Dean. At the formal request of 2/3 of the voting faculty members (see subject in this chapter, entitled "voting" removal of the dean shall be considered by the provost and the president.
- 2.3. Appointment of an Interim Dean.
- 2.4. Duties and Responsibilities of the Dean. Duties and responsibilities of the Dean are determined by the Vice-President for Academic Affairs and Provost. The Dean will provide, upon request, his duties and responsibilities to the faculty. (approved 032814)
- 2.5. Assessment of the Dean. A periodic assessment of college administrators by academic faculty and nonacademic faculty who report directly to the administrators will be held at least once every three years. An

assessment of the administrators' performance of assigned duties within the standards of effectiveness and efficiency will be included as will an assessment of the level of confidence in which the administrator is held. (see UNLV By-laws in Chapter III, Section 14.3) (approved 032814)

- 2.6. Administrative Officers. The Chief Administrative Officer of the College is the Dean. The Dean identifies administrative positions required to complete staffing of the Dean's office. The College Associate Administrative Officer shall be the Associate Dean for Academic Affairs (ADAA). (approved 032814)

- 2.7. Duties and Responsibilities of Vice/Associate/Assistant Deans and other academic administrative officers. Duties and responsibilities of vice, associate and assistant deans and other academic administrative officers will be provided by the dean upon request. (approved 032814)

- 2.8. Consultation with Faculty on Vice/Associate/Assistant Dean Appointments. The dean of the college has the authority to appoint additional administrative officers only after consulting with a cross-section of the College faculty. (see UNLV Bylaws, Ch. 2, Sec. 10.8). (approved 032814)

- 2.9. Administrative Workloads.

### 3. Organizational Units

- 3.1. Organizational Chart. The College Organizational Chart serves 2 purposes: (1) Depicts the structure and (2) identifies administrative positions within the college. The organizational chart is maintained by the Dean's office and available electronically. (approved 032814)
- 3.2. Proposals for Reorganization. Proposals for college reorganization or change of structure require a two-thirds majority vote of the faculty. The results shall be forwarded to the dean for evaluation. The Dean shall forward the proposal with the vote and their evaluation to the Provost for consideration. (approved 032814)

4. Department Organization [These bylaws were removed and need to be reinstated]

4.1. Method of Nomination & Length of Term of Department Chairs. The chairperson shall be nominated by the departmental faculty with a majority vote. Candidates for chairs must be tenured and acceptable to the dean and the provost, and are appointed by the president

4.2. Nomination and Appointment of Chairs. The method by which the chairs are selected shall be determined by the by-laws of that department. The length of terms shall be no more than 3 years, but there are no term limits.

4.3. Removal of Chairs. The chairperson may be removed from office by the president. The provost, dean, or department faculty in accordance with department by-laws, may seek removal of a chair.

5. College Faculty Meetings.

5.1. Faculty shall hold at least one meeting per academic term. An agenda of the faculty meeting shall be published at least one calendar week prior to the meeting. Any faculty member can introduce a topic onto the agenda.

5.2. Faculty who wish to introduce new or old business at the meeting should consult with their department chair at least two weeks prior to the publication of the agenda.

5.3. The authorized parliamentary procedure to be used at the faculty meetings will be Robert's Rules of Order.

5.4. Voting in faculty meetings shall be by hand or voice except that sensitive issues shall be by secret ballot. Any faculty member can identify any issue as being sensitive.

## **Chapter 2. Policies and Procedures: Faculty**

1. Faculty Governance. (approved 032814)

1.1. The college faculty, under the direction of the Dean, shall govern matters of internal educational policy, including faculty welfare.

2. College Membership

2.1. Each faculty member under contract to the university system, the majority of whose university workload is in the William F.

Harrah College of Hospitality, shall be considered a member of the college.

3. Voting

3.1. All academic faculty on an annual contract with membership in the William F. Harrah College of Hospitality shall have one vote.

4. College Bylaws

4.1. The bylaws of the college shall be the primary governing document in the college. Nothing in the document shall in any way countermand either UNLV's by-laws, or the UCCSN code.

5. Terminal Degree Defined

5.1. Faculty hired before 09/01/86 that hold at least a master's degree, or who subsequently earn that degree, will be considered to have a terminal degree.

5.2. For all faculty hired after 09/01/86, the terminal degree is defined as:

5.2.1. A doctorate from an accredited university with either industry or teaching experience, or

5.2.2. A master's degree with industry experience; the length and breadth of that experience will be evaluated in conjunction with appropriate professional certificates. Teaching experience will be counted, but will not replace professional experience.

5.3. On rare occasions, individuals with less than a master's degree will be considered for faculty positions because of their unique and significant industry experiences. Appointment of such persons will be done with the advice of the appropriate search committee and the approval of the dean and the provost.

6. Promotion and Tenure Guidelines

6.1. Tenure

6.1.1. Normally, Harrah Hospitality college faculty receive tenure consideration during their sixth year of probationary appointment, but up to three years of credit may be given to faculty who have held appointments at other colleges and universities. Faculty members with well established careers may also 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 department; (3) receive written recommendations from the department chair, the dean of the college, the provost, and the president of the university. The faculty vote shall be by secret ballot and will be conducted by the department secretary. The award of tenure is contingent upon formal approval by the UCCSN Board of Regents.

- 6.1.2. 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 department; (3) receive written recommendations from the department chair, the dean of the college, the provost, and the president of the university. The faculty vote shall be by secret ballot and will be conducted by the department secretary. The award of tenure is contingent upon formal approval by the UCCSN Board of Regents.
- 6.1.3. Faculty who have credit toward their probationary service may elect to postpone their tenure consideration for up to six years, but all tenure track faculty must be evaluated during their sixth year appointment.
- 6.1.4. Tenure recommendations are made by department tenure committees to the department chair.
- 6.1.5. The recommendations of both the department tenure committee and the department chair are then communicated in writing to the College Promotion and Tenure Committee who then makes a recommendation on the candidate. The recommendations of both tenure and promotion committees and the department chair's

recommendation are then communicated to the dean in writing. The dean then makes a recommendation to the office of the Provost who provides the Academic Freedom, Tenure and Promotion Committee with a tenure recommendation.

- 6.1.6. In tenure recommendations, overall ratings will range across a four-point scale as specified in the UNLV Bylaws Chapter III, Section 8.2 and the University of Nevada Code Section 3.4.2.1(b).
- 6.1.7. Faculty will receive written notice of a tenure recommendation within five working days after a decision is reached by the respective committee, department chair, and the dean. The UNLV Bylaws (Chapter I, Section 5.9.1) define the minimum notice of non-reappointment.
- 6.1.8. Faculty members who receive a negative tenure recommendation may appeal at the college level to the Faculty and Student Appeals and Grievance Committee and at the university level to the Faculty Senate Appeals Committee (UNLV Bylaws, Chapter I, Section 4.6.5).

## 6.2. Promotion

- 6.2.1. A faculty member may apply for promotion when s/he meets the college and university's guidelines for promotion as defined in the Code of the College and the UNLV Bylaws (Chapter III, Section 15).
- 6.2.2. Promotion recommendations are made by the department's promotion committees to the department chair, who then makes a recommendation on the candidate. The recommendations and supporting documentation is then communicated in writing to the College Promotion and Tenure Committee who then makes their recommendation on the candidate. The recommendations from both the department and college committees and the department chair's recommendation are then communicated in writing to the dean. The dean then makes a

recommendation to the office of the Provost who provides the Academic Freedom, Tenure and Promotion Committee with a promotion recommendation.

- 6.2.3. Faculty will receive written notice of a promotion recommendation within five working days after a decision is reached by the committee, department chair and the dean.

- 6.3. Faculty members who receive a negative promotion recommendation may appeal at the college level to the Faculty and Student Appeals and Grievance Committee and at the university level to the Faculty Senate Appeals Committee (UNLV Bylaws, Chapter III, Section 15.7).

- 6.4. Detailed Promotion and Tenure Guidelines are at Attachment 1 to this document. (approved 10/2015)

## 7. Annual Faculty Evaluation

- 7.1. The annual evaluation serves as a summative evaluation for the faculty member and, as such, has a direct effect upon merit, and may affect promotion and tenure considerations.
- 7.2. Each faculty member may compile an annual peer evaluation file that contains materials that the faculty member considers to be pertinent to the matter being evaluated as outlined in the UNLV Bylaws, Chapter II, and Section 8.4. The department and college shall use this file and other sources of information in their review of the faculty member.
- 7.3. Each department shall establish written criteria on which a faculty member is to be evaluated and may also establish any standing or ad hoc committees to assist the department chair during the annual evaluation process.
- 7.4. Any faculty member whose performance falls below minimum department and college standards must be given an unsatisfactory rating as specified in the university bylaws (Chapter III, Section 8.2).
- 7.5. The department chair shall write an annual evaluation of the faculty member. If the annual evaluation identifies unsatisfactory performance, a proposed remedial course of action and a time limit for improvement shall

be provided to the faculty member as suggested in UNLV's Bylaws, Chapter III, and Section 8.3.

## 7.6. Creation of a Peer Review Committee for Annual Evaluation

- 7.6.1. In the event that a faculty member disagrees with the evaluation, he or she may submit a written response to the evaluation to the Chair or may request the formation of a Peer Evaluation Committee to conduct a separate annual evaluation. In acting on such a request, the Dean shall nominate five tenured members of the UNLV faculty who, in the dean's opinion, are peers of the faculty member and have agreed to serve. Typically, four of these will be from the College of Hospitality and one from another college.

- 7.6.2. The Dean shall designate the chair person 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 department and College Bylaws give guidance, they shall be considered.

## 8. Workload Policy Authorization

- 8.1. As outlined in Chapter III, Section 2.4 of the UNLV Bylaws; each faculty member is to meet with the department chair once per annum (typically in the fall semester) to discuss the faculty member's professional responsibilities and performance expectations for that year.
- 8.2. The faculty member should also be apprised of the relative weight of each professional assignment to their annual evaluation.
- 8.3. After the meeting with the department chair; each department chair should communicate a written statement of expectations to the faculty member, reserving one copy for the faculty member's file.
- 8.4. Faculty who disagree with range and scope of their assigned workload may appeal through normal administrative channels to the dean

of the college and then to the Faculty and Student Appeals and Grievance Committee and to the Senate Grievance Committee if they are still unsatisfied with the decision.

- 8.5. Additional workload assignments placed on the faculty member during the year should have a mitigating influence on the annual evaluation.
- 8.6. The workload for each academic faculty member will be determined by the chairperson, in consultation with the faculty and subsequently with the Dean, in accordance with the mission and priorities of the department and applicable College policy. The Executive Committee will review workloads and publish comparative College data and make available to the faculty on an annual basis.

#### 9. Faculty Appeals

- 9.1. All personnel actions and decisions shall conform to the requirements of the UCCSN Code, the UNLV Bylaws Chapter III, Section 6, the College of Hospitality Code, department Bylaws, and the affirmative action equal opportunity policies of the University.
- 9.2. Faculty members who disagree with personnel decisions that may have an adverse impact on their employment condition must first request reconsideration through regular administrative channels to the level of the dean of the college.
- 9.3. If reconsideration is not forthcoming, the faculty member may then file an appeal with the College's Faculty and Student Appeals and Grievance Committee.
- 9.4. If the faculty member is not satisfied with the recommendation of the committee, or the dean's subsequent reconsideration; the faculty member then has the right to continue the request for reconsideration to the provost and then on to the office of the president.
- 9.5. The faculty member may then file an appeal with the Senate Appeals Committee (see UNLV Bylaws, Chapter III, Section 6.6) if the case involves the denial of merit, promotion or tenure. Cases that involve grievances that are not based on merit, promotion, or tenure issues should be filed with the Faculty Senate Grievance

Committee (UNLV Bylaws, Chapter I, Section 4.6.11).

- 9.6. A probationary faculty member who is not reappointed may not appeal the non-reappointment.

#### 10. Merit

- 10.1. All faculty members, both ranked and unranked, are eligible for merit. First year faculty may be considered for merit, but their record will only include accomplishments from the date of hire to the end of the calendar year (which is normally limited to one semester). First year faculty may elect to have their name removed from merit contention.
- 10.2. Second year faculty who were appointed in the fall or summer of the previous year and did not receive merit during their first year appointment, may list any achievements that occurred during that first year in their annual peer evaluation file for the second year appointment.
- 10.3. Department chairs recommend members of their faculty for merit consideration to the dean of the college and the college merit committee. Merit is awarded by the dean. (For a detailed description of the merit process, refer to the college merit advisory committee section contained in the code.)
- 10.4. Faculty may appeal merit award considerations to the Faculty and Student Appeals and Grievance Committee or may appeal at the university level to the Faculty Senate Appeals Committee.
- 10.5. Merit is based upon performance in the areas of teaching, service, and research. Merit is only awarded by the college when a faculty member's performance is exemplary in one of these three categories and at least satisfactory in the other two categories

#### 11. Annual Evaluations

- 11.1. The annual evaluation serves as a summative evaluation for the faculty member and, as such, has a direct effect upon merit, and may affect promotion and tenure considerations.
- 11.2. Each faculty member may compile an annual peer evaluation file that contains materials that the faculty member considers to be pertinent to the matter being evaluated as

outlined in the UNLV Bylaws, Chapter II, and Section 8.4. The department and college shall use this file and other sources of information in their review of the faculty member.

- 11.3. Each department shall establish written criteria on which a faculty member is to be evaluated and may also establish any standing or ad hoc committees to assist the department chair during the annual evaluation process.
- 11.4. Any faculty member whose performance falls below minimum department and college standards must be given an unsatisfactory rating as specified in the university bylaws (Chapter III, Section 8.2).
- 11.5. The department chair shall write an annual evaluation of the faculty member. If the annual evaluation identifies unsatisfactory performance, a proposed remedial course of action and a time limit for improvement shall be provided to the faculty member as suggested in UNLV's Bylaws, Chapter III, and Section 8.3.
- 11.6. Creation of a Peer Review Committee for Annual Evaluation
- 11.7. In the event that a faculty member disagrees with the evaluation, he or she may submit a written response to the evaluation to the Chair or may request the formation of a Peer Evaluation Committee to conduct a separate annual evaluation. In acting on such a request, the Dean shall nominate five tenured members of the UNLV faculty who, in the dean's opinion, are peers of the faculty member and have agreed to serve. Typically, four of these will be from the College of Hospitality and one from another college.
- 11.8. The Dean shall designate the chair person 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 department and College Bylaws give guidance, they shall be considered

### **Chapter 3. Committees**

1. College Committees. (approved 092311)

- 1.1. Members of College committees and councils are elected by the faculty as prescribed in these Bylaws, unless otherwise prescribed.
  - 1.1.1. Committee members are drawn from the College Faculty (Ch. 1, Sec. 4.1.1), unless otherwise specified.
- 1.2. Committee and Council operating procedures and policies are maintained as an appendix to this document and maintained in the Dean's office and electronically.
  - 1.2.1. Committees establish their operating procedures and forward these to the Bylaws Committee for review. In those instances where the Committee involves faculty governance, the operating procedures are provided to the faculty for review and comment. If it is an issue of faculty governance the procedures will be brought before the faculty for a vote.
- 1.3. Committee Membership (Approved 092311)
  - 1.3.1. All standing committees shall consist of five members elected from among the College faculty and serve 3-year staggered terms, unless otherwise specified by College bylaws or other requirements.
  - 1.3.2. The first time committees are created, length of term is based on the number of votes received. Those with the highest votes will receive the available 3 year term(s). A balanced approach for committee terms will be implemented with a rotation of 3-year, 2-year, and 1-year terms (see memorandum of procedure for committee term tenure). For a committee with less than 5 members the same procedure will be followed.
    - 1.3.2.1. In the event of a tie, the individual length of terms will be determined based on the high draw of a deck of playing cards.
  - 1.3.3. No committee member may serve more than 2 consecutive terms on the same committee.
  - 1.3.4. Committee chairs serve for a period of one academic year unless the committee operating code specifies differently.

1.3.4.1. Chairs are elected annually by a majority vote of the current committee members, unless the operating procedures, College bylaws, or University bylaws specify otherwise.

1.3.5. Removal of an elected member of a standing committee. An elected member of a standing committee can be removed from a committee at the request of the committee member, but only under special conditions (e.g., sick leave, sabbatical, etc.) OR for good cause, supported by documentation by the committee and recommended by the committee and chairperson to the Associate Dean for Academic Affairs (ADAA). The ADAA will notify the individual of their removal from the committee. For members of the Faculty Advisory Committees, the removal process will work through the Associate Dean responsible for the committee.

1.3.6. Committee Election

1.3.7. Faculty members of standing committees shall be elected before the end of the spring semester prior to the academic year in which they begin to serve.

1.3.8. All Committee elections shall begin with a general call for nominations by the Dean's Office. Nominations other than self-nominations must be verified with the individual to be nominated. If fewer than two nominations are received for each open position, the Dean will appoint a nominating committee of three faculty whose purpose it will be to solicit candidates to fill the remaining ballot spaces. Ballots will be returned to the Dean's Office, counted by Dean's Office personnel, and verified by two faculty members other than the Dean, Associate or Assistant Deans.

1.3.9. College participation in Faculty Senate elections shall conducted in accordance with Section 6 of the UNLV Faculty Senate Bylaws

## 2. Academic Standards.

2.1. The Academic Standards Committee shall

have five members. The committee shall be composed of a faculty member elected from each academic department. The committee shall select a student representative with senior standing for a one-year term. Elected faculty members shall serve for three years. However, the first year of operation of the committee, elected faculty members= term shall be Food & beverage & event management (one year), Hotel management (two years), and Resort, gaming and golf (three years). The Associate Dean for Academic Affairs will serve as an ex-officio member of the committee and will vote only in case of a tie.

2.2. The voting members of the committee shall elect a chair at the first meeting of each academic year.

2.3. A quorum shall consist of (3) of the eligible-voting members.

2.4. The duties of the committee are as follows:

2.4.1. Setting and overseeing academic policy, such as

2.4.2. Punitive policy regarding academic dishonesty

2.4.3. Criteria for suspension or probation

2.4.4. Criteria for college honors

2.4.5. Responsible for placing students on academic probation or suspension

2.4.6. Review student's appeals and petitions for reinstatement from academic suspension

2.4.7. Responsible for reviewing academic petitions

2.4.8. Review of college graduation policies and forward any proposed change to the faculty for a simple majority vote for implementation. If approved, forward to Dean for administrative approval

## 3. Graduate Curriculum

3.1. The Graduate Curriculum Committee shall have five members. The committee shall be composed of three graduate faculty members elected at large, the College representative on the University Graduate Curriculum

Committee, a graduate student from the College, and the Graduate Program Director. Elected faculty members shall serve for three years. However, the first three elected faculty will serve staggered terms to ensure continuity. The Graduate Program Director will serve as an ex-officio member of the committee and will only vote in case of a tie. The graduate student will be an ex-officio, non-voting member and will serve for one year; and will be elected from the College's graduate student body. The voting members of the committee will elect a chair at the first meeting of each academic year. A quorum shall consist of three of the voting eligible members.

3.2. The duties of the Graduate Curriculum Committee are as follows:

- 3.2.1. Review submitted graduate course proposals, solicit input from affected department chairs and faculty who will teach the proposed course, and vote on the course proposals. If passed by a simple majority of the Committee, the approved item will be forwarded to the College's representative on the University Graduate Curriculum Committee after obtaining the Dean's signature.
- 3.2.2. Review graduate curriculum programs changes, solicit input from affected departments, and bring to the attention of the graduate faculty at least two weeks in advance of a vote. If passed by a simple majority of the voting-eligible faculty, the Committee will forward the approved item to the College's representative on the University Graduate Curriculum Committee after obtaining the Dean's signature.
- 3.2.3. Review inter-institutional, interdepartmental or interdisciplinary graduate course proposals and programs, and bring to the attention of the graduate faculty at least two weeks in advance of a vote. If passed by a simple majority of the graduate faculty, the approved item would be forwarded to the College's representative on the University Graduate Curriculum Committee after obtaining the Dean's signature.

3.2.4. The Graduate Program Director shall forward all graduate course deletions, changes, or additions, including changes to course titles, numbers, descriptions, hours of credit, and pre-requisites to the Graduate Curriculum Committee for review and vote. If passed by a simple majority of the Committee, the approved item will be forwarded to the College's representative on the University Graduate Curriculum Committee after obtaining the Dean's signature.

4. The College Merit Advisory Committee

- 4.1. The Committee shall be composed of three members, one representative from each department. These committee members are to be elected by secret ballot held in each department. Any member of a department may nominate any other member in the department for the position. Self-nominations will be accepted. If there is no nomination, the department chair appoints a member.
- 4.2. Elections must be conducted and a committee must be formed by the 1st Monday in December. The committee appointment shall be for 3 years and the 1st election will be staggered; Hospitality management, 3 years; Resort, gaming, and golf, 2 years; and Food and beverage and event management, 1 year.
- 4.3. Members of the committee are charged with the duty of reviewing all faculty update information forwarded to them and recommending to the dean of the college who among the faculty should receive merit in the college and what amount should be awarded to each faculty member (within the limits set by the board of regents and the president of the university).
- 4.4. All awardees must be satisfactory in teaching and four award levels must be used.
- 4.5. The merit process is as follows:
  - 4.5.1. Annual activity reports are prepared by faculty.
- 4.6. For those who wish, the following statement appears at the top of their report, "I wish to be considered for merit."
- 4.7. Department chairs evaluate faculty who wish



to be considered for merit by placing faculty in one of six clusters corresponding to merit dollar awards:

4.8.	Amount of Merit Awarded	Cluster Number
	\$3,000	1
	\$2,500	2
	\$2,000	3
	\$1,500	4
	\$1,000	5
	\$0	6

- 4.8.1. Those who do not wish to participate in merit, will automatically be placed in cluster 6 and will not be reviewed by the merit committee.
- 4.8.2. The department chair may place no more than a maximum of 20% (or the closest approximate) of the department's faculty in any of the first five clusters.
- 4.8.3. The list of faculty in the respective clusters is then submitted to the merit committee and the dean.
- 4.8.4. The merit committee then compiles the chairs' lists into a master list of all college faculty.
- 4.8.5. The merit committee then reviews the department chairs and includes the chairs in the master list.
- 4.8.6. The merit committee may ask the chairs for justification as to their placement of a faculty member on the department list. Once that information is obtained, the merit committee may elect to move a faculty member to another cluster.
- 4.8.7. The merit committee submits their master list to the dean with justification as to why (if any) faculty members were moved from clusters recommended by their chairs.
- 4.8.8. The dean determines which, if any, of the cluster 1 faculty are deserving of a \$4,500 merit award.
- 4.8.9. The dean may move faculty to other award clusters, but must provide written justification to the merit committee.)

## 5. Promotion and Tenure

## 6. Undergraduate Curriculum

- 6.1. The Undergraduate Curriculum Committee shall have five members. The committee shall be composed of a faculty member elected from each academic department as well as the college representative on the University Curriculum Committee. Elected faculty members shall serve for three years. However, the first year of operation of the committee, elected members' term shall be Food, beverage & event management (one year), Hotel Management (two years) and Resort, gaming and golf (three years). The Associate Dean of Academic Affairs will serve as an ex-officio member of the committee and will vote only in case of a tie.
- 6.2. The voting members of the committee must elect a chair at the first meeting of each academic year. A quorum shall consist of three (3) of the eligible-voting members.
- 6.3. The duties of the College Undergraduate Curriculum Committee are as follows:
  - 6.3.1. Review undergraduate course proposals, with input from department chairs and affected faculty, and forward items approved by the Committee to the College's representative on the University Curriculum Committee with the Dean's signature. In order for a course to be approved, it must receive a simple majority vote by the Undergraduate Curriculum Committee.
  - 6.3.2. Review undergraduate curricular program changes and bring to the attention of the appropriate faculty at least two weeks in advance of a vote. If passed by a simple majority of the voting eligible faculty, the Undergraduate Curriculum Committee will forward the approved item to the College's representative on the University Curriculum Committee with the Dean's signature.
  - 6.3.3. Oversee formal program articulation agreements.
  - 6.3.4. Review inter-institutional, interdepartmental or interdisciplinary undergraduate course proposals and bring to the attention of the appropriate department, who would be required to furnish the faculty to teach the course, at

least two weeks in advance of a vote. If passed by a simple majority, the approved item would be forwarded to the College's representative on the University Curriculum Committee with the Dean's signature.

6.4. The Undergraduate Curriculum Committee shall have five members. The committee shall be composed of a faculty member elected from each academic department as well as the college representative on the University Curriculum Committee. Elected faculty members shall serve for three years. However, the first year of operation of the committee, elected members' term shall be Resort, gaming and golf (one year), Hotel Management (two years) and Food & beverage & event management (three years). The Associate Dean of Academic Affairs will serve as an ex-officio member of the committee and will vote only in case of a tie.

6.5. The voting members of the committee must elect a chair at the first meeting of each academic year. A quorum shall consist of three (3) of the eligible-voting members.

6.6. The duties of the College Undergraduate Curriculum Committee are as follows:

6.6.1. Review undergraduate course proposals, with input from department chairs and affected faculty, and forward items approved by the Committee to the College's representative on the University Curriculum Committee with the Dean's signature. In order for a course to be approved, it must receive a simple majority vote by the Undergraduate Curriculum Committee.

6.6.2. Review undergraduate curricular program changes and bring to the attention of the appropriate faculty at least two weeks in advance of a vote. If passed by a simple majority of the voting eligible faculty, the Undergraduate Curriculum Committee will forward the approved item to the College's representative on the University Curriculum Committee with the Dean's signature.

6.6.3. Oversee formal program articulation agreements.

6.6.4. Review inter-institutional, interdepartmental or interdisciplinary undergraduate course proposals and bring to the attention of the appropriate department, who would be required to furnish the faculty to teach the course, at least two weeks in advance of a vote. If passed by a simple majority, the approved item would be forwarded to the College's representative on the University Curriculum Committee with the Dean's signature.

6.7. The department chair shall forward all undergraduate course deletions, changes or additions, including changes to course titles, numbers, descriptions, hours of credit, and pre-requisites to the Undergraduate Curriculum Committee who shall review and vote on the proposal after receiving input from the department chair and the affected faculty. If passed by a simple majority of the Committee, the approved item will be forwarded to the Dean's office for a signature and then delivered to the College's representative on the University Curriculum Committee.

6.8. New Curricula

6.8.1. All programs of study shall be initiated and studied by the faculty and appropriate documentation forwarded to the appropriate College Curriculum Committee (e.g., Undergraduate or Graduate) 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.

6.8.2. Each department chair will submit any departmentally approved description of the program of study, the requirements, electives, name of person responsible for coordination, and justification of the program to the appropriate College Curriculum Committee in accordance with the College's bylaws.

6.8.3. Changes of course title, prerequisites, description, or number shall be forwarded by a department chair or the Graduate Program Director to the appropriate Curriculum Committee. However, a change in number or description which

makes an undergraduate course acceptable for graduate credit shall be referred to the Graduate Curriculum Committee.

6.8.4. The College Curriculum Committees shall review all proposed substantive curricular program changes and refer said changes to the appropriate faculty for vote.

6.8.5. All proposed curricular changes must be circulated at least two weeks in advance of the meeting at which they are to be considered. One copy of each proposed change shall be sent to each Curriculum Committee member (including ex officio members) and one copy shall be sent to each of its members, either by circulation or by posting in a convenient location. Minutes of the Curriculum Committees shall be circulated in the same way. All Curriculum Committee meetings shall be open to all faculty members.

6.8.6. A simple majority vote of the affected faculty is necessary to approve program proposals. The Curriculum Committee will then forward the proposal to the Dean's office for signature and on to the respective College representative on the University Committees. All proposals rejected by faculty shall be returned to the originating source who then has the option of amending and resubmitting the proposal to the Committee.

6.8.7. All programs of study and courses in the College which are solely graduate curricular matters must have the approval of the College Graduate Curriculum Committee and the graduate faculty.

#### 6.9. Curricular Revisions

6.9.1. Curricular revisions, when approved as described above, shall be sent by the appropriate College

6.9.2. Curriculum Committee to the College's representative on the University Undergraduate

6.9.3. Curriculum Committee or the Graduate College Curriculum Committee, in accordance with UNLV Bylaws, Chapter II, Sections 5 and 6.

### 7. Scholarship

7.1. The Scholarship Committee is a four member committee composed of the three faculty elected by the departments and the manager of the Office of Student Advising. The committee appointment shall be for 3 years and will be in the 1st election staggered; Hotel Management, 3 years; Tourism & Convention, 2 years; and Food and Beverage, 1 year.

7.2. The committee shall elect a committee chair. A quorum shall be defined as three members of the committee present.

7.3. The committee is charged with the following duties:

7.3.1. Setting policies and procedures that will govern the disbursement of scholarship funds;

7.3.2. Establishing student applicant criteria for the scholarships; and

7.3.3. Selecting scholarship winners from the applicant pool.

7.4. Selection of scholarship winners shall be decided by a majority vote of the committee.

7.5. The committee shall be responsible for the allocation of all scholarship monies except those that are designated to be specifically for minority students

### 8. Boyd Distinguished Faculty Awards

8.1. The membership in this committee shall be composed of an elected member from each department. A faculty member who is nominated for an award may withdraw from the committee and the respective department shall elect a replacement.

8.2. The committee shall evaluate all award applicants and recommend to the dean a candidate for the award. If the dean agrees with the committee's choice, the winner will then be announced by the dean.

8.3. If the dean refuses the committee's choice, then the committee must reevaluate the other applicants and either nominate another candidate or recommend that there be no winner in that category for the year.

8.4. If the second recommendation is unacceptable to the dean, the committee must either offer a third candidate or recommend that there be no winner in that

category for the year.

- 8.5. The dean must accept the committee's decision that no award be given in a particular category for the year

## 9. Faculty and Student Appeals

- 9.1. Faculty and Student Appeals and Grievances - The membership of this committee shall be composed of a faculty member's peers which is defined as three (3) senior (associate or full professor) tenured faculty, (elected at large) from the college; two (2) probationary (assistant professor) faculty (elected at large from the college) and one (1) designated alternate (tenured faculty) appointed by the dean. If there are no probationary faculty, tenured faculty may be substituted.
- 9.2. Members of this committee are to be elected each September by the faculty of the college. The dean's office is responsible for issuing a call for nominations. Faculty can nominate themselves to this committee or can nominate fellow faculty. An election will be held during September by the dean's secretary.
- 9.3. If the case presented is a faculty appeal or grievance, administrators and faculty serving on college promotion, tenure, and merit committees may not serve on this committee. Faculty currently serving on department promotion, tenure, and merit committees may serve on this committee provided they do not participate in a case where they may have a conflict of interest.
- 9.4. The committee will elect a chair who will schedule meetings, distribute formal appeals and any written documentation, inform members of the time and place of meetings and preside over the meetings. The committee chair will participate in all committee decision making and voting.
- 9.5. The establishment of procedures and necessary forms will be the responsibility of the members of the committee. These procedural rules and copies of petitions and forms will be made available to all faculty and students.
- 9.6. Committee meetings will be scheduled as cases present themselves. The committee must convene within three weeks after a

formal petition is received from an aggrieved student or faculty member. Three members in attendance constitutes a quorum. If a quorum is not present, the chair shall adjourn the meeting and schedule a future meeting.

- 9.7. All committee meetings shall be regulated by the parliamentary procedure known as Robert's Rules of Order. All voting by the committee shall be by secret ballot.
- 9.8. The committee provides a forum for faculty and students who believe that they have suffered injury from an administrator or a faculty member. Faculty grievances and appeals may concern, but are not limited to, such issues as; tenure, merit, promotion, faculty evaluation techniques, and discriminatory administrative practices.
- 9.9. Student grievances and appeals may concern, but are not limited to, such issues as: grades, decisions rendered by administrators, recommendations, faculty behavior in the classroom, and faculty advisement practices.
- 9.10. The student or faculty member can address any issue or present any evidence, including witnesses, that s/he deems appropriate to the case. Administrators, faculty, or committees charged by the student or faculty member will be given opportunity to rebut the allegations.
- 9.11. The Faculty and Student Appeals and Grievances Committee may conduct investigations of the facts of a case if the committee deems it necessary. The committee may also question witnesses, the complainant, and the defendant(s).
- 9.12. Once the committee reaches a decision on the merits of a faculty case, it then informs the dean of the college and the senior vice-president and provost in writing of its recommendation for the disposition of the case. The dean may decide to accept, accept in part, or reject the findings of the committee.
- 9.13. The decision of the committee is to be communicated to the aggrieved student or faculty member within seven days after a decision is rendered by the committee. If the case involves a faculty member, a copy

of the decision is to be given to the complainant and placed in the faculty member's master personnel file. If the case involves a student, a copy of the decision is to be placed in the student's file.

- 9.14. If the student or faculty member is not satisfied with the recommendation of the committee and the decision of the dean, that person can appeal through administrative channels to the president and to the appropriate Faculty Senate Committee (UNLV Bylaws Chapter I, Section 4.6).

10. Sustainability Committee (approved 0413)

- 10.1. The Sustainability Committee shall have nine members. The committee shall be composed of five full-time faculty members, two staff members (either classified or professional), one full-time graduate student, and one full-time undergraduate student. Faculty committee members will be elected by the full-time faculty. Staff committee members will be elected by the staff in the College. Student committee members will be appointed by the College's Associate Dean for Academic and Student Affairs. Elected faculty members and staff shall serve three year term. Students will be appointed to a one-year terms and may serve successive terms with the permission of the Associate Dean for Academic and Student Affairs. During the first year of operation of the committee, elected faculty and staff members shall serve staggered terms of one, two or three years to be determined by the drawing of lots at the first meeting held by the committee. A chair will be elected for one year by the committee at the first meeting in the fall. All members of the committee shall have one vote. A quorum shall consist of five (5) members. A meeting schedule will be determined by the chair.

- 10.2. The charge of the committee will be to make recommendations regarding the development, implementation and monitoring of:

- 10.2.1. Competencies in the undergraduate

curriculum relating to sustainability issues;

- 10.2.2. Competencies for the graduate curriculum relating to sustainability issues;
- 10.2.3. Extracurricular and operational sustainability initiatives within the College;
- 10.2.4. Collaborative sustainability activities and research with other entities on and off the UNLV campus; and
- 10.2.5. Advise the College on sustainable development issues with regard to its current and future facilities and programs.

11. Ad Hoc Committees

- 11.1. Ad hoc (temporary) committees may be either departmental or college committees. Departmental committees will be appointed or elected, and administered according to departmental bylaws.
- 11.2. Examples of college ad hoc committees include; recruitment and search committees, special task forces, administrator evaluation, and fact finding committees. The dean of the college shall appoint faculty to college ad hoc committees. Ad hoc (temporary) committees may be either departmental or college committees. Departmental committees will be appointed or elected, and administered according to departmental bylaws.
- 11.3. Examples of college ad hoc committees include; recruitment and search committees, special task forces, administrator evaluation, and fact finding committees. The dean of the college shall appoint faculty to college ad hoc committees

**Existing bylaws in place, but do not fit either because they don't meet the definition of a bylaw or the bylaw has been superseded by a change in the organization or processes.**

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#### The Faculty: Introduction

Most American colleges and universities are composed of classrooms, dormitories, laboratories, and offices; but a college is certainly more than mere bricks and mortar. It is an assemblage of people devoted to learning. Its elements may include administration, support staff, students, alumni, regents, community leaders, and the general public.

But the most important element, the element that defines the character of the institution, establishes the institution's reputation, and enjoys the greatest longevity, is the faculty. It is the faculty, that community of scholars that gives an institution its continuity.

Being a member of this exclusive community carries with it certain responsibilities as well as commensurate rights and privileges. Most American colleges and universities are composed of classrooms, dormitories, laboratories, and offices; but a college is certainly more than mere bricks and mortar. It is an assemblage of people devoted to learning. Its elements may include administration, support staff, students, alumni, regents, community leaders, and the general public.

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#### Chapter III- The Faculty

##### Section: Responsibility to the Profession

##### Subsection: Introduction

UNLV Code: Ch.3 Section 5.1

The William F. Harrah College of Administration subscribes to the following section of the AAUP's 1966 Statement on Professional Ethics:

The faculty member, guided by a deep conviction of the worth and dignity of the advance of knowledge, recognizes the special responsibilities placed upon faculty members. The primary responsibility to one's field is to seek and state the truth as one sees it. To this end, the faculty member devotes time and energy to developing and improving scholarly competence. The faculty member accepts, as well, the obligation to exercise critical self-discipline and judgment in extending and transmitting knowledge. The faculty member practices intellectual honesty. Although s/he may follow subsidiary interests, these interests must never seriously hamper or compromise his/her freedom of inquiry.

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#### Chapter III –The Faculty

##### Section: Responsibility to the Profession

##### Subsection: Misrepresentation of Work

UNLV Code: Ch.3 Section 5.1

Faculty members must not plagiarize or permit the appearance that they have authored work done by others, nor shall they misrepresent records of publication, service, and teaching.

Faculty members must be honest in the presentation of research data and in the description of any work that they have performed.

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#### Chapter III- The Faculty

##### Section : Responsibility to the Profession

##### Subsection: Professional Growth

UNLV Code: Ch.3 Section 5.1

Quality scholarship involves both the discovery and the dissemination of knowledge. Faculty members bear a responsibility to ensure that their students receive information regarding the latest developments in their particular field of study and should exercise reasonable efforts to remain informed and knowledgeable about developments in their academic area.

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#### Chapter III- The Faculty

##### Section : Responsibility to the Profession

##### Subsection: Service to the Profession

UNLV Code: Ch.3 Section 5.1

For professional growth, faculty members should participate in regional and national organizations in their discipline, attend meetings, present papers, serve as officers, etc. Involvement in the profession is one aspect of the annual evaluation of faculty.

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### Chapter III- The Faculty

Section: Responsibility to the Profession

Subsection: Service to the Community

UNLV Code: Ch.3 Section 5.1

Faculty members are encouraged to support community services and activities in the area of their professional expertise, conduct workshops and/or seminars, or serve as consultants so long as it does not interfere with their teaching/research responsibilities.

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### Chapter III- The Faculty

Section: Responsibility to the Student

Subsection: Student Academic Freedom

UNLV Code: Ch.3 Section 5.1

As a teacher, the faculty member encourages the free pursuit of learning in students. The faculty member serves as a role model to students; a role model which projects the highest standards of scholarship and academic diligence.

The faculty member insists that students integrate both the intellectual and moral components of their education. This is done not by edict, but by example.

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### Chapter III- The Faculty

Section: Responsibility to the Students

Subsection: Student Evaluations

UNLV Code: Ch.3 Section 5.1

The faculty member demonstrates respect for students as individuals and strives to ensure that the evaluation of students honestly reflects the merit of their work. Faculty should encourage students to discuss the merit of their evaluations without causing students to fear reprisal.

The faculty member should provide students with feedback on their performance in the course prior to the last day to withdraw from the course without penalty. The feedback may be in the form of test or quiz scores, evaluations on projects or papers or any

other type of evaluation as described in the course syllabus.

The faculty member should also provide the student at the beginning of the semester with the weight of each assignment, project, test, quiz, etc.; so that the student can compute her/his current grade in the course.

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### Chapter III- The Faculty

Section: Responsibility to the Students

Subsection: Student Honesty

UNLV Code: Ch.3 Section 5.1

#### Student Code of Conduct

The faculty member is diligent in her/her attempt to ensure that the conduct of the student is academically honest. Depending on the instructor's judgment of the facts in a particular case, the faculty member may give a failing grade to the dishonest student on the assignment or the course, recommend the student withdraw from the course, reduce the grade on the work in question, require the assignment or exam to be repeated, assign extra work, verbally chastise the student, or institute any combination of the above penalties.

For repeat offenders, more severe sanctions imposed by the university (e.g. suspension or expulsion) are possible.

The faculty member is cautioned to refrain from publicly accusing any student of academic dishonesty to avoid defamation of character charges being brought by an aggrieved student.

The instructor should meet with the student(s) to try to resolve the issue. If an agreement is not reached, then the chairperson should meet with the instructor and the student(s) to try to resolve the issue. If an agreement is still not reached, then the associate dean should meet with all of the above parties to resolve the issue. For any incident, the instructor must inform the student disciplinary offices, associate dean of academic affairs and the chair of the department.

Student(s) who are not satisfied with the disposition of their case can appeal through the college's faculty and student Appeals and Grievance Committee.

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### Chapter III- The Faculty

Section: Responsibility to the Students

Subsection: Student Privacy

UNLV Code: Ch.3 Section 5.1

#### Student Code of Conduct

The faculty member has a legal obligation under the Family Educational Rights and Privacy Act of 1974 to ensure that a student's privacy rights are protected. Faculty are not to release any information regarding a student's grades or class standing to any party without the prior written consent of the student, except to the following:

- 1) other school officials at UNLV (including faculty) who have been determined by UNLV officials to have a legitimate educational interest,
- 2) to authorized representatives of certain governmental agencies in connection with the audit and evaluation of federally supported education programs, provided that the collection of any personally identifiable data shall not include information, which would permit the personal identification of such students after the data has been collected,
- 3) in connection with the student's application for or receipt of financial aid,
- 4) to organizations conducting studies for educational agencies related to predictive tests, student aid programs, and improved instruction if such information is destroyed after service and personal identification of a student by others is avoided,
- 5) to accrediting organizations if the personal identification of a student is avoided,
- 6) to parents of dependent, minor (under the age of 18) students,
- 7) to appropriate persons necessary (in an emergency) to protect a person's health, or safety, as may be defined by HEW regulations,
- 8) to a court or in compliance with a judicial order or subpoena, upon condition that the student is notified in advance of the compliance there-with by the William F. Harrah College of Administration.

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#### Chapter III- The Faculty

##### Section : Responsibility to the Students

##### Subsection: Exploitation of Students

UNLV Code: Ch.3 Section 5.1

Faculty are to avoid the exploitation of students for private advantage. Specifically, faculty should not use the labor of students in consulting assignments without

properly remunerating those students for their efforts. Furthermore, faculty are not to plagiarize the work of students. Faculty should give proper recognition to student contributors in any research effort. This includes authorship credit in scholarly articles and texts.

Faculty members may not limit or curtail the right of a student to publish or otherwise communicate the result of the student's own scholarly activities.

Faculty members must not accept gifts or favors from students, friends or relatives of the student, when there is reason to believe that such a gift or favor is motivated by a desire to secure some academic or personal advantage.

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#### Chapter III- The Faculty

##### Section: Responsibility to Students

##### Subsection: Meeting Classes

UNLV Code: Ch.3 Section 5.1

Failure to meet scheduled classes without prior notice to students is excusable only for reasons beyond the control of the faculty member (e.g. accident, illness, death of an immediate family member). If possible, faculty should contact their department chair or the secretary of the department so that notices of the faculty member's absence can be posted in the classroom.

Any other occasion that involves the alteration of the course schedule, cancellation, or rescheduling of classes may be done only after consulting with and receiving approval from the department chair or dean, and giving adequate notice to the students whenever possible.

The instructor should make every effort to ensure that his/her classes begin and end at the appointed time.

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#### Chapter III- The Faculty

##### Section: Responsibility to Students

##### Subsection: The Syllabus

UNLV Code: Ch.3 Section 5.1

The course syllabus is viewed by the college as being a contractual document between the faculty member and the student.

It should be presented to each student on the first day of the course. It should contain the course objectives, the criteria and methods used to evaluate the student,



and the weights assigned to the student evaluation instruments. The syllabus should also contain major test and project dates whenever feasible. The syllabus should contain a bibliography of all instructional materials (e.g. text books, reference works, etc.) that are to be secured by the student including a disability resource statement. Finally, the syllabus should contain the instructor's general policies and procedures regarding the course, such as classroom deportment, attendance policies and academic dishonesty, the final date to drop the course without penalty, along with the University and Administration Standards and Policies and the Office of Student Affairs lower or upper division addendums.

Faculty are to file copies of their syllabi each semester with the department chair's secretary.

The syllabus is one element that may be used in the faculty member's annual evaluation.

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### Chapter III- The Faculty

#### Section: Responsibility to Students

##### Subsection: Office Hours

##### UNLV Code: Ch.3 Section 5.1

Full-time faculty are to set aside a minimum of five hours per week for student consultations and advisement. Office hours should be posted on the bulletin board next to the office door and should also be kept on file with the department secretary.

Faculty are advised to expand their office hours during pre-registration periods. Faculty are responsible for making and keeping their own appointments.

Meeting office hours and keeping appointments is one element in the annual evaluation of the faculty member.

Adjunct faculty are expected to make themselves available to their students outside of class as needed. There is no minimum requirement in adjunct faculty office hours.

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### Chapter III- The Faculty

#### Section: Responsibility to Students

##### Subsection: Advisement

##### UNLV Code: Ch.3 Section 5.1

At the William F. Harrah College of Administration, in conjunction with the Office of Student Advising, advising is considered to be faculty member's

responsibility. All faculty members share in this important responsibility to the students, and their performance in advising is part of the evaluation of their professional contributions to the college.

The college recognizes its responsibility to provide training for faculty advisors. The Office of Student Advising will conduct workshops on advising, and individual faculty members are expected to attend.

Faculty are encouraged to volunteer for the formal advising program. Those who are selected receive a one 3-credit course reassignment per semester for 10 contact hours in advisement

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### Chapter III- The Faculty

#### Section: Responsibility to Students

##### Subsection: Service to Students

##### UNLV Code: Ch.3 Section 5.1

Student professional associations are an integral part of the college's educational program. They offer the student experiential learning and affective development opportunities.

Faculty are expected to serve as advisors to these associations. The quality of an advisor's performance is one area that is addressed in the faculty member's annual evaluation.

It is expected that the faculty advisors and students will cooperate in promoting the goals and objectives of the William F. Harrah College of Administration by sharing administrative and faculty concerns with the respective student organizations.

The W. F. Harrah College of Administration also sponsors a number of student and alumni related activities. Faculty are also assigned duties and responsibilities for these events either through the office of the dean or the department chairs. The quality of faculty performance on these assignments is one factor that is examined during the annual evaluation.

Faculty who are not directly involved with these assignments are encouraged to attend these and other college sponsored events.

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### Chapter III- The Faculty

#### Section: The Faculty Member and the College

##### Subsection: Classroom Department

##### UNLV Code: Ch.3 Section 5.1

The faculty member should not view the classroom as a forum for his/her personal views on subjects that are unrelated to the course topics. It is the responsibility of the faculty member not to depart significantly from her/his area of competence or to divert significant time to material extraneous to the subject matter of their courses.

The faculty member will refrain from using abusive, obscene, or degrading language or gestures. The faculty member will also refrain from striking or offensively touching any student.

The faculty member will avoid any stereotypical remarks that have as its subject; representatives of a race, national or ethnic heritage, religious denomination, or any other grouping that can be stereotyped unless the expression of such a remark is meant to demonstrate an example of improper speech and its use is directly related to the prescribed subject matter being taught.

The faculty member will avoid any behavior toward the student that can be construed as being intimidating, oppressive, or vindictive in nature.

The faculty member should refrain from endorsing any product or service that s/he has a proprietary interest. However, a faculty member may adopt for a course, a textbook or other instructional materials, that s/he has authored, provided that these materials are copyrighted and are currently available to other hospitality management programs. The faculty member to use his/her book in class must file a specific form entitled "Request to Assign my Own Textbook in My Class". This form must be resubmitted every 3 years.

The faculty member is expected to maintain control over his/her classroom and is expected to provide the students with an environment that is conducive to learning. If a student(s) in a particular classroom becomes disruptive and will not respond to the faculty member's admonishments or becomes violent, the faculty member should dismiss the group and report the behavior to his/her immediate supervisor and campus security.

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### Chapter III- The Faculty

Section: Collegiality

Subsection: N/A

UNLV Code: Ch.3 Section 5.1

The William F. Harrah College of Administration adopts the following passage from the 1966 AAUP

### Statement on Professional Ethics:

As a colleague, the professor has obligations that derive from common membership in the community of scholars. S/he respects and defends the free inquiry of his/her associates. In the exchange of criticism and ideas, s/he shows due respect for the opinions of others. S/he acknowledges her/his academic debts and strives to be objective in his/her professional judgment of colleagues. S/he accepts her/his share of faculty responsibilities for the governance of his/her institution.

The faculty of the William F. Harrah College of Administration have an individual and collective obligation to ensure that the ideals expressed in the above passage are maintained.

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### Chapter 1 - Faculty

Section: The Faculty Member and the College

Sub-section: Assigned Duties in the college

UNLV Code: No equivalent code

The duties of a faculty member consist of those responsibilities assigned by the dean, or appropriate administrator, such as the associate dean or the department chairs. Teaching assignments, schedules, and other instructional responsibilities (e.g. maintaining office hours, meeting class in accordance with the college policies at all regularly scheduled times and places) shall be carried out under the direction of the dean in accordance with the delegated authority of the president. Duties and responsibilities shall be related to the expertise and competence of the faculty member and may include sponsored or unsponsored research projects, public service activities, committee assignments, or administrative functions. Teaching, research, and service performance shall be considered in decisions relating to compensation, retention, promotion, termination, or decisions not to rehire.

As a member of the college, the faculty member should seek above all to be an effective scholar and teacher.

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### Chapter 1 - Faculty

Section: The Faculty Member and the College

Sub-section: Work Outside the college

UNLV Code: No equivalent code

The amount and character of work done outside the

institution is to be conducted with due regard for the faculty member's paramount responsibility to the college. A faculty member should not become engaged in any outside remunerative activities that hampers or compromises his/her responsibilities to the college. Teaching, research, and service should always be the first priority of any full-time faculty member.

Faculty and administrators shall be required, as stipulated in the University of Nevada System Code (Title 4, Chapter 3, Page 2), to inform their immediate superior in writing of all outside professional or scholarly service for which they are remunerated.

And faculty member or administrator may make a general announcement of his or her availability as a consultant, but may not solicit consulting activities; as stipulated in the University of Nevada System Code (Title 4, Chapter 3, Page 2).

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## Chapter I- The Faculty

### Section: The Faculty Member and the College

#### Sub-section: Separation from the College

UNLV Code: No equivalent code

When considering the interruption or termination of service, the faculty member must recognize the effects of the decision upon the college and give due notice of intent.

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## Chapter I- The Faculty

### Section: The Faculty Member and the College

#### Sub-section: Use of College Property

UNLV Code: No equivalent code

Faculty members must not use university property or facilities for pecuniary gain or for personal advantage if the use of such property or facilities has no legitimate relationship to the academic mission of the college. Faculty should first consult with either the dean or the associate dean of the college before embarking on such a plan. Authority to use the college's resources should be obtained in writing from either of the above administrators.

All inventions (and subsequent patents) and copyrights that are developed with college resources and funds become the property of the college. However, this does not extend to textbooks and monographs authored by the faculty. These items remain the exclusive property of the faculty member.

Faculty are permitted to make use of a university office and university equipment, such as, a personal computer to develop a textbook or monograph for publication. Faculty may also make use of clerical and other support services in the development of a textbook or monograph provided that permission has been secured in advance by the faculty member from his/her department chair.

All proceeds from patents and royalties from copyrights (other than textbook and monograph sales) that are the direct result of the use of the college's resources are to be shared between the faculty inventor-author and the college (typically a division of 60% to the inventor-author and 40% to the college).

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## Chapter I- The Faculty

### Section: The Faculty Member and the College

#### Sub-section: College and University Affiliation

UNLV Code: No equivalent code

Faculty members must avoid exploiting the university's name or their own relationship with the university for personal reasons unrelated to legitimate academic or professional activities. They must not intentionally create the impression, in public appearances or statements, that they are representing the university unless, in fact, they are.

A faculty member may use his/her affiliation with UNLV and the College in statements of identification and qualification, but University stationary, business cards, forms, logos, seals, or any other forms of identification may not be used when it creates an impression that the University or the College endorses, sponsors, or is responsible for any personal activity.

Unless specifically authorized by the dean to speak for the college, faculty must indicate clearly that any position they advocate are those of private individuals in the event that they approach members of the state legislature, the Congress, or other appointed or elected governmental bodies (e.g. city council, county board of supervisors, school boards, etc.).

When a faculty member writes a letter to a public official, the faculty member should write as a private citizen, using one's own time and materials; one must not identify one's views specifically with the college or the university.

When offering expert testimony before any government body, the opinions expressed should reflect clearly that they are those of the witness, not of

the college or university.

Faculty may lend their support to candidates for political office but must use their own personal time and materials to work on political campaigns. Such activity should in no way indicate a connection with the college or the university, nor imply that the college or university is endorsing any particular candidate.

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## Chapter I- The Faculty

### Section: The Faculty Member and the College

#### Sub-section: Faculty Governance

UNLV Code: No equivalent code

Faculty have a duty to share the responsibilities and obligations of governance and administration of the university as provided for by the governing documents of the University of Nevada System and the bylaws of the University of Nevada, Las Vegas. These responsibilities include making recommendations regarding:

- approval of course content and manner of instruction
- establishment of requirements for matriculation and degrees in the college
- appointment and promotion of faculty

These recommendations include appointments, reappointments, decisions not to reappoint, promotions granting of tenure, and dismissal. The responsibility of the faculty in such matters is based on the fact that its judgment is central to general educational policy. Furthermore, scholars in this particular field have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists to make both adverse and favorable recommendations.

- nomination of department chairs make recommendations on the selection of other administrators in the college
- discipline of members of the faculty and the formulation of rules and procedures for the discipline of students
- establishment of norms for teaching responsibilities and for evaluation of both faculty and student achievement
- policies and procedures governing salary increases
- the organizational structure of faculty

governance in the college

- establishment of research expectations for faculty
- establishment of service expectations for faculty

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## Chapter III- The Faculty

### Section: The Faculty Member & The College

#### Subsection: University and College Committees

UNLV Code: Chapter 2 Section 5.3.2

The department chair shall forward all undergraduate course deletions, changes or additions, including changes to course titles, numbers, descriptions, hours of credit, and pre-requisites to the Undergraduate Curriculum Committee who shall review and vote on the proposal after receiving input from the department chair and the affected faculty. If passed by a simple majority of the Committee, the approved item will be forwarded to the Dean's office for a signature and then delivered to the College's representative on the University Curriculum Committee.

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## Chapter III- The Faculty

### Section : Academic and Personal Freedom

#### Subsection: N/A

UNLV Code: No equivalent code

Institutions of higher learning exist for the common good, and the common good depends on academic freedom: the free search for, and the free exposition of, truth. Academic freedom applies in both research and teaching. Freedom in research is essential for the true advancement of knowledge; academic freedom in teaching is essential for the protection of the rights of both the faculty member and the student in the free interchange of ideas.

The W. F. Harrah College of Administration accepts and adopts the following principles of academic freedom as advanced by the AAUP's 1940 Statement of Principles on Academic Freedom:

#### Academic Freedom

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of . . . other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom

in discussing [the subject], but . . . should be careful not to introduce into [any] teaching controversial matter which has no relation to [the] subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

© The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When [a professor] speaks or writes as a citizen, [s/he] should be free from institutional censorship and discipline, but [their] special position in the community imposes special obligations. As a person of learning and an educated officer, [s/he] should remember that the public may judge the profession and institution by [their] utterances. Hence [they] should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that [they are] not an institutional spokesperson.

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### Chapter III- The Faculty

Section : Academic and Personal Freedom

Subsection: N/A

UNLV Code: No equivalent code

In addition to the freedoms outlined by the section from the AAUP's Statement of Principles on Academic Freedom the W. F. Harrah College of Administration also holds the following freedoms to be the inalienable right of every faculty member:

Freedom as a faculty member in the college to express opinion's on college or university personnel matters and to openly discuss issues and seek out the opinion of other faculty without the fear of reprisal or censure from fellow faculty members or the administration; as long as such activity does not substantially interfere with the conduction of normal collegiate activities, and the expressions cannot be construed as being defamatory in nature. Furthermore, such freedom does not give a faculty member the authority to ignore or refuse to obey a legitimate request or order from a superior.

Personnel issues that may be freely addressed might include, but are not limited to, issues concerning; promotion, tenure, merit, faculty assignments, teaching loads, administrative policies, and the allocation of departmental or college resources.

Freedom as a faculty member to organize his/her own personal life and behavior, so long as it does not

violate the law or agreements voluntarily entered into and does not intervene with the rights of others or the educational process.

Freedom to be judged by one's colleagues, in accordance with fair procedures, in matters of promotion, tenure, and discipline, on the basis of the faculty member's professional qualifications and professional conduct.

Academic freedoms are the right of every faculty member, tenured or not

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### Chapter III- The Faculty

Section: Personnel Policies Subsection: Formative Evaluations UNLV Code: No equivalent code

Each department must establish a system by which probationary faculty in their department are to be formatively evaluated to help improve their performance on teaching, service, and research. This formative evaluation shall not be linked either directly or indirectly to the summative evaluation process.

A formal formative evaluation must be provided to all faculty when they are at the mid-point of their probationary appointment. This evaluation must be in writing and it must contain recommendations to improve unsatisfactory performance. The evaluation is to be provided by the department chair.

**82 - This bylaw is an incomplete duplication of the UNLV Bylaw & is Incomplete**

### Chapter III- The Faculty

Section: Personnel Policies

Subsection: Personnel Files

UNLV Code: Chapter 3 Section 9

Personnel files on faculty will be maintained at the department and college level and will be considered to be part of the university's master personnel file.

The files in the college and in the departments will be under the supervision of the dean and the department chairs, respectively. The files are to be kept in a secured, locked place.

The contents of the files are to be limited to those items that are pertinent to a faculty member's work. No anonymous material except duly authorized student evaluation summaries shall be placed in the file. Faculty are expected to retain individual student evaluations for a period of no less than 6 years.

The faculty member must be informed of the content of any material that is to be placed in or taken out of

his/her file. The faculty member shall sign an accompanying statement acknowledging the modification of his/her file and a statement of approval of the modification shall be signed by the administrator in charge of the file.

A faculty member may make written comment upon any information contained in her/his file.

A log sheet shall be maintained listing name, date, and reason for access to personnel files by the custodian of the files.

If a faculty member objects to the inclusion, retention, or removal of any material in his or her personnel file; s/he may make a written request to his/her administrator. If the faculty member is not satisfied with the decision of the administrator, then s/he may appeal to the Faculty and Student Appeals and Grievance Committee or the University Grievance Committee

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#### Chapter IV- The Student

##### Section: Introduction

Sub-section: N/A

UNLV Code: No equivalent code

A college is charged with a specialized purpose inasmuch as it must seek, disseminate and use knowledge in pursuing truth.

The pursuit of truth is a sensitive undertaking that flourishes only under special conditions or circumstances. To create and sustain these special conditions, the academic community has long upheld these beliefs:

- That freedom of inquiry and freedom of expression are indispensable elements of academic life;
- That a thoughtful and reasoned search for truth can be conducted only in an atmosphere free of intimidation or coercion;
- That respect for the rights of others is essential;
- That tolerance for different opinions is a fundamental requirement of the open forum;
- That adaptation and change are necessary processes for preserving and renewing an institution; and
- That neither violence nor the threat of violence has any place inside the academy.

Accordingly the William F. Harrah College of

Administration recognizes the following rights as limited or regulated by the following corollary responsibilities

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#### Chapter IV- The Student

##### Section: Inquiry & Expression

Sub-section: N/A

UNLV Code: No equivalent code

Students collectively or individually have the freedom to examine and discuss all questions that are of interest to them and to express opinion publicly as well as privately.

However, students must, not only refrain from illegally obscene expression, but also from expression that disrupts or interferes with the rights of others.

Students shall not materially disrupt the operation of the college, nor disturb any classroom activity.

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#### Chapter IV- The Student

##### Section: Protest

Sub-section: N/A

UNLV Code: No equivalent code

Students are free to protest any topic or administrative policy that is deemed to be important to them, but the freedom to protest carries with it the responsibility to ensure that the freedoms of others not protesting are respected.

Protest activities are not to disrupt classroom activities or the general operation of the college.

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#### Chapter IV- The Student

##### Section: Off Campus Activities

Sub-section: N/A

UNLV Code: No equivalent code

Students are free from college restriction of off-campus activities except where the name of the college is authorized in an activity of a group of students, faculty, or both.

It is the responsibility of students to divorce membership in the college from off-campus activities that are not sanctioned by the college.

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#### Chapter IV- The Student

Section: Social Events

Sub-section: N/A

UNLV Code: No equivalent code

All college social events sponsored by student organizations or groups whether on-campus or off must be in accord with existing Nevada laws; city ordinances; the University of Nevada System Code; UNLV Bylaws, rules and regulations; and the William F. Harrah College Code and policies.

This rule particularly applies to the laws governing the possession and consumption of alcoholic beverages.

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Chapter IV- The Student

Section: Academic Honesty

Sub-section: N/A

UNLV Code: No equivalent code

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The William F. Harrah College of Administration expects that both faculty and students will honor these principles:

No student shall knowingly, without authorization from a faculty member procure, provide or accept any materials, which contain questions or answers to any examination or assignment.

No student shall, without authorization, complete, in part, or in total, any examination or assignment for another person.

No student shall, without authorization allow any examination or assignment to be completed, in part or in total, by another person.

No student shall knowingly plagiarize or copy the work of another person and submit it as his or her own.

A violation of this code may result in punishment as severe as expulsion from the college and the university

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Chapter IV- The Student

Section: Student Misconduct Appeals

Sub-section: N/A

UNLV Code: No equivalent code

Students who have been charged with violating college rules and regulations shall be granted a hearing by the college after the appeal process through administrative channels has been exhausted.

The appeal process through administrative channels shall proceed from faculty member, to department chair, to dean of the college.

The appeal process must be initiated at each level within 14 calendar days after a decision is reached at the previous level.

If the student is not satisfied with the decisions rendered through the administrative channels, the student then may appeal to the college's Faculty and Student Appeals and Grievance Committee within 14 calendar days after receiving the dean's disposition of the case.

This committee has been established to ensure that the students of the William F. Harrah College of Administration receive their basic due process rights.

Once the student has received written notice by the college dean that s/he is in violation of the college's rules and regulations; the student then has 14 days to respond.

The student may elect to voluntarily admit to the alleged violation and waive any right to further appeal.

The student may elect to do nothing, which will be interpreted as a "no contest" response.

The student may elect to appeal the decision of the dean by filing a written appeal with the college's Student Appeals and Grievance Committee.

If an appeal is filed with the committee, the student shall be entitled to the following:

- The student shall be given the opportunity to inspect any affidavits of exhibits, which the college intends to submit at the hearing.
- The student may, if s/he so elects, be represented by counsel.
- The student shall be permitted to hear all of the evidence brought against him/her or at the very least, be given the names of the witnesses and an oral or written report on the facts to which each witness testifies.
- The student and/or her/his counsel shall be permitted to ask questions of the witnesses present who give evidence.
- The student shall be permitted to present witnesses and other evidence on his/her behalf.
- The student shall be entitled to refuse to answer any questions.

- The student is entitled to an explanation of the reasons for any decision rendered against him or her.
- Those who hear the case must reach a decision based solely on the facts of the case.
- As the standard of proof (i.e. measure of persuasion) at the hearing, the complainant shall be required to prove charges of rule violation by "clear and convincing evidence".

The committee's recommendation will then proceed to the dean for final disposition at the college level. Students who are not satisfied with the dean's reconsideration may elect to continue their case through the university's appeal process