

# Resort, Gaming, & Golf Management Department Bylaws

August 25, 2016

## 1 Authority for Bylaws

- 1.1 The bylaws of the University of Nevada, Las Vegas (Chapter I, Section, 4.4.1) delegates to each Departmental Faculty the authority to create bylaws to govern internal operations congruent with University of Nevada, Las Vegas Bylaws, University of Nevada System Code and the College Code.
- 1.2 Adoption of these bylaws and amendments requires a two-thirds majority of the voting membership of the department.
- 1.3 Definitions
  - 1.3.1 Bylaws: Standing rules governing the regulation of the department's internal affairs.
  - 1.3.2 Operating Procedures: established or prescribed methods to be followed routinely for the performance of designated operations, such as committee functions.

## 2 Amendments

- 2.1 Adoption of a bylaw amendment requires a two-thirds majority of the eligible voting membership of the department.
- 2.2 Bylaws successfully passed are forwarded to the College bylaws committee to ensure compliance with Hotel College and UNLV bylaws, and then to the Dean for recommendation to the Provost.
- 2.3 Proposals must be submitted in writing to the departmental faculty at least ten (10) working days prior to voting.
- 2.4 Voting on the proposed amendments can occur at a meeting of the faculty organization or by email or electronic ballot. If voting occurs by email or electronic ballot, the designated administrative assistant shall receive the ballots, act as teller and declare the results. If voting occurs in the meeting, the results will be declared by the presiding officer.
- 2.5 Operating procedures are adopted by committees, reviewed by the bylaws committee, and approved by a simple majority vote of faculty members voting.

## 3 Membership & Voting

- 3.1 Each faculty member under contract (full time, part-time, tenure track or non-tenure track) to the University System, the majority of whose major work load is in the Department of Resort, Gaming, & Golf Management shall be considered a member of the Department. The Dean of the William F. Harrah College of Hotel Administration shall be an ex-officio (non-voting) member.
- 3.2 Voting:
  - 3.2.1 All academic faculty on an annual contract within the department shall have one vote. Part-time Instructors are not eligible to vote.
  - 3.2.2 A simple majority vote of members present will carry motions, except those relating to change of by-laws.
- 3.3 Any academic faculty member shall have the right to submit a written proxy authorizing their designee to vote on their behalf. Proxies must be academic faculty members within the department. A proxy may represent only one department member.

## 4 Chairperson

- 4.1 The chief administrative officer shall be the Chairperson of the Department (UNLV Bylaws Chapter 2; Section 10.8. The Chairperson shall be on a contract agreed upon with the Dean and approved by the Provost.
- 4.2 The term of the Chairperson shall be a minimum of three years.
- 4.3 The duties of the Chairperson are as follows:
  - 4.3.1 Be available and accessible as needed. This includes daily accessibility during the regular semesters, mini-terms, and the peak periods of registration, orientation, placement testing during the summer, and at the end of every semester during the period set aside for the submission of grades. "Daily accessibility" normally means that a chairperson be physically on campus for part of each day: Should a chairperson need to be away from campus, he or she should be in touch with his or her office in order to deal appropriately with departmental business. With the advice and consent of the dean, the chairperson 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;
  - 4.3.2 Be responsible for personnel recruitment and for personnel evaluation, to include recommendations on retention, tenure, promotion, and merit and annual performance evaluation;
  - 4.3.3 Schedule classes and other departmental functions in consultation with faculty;
  - 4.3.4 Provide leadership in establishing and implementing departmental goals, priorities, and policies;
  - 4.3.6 Provide leadership in curricular review;
  - 4.3.7 Appoint, as appropriate, departmental committees and serve as ex-officio non-voting member when needed;
  - 4.3.8 Represent the department both on campus and off;
  - 4.3.9 Serve as the department representative to the Dean's Council/Cabinet.
- 4.4 Selection, Review and Removal of the Chair
  - 4.4.1 The Chairperson is recommended to the Dean of the College by a majority vote of the academic faculty as defined in 3.2.1. Appointment is made by the President.
  - 4.4.2 In the event that the chair is vacated, an acting Chairperson shall be appointed by the Dean of the College, after consultation with the faculty, with the understanding that a permanent Chairperson shall be appointed as soon as possible.
  - 4.4.3 Removal of the Chair. Two-thirds of the academic faculty, as defined in 3.2.1, can recommend to the Dean the removal of any chairperson not performing satisfactorily. The Chairperson may be removed from office by the Dean of the College of Hotel Administration, or the Provost and Vice President of Academic Affairs, after consultation with the faculty.

## 5 Faculty

- 5.1 Duties of the faculty, workload requirements (see bylaw 7), assessment, and promotion and tenure guidelines and processes are specified in the College bylaws and policies.

## 6 Department Committees

- 6.1 Standing committees of the Department shall be personnel and curriculum. (UNLV Bylaws Ch. 2; Sec 6 and Sec 16)

- 6.1.1 The Personnel Committee: promotion and tenure sub-committee shall consist of tenured associate and full professors only. This committee shall be composed of 3 members, and the chair of the committee shall be required to vote. Members elected on a rotating basis and serving for a period of 3 years.
- 6.1.2 Undergraduate curriculum committee is composed of 3 members elected on a rotating basis and serving for a period of 3 years.
- 6.2 The Department Chairperson may appoint ad-hoc committees and designate chairpersons to study specific aspects of departmental affairs and reports recommendations to the academic faculty.
  - 6.2.1 Search committees are ad-hoc committees. Search committees are composed of 3 individuals, selected by academic faculty and serve for the period of the search. A fourth representative is a graduate student, appointed by the chair, in consultation with the Associate Dean for Academics, and is non-voting. If the position crosses departments, then the department where the position will spend the majority of their time will have 2 committee members and the other department 1 committee member. The committee elects a chair from their membership and the chair votes.
- 6.3 If insufficient faculty members are available for the Department to form necessary committees, the Dean shall designate suitable alternates from other departments of the College for consideration by the department chair and faculty.
- 6.4 Committee recommendations are forwarded to the department chair for review and recommendation.

## 7 Workload

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

## 8 Curriculum

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