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**UNIVERSITY OF NEVADA, LAS VEGAS
SCHOOL OF PUBLIC HEALTH ACADEMIC FACULTY AND
ADMINISTRATIVE FACULTY BYLAWS**

**CHAPTER I: ORGANIZATION OF
THE SCHOOL OF PUBLIC HEALTH**

This chapter of the SPH Bylaws shall consist of all matters jointly related to academic faculty and administrative faculty.

1.1 Mission Statement and Purpose of the School of Public Health

The mission of the University of Nevada, Las Vegas (UNLV) School of Public Health (SPH) is to provide quality education, research, service, and leadership to improve the public's health and quality of life, and to eliminate health disparities.

The purpose of the School of Public Health is 1) to prepare individuals to become effective health practitioners, researchers and teachers who will competently identify public health problems and needs, 2) to develop effective strategies to address those needs, and 3) to promote appropriate services to be available for the protection of human health.

1.2 Delegated Authority

The Bylaws of the University of Nevada, Las Vegas delegate to the membership of the SPH to create SPH bylaws. (UNLV Bylaws, Chapter 1, Section 4.4.2 – Rev. 203 [3/03]).

1.2.1 Membership of the School of Public Health. Each academic faculty and administrative faculty member holding no less than a fifty-one percent contract in any unit of the SPH shall be considered a voting member of the SPH within the provisions of Chapter II and Chapter III.

1.3 Purpose of School Bylaws

1.3.1 Contents. The Bylaws shall identify the department/program and academic faculty organization, and the administrative faculty organization of the SPH. The Bylaws specify procedures for developing and implementing the policies of the SPH.

1.3.2 Interpretation. The SPH Bylaws Committee is granted authority to interpret the intent of the SPH Bylaws. If consensus of the committee cannot be reached by simple majority, the academic faculty and administrative faculty as a whole will be polled. A simple majority of the faculty and administrative faculty eligible to vote (section 1.2.1) will determine the intent.

1.3.3 Amendment. An amendment(s) to the SPH Bylaws may be proposed by any academic faculty member or administrative faculty member of the SPH. Proposed amendments shall be submitted to the SPH Bylaws Committee for review and circulated ten (10) working days prior to the SPH meeting in which they will be discussed.

1.3.3.1 Approval. Amendment of Chapter I of these Bylaws shall require the approval of two-thirds of the voting academic faculty and administrative faculty. Voting is by secret mail ballot. At least two-thirds of the academic faculty and administrative faculty must respond for the vote to be valid. Mailed ballots must be returned in 10 working days. Members of the SPH Bylaws Committee shall serve as tellers. Amendments to Chapter II and Chapter III of these Bylaws shall be governed by the provisions contained in those chapters.

1.4 Organization of the School of Public Health

1.4.1 Academic Departments and Programs, Board of Regent-approved Centers, Administrative Units, and Funded Programs. The SPH consists of academic departments and programs, Board of Regents or nationally-approved centers, administrative units, research units, research laboratories, and funded programs. The lists of these units detailed in 1.4.1.1, 1.4.1.2, 1.4.1.3, and 1.4.1.4 will be updated annually as a responsibility of the SPH Bylaws Committee.

1.4.1.1. Academic Departments and Programs within the SPH. The current list of academic departments and programs consists of:

- Department of Environmental and Occupational Health
- Department of Social and Behavioral Health
- Department of Epidemiology and Biostatistics
- Department of ~~Health-Care~~ Healthcare Administration and Policy

1.4.1.1.1 Formation, Splitting, Consolidating or Eliminating Academic Departments or Programs.

Formation of Academic Departments and Programs. New academic departments and programs within the SPH may be recommended to the Dean by a department or program, a committee within the SPH, or by the Dean's initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from the appropriate academic faculty. Once data and recommendations are available, the academic faculty of the SPH will hold open discussion and vote as to the establishment of the requested department or program. A majority of the academic faculty quorum must approve the request to achieve a positive recommendation.

1.4.1.1.1 Selection of a Chair for a Department.

The voting members of the department shall nominate the chairperson by vote conducted under the direction of the dean's office. In the case of a new department, this appointment will occur following official notification of the approval of the department by the appropriate UNLV administrative office. An external candidate may be nominated by the departmental faculty to serve as chair during a hiring process.

Once a candidate list has been generated, the voting members of the department will vote anonymously on their preferred candidate (UNLV Bylaws Section 10.8.A). This process will be conducted under the direction of the dean's office. The outcome of this vote shall be shared with and advisory to the dean, who must consider the outcome when selecting the chair.

The name of the nominee for the department chair shall be forwarded by the dean, through channels, for appointment by the president. (UNLV Bylaws section 10.8.3, B/R 10/96). The dean or her/his designee will notify the department members of the president's appointment of the chair.

Term of office and qualifications shall follow UNLV's Bylaws Sections 10.8.1 and 10.8.2, respectively.

1.4.1.1.2 Selection of a Coordinator for a program.

The voting members of the program shall nominate the list of candidates by vote conducted under the direction of the dean's office. In the case of a new program, this appointment will occur following official notification of the approval of the new program by the appropriate UNLV administrative office or the SPH Dean.

Once the candidate list has been generated, the voting members of the new program will vote anonymously on their preferred candidate. This process will be conducted under the direction of the dean's office. The outcome of this vote shall be shared with and advisory to the dean, who must consider the outcome when selecting the coordinator. The dean or her/his designee will notify the program members of the dean's appointment of the coordinator.

Term of office will follow UNLV's Bylaws Section 10.8.1.

1.4.1.1.2 Splitting, Consolidating, or Eliminating Existing Academic Departments or Programs. Actions to split, consolidate, or eliminate existing academic departments or programs may be recommended to the Dean by members of the affected department or program, or by the Dean's initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from the

appropriate academic faculty. Once data and recommendations are available, a written report will be presented with open discussion during a SPH academic faculty meeting. The academic faculty of the SPH will vote, and a majority of the academic faculty must approve the recommendation to split, consolidate or eliminate the department or program.

1.4.1.1.1.3 Administrative Approval. Recommendations for forming, splitting, consolidating or eliminating academic departments or programs shall be assembled by the Dean. Recommendations of the Dean, as well as those specified in 1.4.1.1.1 or 1.4.1.1.2, as appropriate shall be forwarded to the Provost and the President. Recommendations requiring approval of the Board of Regents shall be forwarded by the appropriate authority.

1.4.1.2 Board of Regents-approved Centers. These centers operate as part of the SPH by virtue of their designation by action of the Nevada System of Higher Education (NSHE; formerly termed the University and Community College System of Nevada [UCCSN]) Board of Regents.

The current list of centers within a SPH department consists of:

- American Indian Research and Education Center
- Center for Health Disparities Research
- Center for Health Information and Analysis
- Nevada Institute for Children's Research and Policy

The listing will be updated annually as a responsibility of the SPH Bylaws Committee. Description of these centers is located in Appendix A.

1.4.1.2.1 Formation, Splitting, Consolidating or Eliminating New Centers.

1.4.1.2.1.1 Formation of New Centers. New centers within the SPH may be recommended to the Dean by an existing SPH center, a SPH academic department (with approval of the department's faculty), a standing committee within the SPH, or by the Dean's initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from members of the existing centers. Once data and recommendations are available, the academic faculty and/or administrative faculty of the SPH will hold open discussion and vote as to the establishment of the requested center. Approval for centers not within an academic department must be governed by the bylaws of the administrative faculty located in Chapter III. Approval for the formation of centers within academic departments or programs must be governed by the bylaws of the department.

1.4.1.2.1.2 Splitting or Consolidating Existing Centers. Actions to split or consolidate existing centers may be recommended to the Dean by members of the affected center(s), or by the Dean's initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from members of the affected center(s). Once

data and recommendations are available, the academic faculty and/or administrative faculty of the SPH will hold open discussion and vote as to the splitting or consolidating of the requested center. Recommendations for splitting or consolidating centers not within an academic department must be governed by the bylaws of the administrative faculty located in Chapter III. Recommendations for the splitting or consolidating of centers within academic departments must be governed by the bylaws of the department.

1.4.1.2.1.3 Eliminating Existing Centers. Actions to eliminate an existing center may be recommended to the Dean by members of the affected center(s) or by the Dean's initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from administrative faculty of the affected center(s). Once data and recommendations are available, the academic faculty and/or administrative faculty of the SPH will hold open discussion and vote as to the elimination of the requested center. Recommendations for elimination of centers not within an academic department must be governed by the bylaws of the administrative faculty located in Chapter III. Recommendations for the elimination of centers within academic departments must be governed by the bylaws of the department.

1.4.1.2.1.4 Administrative Approval. Recommendations for forming, splitting, consolidating or eliminating centers shall be assembled by the Dean. Recommendations of the Dean, as well as those specified in 1.4.1.2.1, shall be forwarded to the Provost and the President. Recommendations requiring approval of the Board of Regents shall be forwarded by the appropriate authority. As stated in 1.4.1.2.1.1, 1.4.1.2.1.2, and 1.4.1.2.1.3, the Dean can initiate formation, split/consolidation, and elimination of centers. Any such submission must include the results of the academic faculty and/or administrative faculty vote.

1.4.1.2.1.5 Annual Reports. All centers and institutes located in the SPH will be required to submit an annual report to the Dean summarizing their major accomplishments.

1.4.1.2.1.6 Director Center Directors will be appointed by the Dean to serve three-year terms. There are no term limits.

1.4.1.3 Administrative Units. Administrative units within the SPH are authorized by and operate under the direct supervision of the Dean of the SPH and are designated to fulfill the mission of the school.

1.4.1.4 Funded Programs. Funded programs differ from administrative units in that they represent contractual relations with outside agencies for services provided within the structure of the SPH and are designed to fulfill the mission of the SPH.

1.5 Administration of the School of Public Health.

1.5.1 Governance Policy. Consistent with Chapter 1, Section 1 of the UNLV Bylaws, which

enunciates the delegation of certain authority to faculty by the Board of Regents, the faculty of the SPH serves as the chief organizing and policy recommending body of the SPH. The Dean of the SPH is the chief administrative and academic officer of the SPH, and a university administrator. Department Chairs are academic administrators (NSHE Code 1.6.1) (UNLV Bylaws, Chapter 1, Section 4.1.4). Program Directors of academic programs may also function as academic administrators. Center Directors are administrators of a center. Administrative faculty are those members of the SPH who are defined as nonacademic faculty as provided in Chapter 1, Section 4.1.2 of the UNLV Bylaws.

1.5.2 The Dean of the School of Public Health

1.5.2.1 Position. The chief administrative and academic officer shall be the Dean of the SPH.

1.5.2.2 Duties. The duties of the Dean of the SPH, acting as the Chief Administrative Officer of the SPH, include, but are not limited to, the following:

- Application and enforcement of SPH policies, procedures and bylaws;
- Personnel selection, management and evaluation, including an appointment letter with written promotion and tenure guidelines;
- Budget preparation and allocation;
- Fiscal oversight;
- Chairing of the SPH Executive Committee;
- Providing recommendations for forming, splitting, consolidating or eliminating units within the SPH; and
- Other duties as provided under contract or as deemed appropriate to further the mission and goals of the SPH.

1.5.2.3 Appointment of the Dean.

1.5.2.3.1 Administrative Search Committee for Appointment of the Dean. In accordance with NSHE Code (Section 1.6.1a) the appointment of the heads of administrative units shall be made by the president. In the process of making such an appointment, the president or his or her designee shall consult with faculty of the appropriate administrative unit. Persons appointed to such positions shall serve solely at the pleasure of the president. In accordance with the UNLV Bylaws (Section 10.5.1) the Executive Vice President and Provost shall convene a recruitment and screening committee which shall consist of six faculty members elected by the college faculty in accordance with college bylaws, one dean or director appointed by the Executive Vice President and Provost from the Academic Council (ex-officio and non-voting), one graduate student elected by the Graduate Student Association, one student democratically elected by the Consolidated Students of the University of Nevada-Las Vegas (CSUN) Senate, and any nonvoting members selected by the Executive Vice President and Provost.

1.5.2.3.1.1 SPH Representatives to the Administrative Search Committee:

Each of the academic departments or programs of the SPH, as defined in section 1.4.1.1 of these Bylaws, shall select one person from within the unit to serve on the

Administrative Search Committee. The administrative faculty, as defined in section 1.5.4 of these Bylaws, shall also select one administrative faculty member to serve on the Administrative Search Committee. In order to total the required six SPH members, the remaining academic faculty and administrative faculty member(s) will be chosen at-large. These members will be elected from a pool of SPH academic faculty and administrative faculty candidates by a majority vote of the SPH voting membership.

1.5.2.3.1.2 Chair of Search Committee. The Administrative Search committee will elect a chairperson from the committee membership.

1.5.2.3.2 Interim Dean. While the provisions of 1.5.2.3.1 are being fulfilled, an Interim Dean shall be appointed by the Provost with input from the academic faculty and administrative faculty of the SPH.

1.5.2.4 Procedures for Removal of the Dean from Office. At the formal written request of two-thirds of the full time academic faculty and the administrative faculty members of the SPH, the removal of the Dean shall be considered by the Provost and the President.

1.5.2.5 Evaluation of the Dean. Pursuant to UNLV Bylaws, “each college and unit shall develop procedures for allowing a periodic assessment of the level of confidence in which the administrator is held by the academic faculty and nonacademic faculty [administrative faculty] who report directly to that administrator. These comments may include an assessment of the administrator’s performance of assigned duties within the standards of effectiveness and efficiency. This periodic assessment shall be solicited no less than once every three years, and, when available, it shall be given consideration in the annual evaluation written by the administrator’s supervisor” (UNLV Bylaws, Chapter 3, Section 14.3).

Annual Evaluation. An annual evaluation of the Dean or an Interim Dean of the SPH shall be initiated and conducted by the SPH Executive Committee exclusive of the Dean at the end of each academic year. The chair of the dean’s annual evaluation be selected from the current membership on the executive committee and the selection be limited to either the Associate Dean position(s) on the committee and /or the Department Chair position(s) on the committee. Evaluations will be forwarded as specified in the UNLV Bylaws.

1.5.2.5.1 Tri-annual Evaluations. Tri-annual evaluations of the Dean shall be conducted at least once every three years by the academic faculty and administrative faculty of the SPH utilizing a standardized questionnaire distributed by the Provost’s Office. This evaluation will be initiated and conducted by the Academic Faculty Review Committee in collaboration with the SPH administrative faculty. For this evaluation of the Dean, one SPH administrative faculty member will be elected by a majority vote of the SPH administrative faculty to be an ad hoc member of the Academic Faculty Review Committee. Membership of the ad hoc member is limited to this function. The results of the evaluation shall be shared with the Dean and the appropriate supervisor.

1.5.2.5.2 Additional Evaluations. An evaluation of the Dean can also be conducted by

the SPH Executive Committee at the request of the Dean or on receipt of a petition signed by at least one-third of the voting SPH academic faculty and administrative faculty.

1.5.3. Associate Dean of the School of Public Health.

1.5.3.1. Positions. The SPH shall have at least one Associate Dean. An Associate Dean shall be an Administrator pursuant to Chapter I, Section 4.1.3 of the UNLV Bylaws.

1.5.3.2 Duties. The duties of an Associate Dean shall be assigned by the Dean in consultation with the faculty Executive Committee. Duties of an Associate Dean may include the following:

- a. Assist with SPH and University accreditation efforts
- b. Oversee academic affairs of SPH
- c. Address space utilization
- d. Collaborate with SPH departments, SPH, and the University on curriculum development and course scheduling
- e. Oversee, and collaborate with the University on, SPH student enrollment as well as student retention, progression, and completion
- f. Address and resolve student complaints and / or grievances.
- g. Participate in University-wide efforts on behalf of SPH. Such efforts may include participating in the University's Associate Deans' Council or the Associate Deans for research group, University research initiatives, and University research policy development.
- h. Lead SPH in implementing University-wide research activities.
- i. Work with the Offices of Sponsored Programs on faculty development.
- j. Work with the Graduate College, Graduate Coordinators, and faculty on graduate student admissions; graduate student retention, promotion, and completion; graduate curricula; graduate scholarships and assistantships; and faculty scholarships.
- k. Oversee SPH school-wide committees
- l. Lead SPH policy development processes
- m. Chair the SPH faculty review committee for faculty promotion and tenure and faculty merit evaluation
- n. Work on diversity planning and initiatives

1.5.3.3. Appointment. An Associate Dean shall be appointed by the Dean in consultation with the faculty (UNLV Bylaws Chapter II, Section 10.8.).

1.5.3.3.1. Consultation for appointment of an Associate Dean shall consist of faculty discussion at a school-wide meeting as outlined in Chapter I, Section 1.9.1 of UNLV SPH Bylaws and at a meeting of the Executive Committee. An applicant for an Associate Dean position shall self-recuse from the consultation process during the school-wide meeting and also during the Executive Committee meeting if the applicant also serves as a member of the Executive Committee.

1.5.3.3.2. An Associate Dean is expected to serve a 3-year term which may be renewed.

1.5.3.4. Removal. An Associate Dean shall serve at the pleasure of the Dean. Removal of an Associate Dean shall take into account any evaluations of the Associate Dean, as provided in this Chapter.

1.5.3.5. Evaluation.

1.5.3.5.1. Tri-Annual Evaluation. An Associate Dean shall be evaluated consistent with Chapter III, Section 14.3 of the UNLV Bylaws.

As prescribed by Chapter III, Section 14.3 of the UNLV Bylaws, an Associate Dean shall be periodically evaluated by the academic and non-academic faculty who report to the Associate Dean.

Comments may include assessment of performance of assigned duties within the standards of effectiveness and efficiency. This evaluation shall be solicited at least every three years, and when applicable, this assessment shall be given consideration in the annual evaluation written by the Associate Dean's supervisor (i.e., the Dean).

Tri-Annual Evaluations shall be conducted utilizing a standardized questionnaire distributed by the Provost's Office.

Tri-Annual Evaluations shall be initiated and conducted by the Academic Faculty Review

Committee, exclusive of the Associate Dean being evaluated, in collaboration with the SPH professional faculty. For this evaluation of the Associate Dean, one SPH professional faculty member shall be elected by a majority vote of the SPH professional faculty to be an *ad hoc* member of the Academic Faculty Review Committee. The *ad hoc* member's service on the Academic Faculty Review Committee is limited to this function. The results of the evaluation shall be shared with the Associate Dean being evaluated and with the Dean.

1.5.3.5.2. Annual Evaluation. The Dean shall conduct an annual evaluation of an Associate Dean at the end of each academic year. The Dean shall seek input from the SPH Executive Committee, exclusive of the Associate Dean being evaluated, when completing the annual evaluation.

1.5.3.5.3. Evaluations will be forwarded as specified in the UNLV Bylaws.

1.5.3.5.4. Additional Evaluations. An evaluation of an Associate Dean may also be conducted by the SPH Executive Committee, exclusive of the Associate Dean being evaluated, at the request of the Dean or on receipt of a petition signed by at least one-third of the voting SPH academic faculty and professional staff.

1.5.4 Academic Departments or Programs.

1.5.4.1 Membership of the Academic Departments or Programs. Each academic

faculty member, as defined in Chapter II Section 2.1, holding a 51% or greater contract in any academic department or program of the SPH shall be considered a voting member of the SPH, pursuant to the voting restrictions set forth in Chapter II of these Bylaws. Adjunct faculty, part-time instructors, and graduate assistants are ineligible for membership and shall not have a vote in matters of the SPH.

1.5.5 Administrative Faculty

1.5.5.1. Membership of the Administrative Faculty. The SPH administrative faculty members are those members of the SPH defined as non-academic faculty in Chapter I, Section 4.1.2 of the UNLV Bylaws, which provide: “Non-academic Faculty. Authorized professional positions...who are engaged primarily in activities supportive of the university’s mission and who may also be affiliated with established academic colleges and/or departments. Nonacademic faculty may also perform such duties as teaching, research, consulting and community service.” Each SPH administrative faculty member holding no less than a half-time contract within the SPH is considered a voting member of the SPH administrative faculty.

1.6 Committees of the School of Public Health

1.6.1 Purpose of SPH Committees. Committees are established to facilitate the functioning of the SPH, recommend policies, and provide input into the governance of the SPH. Each committee shall establish its own policies and procedures which will be included in these Bylaws as appendices.

1.6.2 Committees Authorized.

1.6.2.1 School-wide Standing Committees.

1.6.2.1.1 Listing of Standing Committees. The SPH shall have the following school wide committees:

- **SPH Executive Committee.** The policies and procedures of this committee are listed in Chapter I, Appendix B.
- **SPH Bylaws Committee.** The policies and procedures of this committee are listed in Chapter I, Appendix C.
- **SPH Accreditation Committee.** The policies and procedures of this committee are listed in Chapter I, Appendix D.

1.6.2.1.2 Creation or Elimination of SPH Standing Committees. The establishment of additional SPH standing committees is permissible and shall be accomplished by a majority vote of the SPH academic faculty and administrative faculty as an amendment to these Bylaws. A proposal for any such committees shall be presented in detail as to membership, functions and duties, procedures of operation and related matters. A proposal to establish a new SPH standing committee or to terminate any SPH standing committee shall be made to the SPH academic faculty and administrative faculty in written form and shall include a statement of justification. Final consideration of the proposal cannot be acted upon at the same

meeting at which it is introduced but must be finalized at a subsequent SPH meeting or by ballot.

1.6.2.1.3 Absence of a SPH Standing Committee. In the absence of the existence of a SPH standing committee, the SPH membership as a whole may carry out the duties and functions of the committee until a time that the committee is formed and established under the procedures prescribed in these Bylaws.

1.6.2.2 Academic Faculty Standing Committees. Academic faculty standing committees shall be established pursuant to Chapter II of these Bylaws.

1.6.2.3 Administrative Faculty Standing Committees. Administrative faculty standing committees shall be established pursuant to Chapter III of these Bylaws.

1.6.2.4 Ad Hoc SPH Committees. Ad-hoc SPH committees may be established for specified purposes by the Dean or a majority vote of the SPH academic faculty and/or SPH administrative faculty. Membership will be determined by the charge of the committee, but may have representatives elected by each department, elected by the SPH membership, or appointed by the Dean.

1.6.3 Standing Committee Operating Procedures

1.6.3.1 SPH Executive Committee. Policies and procedures of this committee are detailed in Chapter I, Appendix B of these Bylaws.

1.6.3.2 SPH Bylaws Committee. Policies and procedures for this committee are detailed in Chapter I, Appendix C of these Bylaws.

1.6.3.3 SPH Accreditation Committee. Policies and procedures for this committee are detailed in Chapter I, Appendix D of these Bylaws.

1.6.3.4 Other SPH Standing Committees. Other standing committees of the SPH shall establish policies and procedures. Policies and procedures for these standing committees will be attached to these Bylaws. Each standing committee shall establish the time frame for meetings. Minutes of the committee meetings shall be distributed to the committee members and the Dean's office within ten (10) working days.

1.6.3.5 Ad hoc SPH Committees. Ad hoc SPH committees shall remain in existence until the work of the committee is completed but not to exceed two years. Ad hoc SPH committees may become standing committees by amendment of these Bylaws.

1.6.4 Membership on SPH Committees

1.6.4.1 SPH Executive Committee. Academic Department Chairs, Academic Program Directors, a representative of SPH centers not within an academic department, the graduate coordinator of each SPH academic program, and one representative of the administrative faculty shall hold membership on this committee. The non-academic SPH

centers' representative will be determined by the Bylaws of the SPH centers. The Dean of the SPH shall chair this committee. Policies and procedures of this committee are detailed in Chapter I, Appendix B of these Bylaws.

1.6.4.2 SPH Bylaws Committee. Each academic department and program, and the administrative faculty shall elect one representative to serve on the SPH Bylaws Committee. Policies and procedures for this committee are detailed in Chapter I, Appendix C of these Bylaws.

1.6.4.3 Other SPH Standing Committees. Other SPH standing committees shall establish policies and procedures that include membership. Policies and procedures for these committees will be detailed in Chapter I in an appendix.

1.6.4.4 Ad hoc SPH Committees. Membership will be determined at the time of initiation.

1.7. School of Public Health Representation on UNLV Committees

1.7.1 Faculty Senate.

1.7.1.1 Academic Faculty. Chapter 1, Section 4.5 of the UNLV Bylaws authorizes the academic faculty to have representation in the Faculty Senate. The SPH representation on the UNLV Faculty Senate shall be under the Division of Health Sciences. Senators from the SPH shall be elected in accordance with the Faculty Senate and Division of Health Sciences Bylaws, policies and procedures.

1.7.1.2 Administrative Faculty. Pursuant to UNLV Bylaws, administrative faculty members of the SPH are eligible to serve on the UNLV Faculty Senate under the Office of Research and Graduate Studies. Election and service on the Faculty Senate will be determined by Faculty Senate bylaws.

1.7.1.1.1 Administrative Faculty Committee. Pursuant to Chapter 1, Section 4.6 of the UNLV Bylaws, the Faculty Senate must establish an administrative faculty Committee. Membership and service on this committee will be determined by Faculty Senate.

1.7.1.1.2 Other Faculty Senate Committees. SPH administrative faculty members may be eligible for membership on other Faculty Senate committees as authorized by the Faculty Senate.

1.8 Voting on Bylaws and Amendments.

1.8.1 Chapter I.

1.8.1.1 Articles. The articles in Chapter I of the Bylaws may be amended or changed by a two-thirds majority of the voting academic faculty (as defined in Section 1.5.3.1) and administrative faculty (as defined in Section 1.5.4.1) members of the SPH using a written

or electronic ballot. Such amendments are to be submitted, in writing, to the SPH Bylaws Committee and then to the Dean for appropriate action.

1.8.1.2 Appendices. Changes to the appendices of Chapter I shall require a simple majority vote of the voting academic faculty and administrative faculty members (electronic or in-person) of the SPH.

1.8.1.3 Editorial Changes. Any editorial changes to Chapter I required due to action by the Nevada Board of Regents (including approval of modifications of the UNLV Bylaws) or those reflecting administrative fiats of the President or the Executive Vice President and Provost of the University are to be made by the Bylaws Committee at the time the changes become effective. A higher authority mandates these changes and, therefore, such changes do not require ratification by the academic faculty or administrative faculty of the SPH, however, the SPH Bylaws Committee must provide written notice of the changes to all academic faculty and administrative faculty members of the SPH.

1.8.2 Chapter II

1.8.2.1 Articles. The articles in Chapter II of the Bylaws may be amended or changed by a two-thirds majority of the voting academic faculty (as defined in Section 1.5.3.1) members of the SPH using a written ballot. Such amendments are to be submitted, in writing, to the Academic Faculty Bylaws Committee and then to the Dean for appropriate action.

1.8.2.2 Appendices. Changes to the appendices of Chapter II shall require a simple majority vote of the voting academic faculty members of the SPH.

1.8.2.3 Editorial Changes. Any editorial changes to Chapter II required due to action by the Nevada Board of Regents (including approval of modifications of the UNLV Bylaws) or those reflecting administrative fiats of the President or the Executive Vice President and Provost of the University are to be made by the Academic Faculty Bylaws Committee at the time the changes become effective. A higher authority mandates these changes and, therefore, such changes do not require ratification by the academic faculty of the SPH, however, the Academic Faculty Bylaws Committee must provide written notice of the changes to all academic faculty of the SPH.

1.8.3 Chapter III

1.8.3 Articles. The articles in Chapter III of the Bylaws may be amended or changed by a two-thirds majority of the voting administrative faculty (as defined in Section 1.5.4.1) members of the SPH using a written ballot. Such amendments are to be submitted, in writing, to the administrative faculty Bylaws Committee and then to the Dean for appropriate action.

1.8.3.1 Appendices. Changes to the appendices of Chapter III shall require a simple majority vote of the voting administrative faculty members of the SPH.

1.8.3.2 Editorial Changes. Any editorial changes to Chapter III required due to action by the Nevada Board of Regents (including approval of modifications of the UNLV Bylaws) or those reflecting administrative fiats of the President or the Executive Vice President and Provost of the University are to be made by the administrative faculty Bylaws Committee at the time the changes become effective. A higher authority mandates these changes and, therefore, such changes do not require ratification by the administrative faculty of the SPH, however, the administrative faculty Bylaws Committee must provide written notice of the changes to all administrative faculty of the SPH.

1.9 School of Public Health Meetings

1.9.1 School-wide Meetings

1.9.1.1 Chair of Meetings. The Dean shall conduct a school wide vote to appoint an academic faculty or administrative faculty member to chair the SPH school-wide meetings. The elected Chair will be elected for a two year term by a two-thirds vote of the voting academic faculty (as defined in Section 1.5.3.1) and administrative faculty (as defined in Section 1.5.4.1). The vote to select the Chair will be made every other year at the first meeting of an election year.

1.9.1.2 Schedule of Meetings. The academic faculty and administrative faculty of the SPH shall have a school-wide meeting at least once each academic year. These meetings may be initiated by (a) the Dean, (b) a written request of at least one-third of the SPH academic faculty and administrative faculty, or (c) the elected school-wide member chairing meetings. The meetings shall be scheduled by the Dean's Office during normal working hours, 8:00 am -5:00 pm, Monday through Friday. A meeting shall be held no later than 15 working days after the Dean receives the written request. Additional meetings may be called as necessary during the academic year.

1.9.1.3 Notification of Meetings and Agenda. Written notice of a school-wide meeting and a tentative agenda shall be distributed by the Chair to the academic faculty and administrative faculty at least five (5) working days prior to a school-wide meeting. Notification shall constitute notice to individual academic faculty and administrative faculty to submit agenda items. The Chair will prepare an agenda for the meeting with input from the voting members of the SPH. Agenda items shall be submitted in writing to the elected chair of the meetings at least two (2) working days prior to the meeting. A copy of the final agenda consisting of all submitted items shall be distributed by the Chair at the meeting and/or by email.

1.9.1.4 Proceedings. Meetings shall be conducted based on the latest edition of Robert's Rules of Order, except where proceedings conflict with these Bylaws. In that event, the SPH Bylaws shall take precedence. All meetings must conform to the open meeting laws of the State of Nevada.

1.9.1.5 Quorum. The Chair will determine if a quorum is present. A quorum shall be established if a simple majority of the academic faculty and administrative faculty of

the SPH is (a) present or submits a written proxy or (b) returns a mailed ballot.

1.9.1.6 Voting. Each academic faculty (as defined in Section 1.5.3.1) and administrative faculty (as defined in Section 1.5.4.1) member of the SPH shall have one vote.

Decisions shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

1.9.1.6.1 Proxy Voting. Academic faculty and administrative faculty members attending the school-wide meeting may only hold one proxy vote.

1.9.1.7 Minutes. A member as defined in sections 1.5.3.1 and 1.5.4.1 who is attending the school-wide meeting will be selected by the Chair to record minutes. The designee shall be responsible for compiling minutes of each meeting. The minutes for each SPH school-wide meeting shall be distributed by the designee to the SPH academic faculty and administrative faculty members within ten (10) working days following the meeting and redistributed ten working days prior to the next SPH meeting. Approval of the minutes shall take place at the beginning of each subsequent meeting. A designee of the Dean shall keep all approved minutes readily accessible for all academic faculty and administrative faculty members.

1.9.2 Academic Faculty Meetings. Academic faculty meetings will be held according to the provisions listed in Chapter II of these Bylaws.

1.9.3 Administrative Faculty Meetings. Administrative faculty meetings will be held according to the provisions listed in Chapter III of these Bylaws.

1.10 SPH Personnel Procedures and Policies

1.10.1 Grievance Policies. A grievance is an act or omission to act by an employee of the system (i.e., administration, academic department chairs, academic program directors, center directors, Deans, academic faculty, and administrative faculty) which results in an adverse impact on the faculty or student. A grievance must address the interpretation or administration of an existing policy, practice or regulation or violation of the Code (NSHE Code, Section 5.7.1). The procedural steps to be followed are identified in the appropriate University policies and procedures.

1.10.2 Equal Employment Opportunity and Affirmative Action Policies

1.10.2.1 Sexual Harassment in the Work Place. The SPH adheres to the policies of UNLV as stated in the Discrimination/Harassment Policy Manual and Complaint Procedures on file in the Affirmative Action Office. If an academic faculty or administrative faculty member believes that a violation has occurred, the individual should follow the steps outlined in the manual.

1.10.2.2 Equal Employment Claims. If an academic faculty or administrative faculty member believes that a violation has occurred, the individual should contact the Affirmative Action Office.

1.11 SPH Budget Policies

1.11.1 Budget Recommendations. As stated in the UNLV Bylaws Chapter 2, Section 7, each department, program, and/or school will prepare and submit budget request recommendations via administrative channels as requested by the Executive Vice President and Provost.

1.11.2 Budget Submission. The Dean of the SPH shall have final responsibility and authority in determining specification of requests for the final SPH budget request, as well as related requests (e.g., new academic faculty positions). The Dean shall involve the SPH Executive Committee and other appropriate personnel in the budget building and resource request activities within the SPH. In turn, the academic department chairs, academic program directors, and center directors shall involve academic faculty, administrative faculty, and other appropriate individuals in the budget planning and resource request process at the unit level.

1.11.3 Allocation of Resources. The Dean of the SPH has responsibility and authority to work with the Controller's Office and/or Director of the Budget in determining final SPH budget and other allocations for each fiscal year, once final figures become known. The Dean shall take into account the recommendations emanating from the individual units of the SPH, and the SPH Executive Committee regarding the budget, the mission, and strategic plans accepted by the academic faculty and administrative faculty. Similar principles of decision making apply in the case of allocation of other resources (e.g., new academic faculty positions, year-end monies and special funds for equipment, travel or materials) that become available.

1.12 Expedited Voting. Bylaws-related issues deemed time sensitive will follow the expedited voting guidelines posted in Section I, Appendix E.

CHAPTER I
APPENDIX A
DESCRIPTIONS OF UNLV-APPROVED CENTERS

American Indian Research and Education Center

The American Indian Research and Education Center at the University of Nevada Las Vegas serves as a resource for American Indian students and American Indian Communities in Nevada and across the U.S.

Center for Health Disparities Research

The Center for Health Disparities Research (CHDR) is a research center within the UNLV School of Public Health. The mission of the CHDR is to conduct academic and community-based participatory research that will guide public policy, program development and data collection throughout the state in an effort to reduce, and ultimately eliminate health disparities. In addition to research activities, the CHDR provides opportunities and support for faculty and graduate students in the Master of Public Health (MPH) program to develop and conduct health disparities research.

Center for Health Information Analysis (CHIA)

This center serves the community by making specific Nevada healthcare-related data available to both the private and public sectors. This research center at the University of Nevada Las Vegas falls under the Vice President for Research and Graduate Studies, and works in conjunction with the Division of Healthcare Financing and Policy of the Department of Health and Human Services for the State of Nevada. CHIA's goal is to provide meaningful data to help research organizations in developing utilization patterns, health status, and related issues. The Center maintains the inpatient records for acute care hospitals as well as the Nevada Healthcare Quality Reports (NHQR). Electronic versions of the last five years of reports can be found on CHIA's website.

Nevada Institute for Children's Research and Policy

The Nevada Institute for Children's Research and Policy is a not-for profit, non-partisan organization dedicated to advancing children's issues in Nevada. The organization brings credible research and rigorous policy analysis to the problems that confront Nevada's children.

CHAPTER I
APPENDIX B
SPH EXECUTIVE COMMITTEE POLICIES AND PROCEDURES

The Executive Committee shall be advisory to the chief administrative officer of the SPH.

I B 1. Membership

Academic Department Chairs, Academic Program Directors, a representative of each SPH Center that is not within an academic department, the graduate coordinator of each SPH academic program, and one representative of the administrative faculty shall hold membership on this committee. The Dean of the SPH shall chair this committee. Membership is by dean's / dean's representative appointment.

I B 2. Meetings

The SPH Executive Committee will meet at least once every two weeks during the academic calendar, but may meet more often as deemed necessary and appropriate by the Dean. The Dean of the SPH shall serve as Chair of the meetings.

I B 3. Functions

This committee will:

- Serve as an advisory body to the Administration of the SPH to receive, review, and recommend action relative to matters submitted to it for consideration by the Dean of the SPH;
- Provide a forum to share information between units of the SPH and the administration of the SPH and the university;
- Provide a forum for communication of information and policy decisions between the administration of the University and the SPH to units of the SPH;
- Ensure that all the SPH units have input into decisions that impact their respective units in matters including, but not limited to: personnel, curricular, budget, and program decisions;
- Complete an evaluation of the Dean or Interim Dean according the schedule and guidelines set forth in the SPH bylaws.

CHAPTER I
APPENDIX C
SPH BYLAWS COMMITTEE POLICIES AND PROCEDURES

The SPH Bylaws Committee shall review the NSHE Code and UNLV Bylaws, and recommend revisions to the SPH Bylaws as needed. It shall also serve to interpret the SPH Bylaws and recommend such interpretations to the SPH members.

I C 1. Functions:

- To revise the SPH Bylaws whenever so authorized by the SPH members.
- To edit the SPH Bylaws in accordance with the NSHE Code and the UNLV Bylaws.
- To serve in an advisory capacity to the Dean, Department Chairs, and Center Directors to prevent violations of the SPH Bylaws.
- To serve as the official tellers for elections conducted by mailed ballot.
- To maintain an up-to-date file of the NSHE Code, UNLV Bylaws, and SPH Bylaws.

I C 2. Amendment of SPH Bylaws: Amendment of the SPH Bylaws may be accomplished in the following manner:

1. A prepared amendment listing the current bylaw and the proposed changes must first be submitted to the SPH Bylaws Committee.
2. The SPH Bylaws Committee will review the proposed amendment to check conformity with UNLV Bylaws and NSHE Code. A non-conforming amendment shall be returned to the submitting academic faculty or administrative faculty member to revise the amendment for compliance with the UNLV Bylaws and NSHE Code.
3. The proposed amendment shall be forwarded to the Committee Chair.
4. The Committee Chair will circulate the proposed amendment one (1) week prior to a properly called SPH meeting as described in Sections 1.9.1.2 and 1.9.1.3 of Chapter I.
5. The proposed amendment shall be discussed in a SPH meeting.
6. If the proposed amendment is approved by a two-thirds (2/3) majority of the voting membership of the SPH, the amendment shall take effect upon final approval.

I C 3. Membership of SPH Bylaws Committee: Membership will consist of the following:

- One academic faculty from each department and program, and one administrative faculty member.
- Membership, if possible, shall be two year staggered terms.
- A chairperson shall be elected by the committee.
- A quorum shall consist of a simple majority of the committee membership.
- Voting shall be by simple majority of the committee membership.

CHAPTER I
APPENDIX D
SPH ACCREDITATION COMMITTEE POLICIES AND PROCEDURES

The purpose of the Accreditation Committee is to oversee, direct, and respond to all issues related to program, school, and department accreditation and assessment. These issues may originate from national accreditation agencies within the health field or from requests from UNLV assessment leaders. The Accreditation Committee shall be advisory to the chief administrative officer of the SPH.

Authority:

The Committee functions under the authority of the School of Public Health; in particular, Section 1.6.2.

Membership:

Each academic department and program of the SPH, as defined in Section 1.4.1.1 of the SPH Bylaws, shall elect a minimum of one representative to serve on the Accreditation Committee, with at least one member representing each academic department and program. Each academic department and program shall decide how the representatives are chosen. Other committee members are appointed by the Dean.

Operating Procedures:

Meetings: The Committee will meet as often as needed. The Chair will call the meetings. The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members and stored in the School's archives for retrieval by any member of the School.

Functions and Duties: This committee will:

- Serve as an advisory body to the dean's level Administrators of the SPH.
- Receive, review, and recommend actions relative to accreditation and assessment issues within the School, and accreditation and assessment issues within the university.
- Provide a forum to share accreditation and assessment information between units within the SPH and the administration of the SPH.
- Ensure that all the SPH units have input into accreditation and assessment decisions that impact the School and their respective units.
- Request that individuals in the SPH participate in providing needed information pertaining to accreditation and assessment.
- Approve all reports related to accreditation and assessment prior to forwarding to the Dean's level administrators for final action.

The committee may enlist other members of the School to serve on ad-hoc committees in order to complete accreditation-related tasks.

Reports: All members of the SPH will have the opportunity to participate in the authoring and / or review of any report needing to be generated by the members of the accreditation committee. All reports will be posted on the School's archives for review and comment.

Reports generated by ad-hoc committees shall initially be forwarded to the Accreditation Committee for review and action.

CHAPTER I

APPENDIX E

EXPEDITED VOTING PROCESS

If a bylaws-related issue is deemed time sensitive, the following protocol can be utilized to meet the short deadlines:

- Two dean's level administrators, or one dean's level administrator in conjunction with a department chair, can declare a bylaws related voting issue to be time sensitive.
- Based on the issue, concurrent notifications (e.g. electronic) of the time sensitive issue will be sent out to a) the appropriate bylaws committee and to all eligible voting members of the School of Public Health affected by the issue. The notification will include, at a minimum, a description of the issue and a rationale for declaring the issue an "expedited" issue.
- The bylaws committee and all eligible voting members of the School of Public Health will have a maximum of 5 working days to review the materials as per **section 1.3.3** (Bylaws Amendment protocol) in these bylaws.
- Feedback regarding the issue once posted should be sent to the chair of the bylaws committee for consideration (as per **section 1.3.3** Bylaws Amendment protocol) during the 5 day review period.
- At the end of the five working day review period, a ballot will be posted / made available to all affected / eligible SPH voting members. All eligible SPH members will have 5 working days to complete the ballot. Passing of the measure must meet the minimum standards in the school as found in **section 1.3.3.1** Bylaws Approval protocol. At the end of the 5 working day period, results of the vote will be sent directly to the School's dean by the bylaws committee chair. Notification of the results sent to all appropriate SPH personnel is to be done within 3 working days of receipt and is the responsibility of the dean's office.

Expedite Challenge

Any individual of the eligible members of the SPH can challenge the "time sensitive" designation by submitting evidence of a majority consensus by the eligible voting members of the SPH to the chair of the bylaws committee within the 5 day initial review period. If such a challenge is received and verified, the time sensitive issue will revert to the established amendment and change guidelines within these bylaws for resolution.

CHAPTER II: ORGANIZATION OF THE ACADEMIC DEPARTMENTS AND PROGRAMS

2.1 Academic Faculty Personnel Policies

2.1.1 Terminal Degree Definition. Each academic department and program shall establish the terminal degree for faculty members in that unit.

2.1.2 Academic Faculty Defined. As defined in the UNLV Bylaws, Chapter 1, Section 4.1.1, academic faculty are “authorized professional positions in the colleges, departments and units ...who are engaged in teaching, research, or the provision of library services, and those persons specifically identified by the president because of their need for the protection of academic freedom.”

2.1.2.1 Tenured Academic Faculty. As defined in the UNLV Bylaws, Chapter 1, Section 4.1.1.1, tenured academic faculty are “members of the academic faculty who have been awarded tenure at the University of Nevada, Las Vegas.”

2.1.2.2 Non-tenured Academic Faculty. As defined in the UNLV Bylaws, Chapter 1, Section 4.1.1.2, non-tenured academic faculty are “members of the academic faculty who are in tenure-track positions but who have not completed their probationary period.”

2.1.2.3 Non-academic Faculty. As defined in the UNLV bylaws, Chapter 1, Section 4.1.2, there are “authorized professional positions...who are engaged primarily in activities supportive of the university’s mission and who may also be affiliated with established academic colleges and/or departments. Non-academic faculty may also perform such duties as teaching, research, consulting, and community service.”

2.1.2.4 Non-tenure-track Academic Faculty. “Non-tenure-track Academic Faculty” means unranked members of the academic faculty who are not eligible to receive appointment with tenure and they will be designated Rank 0. (B/R 12/04)

2.1.3 Academic Faculty Appointments

2.1.3.1 Qualifications. In general, the minimum qualifications for an academic faculty appointment within any unit of the SPH should approximate or exceed those listed as necessary for promotion to Assistant Professor (See UNLV Bylaws Chapter 3, Section 16.3). This includes:

- Possession of the terminal degree;
- Be effective as a teacher, or exhibit promise of becoming effective as a teacher;
- Show a continuous record of satisfactory professional development as evidenced by involvement in research and/or other scholarly activities;
- Display definite interest and potential in advising and directing students;
- Exhibit a commitment to the education of students;

- Evidence a commitment to the profession as demonstrated by membership in appropriate professional organizations; and
- Work productively with colleagues, staff and students.

2.1.3.2 Recruitment, Selection and Hiring (See NSHE Code Chapter 5, Section 5.4.1 and the UNLV Bylaws Chapter 3, Section 15). Permission to recruit and select new academic faculty must be secured from the Executive Vice President and Provost via the Dean of the SPH. In general, this is done by securing the reallocation of a faculty position vacated by a retirement or resignation, or securing approval for a newly created faculty position. In addition to the guidelines for recruitment which are contained in the UNLV Bylaws, Chapter 3, Section 15, job descriptions will be drawn up by the appropriate unit, in consultation with the Chairperson or Director and the Dean of the SPH. Job descriptions will be in a format consistent with requirements of the University Affirmative Action Office (AAO). Justification must be possible for each qualification.

Vacancy notices will be sent out from the Department Chairperson or Program Director offices using recruitment lists developed for this purpose. Clearance from appropriate administrative officers shall be secured prior to such mailings. A search and review committee will be appointed by the Department Chair or Program Director with appropriate input by academic faculty and with clearance by the SPH Dean. The Department or Program faculty as a whole or a subcommittee of the academic department faculty may serve in this capacity. The Department or Program may recommend a ranked list of names to the Dean for approval. The Dean in turn recommends the hiring of a new academic faculty member to the Executive Vice President and Provost who makes the final decision on such matters. The Department or Program may make recommendations to the Dean regarding appropriate salary, years of credit, and rank for specific candidates.

2.1.4 Teaching Load Guidelines. Each academic department in the SPH shall specify teaching load guidelines in their departmental bylaws in accordance with the unique aspects of the department or program. These guidelines will be in accordance with teaching guidelines and expectations of the SPH and UNLV.

2.1.5 Annual Evaluation

2.1.5.1 Faculty Evaluation. Each academic department shall establish written guidelines, procedures and criteria for annual evaluation of academic faculty in accordance with the UNLV bylaws, Chapter 3, Section 8.1. The process for the annual review shall follow published policies and procedures.

Annual Evaluation of Chairs Each chair of a department within the School of Public Health shall be evaluated annually. ~~in the fall of every academic year.~~ The evaluation period shall begin in January and end in December of the calendar year in which the evaluation is being conducted. (see Chapter II, Appendix N)

Disagreement with Annual Evaluation. In accordance with the UNLV Bylaws, Chapter 3, Section 8.3, an academic faculty member who disagrees with an evaluation by the Department Chair, or the Dean, and a Department Chair or Program Director who disagrees with an evaluation by their faculty or the Dean may submit a written rejoinder or request in writing for the formation of a committee of peers to conduct a separate annual evaluation.

2.1.6 Mid-Tenure Review. A mid-tenure review shall be conducted to determine progress toward tenure. The review shall follow policies and procedures established by the Academic Faculty Review Committee (See Chapter II Appendix D). The review shall focus on the individual's activities since appointment, and will assess the quality and quantity of the individual's productivity related to teaching, scholarship, and service. Strengths and areas of needed improvement shall be identified. The mid-tenure review shall be completed by the Department and the Academic Faculty Review Committee who will provide input to the Dean of the SPH. Suggestions for strengthening the overall record of productivity shall be provided by the Dean.

2.1.7 Tenure. The SPH has adopted the tenure policies and procedures identified in the current NSHE Code, Title II, Chapter 3. An application for tenure may be initiated by the individual at any time during the probationary period. Individuals must be evaluated for tenure no later than the beginning of the sixth year of service. The SPH will require external referees for consideration of tenure and promotion to full professor.

2.1.8 Academic Faculty Rank Guidelines. Each academic department shall identify guidelines for appointment and promotion to rank. These guidelines shall be in accordance with SPH expectations and guidelines and the UNLV Bylaws. The procedure for seeking promotion shall be in writing and available to SPH academic faculty.

2.1.9 Denial of Tenure, Salary increases, Promotion or Reappointment. In accordance with the NSHE Code (Chapter 5, Sections 5.2.3 and 5.2.4) and UNLV Bylaws (Chapter 3), an academic faculty member may request the reasons (Chapter 3, Section 6.4) for denial of appointment with tenure, salary increases (including merit awards), promotion or reappointment, and reconsideration (Chapter 3, Section 6.5) of personnel actions. Appeals may be initiated after the academic faculty member has requested reconsideration and the request has proceeded through regular administrative

channels to the Provost (UNLV Bylaws, Section 6.6). The Faculty Appeals Committee (See Chapter II Appendix E) of the SPH shall hear the appeal.

2.1.10 Faculty Salary Increases. Faculty salaries may be increased via cost of living increases, equity, or merit pay. All increases are originated at the system level or university level, and are not available every year. Academic faculty must be performing at a satisfactory level as identified on their annual evaluation to be considered for either a merit or an equity increase.

2.1.10.1 Academic Faculty. Decisions regarding equity and/or merit increases for academic faculty members of the SPH will be made pursuant to the guidelines and procedures of the SPH Academic Faculty Review Committee (See Chapter II Appendix E).

2.1.10.2 Non-academic Faculty. Decisions regarding equity and/or merit increases for non-academic faculty members within an academic department of the SPH will be made pursuant to the Bylaws and/or guidelines of the members' unit.

2.2 Academic Faculty Meetings.

2.2.1 Schedule of Meetings. The academic faculty of the SPH shall meet at least once each academic year. These meetings may be initiated by (a) the Dean, (b) a written request of at least one-third of the SPH academic faculty, or (c) the elected Chair of the academic faculty meeting (as defined in Section 2.2.2). Academic faculty meetings shall be scheduled by the Dean's Office during normal working hours, 8:00 am-5:00 pm, Monday through Friday. A meeting shall be held no later than 15 working days after the Dean receives the written request. Additional meetings may be called as necessary during the academic year.

2.2.2 Chair of Meetings. An academic faculty member will be elected to chair the academic faculty meetings. The elected Chair will be elected for a two year term by a majority vote of the voting academic faculty (as defined in Section 1.5.3.1). The vote to select the Chair will be made every other year at the first meeting of an election year.

2.2.3 Notification of Meetings and Agenda. Written notice of a meeting and a tentative agenda shall be distributed to the academic faculty at least five (5) working days prior to a meeting. Notification of a meeting shall constitute notice to individual academic faculty to submit agenda items. Agenda items shall be submitted in writing to the Chair of the academic faculty meetings at least two (2) working days prior to the meeting. A copy of the final agenda consisting of all submitted items shall be distributed by the Chair at the meeting and/or by email.

2.2.4 Proceedings. Meetings shall be conducted based on the latest edition of Robert's Rules of Order, except where proceedings conflict with these Bylaws. In that event, the SPH Bylaws shall take precedence. All meetings must conform to the open meeting

laws of the State of Nevada.

2.2.5 Quorum. The Chair will determine if a quorum is present. A quorum shall be established if a simple majority of the academic faculty of the SPH is (a) present or submits a written proxy or (b) returns a mailed ballot.

2.2.6 Voting. Each academic faculty member of the SPH (as defined in Section 2.1 of these Bylaws) shall have one vote. Decisions shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or electronically.

2.2.6.1 Proxy Voting. Academic faculty attending an academic faculty meeting may only hold one proxy vote.

2.2.6.2 Voting on Tenure or Promotion. On policies and procedures affecting tenure or promotion, only tenured and tenure track academic faculty shall vote. Although they may not vote, untenured academic faculty or academic faculty not on the tenure track shall be allowed to participate in discussions related to promotion and/or tenure policies.

2.2.6.2.1 On matters concerning the recommendation of awarding tenure, only tenured faculty shall vote.

2.2.6.2.2 On matters concerning the recommendation of awarding promotion, only academic faculty holding equivalent rank or higher shall vote.

2.2.6.3 Voting on Chapter II and Amendments.

2.2.6.3.1 Articles with Chapter II. The articles in Chapter II of the Bylaws may be amended or changed by a two-thirds majority of the academic faculty members of the SPH, as defined in Section 2.1 using a written ballot. Such amendments are to be submitted, in writing, to the SPH Bylaws Committee and then to the Dean for appropriate action.

2.2.6.3.2 Appendices. Changes to the appendices of Chapter II shall require a simple majority vote of the academic faculty members of the SPH. Voting on Bylaws and amendments must be made using a written ballot.

2.2.6.3.3. Editorial Changes. Editorial changes required due to action by the Nevada Board of Regents (including approval of modifications of the UNLV Bylaws) or those reflecting administrative fiats of the President or the Executive Vice President and Provost of the University are to be made by the Bylaws Committee at the time the changes become effective. A higher authority mandates these changes and, therefore, such changes do not require ratification by the academic faculty of the SPH, however, the Bylaws Committee must provide written notice of the changes to all members of the SPH.

2.2.7 Reconsideration of a Vote. Any action taken at an academic faculty meeting on an

item not on the agenda distributed prior to or at the meeting, is subject to reconsideration. For reconsideration to occur, a petition to the elected academic faculty member chairing the academic faculty meetings requesting that the vote be nullified shall be signed by two-thirds of the voting academic faculty members of the SPH not present at the meeting. The petition must be submitted to the elected faculty member chairing the faculty meetings no later than ten (10) working days after distribution of the minutes. The item shall automatically become a published agenda item for the next academic faculty meeting of the SPH. The reconsideration vote does not apply to items voted upon by email ballot.

2.2.8 Minutes. An academic faculty member as defined in Section 1.5.3.1 who is attending the academic faculty meeting will be selected by the Chair to record and compile accurate and comprehensive minutes of each meeting. The minutes shall be distributed by the designee to the SPH academic faculty within ten (10) working days following the meeting and redistributed ten working days prior to the next SPH meeting. The designee shall keep all approved minutes readily accessible for all academic faculty members.

2.3 Academic Faculty Committees

2.3.1 List of Academic Faculty Standing Committees

- Academic Standards (Admissions) (See Chapter II Appendix A for committee policies, procedures, and operational guidelines);
- Academic Faculty Bylaws (See Chapter II Appendix B for committee policies, procedures, and operational guidelines);
- Curriculum (See Chapter II Appendix C for committee policies, procedures, and operational guidelines);
- Academic Faculty Appeals (See Chapter II Appendix D for committee policies, procedures, and operational guidelines);
- Academic Faculty Review (See Chapter II Appendix E for committee policies, procedures, and operational guidelines);
- Graduate Studies (See Chapter II Appendix F for committee policies, procedures, and operational guidelines);
- Policy Committee (see Chapter II Appendix G for committee policies, procedures, and operational guidelines)
- Scholarship (see Chapter II Appendix H for committee policies, procedures, and operational guidelines).
- Undergraduate Program Committee (see Chapter II Appendix I for committee policies, procedures, and operational guidelines)

2.3.2 Creation or Elimination of Academic Faculty Standing Committees. The establishment of additional SPH academic faculty standing committees is permissible and shall be accomplished by vote of the SPH academic faculty as an amendment to these Bylaws. A proposal for any such committees shall be presented in detail as to membership, functions and duties, procedures of operation and related matters. A proposal to establish a new academic faculty standing committee or to terminate any academic faculty standing committee shall be made to the SPH academic faculty in written form and shall include a statement of justification. Final consideration of the proposal cannot be acted upon at the same meeting at which it is introduced but must be finalized at a subsequent SPH academic faculty meeting or by ballot.

2.3.3 Absence of an Academic Faculty Standing Committee. In the absence of the existence of an academic faculty standing committee, the SPH academic faculty as a whole may carry out the duties and functions of the committee until a time that the committee is formed and established under the procedures prescribed in these Bylaws.

2.4 Student Policies

2.4.1 Undergraduate Students. Admission, retention and matriculation of undergraduate students in the SPH shall follow the guidelines and procedures set forth in the NSHE Code (Title 4, Chapter 8, Section 2) and the current UNLV Undergraduate Catalog.

2.4.2 Graduate Students

2.4.2.1 Admission, Retention, and Matriculation. Admission, retention, and matriculation of graduate students in the SPH shall follow the guidelines and procedures set forth in the NSHE Code (Title 4, Chapter 8, Section 2) and the current UNLV Graduate Catalog. Also, consult the current Policy Manual of the Graduate College for a general presentation of policies relating to admission, degree requirements, degree programs, grades, committees and examinations related to graduate student matriculation.

2.4.2.2 Graduate Assistants. Information on application procedures, stipends, credit load, and related topics for Graduate Assistants is found in the current Policy Manual of the Graduate College. The allocation of Graduate Assistantships to the SPH and subsequently to its academic departments involves the following steps:

- Departments will make their requests for Graduate Assistant positions known to the SPH Graduate Studies Committee, as applicable.
- The SPH Dean, along with the SPH Graduate Studies Committee will prepare a prioritized list of the SPH requests and submit it to the UNLV Graduate College Dean. The UNLV Graduate College Dean will assign the approved Graduate Assistant positions to units according to the earlier prioritized list.

2.5 Expedited Voting. Bylaws-related issues deemed time sensitive will follow the expedited voting guidelines posted in Section I, Appendix E.

CHAPTER II
APPENDIX A
ACADEMIC STANDARDS (ADMISSIONS) COMMITTEE POLICIES AND
PROCEDURES

The committee is composed of a minimum of one academic faculty member from each academic department. Members are elected by their departments for a two-year term. The work of the committee is to formulate and implement School of Public Health academic standards that conform to University and School of Public Health academic policies, to review and recommend on individual student cases which are referred to it by units of the School of Public Health, to develop and update appropriate materials and policy statements and to execute the School of Public Health policy probation, suspension and readmission by recommending action on individual student cases to the Dean following the conduct of appropriate hearings.

II A 1. Authority. The Committee functions under authority of the School of Public Health Bylaws; in particular, Section 1.6.2.2 of the Bylaws.

II A 2. Membership.

Each department and program in the School of Public Health, as defined in Section 1.4.1.1 of the SPH Bylaws, shall be represented on the academic standards committee by at least one committee member. Members shall be elected by the faculty from a slate of candidates presented on an academic faculty-wide ballot. A minimum of four representatives is required on the committee. A committee chair shall be elected from the membership of the committee. Members, if possible, shall serve two-year staggered terms.

II A 3. Operational Procedures

3.1 Scheduled Meetings. The committee will meet once a semester to hear appeals or as needed as called by the chair. The Committee Chair may call additional meetings at other times when necessary to consider student petitions or other urgent items.

3.2 Proxies. The Committee reaffirms the rules of Section 1.9.1.6.1 of the SPH Bylaws that faculty attending a meeting may only hold one proxy vote.

3.3 Actions of the Chair. In the event of an emergency situation, the Chair is empowered to call an emergency session, securing the participation of those voting members available. Any action taken, and the reason, will be reported to the Committee at the next regular meeting.

3.4 Minutes. The Chair or a designee shall take minutes at each meeting. Meeting minutes shall be distributed to committee members and stored in the Dean's office.

II A 4. General Functions - The Committee shall periodically review policy, recommending revisions in current academic policy whenever desirable. It shall also be responsible for the following undergraduate areas:

- Reviewing reinstatement appeals for students on scholastic suspension;
- Reviewing petitions for the removal of (an) "F" grade(s);
- Reviewing other petitions referred to the Committee;
- Monitoring the implementation of relevant policy changes;
- Reviewing and commenting on other special academic issues referred by the SPH academic departments;
- Hear student grievances not previously resolved at the department level. Forward recommendations to the Dean;
- Develop admissions standards and guidelines for degree programs;
- Review and recommend student admission applications to SPH;
- Award SPH level scholarships, loans and grants; and
- Other duties as appropriate

II A 5. Classes of Business

5.1 Matters of Academic Policy. A matter of policy is any business that affects the university community or a major division thereof. Matters of policy include interpretation, or recommendations for change, of the standing rules of the SPH.

5.1.1 The Committee will endeavor to establish guidelines for addressing the more frequently petitioned issues.

5.1.2 The Committee will review existing guidelines at the beginning of each school year.

5.1.3 A guideline remains in effect, from year to year, unless specifically rescinded by the Committee.

5.1.4 Adoption or amendment of these bylaws is a matter of policy.

5.2 Matters of Individual Appeal. An individual matter is any business that concerns one individual or at most a very few individuals, such as a petition or change of grade.

II A 6. Quorum

6.1 Quorum for Matters of Academic Policy

6.1.1 A quorum shall consist of a simple majority of the voting academic faculty members of the committee.

6.1.2 This section is intended to provide for continuity, consensus, and deliberation in matters of policy.

6.2.2 A simple majority vote of those present is required for action.

6.2 Quorum for Matters of Individual Appeal. This section is intended to provide for the expeditious processing of petitions and like matters. When sitting under this rule, the

Committee should be guided by any rules, guidelines, or precedents that apply.

6.2.1 A quorum is a simple majority of the voting academic faculty members.

6.2.2 A simple majority vote of those present and not abstaining is required for action.

6.2.3 If any member or proxy objects that the matter is one of policy, it must be referred to the full committee under the rules for matters of policy.

II A 7. Delegation to the Chair. This section is intended to provide for prompt processing of individual mailers covered by an established policy or precedent.

7.1 If an individual matter is covered by an established policy or precedent, the Chair is authorized and instructed to act for the Committee with the advice of the Registrar.

7.2 If not, it is the responsibility of the Chair or Registrar to bring the matter to the Committee.

7.3 No proxy may act for the Chair under this section.

CHAPTER II
APPENDIX B
ACADEMIC FACULTY BYLAWS COMMITTEE

POLICIES AND PROCEDURES

The Academic Faculty Bylaws Committee shall review the NSHE Code, UNLV Bylaws, SPH School-wide Bylaws, and Academic Faculty Bylaws and recommend revisions to the Academic Faculty Bylaws as needed. It shall also serve to interpret the Academic Faculty Bylaws and recommend such interpretations to the SPH academic faculty. The purpose of the committee is to:

- Revise the SPH Chapter II Bylaws whenever so authorized by the SPH academic faculty and research center administrative faculty.
- Edit the SPH Chapter II Bylaws in accordance with the NSHE Code and the UNLV Bylaws.
- Serve in an advisory capacity to the Dean and Department Chairs to prevent violations of the SPH Bylaws.
- Serve as the official tellers for elections conducted by mailed ballot.
- Maintain an up-to-date file of the NSHE Code, UNLV Bylaws, and SPH Bylaws.

II B 1. Authority. The Committee functions under authority of the SPH Bylaws; in particular, Section 1.6.2.2.

II B 2. Membership.

Each department and program in the School of Public Health, as defined in Section 1.4.1.1 of the SPH Bylaws, shall be represented on the faculty bylaws committee by at least one committee member. Members shall be elected by the faculty from a slate of candidates presented on an academic faculty-wide ballot. A minimum of four representatives is required on the committee. A committee chair shall be elected from the membership of the committee. Members, if possible, shall serve two-year staggered terms.

II B 3. Operational Procedures

3.1 Amendment of Bylaws. Amendment of the SPH Chapter II Bylaws may be accomplished in the following manner:

3.1.1 A prepared amendment listing the current bylaw and the proposed changes must first be submitted to the SPH Academic Faculty Bylaws Committee.

3.1.2 The SPH Academic Faculty Bylaws Committee will review the proposed amendment to check conformity with UNLV Bylaws and NSHE Code. A nonconforming amendment shall be returned to the submitting academic faculty member to revise the amendment for compliance with the UNLV Bylaws and NSHE Code.

3.1.3 The proposed amendment shall be forwarded to the committee Chair.

- 3.1.4** The committee Chair will circulate the proposed amendment one (1) week prior to a properly called meeting of the SPH Academic Faculty Bylaws Committee.
- 3.1.5** The proposed amendment shall be discussed in a SPH school-wide meeting.
- 3.1.6** If the proposed amendment is approved by a two-thirds (2/3) majority of the voting membership of the SPH, the amendment shall take effect upon final approval.

CHAPTER II
APPENDIX C
CURRICULUM COMMITTEE POLICIES AND PROCEDURES

II C 1. Authority. The Committee functions under authority of the School of Public Health Bylaws; in particular, Section 1.6.2.2 of the Bylaws.

II C 2. Membership.

Each department and program in the School of Public Health, as defined in Section 1.4.1.1 of the SPH Bylaws, shall be represented on the curriculum committee by at least one committee member. Members shall be elected by the faculty from a slate of candidates presented on an academic faculty-wide ballot. A minimum of four representatives is required on the committee. A committee chair shall be elected from the membership of the committee. Members, if possible, shall serve two-year staggered terms.

II C 3. Operational Procedures

3.1 Curriculum and Program Recommendations. The committee shall receive and review all undergraduate and graduate curriculum and program recommendations or proposals developed and forwarded by the academic departments. This shall include:

- all new course proposals;
- suggested dual listings;
- course deletions;
- changes to course descriptions;
- prerequisite changes;
- substantive editorial rewording of program descriptions;
- credit modifications;
- changes affecting course integrity; and
- new degree programs, including minors and program changes other than editorial rewording.

Curriculum changes are managed electronically through an online system for the creation, submission, routing, review, approval, and tracking of all graduate and undergraduate course and program proposals. The process for submitting curriculum changes at our School is summarized below.

- 1) The proposal originator discusses the course or program (creation or change) with the pertinent Graduate/Undergraduate Program Coordinator and Department Chair. Depending on the nature of the proposal (e.g., substantive program changes, new programs), the Associate Dean and/or Dean should be included in the discussion.
- 2) Upon receiving positive feedback from the Program Coordinator and Department Chair, the proposal originator must contact the SPH Director of Academic Assessment to determine how the curriculum change may fit into

the particular program(s) and/or degree(s), and within the accreditation matrix.

- 3) The proposal originator informs the Department Chair of the outcome of the communication with the Director of Academic Assessment, and the Department Chair provides feedback to the proposal originator. The Department Chair informs the faculty of program changes, creations, and deletions, and allows for faculty discussion and vote as specified in the bylaws.
- 4) Once approval for the curriculum change is obtained from the Department Chair, the proposal can be submitted through the electronic online system (e.g., Curriculog).
- 5) The Graduate College or Office of the Registrar will complete a technical review of the proposal to ensure that it conforms to all relevant policies and guidelines. After this review step, the proposal may be sent back to the originator for review and/or adjustments that may be needed.
- 6) Once a proposal passes technical review, it will be automatically routed to the Graduate Coordinator (if applicable), Department Chair, and SPH Curriculum Committee for review/approval. When the Coordinators and Chairs enter their respective steps (i.e., approval or rejection) in the online system, they are indicating whether their faculty approved the proposals.
- 7) On a case by case basis, the Curriculum Committee may request input from the Graduate Studies Committee as a component of their deliberations regarding graduate program issues. It is also encouraged that the proposal originator be present during Curriculum Committee meetings to answer questions about the recommendation or proposal.
- 8) Once the proposal is approved by the SPH Curriculum Committee and Dean, it is added to the next Graduate Course Review Committee, Graduate Programs Committee, or Faculty Senate agenda. The proposal originator will be notified when the proposal is added to an agenda. Those proposing new courses/programs or program changes or their proxy must attend the meeting to answer any UNLV committee questions.

3.2 Resolve Disputes. The committee shall also resolve interdepartmental regarding programs and curriculum, handle curriculum appeals, recommend modifications in school curriculum regulations, and/or policy regarding curriculum matters.

3.3 Recommend Action. After deliberation, the SPH Curriculum Committee shall recommend appropriate action regarding all proposals. It may:

- return the proposal to the originator for amendments or corrections;
- reject it with stated reasons; or
- accept and forward it with recommendation for its approval to the Dean.

3.3.1 Information will be available to all faculty members in the form of the committee minutes.

3.3.2 A full faculty vote is not required to confirm acceptance of course creations/changes. A full faculty vote is required for program changes/creation/deletion (as indicated in section 3.1, items 3 and 6).

3.3.3 The Associate Dean (on behalf of the Dean) approves or rejects proposals in the online system. If a recommendation or proposal is rejected by the SPH Curriculum Committee, an appeal for a general faculty discussion and vote may be made in writing if signed by one-half of the SPH academic faculty and presented to the Dean of the SPH. Such an appeal must be filed within ten working days from the date of faculty notification. The Dean shall then place this matter on the agenda of the next SPH faculty meeting for full faculty review and action.

3.4 Quorum. A quorum shall be established for the Curriculum Committee if a simple majority of the committee members are a) present or submit a written proxy, or b) returns a mailed ballot.

3.5 Voting. Each committee member shall have one vote. Decision shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

3.5.1 Committee members attending the meeting may only hold one proxy vote.

CHAPTER II
APPENDIX D
FACULTY APPEALS COMMITTEE POLICIES AND PROCEDURES

The SPH Academic Faculty Appeal Committee will review appeals from faculty related to annual evaluation, tenure, mid-tenure review, merit and workload and make recommendations to the Dean. This committee is charged with reviewing the appeals of SPH faculty who believe they have not received a fair and impartial review for tenure, mid tenure, merit, or workload. The committee will comply with the UNLV Faculty Senate procedures for hearing grievances.

II E 1. Authority. The Committee functions under authority of the SPH Bylaws (See Section 1.6.2.2).

II E 2. Membership.

Each department and program in the School of Public Health, as defined in Section 1.4.1.1 of the SPH Bylaws, shall be represented on the faculty appeals committee by at least one committee member. Only tenured faculty can serve on the Committee. Members shall be elected by the faculty from a slate of candidates presented on an academic faculty-wide ballot. A minimum of four representatives is required on the committee. A committee chair shall be elected from the membership of the committee. Members, if possible, shall serve two-year staggered terms.-Members of the committee in the department of the person making an appeal will be excluded from the committee conducting the peer review.

The person requesting the appeal may challenge a member of the committee for cause if the challenged member bears a relationship to some party to the proceedings that may prejudice the reviewed person's ability to obtain a fair and impartial review and decision. Replacement member will be appointed by the Executive Committee.

II E 3. Operating Procedures. If the academic faculty member takes exception to their annual evaluations, commentary or descriptions written by the Department Chair, the faculty member shall, within thirty calendar days, use the option of filing a rejoinder with the Annual Evaluation Report form. The latter does not constitute a formal "disagreement" with the evaluation.

3.1 Handling Disagreements. If the faculty member wishes to formally disagree with an evaluation the faculty member must file a written request for an appeal. The appeals process is not automatic. It becomes operative only after the Dean and chairperson of the Academic Faculty Appeals Committee receives a written request for an appeal. The written request must include a cover letter to the Academic Faculty Appeals Committee explaining the purpose and rationale for the appeal. Supportive documents may be provided as deemed necessary by the appellant. Upon receipt of the request, the Chairperson of the Faculty Appeals Committee will schedule a committee meeting within fifteen (15) working days. Members of the Academic Faculty Appeals Committee will be provided with copies of the annual review, tenure review, mid-tenure review, or workload assignment as applicable, the written request for an appeal, and any

other relevant documentation. In addition if deemed necessary by members of the Faculty Appeals Committee, the committee will meet separately with both the department chair and the faculty member. The Faculty Appeals Committee will conduct an evaluation and submit a written recommendation in harmony with its purpose as stated in the UNLV Bylaws, Chapter 3, Section 8.3 to the Dean ten (10) working days from the committee meeting. Both the department chair and the faculty member making the appeal will receive a copy of the report.

The proceedings of the Academic Faculty Appeal Committee will be confidential. The review will not be distributed beyond those individuals named above and university officers in regular administrative channels.

3.2 Minutes. The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members. Meeting minutes and documentation of merit, mid-tenure, and promotion and/or tenure recommendations, guidelines and procedures shall be stored in the Dean's office.

3.3 Quorum. A quorum shall be established for the Academic Faculty Appeals Committee if a simple majority of the committee members are a) present or submit a written proxy, or b) returns a mailed ballot.

3.4 Voting. Each committee member shall have one vote. Decision shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

3.4.1 Committee members attending the meeting may only hold one proxy vote.

CHAPTER II
APPENDIX E
ACADEMIC FACULTY REVIEW COMMITTEE POLICIES AND PROCEDURES,
AND OPERATIONAL GUIDELINES

II D 1. Authority. The Committee functions under authority of the SPH Bylaws (See Section 1.6.2.2).

II D 2. Membership.

Each department and program in the School of Public Health, as defined in Section 1.4.1.1 of the SPH Bylaws, shall be represented on the faculty review committee by at least one committee member. Members shall be elected by the faculty from a slate of candidates presented on an academic faculty-wide ballot. A minimum of four representatives is required on the committee. A committee chair shall be elected from the membership of the committee. Members, if possible, shall serve two-year staggered terms. Only tenured faculty can serve on the Committee. Administrators may not serve on this committee (UNLV Bylaws III 6.1)

II E 3. Meetings

3.1 Topics of Meetings. The Committee will meet during the fall semester to review faculty applications for promotion and/or tenure as needed. The Committee will meet during the spring semester to review academic faculty applications for merit and to conduct mid-tenure reviews as needed. The Chair may call additional meetings at other times when necessary to consider academic faculty merit, mid-tenure, or promotion and/or tenure guidelines or processes.

3.2 Minutes. The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members. Meeting minutes and documentation of merit, mid-tenure, and promotion and/or tenure recommendations, guidelines and procedures shall be stored in the Dean's office.

3.3 Quorum.

3.3.1 For a meeting called to discuss merit, mid-tenure or tenure, or promotion application, a quorum shall be established is a simple majority of the committee members are a) present or submits a written proxy, or b) returns a mailed ballot.

3.3.2 For committee meetings that are not merit, mid-tenure or tenure and/or promotion application review meetings, a quorum shall consist if a simple majority of the voting faculty members of the Committee.

II E 4. Committee Functions. The Committee is responsible for the following functions:

4.1 Develop guidelines. The Committee shall develop new merit, mid-tenure, promotion and/or tenure procedures, guidelines and processes for academic faculty as needed. The Committee will produce a written document detailing these procedures, guidelines, and processes. The Committee shall review and recommend changes in existing merit, mid-tenure, promotion and/or tenure procedures, guidelines and process for academic faculty and modify the written document as needed.

4.2 Review Application for Merit. The Committee shall review applications of tenured or tenure-track faculty seeking merit, and submit a rank ordered list of recommendations for merit to the Dean. The Committee shall follow the procedures established by the committee for reviewing merit applications.

4.3 Review Applications for Promotion/Tenure. The Committee shall review applications of faculty seeking promotion and/or tenure, and submit recommendations, including rationale, to the Dean. The Committee shall follow the promotion and tenure procedures for academic faculty in reviewing promotion and/or tenure applications.

4.4 Review Applications for Mid-Tenure Review. The Committee shall review faculty mid-tenure review applications. The Committee shall follow the SPH mid-tenure review procedures in reviewing mid-tenure review applications.

4.5 Performance Evaluation of the Dean. Tri-annual evaluations shall be conducted pursuant to the procedures set forth in Section 1.5.2.5.2 of the SPH Bylaws. The Committee shall conduct a performance evaluation, including input from all SPH academic faculty and administrative faculty, of the Dean no less than once every three years. Evaluation data shall be summarized and provided to the Dean and Provost.

4.6 Other duties. As appropriate.

II E 5. Committee Voting.

5.1 Exclusions.

5.1.1 Committee members shall not vote on their own merit, mid-tenure review or promotion and/or tenure application.

5.1.2 Committee members who have already voted on a faculty promotion and/or tenure application at their department level shall not vote on that application again at the Faculty Review Committee level.

5.2 Attendance. The Committee chair will make every effort to schedule merit, mid-tenure and promotion and/or tenure application review meetings, so that all committee members can attend. Committee meetings to review merit applications shall not be held unless all members can attend. If a committee member is unable to attend a scheduled mid-tenure or promotion and/or tenure review meeting, the chair shall contact that member to obtain their vote. Academic departments shall replace members who are unable to vote on merit, mid-tenure or promotion and/or tenure applications.

II E 6. Merit Procedure.

6.1 Basis of Merit. Merit in the SPH will be based on exceptional achievement in the three areas of academe (e.g., teaching, service, and scholarship) with weight in each area at 40% teaching, 40% scholarship and 20% service. All SPH academic faculty (i.e., clinical, tenure-track, tenured, newly hired faculty and faculty on leave or sabbatical) who receive a satisfactory or better on their annual evaluation are eligible to apply for merit. Academic faculty members who commenced employment at UNLV in the fall semester may count work done prior to their employment at UNLV, if that work was performed within the applicable merit calendar year. Academic faculty members who apply for merit must apply in all three areas (i.e., teaching, service and scholarship).

6.2 Application for Merit. Unit administrators, including chairs, directors, and assistant and associate deans must file applications through the academic faculty process to receive merit awards for teaching, research and non-administrative service. All academic faculty, including unit administrators, will use the adopted SPH merit application form and be reviewed using the adopted SPH merit process. Merit will be based on a calendar year. Merit can be awarded for outstanding performance over a longer period of time. SPH faculty will submit their merit applications to the SPH Faculty Review Committee for review. After reviewing faculty applications, the Faculty Review Committee will make merit recommendations to the Dean of the SPH.

6.3 Grievance. Academic faculty members have the right to grieve a merit decision. See the UNLV Bylaws for information pertaining to requests for merit reconsideration, including channels and procedures for grievance beyond the SPH.

6.4 Rating. Based on their review of faculty merit applications, the Committee members will independently rate each applicant from 1-10 (1=lowest, 10=highest) on their teaching, scholarship and service. Members only rate those applicants whose merit application that they actually reviewed. In Faculty Review Committee meetings the following actions will be taken:

6.4.1 Committee members' ratings are summed for each applicant for each of the 3 categories (teaching, scholarship and service).

6.4.1.1 Committee members will recuse themselves when their ratings are reported.

6.4.1.2 When members' ratings for an applicant are discordant, members will discuss their ratings, and member ratings may be changed to make them more concordant.

6.4.2 The summated rating scores are used to rank order each applicant in each of the 3 categories (the highest score for teaching is ranked 1st, the next highest score for teaching is ranked 2nd, etc.).

6.4.3 The ranks for teaching, scholarship and service are then added to attain an

overall ranking score (the lowest scores indicate the highest overall rankings).

6.4.4 Based on these overall ranking scores, applicants are assigned to monetary awards (e.g., \$500, \$1000, \$1500, \$2000, \$2500, \$3000, \$4500).

6.5 Scenarios.

6.5.1 With the goal to award all of the merit monies allotted for SPH academic faculty, the Committee develops scenarios for assigning the faculty awards.(e.g., the equally uniform distribution scenario, the “natural breaks” in the total ranking scores scenario, the “Marxist” scenario [the fewest \$4500 awards, and no one in the \$500 category].

6.5.2 Members decide on which scenario, or combination of scenarios, to use to grant awards.

6.5.3 Based on the chosen scenario, the Committee recommends faculty awards.

6.6 Recommendations. The Committee sends the teaching, scholarship, service and overall ranking scores and the recommended faculty awards to the Dean of the SPH.

6.7 Dean’s Decision. The SPH Dean will make the final decision on merit awards for faculty at the SPH level by taking into consideration the Faculty Review Committees’ final rankings in the areas of teaching, scholarship and service, the overall ranking, and the assigned merit awards. The Dean shall recommend the dollar amount of each award for teaching, scholarship and service in accordance with all policies and procedures mandated by the UNLV Provost or UNLV President. The UNLV President makes the final determination of the amount awarded to each faculty member, upon recommendation by the Provost.

6.8 Notification of Merit Awards. The official date of notification of merit awards for the purpose of grievance shall be the day that the merit list is released to campus. The merit list shall be made available to all academic faculty members. When responding to a request from a faculty member for the reasons they received a particular award of merit, or no award, the Dean shall include in the letter the ranking of the faculty member by the SPH Committee and the reasons for that award, which must include any information provided to the Provost.

II E 7. Promotion and Tenure Procedures for Academic Faculty

7.1 Eligibility for Promotion. Consideration for promotion is initiated by the individual non-tenured or tenured academic faculty member if less than the maximum time in rank has elapsed or by the Department Chair/Program Director if the maximum time in rank has transpired as specified by the UNLV Bylaws (Chapter 3, Section 16) and the NSHE Code (Section 5.10.1).

7.2 Eligibility for Tenure. Tenure is the major vehicle for investing in and protecting the rights of academic freedom for individual non-tenured academic faculty members.

Tenure eligibility, procedures for consideration, and disposition follows the NSHE Code (Title 2, Chapter 3, Section 3.2.1, 3.3.1 – 3.4.8) and the UNLV Bylaws. (Chapter I, Section 4.3). Within the SPH, tenure consideration is initiated by the individual faculty member if less than the maximum time at the University has elapsed and by the Department Chair/Program Director if the maximum time has transpired. To be tenured in the SPH, a person must meet all qualifications of a faculty member, have displayed a continuous record of productivity judged by tenured colleagues and appropriate administrators during the period of tenure probation, and have functioned in an acceptable fashion in collegial relationships during the probationary period.

7.3 Promotion and/or Tenure and Annual Review Procedures. At the time of hire, each candidate shall be furnished a letter of appointment that includes written guidelines for promotion and tenure as established by the Academic Faculty Review Committee (See Section IID 4.1).

7.3.1 Annual Reviews.

Copies of annual reviews from the Department Chair/Program Director and the mid-tenure evaluation from the Department/Program will be provided to the candidate in written form. If specific concerns are identified by the Department Chair/Director and the Department/Program promotion and tenure committees, written suggestions for addressing those concerns should be provided to the candidate. It is the candidate's responsibility to insure that copies of these evaluations (annual reviews and midtenure evaluation) be a part of the promotion/tenure dossier.

7.3.2 Promotion and Tenure.

7.3.2.1 The faculty of each Department/Program shall establish written procedures to be followed for the evaluation and recommendation of members of the Department/Program for promotion and/or tenure. If the Department/Program does not have written procedures, Department/Program faculty will use the SPH written promotion and/or tenure procedures (See Section IID 4.1) to evaluate their Department/Program faculty for promotion and tenure.

7.3.2.2 Candidates are responsible for preparing a dossier of materials. This dossier is to contain the following;

- The NSHE Recommendation for Tenure or Promotion form ("The Regents' Form" found online on the Provost's website, Digital Scholar, or appropriate equivalent);
- A current vita, reprints of selected publications, summaries of student evaluations of teaching, letters of commendation, evidence of service activities and accomplishments; and
- External letters of support (for promotion to full professor only) and other documented evidence of professional productivity that reflect current guidelines.

7.3.2.2.1 Guidelines for Associate Professor Guidelines are detailed in Chapter II, Appendix H of these Bylaws.

7.3.2.3 Candidates are responsible to submit their dossier to the appropriate academic faculty and supervisors by the specified deadlines for submission of tenure and/or promotion dossiers.

7.3.2.4 Each September, the Dean's office shall provide the Departments/Programs and the SPH Faculty Review Committee with a complete list of all academic faculty in the SPH who must be considered for promotion and/or tenure during the academic year. A list of additional academic faculty members who have requested to be considered will also be provided by the Dean's office. Department/Program and School promotion and tenure deadlines must be set to allow time for due process.

7.3.2.5 Candidates are first considered at the Department/Program level by a committee of colleagues, or by individual tenured faculty members if there is only one tenured faculty member, as specified by Department/Program by-laws. Only tenured faculty are eligible to evaluate the candidate for tenure. Only faculty who are at the rank or higher to which the candidate is applying are eligible to evaluate the candidate for promotion (e.g., only full professors can evaluate a candidate for promotion to full professor). If the Department/Program does not have written procedures, Department/Program academic faculty will use the SPH written promotion and/or tenure procedure to evaluate their Department/Program faculty for promotion and tenure.

Department/Program faculty will use the "Evaluation Tenure and/or Promotion" section of The University of Nevada System Recommendation for Tenure or Promotion form to evaluate the candidate. Department/Program faculty must evaluate the candidate to be "excellent" in either teaching or research and at least "satisfactory" in the other two areas in order to recommend the candidate for tenure. The report from the Department/Program committee, or individual tenured faculty member, including the vote(s) and the reasons for the vote(s), will be transmitted in writing to the Chair/Director.

7.3.2.6 The Department Chair/Program Director then reviews the candidate's entire record and makes an independent recommendation that is transmitted in writing along with the material from the Department/Program committee, or individual tenured faculty member, to the Dean. The Department Chair/Program Director will use the "Evaluation Tenure and/or Promotion" section of The University of Nevada System Recommendation for Tenure or Promotion form to evaluate the candidate. The Department Chair/Program Director must evaluate the candidate to be "excellent" in either teaching or research and at least "satisfactory" in the other two areas in order to recommend the candidate for tenure.

7.3.2.7 Once the Department/Program promotion and tenure committee, or individual tenured faculty member, and Department Chair/Program Director have evaluated the candidate's materials, the following parties have access to the dossier: members of the SPH Faculty Review Committee, appropriate administrators, and members of the Faculty Senate Promotion and Tenure Committee.

7.3.2.8 The Dean refers each dossier, which includes reports from the Department/Program committee or individual tenured faculty member and the Department Chair/Program Director, to the SPH Faculty Review Committee for review.

7.3.2.9 The SPH Faculty Review Committee reviews the applications of each candidate for tenure and/or promotion. Candidates are responsible for providing additional materials to support their activity if requested to do so by the Faculty Review Committee. If additional material is added to the dossier, the Department/Program will be notified.

7.3.2.10 The Faculty Review Committee will use the “Evaluation Tenure and/or Promotion” section of The University of Nevada System Recommendation for Tenure or Promotion form to evaluate the candidate. The Committee must evaluate the candidate to be “excellent” in either teaching or research and at least “satisfactory” in the other two areas in order to recommend the candidate for tenure and/or promotion.

7.3.2.11 The Committee is advisory to the SPH Dean. After reviewing the candidate’s materials, the Committee forwards a written report, including votes and reasons for votes, to the Dean. The written report of the SPH Faculty Review Committee becomes part of the candidate’s promotion and/or tenure dossier.

7.3.2.12 Following completion of deliberations by the SPH Faculty Review Committee, the Dean reviews the entire dossier and makes an independent recommendation that is transmitted in writing to the Faculty Senate Promotion and Tenure Committee, and the recommendation becomes part of the dossier. The Dean will use the “Evaluation Tenure and/or Promotion” section of the University of Nevada System Recommendation for Tenure or Promotion form to evaluate the candidate. The Dean must evaluate the candidate to be “excellent” in either teaching or research and at least “satisfactory” in the other two areas in order to recommend the candidate for tenure and/or promotion.

7.3.2.13 The disposition of appeals at the School level shall be the responsibility of the Dean. A full report of the outcome of the appeal process must be transmitted by the Dean to the Provost and the appropriate Faculty Senate Committees upon request. For the procedures for requesting reconsideration of Personnel Action Denying Promotion beyond the SPH (see the UNLV bylaws Chapter 3, Sections 6.5, 6.6, [7/89; p.11] and Section 16.9 [06/00 p. 28]).

7.3.2.14 The faculty member may also request help from the Grievance Committee of Faculty Senate. See Chapter I, Section 4.6.12 (p. 8) of the UNLV Bylaws (BR 10/98; p. 8).

7.3.2.15 The SPH Faculty Review Committee may work with the faculty in each Department/Program to establish minimal standards and criteria for promotion and tenure that are congruent with the NSHE Code for all SPH candidates. These

standards serve to guide the Committee's votes and reasons for the votes. Procedures, criteria, and standards established by the Faculty Review Committee should undergo periodic reevaluation. The basic document and all changes resulting from reexamination are shared in writing with all SPH academic faculty members.

CHAPTER II
APPENDIX F
GRADUATE STUDIES COMMITTEE

POLICIES AND PROCEDURES

The purpose of the Graduate Studies Committee is to oversee, direct and modify the operation of school-wide graduate degree programs. Specific functions of the committee include but are not limited to: student admissions, student appeals, new program review, accreditation, awarding assistantships and setting academic probation and separation policies.

II F 1. Authority. The Committee functions under authority of the SPH Bylaws; in particular, Section 1.6.2.2 of the Bylaws.

II F 2. Membership.

Each department and program in the School of Public Health, as defined in Section 1.4.1.1 of the SPH Bylaws, shall be represented on the graduate studies committee by at least one committee member. Members shall be elected by the faculty from a slate of candidates presented on an academic faculty-wide ballot. A minimum of four representatives is required on the committee. A committee chair shall be elected from the membership of the committee. Members, if possible, shall serve two-year staggered terms.

II F 3. Operation Procedures

3.1 Meetings.

3.1.1 The Committee will meet each semester (including summer) to review applications for admissions, or to evaluate student graduate appeals as needed. The Chair may call additional meetings at other times when necessary to consider new policies, procedures and awards.

3.1.2 The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members and stored in the Chair's office.

3.2 Committee Functions. The Committee is responsible for the following functions:

3.2.1 The Committee shall develop graduate admissions criteria, academic separation and probation guidelines and appeal processes as needed. The Committee shall review and recommend changes to the current SPH policies (e.g., capstone experience) to keep consistent with current Graduate College policies and procedures as needed.

3.2.2 Review applications and make recommendations regarding student admissions to the school-wide program.

3.2.3 Review new graduate program proposals.

3.2.4 Award Graduate Assistantships for any school-wide program.

3.2.5 Provide the SPH and Graduate College with materials needed for program review and evaluation.

3.2.6 Assist with CEPH accreditation to ensure academic rigor as needed.

3.2.7 Address interdisciplinary issues associated with the administration of the MPH program.

3.2.8 Review Graduate Appeals.

3.2.9 Other duties as appropriate.

3.3 Committee Voting

3.3.1 The Committee chair will make every effort to schedule meetings so that all committee members can attend. If a committee member is unable to attend a scheduled meeting, the member shall contact the chair and submit their vote(s) in writing prior to the meeting, or appoint a designee from their academic program who must be present at the meeting.

3.3.2 A quorum shall consist of a simple majority of the voting faculty members of the Committee.

3.3.3 Each committee member shall have one vote. Decision shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

3.3.3.1 Committee members attending the meeting may only hold one proxy vote.

CHAPTER II
APPENDIX G
POLICY COMMITTEE

POLICY AND PROCEDURES

The Academic Policy Committee is responsible for matters related to academic faculty policy development and revisions. The purpose of the committee is to develop, review, evaluate, and make recommendations to faculty regarding all new and existing policies and statements relating to faculty, e.g., appointment, retention, tenure, and promotion or advancement; workload; as well as any other matters deemed appropriate for review by the committee.

II G 1. Authority. The Committee functions under authority of the SPH Bylaws; in particular, Section 1.6.2.2.

II G 2. Membership. Each department and program in the School of Public Health, as defined in Section 1.4.1.1 of the SPH Bylaws, shall be represented on the policy committee by at least one committee member. It is suggested that committee membership is comprised the Associate Dean, SPH Department Chairs, and tenured representatives from other SPH academic programs/tracks. Members shall be elected by the faculty from a slate of candidates presented on an academic faculty-wide ballot. A minimum of four representatives is required on the committee. A committee chair shall be elected from the membership of the committee. Members, if possible, shall serve two-year staggered terms.

II G 3. Operational Procedures.

3.1 Meetings

3.1.1 Meetings are called as needed and typically recommended by the School Executive Committee or as the result of recommendations a majority of faculty at school-wide committee meetings.

3.1.2 Minutes The chair of the committee shall keep minutes.

3.1.3 Quorum A simple majority of committee members shall constitute a quorum.

3.2 Committee Functions

3.2.1 Policy needs may be identified by the Dean, the Executive Committee or as a result of school-wide faculty meetings. The policy committee will then meet to evaluate those needs and make recommendations.

3.2.2 The committee may initiate recommendations for changing policies and/or for the successful implementation of those policies.

3.2.3 Review existing policies for effectiveness and appropriateness as needed.

3.2.4 Develop and recommend policies, process and guidelines for review by SPH academic faculty.

3.4 Voting A simple majority of the committee can move committee recommendations to the full faculty for a vote. No policies will be implemented without the support of SPH faculty members as stipulated in the SPH bylaws.

CHAPTER II

APPENDIX H

SCHOLARSHIP COMMITTEE

POLICIES AND PROCEDURES

The purpose of the Scholarship Committee is to oversee, direct and modify the procedures for awarding scholarships to students within the school-wide graduate degree programs. Specific functions of the committee include but are not limited to: student application procedures and selection of students awarded scholarships.

II H 1. Authority. The Committee functions under authority of the SPH Bylaws; in particular, Section 1.6.2.2 of the Bylaws.

II H 2. Membership.-

Each department and program in the School of Public Health , as defined in Section 1.4.1.1 of the SPH Bylaws, shall be represented on the scholarship committee by at least one committee member. Members shall be elected by the faculty from a slate of candidates presented on an academic faculty-wide ballot. A minimum of four representatives is required on the committee. A committee chair shall be elected from the membership of the committee. Members, if possible, shall serve two-year staggered terms.

II H 3. Operation Procedures

3.1 Meetings.

3.1.1 The Committee will meet each semester (excluding summer) to review applications for scholarships. The Chair may call additional meetings at other times when necessary to consider new policies, procedures and awards.

3.1.2 The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members and stored in the Chair's office.

3.2 Committee Functions. The Committee is responsible for the following functions:

3.2.1 The Committee shall develop scholarship application procedures although specific criteria for scholarships may be specified by the granting entity as a scholarship may have a specific award requirement (for example, a student may need to be within a specify program to apply).

3.2.2 Review applications and make recommendations for award of scholarships

3.2.3 Award Scholarships for any school-wide program

3.2.4 Other duties as appropriate.

3.3 Committee Voting

3.3.1 The Committee chair will make every effort to schedule meetings so that all committee members can attend. If a committee member is unable to attend a scheduled meeting, the member

shall contact the chair and submit their vote(s) in writing prior to the meeting, or appoint a designee from their academic program who must be present at the meeting.

3.3.2 A quorum shall consist of a simple majority of the voting faculty members of the Committee.

3.3.3 Each committee member shall have one vote. Decision shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

3.3.3.1 Committee members attending the meeting may only hold one proxy vote.

CHAPTER II
APPENDIX I
UNDERGRADUATE PROGRAM COMMITTEE

POLICIES AND PROCEDURES

The purpose of the undergraduate committee is to oversee, direct, and modify the content and operation of the school's two undergraduate programs: The Bachelor of Science in Healthcare Administration and Policy (HCAP) and the Bachelor of Science in Public Health (BSPH). Each program has its own designated sub-committee; one in healthcare administration and policy and one in public health. In general, the function of each of the sub-committees is to provide conceptual leadership for undergraduate program growth in each program.

II I 1. Authority. The Committee functions under authority of the SPH Bylaws; in particular, Section 1.6.2.2 of the Bylaws.

II I 2. Membership.

Each department and program in the School of Public Health, as defined in Section 1.4.1.1 of the SPH Bylaws, shall be represented on the undergraduate committee by at least one committee member. Members shall be elected by the faculty from a slate of candidates presented on an academic faculty-wide ballot. A minimum of four representatives is required on the committee. The committee co-chairs shall be the program coordinators from the two undergraduate programs. Members, if possible, shall serve two-year staggered terms.

The committee will function as two sub-committees (Healthcare Administration and Policy and Public Health). Each sub-committee will elect its own chair from the eligible department members of each sub-committee.

The healthcare administration sub-committee shall consist of the HCAP program coordinator and at least one member of the HCAP faculty. It is suggested that additional members include one non-voting member of the Division's advising center and one non-voting undergraduate student.

The public health sub-committee shall consist of the PH program coordinator and at least ~~two~~ one member of the Environmental and Occupational \faculty, one member of the Epidemiology and Biostatistics Department, and one member of the Social and Behavioral Health Department. It is suggested that additional members include at least one non-voting member of the Division's advising center, one non-voting undergraduate student, and one non-voting member from an intra-university unit.

Department-based committee members will be elected annually by the eligible School faculty members. Each position will be set at a 2-year term. Positions are renewable.

II I 3. Operation Procedures

3.1 Meetings.

3.1.1 The Committee will meet at least once each semester to review undergraduate program business items. Any member of may call additional sub-committee meetings at other times when necessary to consider new policies, procedures, and / or awards.

3.1.2 The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members and stored as per School operational procedures.

3.2 Committee Functions. Each sub-committee is responsible for the following functions:

3.2.1 Provide leadership for the maintenance and upgrading of the undergraduate program.

3.2.2 Review and recommend changes to current SPH policies to maintain consistency with revised university undergraduate policies and procedures as needed.

3.2.3 Maintain the accuracy of the content of the undergraduate catalogue regarding degree program details / requirements

3.2.4 Maintain the accuracy of the content of the program's website and handbook regarding degree program details / requirements

3.2.5 Generate all undergraduate-related program, university and accreditation reports.

3.2.6 Ensure two-way communication with the staff of the Division's advising center regarding degree issues, course transfers, and substitutions reviews as they relate to the degree program.

3.2.7 Encourage two-way communication with undergraduate students including undergraduate-specific appeals and grievances.

3.2.8 Other duties as deemed appropriate by Department and School administrators.

3.3 Committee Voting

3.3.1 The Committee chair will make every effort to schedule meetings so that all committee members can attend. If a committee member is unable to attend a scheduled meeting, the member shall contact the chair and submit their vote(s) in writing prior to the meeting, or appoint a designee from their academic program who must be present at the meeting.

3.3.2 A quorum shall consist of a simple majority of the voting faculty members of the Committee.

3.3.3 Decision shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

3.3.3.1 Committee members attending the meeting may only hold one proxy vote

CHAPTER II
APPENDIX J
SPH PROMOTION AND TENURE GUIDELINES
ASSOCIATE PROFESSOR

The Faculty of the School of Public Health (SPH) at the University of Nevada Las Vegas (UNLV) support the premise that the promotion and tenure process is to maintain the integrity and standards of our profession and our School. To receive an affirmative vote of support for promotion and tenure, the candidate must provide accurate, acceptable evidence of performance in the areas of teaching, research, and service that meets or exceeds NSHE, UNLV, and SPH requirements.

NSHE Requirements: In accordance with the Nevada System of Higher Education (NSHE) requirements for promotion and tenure, *NSHE on Tenure for University Faculty*, Title 2 Section 3.4.2: In standards one and two, an academic faculty member being recommended for appointment with tenure must receive an “excellent” rating in one of these standards and no less than a “satisfactory” rating in the other.

3.4.2 Standards for Recommending Appointment with Tenure.

(a) The consideration of a recommendation for appointment of an academic faculty member with tenure shall include the application of the three standards and the ratings contained in this subsection, which shall be applied in consideration of the conditions for appointment with tenure stated in Subsection 3.1.2 of the Nevada System of Higher Education Code. The burden of demonstrating that these standards have been met lies with the applicant for appointment with tenure. In standards one and two, an academic faculty member being recommended for appointment with tenure must receive an “excellent” rating in one of these standards and no less than a “satisfactory” rating in the other.

1. Standard One: Teaching/Performance of Assigned Duties. Either of the following:

(A) If applying for tenure as a university instructor, a record of effectiveness as a teacher including, but not limited to, demonstrated teaching competence and efficiency in a classroom, laboratory, and/or clinical setting, the ability to communicate effectively with students and demonstrated skill in handling classroom and other duties related to teaching. Such a record may include, for example, a showing of the ability to impart knowledge, to excite students' interest in the subject matter, to evoke response in students and to demonstrate competence in advising students. (B) If applying for tenure as a member of the academic faculty whose role does not include instruction, a record of effectiveness, efficiency and ability to perform assigned duties.

2. Standard Two: Scholarly and Creative Activity. Demonstrated continuing professional growth related to the academic faculty member's discipline or program area as shown by a record of scholarly research or creative activity resulting in publication or comparable productivity.

3. Standard Three: Service. In addition to standards one and two, an academic faculty member being recommended for appointment with tenure must receive a "satisfactory" rating or better in the area of service, which may include, but not be limited to: (A) Membership and participation in professional organizations; (B) Ability to work with the faculty and students of the member institution in the best interests of the academic community and the people it serves, and to the extent that the job performance of the academic faculty member's administrative unit may not be otherwise adversely affected; (C) Service on university or System committees; (D) Recognition among colleagues for possessing integrity and the capacity for further significant intellectual and professional achievement; and (E) Recognition

and respect outside the System community for participation in activities that use the faculty member's knowledge and expertise or further the mission of the institution, or that provide an opportunity for professional growth through interaction with industry, business, government, and other institutions of our society, within the state, the nation or the world. (b) In rating applicants for appointment with tenure under the standards set forth in this subsection, the applicable member institutions and their respective administrative units shall rate applicants as (i) "excellent," (ii) "commendable," (iii) "satisfactory," or (iv) unsatisfactory."

UNLV Requirements:

An assistant professor is normally considered for promotion in the sixth year but may be considered earlier in exceptional circumstances. Assistant professors must be considered for promotion after a period of not more than six years in this rank.

16.4 Associate Professor.

A. The individual will meet all of the following qualifications: 1. Possession of the appropriate terminal degree. 2. Demonstrated effectiveness as university teacher or, in the case of individuals with non-teaching backgrounds, promise of effectiveness as a university teacher. 3. Continuing satisfactory productivity in creative or research activity with due recognition for the different forms such productivity may take in the various disciplines. B. The individual will be evaluated with respect to the following additional criteria: 1. Demonstrated success as a counselor of students. 2. Continued evidence of professional commitment as demonstrated by membership and participation in professional or academic organizations. 3. A record of contributions to the university community through participation in various administrative, governance, and planning activities. 4. Collegiality, which is the demonstrated ability to work productively with colleagues, staff, and students. 5. Other accomplishments of relevance to an evaluation of the individual's contribution to the university community.

SPH Requirements: SPH Candidates for promotion to Associate Professor are required to demonstrate excellence in teaching and/or research. If excellence is demonstrated in only one of these two areas, the candidate must demonstrate commendable or satisfactory performance in the remaining area. Candidates must also demonstrate at least satisfactory performance in service. The performance indicators in the table below will form the basis for Department and School level evaluation.

Assessment of these criteria will reflect an expected 5-year average at the point of application for tenure and promotion to Associate Professor. The evaluation period for promotion to Associate Professor and/or Tenure includes years at UNLV and years of credit awarded at the time of hire. Relevant experience and activities prior to coming to UNLV may be considered in order for the candidate's record to reflect continuous progress. Although NSHE requires an excellent rating in one category and a satisfactory rating in the other, applicants should strive for excellence in all three categories to ensure their best chance for approval by the SPH, the UNLV Faculty Senate and the Provost. Department Chairs and the Promotion and Tenure Review Committee will consider the full scope of accomplishments in rendering a decision.

The applicant should be sure to highlight key accomplishments in their personal statement. This opening statement should define their body of work and their efforts to achieve excellence in multiple categories. The burden of proof is on the applicant to effectively document all activities.

This document shall not be considered binding upon either candidates or reviewers. The information contained herein constitutes a set of guidelines. It is intended to provide direction to candidates as they prepare themselves for tenure and/or promotion, or to reviewers as they evaluate candidates. The

ultimate responsibility for presenting a convincing case for promotion and/or tenure lies within the candidate and may include any and all materials that are consistent with stipulations contained in the NSHE Board of Regents Handbook, the UNLV Bylaws, and the Bylaws of the School of Public Health.

**PROMOTION TO ASSOCIATE PROFESSOR AND/OR TENURE
ASSESSMENT CRITERIA**

Definition		5 year, Cumulative Ranking Criteria		
Teaching	75% must be SPH degree programs	Satisfactory	Commendable	Excellent
New Prep	Includes the first time teaching an existing class – live or online	3	4	5
New Course	Developing and offering a new class or creating and offering web version of live-only class.	0	1	2
Updates	Faculty are expected to update content to existing classes on a regular basis. Updates (e.g., syllabus, reading list, textbook, class assignments) should reflect class evaluation comments and competency assessments	6	9	12
Class Evaluations	Average score for live and online classes using school-wide approved course evaluation form. It is the faculty member's responsibility to ensure that evaluations are completed for on-line classes.	5 year average \approx 3.3/5.0. Show some improvement over time.	5 year average \approx 3.8/5.0 Should show progressive improvement over time or consistent above average ratings.	5 year average \approx 4.3/5.0 Should show progressive improvement over time or have consistent high average ratings
Peer Review	Each new faculty member shall have a class of their choice evaluated twice by the Academic Standards Committee as follows: 1) year 01 of faculty contract 2) year 03 or year of mid-tenure review Faculty member selects date and class and choice of reviewers. Rating criteria – unsatisfactory, satisfactory, commendable, or excellent.	Satisfactory at mid tenure and show progress over time.	Achieve commendable rating at mid tenure and show progress over time.	Achieve excellent rating at mid tenure and show progress over time.
Advisory Committee Chair	Depending on department/concentration area - chair graduate student advisory committee (thesis, pro-paper). Non-tenured faculty should not chair Ph.D. committees until after their mid-tenure review.	Chair 3 committees	Chair 6 committees	Chair 9 committees
Committee member	Serve as a member of a student's advisory committee (thesis, pro-paper); or Take a lead on teaching graduate capstone courses(The number of committees or students required may change if the student enrollment in	\approx 10 committees or 10 capstone students – can include those chaired	\approx 20 committees or 20 capstone students – can include those chaired	\approx 30 committees or 30 capstone students – can include those chaired. Should include at least 2

Teaching	75% must be SPH degree programs	Satisfactory	Commendable	Excellent
	SPH changes)			doctoral committees
Graduate College Rep/outside member	Serve as a graduate college advisory committee representative for another school/college or serve as an outside committee member for another institution – masters or doctoral level.	2	4	6
Mentoring and advising	Evidence of course or career counseling, independent study, or other advising activity, guest lectures	2	4	6
Teaching Awards and recognition	Teaching/mentoring related award, or committee chair for student who receives an award, such as outstanding thesis, that demonstrates a high level of guidance and support, recognition for developing new methods, or new curricula	0	1	2
Teaching Grants	Extramural funding for class development, conference participation	\$0	≥ \$500	≥ \$1500
Peer Reviewed Publications relevant to teaching – can include published curriculum	Primary Authorship – manuscripts, curricula, book chapters, edited volumes	0	0	1
Peer Reviewed Publications relevant to teaching – can include published curriculum	Secondary Authorship – manuscripts, curricula, book chapters, edited volumes	0	1	2
Teaching Presentations	Lead on peer reviewed oral/workshop/poster presentation – progression from local to national level forums, including guest lectures outside the department	0	2 – local or regional	4 - including 2 regional or national

Research	50% of work in self-identified theme area	Satisfactory	Commendable	Excellent
Extramural Funding	Grant submissions Single or multi-year submissions – progress from UNLV to local to national funding agencies (the number of submissions may be reduced if the faculty obtains funded projects).	5 submissions	7 submissions	10 submissions Should be PI/co-PI (including sub-awards) on ≈ half.

Research	50% of work in self-identified theme area	Satisfactory	Commendable	Excellent
	Funded projects (Full amount counts for PI; equally divided amount counts for co-PIs; and co-I may count an amount of the founding based on the percent of effort.	≥\$20K	≥\$75K	≥\$150K
	GA support – full or part time GA support	0	0	1
	Student participation – student worker, student co-author	0	2	4
Peer Reviewed Publications – includes referred special editions, books (1 book may be equivalent to 2-3 peer-reviewed publications; impact factors and citations may be considered in adjusting the number of peer-reviewed publications)	First Author/sole author/corresponding* author (*When the first author is not employed at UNLV or is a student <u>and</u> the corresponding author has done much of the work and/or mentored the student)	2 of 6	3 of 9	4 of 12
	Second or third author	1 of 6	2 of 9	3 of 12
Other Publications	Remainder of publications can include book chapters, (refereed) curricula, white papers, briefs, reports, and peer reviewed conference abstracts that are relevant to the field.			
Journal Index (i.e., journal quality)	SCI/SSCI or equivalent	0 of 6	2 of 9	4 of 12
	Pub Med or equivalent	2 of 6	3 of 9	6 of 12
Presentations	Oral and poster (peer reviewed) – progress from local to national level forums. (Travel not guaranteed)	2 posters and 1 oral at a local forum	2 oral – 1 at a regional forum	4 oral – 1 at a national forum
Collaboration	Evidence of research collaboration, partnership or interdisciplinary project within and/or outside the SPH	2	4	6 – at least 1 outside UNLV

Service	Examples of Service	Satisfactory	Commendable	Excellent
University Service	NSHE or UNLV level committee/activity (independent of any other committee assignments)	0	1	2

Service	Examples of Service	Satisfactory	Commendable	Excellent
	used for the purpose of other release time (e.g., Graduate Coordinator)			
SPH Committee Service	SPH/Dept level committee (independent of any other committee assignments used for the purpose of other release time (e.g., Graduate Coordinator)	2 per year	3 per year	4 per year Chairing at least one
SPH Voluntary Service	Participation in recruitment events, and other non-mandatory activities.	1 per year	2 per year	3 per year
SPH Mandatory Service	New Student Orientation	2 per year	2 per year	2 per year – Assist 1
	Graduation Ceremony	2 per year	2 per year	2 per year – Marshall 1
	Spring Awards Ceremony	1 per year	1 per year	1 per year – Assist 1
Community and/or State, Federal or Professional Service	Participation in community organization board, event, media service or other partnership activity and/or participation in professional organization, journal reviewer or other professional services such as grant review, or government task force, board, or committee.	2	4	5 activities with a Leadership role in at least one

Collegiality	Examples of Collegiality	Satisfactory	Commendable	Excellent
Negatives – hostile, destructive, abusive, disruptive or unproductive behavior with others	Repeated documented problems over the evaluation period such as complaints, grievances, unproductive or disruptive behavior in department or school activities, behavior related reprimands	<3	2 or less	0
Positives – inclusive, congenial, involved, supportive, of students, staff, faculty and community partners	Evidence includes involvement, collaboration, cordial relationships with colleagues, positive interactions with students, co-teaching, guest lectures, volunteerism, thank you cards, certificates of appreciation	0-1	1-2	>1

CHAPTER II
APPENDIX K
SPH PROMOTION AND TENURE GUIDELINES
PROFESSOR

The rank of Professor is a mark of distinction that is based primarily on the establishment of a national and/or international reputation for one's research and scholarship. A successful candidate for promotion to Professor has a clear record of significant contributions across the range of faculty responsibilities. It is incumbent upon the candidate to make an argument about the quality of such achievements. Promotion to Professor does not occur automatically after a given number of years as an Associate Professor.

Promotion may occur when the candidate has achieved a strong record of accomplishments within the time periods consistent with the UNLV bylaws. The Faculty of the School of Public Health (SPH) at the University of Nevada Las Vegas (UNLV) supports the premise that the promotion process is to maintain the integrity and standards of our profession and our School. To receive an affirmative vote of support for promotion, the candidate must provide accurate, acceptable evidence of significant research and continued effectiveness in teaching and service that meets/exceeds UNLV, and SPH requirements including:

- A strong and consistent record of publication in top-tier scholarly outlets that demonstrate expertise within a well-defined area of inquiry in the candidate's field of study.
- Favorable external reviews of the quality, impact, and significance of the candidate's research.
- Active and consistent effectiveness and development in teaching related activities including course and curriculum development and student mentoring
- Active and consistent leadership in university, professional, and/or community service

UNLV Requirements for Promotion [UNLV Bylaws, Chapter III, Section 16]:

- A. The individual will meet all of the following essential qualifications:
1. Possession of the appropriate terminal degree.
 2. Continued development of teaching effectiveness or, in the case of individuals with non-teaching backgrounds, promise of excellence as a university teacher.
 3. Continuing satisfactory productivity in creative or research activity, resulting in significant contributions to the discipline. Due recognition shall be given to the different forms such productivity may take in the various disciplines. Review of this productivity shall include the use of external referees. The use of external referees shall be governed by the following regulations:
 - a. For promotion to professor, the department will obtain at least four letters from outside the university. At least two of these shall be from persons drawn from a list of names suggested by the candidate, and at least two shall be from persons not suggested by the candidate.
 - b. All letters which departments solicit must be forwarded with the recommendation regarding promotion.
- B. The individual will be evaluated with respect to the following additional criteria:
1. Demonstrated success as a wise counselor of students.
 2. Evidence of professional commitment as demonstrated by leadership in professional or academic organizations.
 3. A significant record of contributions to the university community through participation in various administrative, governance, and planning activities.
 4. Collegiality, which is the continued maintenance of ability to work productively with colleagues, staff and students.

5. Other significant accomplishments relevant to an evaluation of the individual's contribution to the university community.

An associate professor is normally expected to be in rank for five years prior to applying for promotion to professor. In exceptional circumstances, an application for promotion may be considered earlier.

SPH Requirements:

Candidates for promotion to professor will meet or exceed UNLV requirements. SPH criteria are based on the performance expectations in the table below. The evaluation period for promotion to Professor is primarily based on an expected 5-year average at the point of application for promotion to Professor.

All applicants should be sure to highlight key accomplishments in their personal statement, including identifying a research area(s) of expertise under which the majority of the applicant's work falls. This opening statement should define their body of work and expertise as well as their efforts to achieve excellence in multiple categories. The burden of proof is on the applicant to effectively document all activities.

This document shall not be considered binding upon either candidates or reviewers. The information contained herein constitutes a set of guidelines. It is intended to provide direction to candidates as they prepare themselves for tenure and/or promotion or to reviewers as they evaluate candidates. The ultimate responsibility for presenting a convincing case for promotion and/or tenure lies within the candidate and may include any and all materials that are consistent with stipulations contained in the NSHE Board of Regents Handbook, the UNLV Bylaws, and the Bylaws of the School of Public Health.

Approved by vote of the SPH academic faculty on Nov. 18, 2016.

PROMOTION TO FULL PROFESSOR

Definition

Five Year Average Post Tenure

Teaching	Discipline Specific	Expectation
Course/curriculum Development	Develop and offer a new class or create and offer a web version of a live-only class. Develop curriculum for a degree, track, or new focus area.	2 new courses or a new curriculum
Class Evaluations	Average score for live and online classes	5 year average ≥ 4.0
Advisory Committee Chair	Depending on department/concentration area - chair student advisory committee (thesis, pro-paper). Non-tenured faculty shall not chair Ph.D. committees until after their mid-tenure review.	Chair 4 committees including at least 2 doctoral committees
Mentoring and advising	Evidence of course or career counseling, independent study, or other advising activities	5
Awards and recognition	Teaching/mentoring related award, committee chair for student who receives award, such as outstanding thesis, that demonstrates a high level of guidance and support, recognition for developing new methods, or new curricula	1

Research	75% of work must be in a self-identified theme area/area of expertise within the field	Expectation
Extramural Funding	Single or multi-year research submissions to national level funding sources/foundations.	2 submitted proposals per year
	Extramural Funding post tenure and/or promotion to Associate Professor.	$\geq \$300K$
	Serve as Principal Investigator (as opposed to faculty investigator).	Must be PI on at least half of proposals submitted/funded
	GA support – fund full or part time GA from funded research	1 funded GA research position
	Student research mentoring – fund student worker, student co-authorship on faculty research	2 students supported through funded research
Faculty Mentoring	Mentor Junior Faculty – formal or informal mentoring of Assistant Professors, Post-Doctoral Fellows, Faculty in Residence, and other 0 rank faculty	2 mentees
Peer Reviewed Publication/ special editions, book chapters	Senior author/sole author	6 of 12
	Second or third author	3 of 12
	Other publications with national level impact	3 of 12
Journal Index (i.e., journal quality)	SCI/SSCI or equivalent	3 of 12
	Pub Med or equivalent	6 of 12
Presentations	Oral Presentation of research –national level forums (e.g., APHA).	2
Collaboration	Evidence of research collaboration, partnership or interdisciplinary project outside the SPH	2 - at least 1 outside UNLV

Service	75% of work must be relevant to field	Expectation
University	NSHE or UNLV level committee/activity	Average 1 activity per year for a total of 5

Service	75% of work must be relevant to field	Expectation
SPH Committee	SPH/Department level committee	10 - Chairing at least three
SPH Voluntary	Participation in recruitment events, and other non-mandatory activities.	2 per year
SPH Mandatory	New Student Orientation	2 per year
	Graduation Ceremony	2 per year - Marshall 2
	Spring Awards Ceremony	1 per year
Community and/or State, Federal or Professional	Participation in community organization board, event, media service or other partnership activity and/or participation in professional organization, journal reviewer, grant reviewer, or government task force, board, or committee.	5 activities with a leadership role in at least one

Collegiality		
Negatives – hostile, destructive, abusive, disruptive or unproductive behavior	Repeated documented problems over the evaluation period such as complaints, grievances, unproductive or disruptive behavior in department or school activities, behavior related reprimands	None
Positives – inclusive, congenial, involved, supportive, of students, staff, faculty, community	Evidence includes involvement, collaboration, cordial relationships with colleagues, positive interactions with students, co-teaching, guest lectures, volunteerism, thank you cards, certificates of appreciation	>3

CHAPTER II
APPENDIX L
SCHOOL OF PUBLIC HEALTH PROMOTION GUIDELINES
ASSOCIATE FACULTY IN RESIDENCE

The Faculty of the School of Public Health (SPH) at the University of Nevada Las Vegas (UNLV) support the premise that the promotion process is to maintain the integrity and standards of our profession and our School. To receive an affirmative vote of support for promotion, the Faculty in Residence candidate must provide accurate, acceptable evidence of performance in the area of teaching that meets or exceeds UNLV and SPH requirements. The Nevada System of Higher Education (NSHE) does not specify promotion guidelines for Faculty in Residence.

Faculty in Residence (FIRs) will be typically hired at the Assistant FIR position with a 4/4 teaching load, and expected to dedicate 100% of their time to teaching, with no defined expectations for research or service. While these positions are non-tenure track, or zero-ranked, they are still considered academic appointments. FIRs are expected to teach with the same level of mastery as tenure-track faculty members, and they contribute to the research productivity of the SPH by relieving the teaching load of tenure-track faculty members. The goal of this document is to establish clear guidelines regarding the promotion and retention of FIRs.

Although FIRs are not eligible for tenure, they are eligible for promotion. UNLV guidelines define FIRs as Rank 0 faculty and state that they may be promoted in accordance with general guidelines for tenure track academic faculty (see UNLV Bylaws excerpt below). However, many of the criteria used to evaluate tenure track faculty are related to research and service activities and do not apply to FIRs. Therefore, the SPH specifies the applicable promotion guidelines for FIRs.

UNIVERSITY OF NEVADA, LAS VEGAS BYLAWS (Revised August 2016)

Section 18. Guidelines for Rank 0 and Unranked Positions

18.1 Rank 0 academic faculty members typically do not conform to the general guidelines of academic rank as specified in Chapter III, Section 16. Rank 0 faculty members are not eligible for tenure but are eligible for promotion.

18.1.1 Instruction intensive faculty are generally assigned to teach 12 credit hours per semester but may receive reassigned time with the approval of the chair and dean.

18.1.1A Lecturer. The title of Lecturer is used for appointment at the professional level where a terminal degree is not required. Lecturers can be promoted to Senior Lecturers.

18.1.1B Faculty in Residence. The title Faculty in Residence is used for appointment at the professional level for persons with a terminal degree. **Faculty in Residence may be promoted in accordance with the general guidelines for academic rank as specified in Chapter III, Section 16.**

SPH FIR Guidelines

Assistant FIR

A. The individual will meet all of the following essential qualifications:

1. Possession of the appropriate terminal degree.
2. Effectiveness as a teacher, or promise of becoming an effective teacher.

B. The individual will be evaluated with respect to the following additional criteria:

1. Definite interest and potential in counseling students.
2. Commitment to the education of students.

3. Collegial potential, which is the potential ability to work productively with colleagues, staff and students.

Associate FIR.

- A. The individual will meet all of the following qualifications:
 1. Possession of the appropriate terminal degree.
 2. Demonstrated effectiveness as a university teacher.
- B. The individual will be evaluated with respect to the following additional criteria:
 1. Demonstrated success as a counselor of students.
 2. Collegiality, which is the demonstrated ability to work productively with colleagues, staff, and students.
 3. Other accomplishments of relevance to an evaluation of the individual's academic contribution to the university community.

Time Periods for Promotion Recommendations.

- A. An assistant FIR is normally considered for promotion in the sixth year but may be considered earlier in exceptional circumstances.
- B. In the evaluation of a candidate's qualifications for any promotion, any accomplishments relevant to the criteria for promotion may be considered.

Review of Academic Promotion Recommendations.

All academic promotion recommendations shall move through appropriate faculty and administrative channels from department to school to the Executive Vice President and Provost to the President.

FIRs not recommended for promotion may request reasons for denial, request reconsideration, and file a grievance to the Faculty Senate Grievance Committee. (See Nevada System of Higher Education Code, Chapter 5, Section 5.2.3 and 5.2.4, and UNLV Bylaws, Chapter I, Section 4.6.6. and Chapter III, Section 20)

Promotion Guidelines

SPH candidates for promotion to Associate FIR are required to demonstrate excellence in teaching. The performance indicators in the table below will form the basis for department and school level evaluation.

Assessment of these criteria will reflect an expected 5-year average at the point of application for promotion to Associate FIR. Relevant experience and activities prior to coming to UNLV may be considered in order for the candidate's record to reflect continuous progress. Although excellence is not required in all categories for promotion, applicants should strive for excellence in as many categories as possible to ensure their best chance for approval by the SPH. Department Chairs and the Faculty Review Committee will consider the full scope of accomplishments in rendering a decision.

All applicants should highlight key accomplishments in their personal statement. This opening statement should define their body of work and expertise as well as their efforts to achieve excellence in multiple categories. The burden of proof is on the applicant to effectively document all activities.

This document shall not be considered binding upon either candidates or reviewers. The information contained herein constitutes a set of guidelines. It is intended to provide direction to candidates as they prepare themselves for promotion, or to reviewers as they evaluate candidates. The ultimate responsibility for presenting a convincing case for promotion lies within the candidate and may include any and all materials that are consistent with stipulations contained in the UNLV Bylaws, and the Bylaws of the School

CHAPTER II
APPENDIX M
WORKLOAD ASSIGNMENT POLICY AND GUIDELINES¹

I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenured or tenure-track academic faculty member will be determined in accordance with the mission and priorities of the University and the goals and needs of the School of Public Health. All workload assignments shall be consistent with the UNLV Workload Assignment Policy and Guidelines, the applicable sections of the Board of Regents' Handbook, and the bylaws of the University, as well as the bylaws of the School of Public Health. Each faculty member's workload will be distributed over an agreed-upon allocation of activity in the areas of teaching, research, scholarship, or creative activity, and service. It is the responsibility of all tenured or tenure-track faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge.
2. The standard University instructional requirement for all full-time, tenure-track faculty members is three (3) courses per semester (one course equals three credits). The nature of academic work dictates against a standardized definition of work in terms of hours (e.g., 40-hour work week).
3. The workload policy guidelines below shall apply to full-time, academic tenure-track faculty, with teaching responsibilities. Part-time tenure-track faculty with teaching responsibilities will have work-load assignments prorated to the percentage of their appointment. It shall not apply to non-tenure-track (Rank 0) appointments, those who have administrative or nonteaching appointments, part-time instructors, or support staff. Nontenure-track (Rank 0) employees with teaching responsibilities generally will teach four courses per semester. Nontenure-track workload assignments may be negotiated with the department chair to include other responsibilities, such as directing a laboratory, advising, or other duties. The reassignment and other teaching assignment categories may be used to designate the other responsibilities negotiated in the non-tenure-track employees' workload assignments.
4. Under very limited circumstances, a tenured faculty member may request or be assigned a four (4) course (one course equals three credits) per semester teaching load in lieu of any requirements for research or creative activity. This is known as a Teaching-Track Assignment. Assignments for teaching-track faculty must be approved by the Department Chair, Associate Dean or Dean, and the Executive Vice President and Provost. Annual evaluations will be based solely on teaching and service activities. A return to regular faculty status, and the return to the standard University instructional requirement for all full-time, tenure-track faculty members of three (3) courses per semester, can be negotiated at any time.
5. All faculty are expected to maintain office hours on a weekly basis for a minimum of 5 hours, spread over 2 or more days. The office hours will occur during the normal university workday (8 am to 5 pm). With the approval of the Department Chair, faculty may request office hours outside of the normal workday provided they occur immediately before or immediately following a class that meets outside of the normal workday hours and do not exceed a total of 2 hours.

B. Faculty Responsibilities Related to Policies and Guidelines

See UNLV Bylaws, Chapter 3, Sections 2.4 and 5.1; UNLV Bylaws are located at: <http://facultysenate.unlv.edu/unlv-bylaws>

It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws and all other applicable governing documents.

II. BASIC PRINCIPLES OF THE SCHOOL OF PUBLIC HEALTH WORKLOAD ASSIGNMENT POLICY AND GUIDELINES

- A. Seminal activities to the Mission of the University (see Section V.) are teaching; research; artistic, creative, cultural exhibition, and performance activities; advising; administrative and governance service; professional development; maintaining currency in academic discipline; public, professional, and institutional service; developing curriculum and other instructional enhancements; and resource procurement. Any of these would serve as justification for requesting and/or being assigned workload reassignments and/or other teaching assignments.
- B. All workload assignments must be consistent with the standard University instructional requirements and the applicable workload guidelines, procedures, and policies at all required governing levels. In addition, all reassignments and other teaching assignments must be requested and/or assigned, documented, and approved each semester as outlined in this document, with the respective bylaws and Workload Policy(ies) governing each faculty member detailing the specific requirements. These requests and/or assignments will be documented and approved when the schedules are finalized each semester. Reassignments and other teaching assignments are made on a case-by-case basis and are not automatic. Faculty can expect that the inability to complete proposed activities may result in denial of future requests or cancellation of reassignments and or other teaching assignments that may have been pre-approved.
- C. Summer assignments are not considered part of the academic year workload assignments for a B-contract faculty member. A faculty member who assumes additional teaching, advising, or other responsibilities during the summer may be compensated by means of a Letter of Appointment (LOA) for an agreed-upon amount, a supplemented contract, or in exceptional circumstances request reassignment during the academic year. Faculty members may request to do additional work in the summer for no additional remuneration and request that these additional summer assignments offset their fall or spring semester workload assignments in exceptional circumstances depending upon the curricular needs of the students. This would include those faculty members who teach in alternative summer semester programs. These requests must be approved in advance by the Department Chair, the Associate Dean or Dean, and the Executive Vice President and Provost.
- D. Teaching assignments will not be reduced to zero over an academic year except in the case of sabbatical leave, professional development leave, research buy-out, fellowship leave (e.g., Fulbright), temporary assignment to a major university position (e.g., Interim Dean, Assistant to the President), or other approved assignments. Any assignments, reassignments, and/or other teaching assignments which bring the faculty member's teaching assignments to zero must be approved in advance by the Department Chair, the Associate Dean or Dean, and the Executive Vice President and Provost.
- E. A reassignment will not be automatically granted if a faculty member's course fails to enroll a sufficient number of students as defined by the University. The faculty member may be assigned to teach a course ordinarily taught by a part-time instructor or by a graduate assistant; or, the faculty member may request to teach an overload the following semester without additional compensation or request another type of reassignment. These assignments and/or reassignments must be approved by the Department Chair and the Associate Dean or Dean.
- F. Faculty members may teach a classroom, laboratory, or equivalent course for a Unit other than their own, such as the Honors Program, or in any other Department, School, Program, or interdisciplinary program. That course will be considered part of the faculty member's standard University instructional teaching assignment. The Department Chair must approve this assignment.

>50 students = 2.0 load (or 1.0 overload)

Distance Education classes follow the same guidelines as normal classes.

- B. Reassignments. These may include, but are not limited to, the following: research related to scholarly and creative work in the faculty member's discipline aimed at specific results (e.g., books, articles, and reports; and/or service to the University community, and/or profession, including research, creative activity, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily.

Reassignments may be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the faculty member's Workload Policy. **Reassignments are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member's standard University instructional requirement of three (3) courses per semester.** Reassignments may be requested and/or assigned for one or more of the following activities:

1. Scholarship. Reassignments may be requested and/or assigned for the preparation of articles, books, reports, and other manuscripts for publication, and the preparation of creative performances or exhibits. Note: Articles accepted for publication can meet the requirement, but cannot be counted more than once (e.g., once actually published). Faculty must provide documentation of acceptance.
2. Research and Development Related to Proposal Preparation. Reassignment may be requested if a faculty member is preparing a proposal for which the faculty member would be the Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester. Faculty must provide sufficient documentation for release time for proposals.
3. Reassignment may be requested if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of a Creative Activity supported by a grant or contract funded by extramural sources. Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding.
4. Associate/Assistant Dean, Department Chair, Director, or other administrative assignment. Reassignments may be requested by these faculty members for their administrative duties. Reassignment credits will vary depending on the size/complexity of the number and level of degree programs offered; and/or, whether the faculty member has the major responsibility for the administration and supervision of a facility, academic or research program or unit. Faculty will negotiate this reassignment with the Department Chair and the Associate Dean or the Dean or their representative.
5. Other Administrative Assignments and/or Other Major University or Unit Service. Reassignments may be requested and/or assigned for other administrative assignments/duties (e.g., Director of Internships, Curator, Computer Coordinator); and/or, for serving as Chair of a significant committee/task force, serving on multiple committees/task forces (for the College or University), serving as Faculty Senate Chair, serving as NCAA representative, or other similar service-intensive positions. Faculty will negotiate this reassignment with the Associate Dean or Dean or their representative.
6. Service to Profession. These reassignments would include Editor/Associate Editor of a Professional Journal; Convention/Program Chair; Officer of a Professional Association; and/or other comparable service to the faculty member's profession. Reassignments may be requested if the faculty member has primary responsibility for the review and selection of manuscripts; or if it appears the scope and responsibilities of the journal position warrant reassignment. Reassignments may be requested for service as the Program Chair or local arrangements Chair of a major convention of the discipline; and/or for service as an officer of a regional or national

professional association, depending upon the scope and responsibilities of the position. Faculty will negotiate this reassignment with the Department Chair, the Associate Dean or Dean or their representative.

7. **Newly Hired Faculty.** Newly hired faculty in tenure track-positions, who are not hired with tenure, may negotiate reassignment annually of a three-credit course (or its equivalent) during the first three years of their pre-tenure employment but not to exceed 3 course releases during the three year period. The negotiation for release is at the discretion of the department chair. The documentation for these requests must detail the purpose using one of the other categories of reassignments and/or other teaching assignments. Faculty will negotiate this reassignment with the Department Chair, Associate Dean or Dean or their representative. During annual review, newly hired faculty are expected to provide justification/accomplishments for prior release time. Faculty who do not meet conditions of their negotiated release during this period may be assigned additional duties.
9. **Leave.** This category of reassignment is used when a specific type of leave has been approved by the applicable Unit and/or Supervisor (e.g., sabbatical, faculty development, medical).

C. Expectations.

Reassignments for scholarship and research are made in accordance with the following policy that indicates satisfactory levels of performance in teaching, research and service for the associated workload:

Specific Details:

- A **Teaching Summary** is required of each faculty member due to the department chair during the annual evaluation period. It is a summary of activity for the previous year with appropriate artifacts to demonstrate competence and effectiveness (such artifacts could include a philosophy of teaching statement and for each class taught: syllabus, outcomes assessment(s), tests, assignments, and student evaluation scores)
- **Research and Scholarship** are measured on a 2-year rolling calendar, beginning with the current year and going backwards 1 year. The 2-year model recognizes the nature of the research, grant seeking, writing, and publishing process. Expectations and results are measured within the context of the 2-year model. The faculty member has primary responsibility for communicating and documenting progress towards meeting the established standards. Acceptable research/scholarly products include: refereed journal articles, refereed conference proceedings, academic conference presentations, non-refereed publications, grants or grant applications, reports to sponsor, or other scholarly or creative activities that relate to the faculty member's academic area.

4/4 Course Load

Teaching:

- 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)
- Satisfactory student evaluations for the course type and level.
- An annual teaching summary for the previous year.

Research:

- There is no research/scholarly activity expected for this teaching load assignment.

Service:

- Active member of 2 college, or university level committees, and
- Active member of 1 educational or professional society, and
- Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

3/3 Course Load

Teaching:

- 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)
- Satisfactory student evaluations for the course type and level.
- An annual teaching summary for the previous year.

Research:

- One refereed journal article per year as one of the first five authors or corresponding author.
- Any 3 of the following per year: refereed journal articles, refereed conference proceedings, academic conference presentations, non-refereed publications, grants or grant applications, annual reports to sponsor, or other scholarly or creative activities that relate to the faculty member's academic area.

Service:

- Active member of 2 college, or university level committees, independent of any other committee assignments used for the purpose of other release time (e.g., Graduate Coordinator)
- Active member of 1 educational or professional society and
- Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

3/2 Course Load

Teaching:

- 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)
- Satisfactory student evaluations for the course type and level.
- An annual teaching summary for the previous year.

Research:

- An average of 1.5 refereed journal articles per year as one of the first five authors or corresponding author.
- In addition, any 2 of the following per year: Refereed conference proceedings, academic conference presentations, non-refereed publications, grants or grant applications, reports to sponsor, or other scholarly or creative activities that relate to the faculty member's academic area. Assessment includes a published work, or letters of acceptance for work accepted for publication, work in progress, components of future research, data gathering activities,

submitted articles, completions, etc.

Service:

- Active member of 2 college, or university level committees; independent of any other committee assignments used for the purpose of other release time (e.g., Graduate Coordinator)
- Active member of 1 educational or professional society and
- Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

2/2 Course Load

Teaching:

- 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)
- Satisfactory student evaluations for the course type and level.
- An annual teaching summary for the previous year.

Research:

- Two refereed journal articles per year as one of the first five authors or corresponding author;
- In addition, any 2 of the following per year: refereed conference proceedings, academic conference presentations, non-refereed publications, grants or grant applications, annual reports to sponsor, or other scholarly or creative activities that relate to the faculty member's academic area. Assessment includes a published work, or letters of acceptance for work accepted for publication, work in progress, components of future research, data gathering activities, submitted articles, completions, etc.

Service:

- Active member of 2 college, or university level committees, independent of any other committee assignments used for the purpose of other release time (e.g., Graduate Coordinator)
- Active member of 1 educational or professional society and
- Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

Summary of Workload Expectations (Table 1)

Table 1. Teaching and Research Expectations (2-year model)

Teaching Workload ¹	Refereed Publications ^{2,3}
3/3	2
3/2	3
2/2	4

¹Additional release time may be negotiated with the Department Chair and approved by the Associated Dean or Dean based on the nature of the work (e.g., secured national competitive funding as PI but without buyout or summer salary budgeted), deliverables or services, and needs of the department or school.

²Grant funding \geq \$30,000 (coming to UNLV) may substitute for 1 refereed publication per year

³Impact factors and citations will be taken into account in the context of research production

⁴See Promotion and Tenure Guidelines for expectations for publication and research/scholarship

- D. Reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for the following:
1. Any private, professional services including, but not limited to, consulting, performance/exhibits, expert witness services, contract work, or other employment where there is remuneration over and above the faculty member's University compensation.
 2. Community service activity that is not consistent with a faculty member's area of teaching and/or research or creative activity expertise.
 3. Instruction, workshop organization, conference planning, curriculum development, clinical work for licensing requirements, and/or creative performance for any program where there is remuneration over and above the faculty member's University compensation.

IV. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT

Private professional work, consulting, outside employment, and other bases of supplemental compensation should not be a factor in workload assessment and determination in any University of Nevada, Las Vegas workload assignments, requests for reassignments, and/or requests for other teaching assignments. Workload reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for any extra-compensation activities.

Note: This document is adopted with modifications from the UNLV "WILLIAM F. HARRAH COLLEGE OF HOTEL ADMINISTRATION WORK-LOAD ASSIGNMENT POLICY AND GUIDELINES".

CHAPTER II APPENDIX N

Annual Evaluation of Chairs

This evaluation shall be coordinated by two faculty members in the department who shall form and co-chair an *ad hoc* evaluation committee. One member of the *ad hoc* evaluation committee shall be selected by a vote of the faculty within the chair's department, with all faculty who report to the chair eligible to vote. The other member of the *ad hoc* chair evaluation committee shall be selected by the chair among the faculty who report to the chair. The *ad hoc* chair evaluation committee shall dissolve after the annual evaluation is completed.

The *ad hoc* evaluation committee shall establish a process to request feedback from all of the faculty members who report to the chair. The process shall enable providing feedback that is not linked to the faculty members who provide it. The *ad hoc* evaluation committee shall also select evaluation criteria, which at a minimum shall include strengths of the chair, weaknesses of the chair, and recommendations for improvement for the chair. The *ad hoc* evaluation committee may select additional evaluation criteria. The *ad hoc* evaluation committee shall formulate specific questions for feedback to pose to the chair's faculty based on the selected evaluation criteria.

The *ad hoc* evaluation committee shall commence evaluation of the chair by all faculty members who report to the chair using the selected evaluation process and criteria. The *ad hoc* evaluation committee shall share the selected evaluation process and criteria with all faculty who report to the chair. All faculty who report to the chair shall have a minimum of two weeks to provide feedback to the *ad hoc* evaluation committee.

The *ad hoc* evaluation committee shall generate an evaluation document that contains all of the feedback it received by the feedback submission deadline. The evaluation document will be based on the UNLV 2019-2020 Chair Manual – Resource for Unit Leaders published by the Office of Faculty Affairs. The *ad hoc* evaluation committee shall share this evaluation document with the Dean by the first week of December. Neither the feedback received by the *ad hoc* evaluation committee nor the evaluation document shall be shared except as described in this Appendix.

The Dean and the Chair shall meet by the end of the calendar year to discuss the content of the evaluation document and to generate a plan to address the content of the feedback.

CHAPTER II

APPENDIX O

Mid-Tenure Application Review Process

Overview

The purpose of the Mid-Tenure Review is to provide feedback to a faculty member on his/her progression towards receipt of tenure. This process allows for the faculty member's progression to be reviewed by appropriate leadership and committees within the School of Public Health. This progression is reviewed in light of the current promotion and tenure guidelines within the School of Public Health. For those faculty members who have a Memorandum of Understanding (MOU) that outlines their promotion and tenure guidelines, this MOU will guide the review of their review. At the conclusion of the review, the faculty member will receive feedback on his/her progress toward meeting criteria for tenure, areas where improvement can be made, and potential strategies for being successful. During the time that this feedback is provided, an opportunity will be provided to discuss additional issues raised by the faculty member.

Timeline

- Mid-tenure reviews will be completed in the third year of employment as a tenure-track faculty member.
- During the Fall semester of the faculty member's third year, the Department Chair will notify the faculty member of his/her pending reviewing.
- Dossier with appropriate supporting documentation must be submitted to the Department Chair during Spring semester of the review.
- Appropriate committees, Department Chair, and Dean will complete reviews during the Spring semester of the review.
- At the end of the Spring semester of the review, a meeting will be held between the Dean, Department Chair as appropriate, and faculty member to discuss the results of the review and appropriate steps for moving forward.

Requirements of the Faculty Member

- In order to complete this review, the faculty member is expected to prepare the application and dossier as if he/she were actually applying for tenure.
 - As such, the faculty member is expected to prepare the application file completely and accurately while documenting their entire career at UNLV. Faculty are encouraged to document their work before coming to UNLV as well.
 - The faculty member should use the system in place for preparing the dossier at the time, per the Provost's Office
- The dossier should include supporting documentation of items listed in the application. A complete application and dossier will allow for a comprehensive review by all parties involved in the process.
- A faculty member should direct questions about completing the application and/or dossier to his/her Department Chair.

Requirements of the Department Chair

- During the Fall semester of a faculty member's third year of employment, the Department Chair

informs the faculty member to prepare a mid-tenure dossier and submit it to the Department Chair by Feb 15 of the following Spring semester.

- Prior to the start of the mid-tenure review, the Department Chair will ensure that the appropriate Peer Teaching Evaluations have been completed.
- The Department Chair should do a cursory review of the application and dossier that are submitted to ensure that the materials are complete.
- The Department Chair forwards the completed Mid-Tenure Application with the Peer Teaching Evaluation Form to the Departmental Faculty Review Committee and copies the Associate Dean and Dean.
 - For those faculty members who have a Memorandum of Understanding (MOU) that outlines their promotion and tenure guidelines, a copy of their MOU should be included in the documents that are submitted to the committee for review.
- The Department Chair will retain and make available as requested the dossier during the review process.

Review Process

- The Departmental Faculty Review Committee members review the Mid-Tenure Application with the Peer Teaching Evaluation Form.
 - The Departmental Faculty Review Committee should meet to prepare a written evaluation within three (3) weeks of receiving the application. (Note: this is a confidential process that will only be discussed in private between committee members.)
 - In the event that a Department does not have an adequate number of faculty members to serve as members of the Departmental Faculty Review Committee, then the Department chair will coordinate pulling together an ad hoc committee of eligible faculty members from the School of Public Health.
 - The Departmental Faculty Review Committee Chair completes the Department/Unit Committee section on the Mid-Tenure Department Evaluation form and submits it to the Department Chair, copying the Associate Dean and Dean.
- The Department Chair reviews the Mid-Tenure Application as well as the Peer Teaching Evaluation Form and MOU, if appropriate, prepares a written evaluation, and completes the Department Chair/Unit Director section on the Mid-Tenure Department Evaluation form within two (2) weeks of receiving the form.
 - The Department Chair submits the completed Mid-Tenure Department Evaluation and the Mid-Tenure Application as well as the Peer Teaching Evaluation Form and MOU, if appropriate, to the School Faculty Review Committee, copying the Associate Dean and Dean.
- The School Faculty Review Committee members review the Mid-Tenure Application as well as the Peer Teaching Evaluation Form and MOU, if appropriate.
 - The Committee prepares a written evaluation within three (3) weeks of receiving the application and the Mid-Tenure Department Evaluation. (Note: This is a confidential process that will only be discussed in private between committee members.)
 - The School Faculty Review Committee Chair completes the College/School Committee section on the Mid-Tenure College Evaluation form and submits it to the Associate Dean.
 - The Associate Dean submits the Mid-Tenure Application as well as the Peer Teaching Evaluation Form and MOU, if appropriate, the Mid-Tenure Department Evaluation, and the Mid-Tenure School Evaluation to the Dean.
- The Dean reviews the Mid-Tenure Application as well as the Peer Teaching Evaluation Form and

MOU, if appropriate, the Mid-Tenure Department Evaluation, and the Mid-Tenure School Evaluation, and then prepares a written evaluation.

- The Dean completes section on the Mid-Tenure College Evaluation form within two (2) weeks of receiving the form.
 - The Dean sends the Department and College evaluations to the Department Chair and the Associate Dean.
- The Dean along with the Department Chair, as appropriate, meets with the faculty member before the end of the spring semester to discuss the evaluations and provide recommendations to the faculty member for future promotion and tenure.

SECTION II
APPENDIX P
Peer Observation of Teaching

Purpose:

This document describes the process and forms for completing peer observations of teaching as a part of the tenure and/or promotion process within the School of Public Health. Peer observation of teaching should be completed within a faculty member's first year of hire and during the academic year in which a faculty member submits their mid-tenure packet for review. The information provided here is guidance for both faculty members who will be observed and faculty members who will do the observation as well as department chairs.

Background:

All faculty members who have reached the rank of Associate Professor or higher and have tenure will be a part of a pool of faculty who can serve as observers. All eligible faculty members are expected to participate in this process. Faculty members who will be conducting the peer observation of teaching should familiarize themselves with this process and forms. In the event that there are questions, the faculty member should consult with their department chair.

Process:

- At the beginning of the academic year during which a peer observation of teaching needs to occur, the department chair will meet with the faculty member to discuss a timeline for completion.
- The faculty member who will be observed will identify 2 to 3 in person or synchronous online class meetings during a semester during which observers can attend class. For the synchronous online class, the faculty member will give the chair the WebEx links of these course meetings to give to the faculty member observers.
- The observation must be completed at the same time by 2 tenured faculty members at the rank of Associate Professor or higher. The department chair will identify 2 faculty members to complete the observation. The department chair will notify affected faculty of their selection to participate; and for the synchronous class, they will be given a google calendar invite for all faculty members.
- Once a class meeting has been confirmed for the peer observation of teaching, the faculty member will provide the following to the department chair and the observers:
 - a copy of the syllabus for the course that is to be observed
 - a description that outlines the goals and objectives for the class that meeting
 - their teaching philosophy
- For the class meeting that the peer observation of teaching is to occur, faculty members who are completing the observation are expected to arrive at the classroom at least 5 minutes before the class starts. Faculty members should sit in the classroom or attend the WebEx classroom, making disruption to the class is minimal, for the duration of the meeting. While attending the WebEx classroom, the observing faculty should turn off their video and audio.
- The class meeting should proceed as if the observing faculty members are not in attendance. The faculty member who is being observed may announce to the class that the purpose of the additional faculty members in the room.
- The faculty members who are completing the peer observation should complete the attached forms individually either during or immediately after the class meeting. These faculty

members should then create a summary report of their observations within two (2) weeks of attending the class meeting.

- The summary report based on a consensus of the observing faculty should be submitted to the faculty member who was observed as well as his/her department chair simultaneously.
- Should questions or concerns arise regarding the summary report, the faculty member should consult his/her Department chair.

Sources:

1. Classroom Observation Rating Form: UNLV College of Urban Affairs
2. Peer Observation of Teaching Form: University of Minnesota

Peer Observation of Teaching Form

Context or Background Information: Describe the setting in which the lesson took place, relevant information about the makeup of the class, and any other descriptive characteristics that would provide appropriate context to the observation. In this area, include how the course is being offered to the students (in-person or remote synchronous). Also, for remote synchronous courses, include the course structure and look of the course.

Observation Area 1: Instructor Goals/Intentions for Class Session

Focus your comments on whether the goals were: 1) clearly stated or portrayed in an obvious fashion, 2) appropriate to the focus of the course, 3) explicitly connected to the flow of previous or future classes. For remote synchronous classes, you can also include any written objectives that are apparent in the online shell. Is there appropriate language, videos, or discussion about the class session that is being observed? Describe the format of the class session or learning module. Is it review based, lecture based, discussion based?

Observation Area 2: Significance of the class activities, topics, or issues

Focus your comments on whether the tasks performed by students or the topics being discussed 1) are relevant to the focus of the course, 2) require an appropriate investment of student time or effort. For synchronous classes, you may respond to: (i) What online tools are available for the students to learn this material? (ii) How does the online activity or tool help to solidify concepts, learning objectives, or accreditation competencies?

Observation Area 3: Student engagement with the subject matter

Examine the degree to which student engagement occurred 1) over a substantial portion of the class meeting time, 2) by a broad segment of students attending the class, 3) in appropriate forms such as discussion, listening/processing, performing, reading, reflecting, speaking, or writing. In an online format, this can be in synchronous lectures or within the module or online activity. How does the instructor respond and communicate in the online environment?

Observation Area 4: Examination of student achievement of goals

Focus your comments on how the instructor developed an understanding of student achievement of goals by methods such as 1) questioning students on course material, 2) observing student performance(s), 3) student-student discussion, 4) informal assessment techniques, 5) quizzes, or 6) other methods. In addition, for remote synchronous classes, you may respond to: what assessment techniques does the professor use in their online environment for this session or for a formative assessment in a later module?

1=Highly Satisfactory 2=Satisfactory 3=Could use improvement 4=Unsatisfactory

Overall Rating of Observed Teaching: _____

CLASSROOM OBSERVATION RATING FORM

INSTRUCTOR: _____ COURSE: _____

NUMBER OF STUDENTS PRESENT: _____ DATE: _____

EVALUATOR: _____

I. Content	<i>N/A</i>	<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Excellent</i>
1. The lecture material (including supplemental online activities) was relevant to course objectives and assigned readings.	0	1	2	3
2. The content represented current thinking in the discipline.	0	1	2	3
3. When appropriate, divergent viewpoints were presented.	0	1	2	3
4. The amount of material covered in the lecture was appropriate for the allotted time.	0	1	2	3

II. Presentation (Organization)	<i>N/A</i>	<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Excellent</i>
5. Presented a brief overview of the lecture content and purposes.	0	1	2	3
6. Made explicit the relationship between today's and previous lecture.	0	1	2	3
7. Arranged and discussed the content in a systematic and organized fashion.	0	1	2	3
8. Presented information at an appropriate level.	0	1	2	3
9. Used clear and simple examples.	0	1	2	3
10. Provided occasional summaries and restatements of important ideas.	0	1	2	3
11. Used instructional aides to facilitate important points.	0	1	2	3
12. Summarized the main ideas in the lecture at the conclusion of the lecture.	0	1	2	3

II. Presentation Style (applicable in online asynchronous and synchronous lectures)	<i>N/A</i>	<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Excellent</i>
13. Voice could be easily heard.	0	1	2	3
14. Voice was raised or lowered for variety and emphasis.	0	1	2	3
15. Speech fillers, for example, "okay now, "ahmn" were not distracting.	0	1	2	3
16. Rate of speech was neither too fast nor too slow.	0	1	2	3
17. Spoke at a rate which allowed students the time to take notes.	0	1	2	3
18. Talked to the class, not to the board or windows.	0	1	2	3
19. Maintained eye contact with the class (or camera).	0	1	2	3
20. Listened carefully to student comments and questions (if synchronous).	0	1	2	3
21. Asked questions to see what the students knew about the lecture topic (if synchronous).	0	1	2	3
22. Did not often digress from the main topic.	0	1	2	3
23. Demonstrated enthusiasm for the subject matter.	0	1	2	3

III. Classroom / Canvas Course Atmosphere	<i>N/A</i>	<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Excellent</i>
24. Appeared comfortable in the classroom or canvas course.	0	1	2	3
25. Maintained control and order in classroom or canvas course. (For online courses, control and order can be seen in communication patterns, like announcements, emails, and discussion interactions.)	0	1	2	3
26. Encouraged student questions and contributions – in the form of chat (synchronous) or discussions (asynchronous).	0	1	2	3
27. Received student questions politely and when possible enthusiastically via synchronous or asynchronous communication.	0	1	2	3

Comments:

SECTION II
APPENDIX Q
Part-Time Instructor Hiring Criteria

School of Public Health follows the following steps to hire part time instructors.

Department chairs are responsible of hiring part time instructors. They have discretion of selecting part time instructors (PTIs). However, the following criteria are recommended.

- Undergraduate teaching
 - A master's degree or higher is preferred
- Graduate teaching
 - A terminal degree is preferred
 - A master's degree and professional experience (including experience in a specialty or a technical area) may be substituted for a terminal degree

CHAPTER III: Administrative Faculty BYLAWS

3.1 Purpose. Chapter III of the SPH Bylaws shall consist of all matters related solely to the administrative faculty or non-academic faculty (hereinafter “administrative faculty”) of the SPH.

3.2 Interpretation. The Bylaws committee formed under Chapter III of the SPH Bylaws is granted the authority to interpret the SPH administrative faculty Bylaws. All parts of these Bylaws must be consistent with the UNLV Bylaws and the NSHE Code.

3.3 Amendments. An amendment(s) to Chapter III of the Bylaws may be proposed by any administrative faculty member of the SPH, as defined under Chapter III, Section 3.4.1 of these Bylaws. Proposals shall be submitted to the administrative faculty Bylaws Committee and shall be put to vote before all members of the SPH administrative faculty within 10 working days of submission of the proposal.

3.3.1 Approval. Amendment of Chapter III of these Bylaws shall require approval of two-thirds of the voting administrative faculty, as defined in Chapter III, Section 3.4.1 of the SPH Bylaws. Voting is by secret ballot. At least two-thirds of the administrative faculty must respond for the vote to be valid. Mailed ballots must be returned in 10 working days. Members of the administrative faculty Bylaws Committee shall serve as tellers.

3.4 Organization of the SPH Administrative Faculty

3.4.1 Administrative Faculty Defined. The SPH “administrative faculty” are those members of the SPH who fall under the definition provided for “nonacademic faculty” as provided in Chapter I, Section 4.1.2 of the UNLV Bylaws, which provide: Nonacademic Faculty. Authorized professional positions...who are engaged primarily in activities supportive of the university’s mission and who may also be affiliated with established academic colleges and/or departments. Nonacademic faculty may also perform such duties as teaching, research, consulting and community service.

3.4.2 Voting Administrative Faculty. Consistent with Chapter I, Section 1.5.4 of these Bylaws, each administrative faculty member of the SPH, as defined above, holding no less than a halftime contract within the SPH are voting members of the SPH administrative faculty for purposes of Chapters I and III of these Bylaws.

3.4.3 Departments, Programs and Centers. Administrative faculty may be employed in any one of the SPH units as provided in Chapter I, Section 1.4.1 of these Bylaws.

3.5 Administrative Faculty Administrators.

3.5.1 Administrative Faculty Administrators Defined. Selection, duties and evaluation of administrative faculty Administrators shall be handled pursuant to the policies and procedures of the administrator’s unit. However, all administrative faculty Administrators who are the head of a unit shall report directly to the Dean of the SPH and shall perform all of the duties provided for in their contract and position description questionnaire (PDQ administrator and the Dean to ensure that PDQs are accurate and up-to-date. Administrators shall be evaluated by the Dean’s office on an annual basis.

3.5.2. Merit for Administrative Faculty Administrators. Merit for administrative faculty

administrators shall be determined by the Dean and will be based on performance of duties identified in the staff members' Professional Development Questionnaire and Annual Evaluation.

3.6 Meeting Policies

3.6.1 Schedule for Meetings. The administrative faculty of the SPH shall meet at least once each academic year. Meetings shall be called and scheduled by the Chair during normal working hours, 8:00am to 5:00pm, Monday through Friday. Additional meetings may be called as necessary during the year. These meetings may be initiated by (a) the Chair or (b) a written request of at least one-third of the SPH administrative faculty. A meeting shall be held no later than 15 working days after the Chair has received a written request.

3.6.2 Notification of Meeting and Agenda. At least five (5) working days prior to a meeting, written notice of the meeting with a tentative agenda shall be distributed to the administrative faculty. Notification of a meeting shall constitute notice to individual members to submit agenda items. Agenda items shall be submitted to the Chair at least two days prior to the meeting. A copy of the final agenda shall be distributed at the meeting and/or by email.

3.6.3 Chair of Meetings.

3.6.3.1 Selection of Chair. The Chair shall be selected from members of the SPH administrative faculty. Members may nominate other eligible administrative faculty or members may self nominate. The Chair will be selected by a two-thirds vote of the administrative faculty members as a whole.

3.6.3.2 Term of Chair. The Chair of the SPH administrative faculty will serve a term of one academic year and is eligible to serve consecutive terms.

3.6.3.3 Duties of Chair. The Chair shall schedule meetings, provide notice of meetings to all SPH administrative faculty and oversee meetings.

3.6.4 Quorum. A quorum shall be established if a simple majority of the SPH administrative faculty is (a) present or submits a written proxy or (b) returns a mailed ballot.

3.6.5 Voting. Each SPH administrative faculty member holding at least a half-time contract in the SPH shall have one vote. Decisions shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting, if indicated on the respective agenda, or by mail.

3.7 Committees

3.7.1 SPH Committees. Pursuant to Chapter I of these Bylaws, the administrative faculty shall designate a member to serve on the SPH Bylaws Committee (Chapter 1, Appendix C 3) and a member to serve on the SPH Executive Committee (Chapter 1, Appendix B1). administrative faculty members are eligible to serve on any Ad Hoc committees established by the Dean or by vote of the SPH faculty (Chapter 1, Section 1.6.2.4) pursuant to the charge of the committee.

3.7.2 SPH Administrative Faculty Committees. Pursuant to Chapter I, Section 3.1.2.5 of these Bylaws, the administrative faculty shall establish, at a minimum the following committees:

3.7.2.1 administrative faculty Bylaws Committee. The administrative faculty Bylaws Committee shall consist of a minimum of three members of the SPH administrative faculty, elected by a two-thirds vote of the administrative faculty membership as a whole. Members of the committee shall serve a one year term. Functions of the committee include:

- Review and revise Chapter III of the Bylaws as necessary;
- Interpret the intent of Chapter III of the Bylaws when questions arise;
- Serve as official tellers for elections conducted by mailed ballot that involve only the administrative faculty of the SPH.

3.7.2.2 Administrative Faculty Personnel/Appeals Committee. The Personnel/Appeals Committee shall consist of a minimum of three members of the SPH administrative faculty, elected by a two-thirds vote of the administrative faculty membership as a whole. Administrators are not eligible for membership on this committee. (UNLV Bylaws III 6.2) Members of the committee shall serve a one year term. Functions of the committee include:

- Hear grievances related to personnel matters;
- Provide recommendations on personnel matters to administrative faculty administrators, the Dean, and/or the Faculty Senate administrative faculty Committee, as appropriate.

3.7.2.3 Administrative Faculty Ad Hoc Committees may be established for specified purposes by the Chair of the administrative faculty or by a vote of the administrative faculty. Membership will be determined by the charge of the committee, but may be either appointed by the Chair or voted in by the membership.

3.7.2.4 University Committees

3.7.2.4.1 Faculty Senate. Pursuant to UNLV Bylaws, administrative faculty members of the SPH are eligible to serve on the Faculty Senate under the Office of Research and Graduate Studies. Election and service on the Faculty Senate will be determined by the Faculty Senate Bylaws.

3.7.2.4.2 Administrative Faculty Committee. Pursuant to UNLV Bylaws, Chapter I, Section 4.6 the Faculty Senate must establish an administrative faculty Committee. Membership and service on this committee will be determined by the Faculty Senate.

3.7.2.4.3 Other Faculty Senate Committees. Administrative faculty may be eligible for membership on other Faculty Senate Committees as authorized by the Faculty Senate.

3.8 Administrative Faculty Unit. UNLV Bylaws, Chapter I, Section 3.5 creates an administrative faculty Unit, which provides, in part, that “nonacademic faculty shall be organized into an administrative faculty Unit according to its own bylaws.” All members of the SPH administrative faculty are members of the Administrative Faculty Unit.

3.9 Forming, Splitting, Consolidating or Eliminating of Centers which are Not Part of a SPH Academic Department.

3.9.1 Approval of New Centers. Any administrative faculty member, academic faculty member, or the Dean may initiate a request to form a new Center within the SPH, but not affiliated to an academic department. The administrative faculty may provide input and recommendations regarding

the new Center to the Dean. Final approval of such centers shall be made by the dean and other appropriate administrators within the NSHE.

3.9.2 Splitting, Consolidating or Eliminating Existing Centers. All actions to split, consolidate or eliminate an existing Center not part of an academic department must be made by the Dean or the appropriate administrator of the affected Center. All affected administrative faculty will be given the opportunity to provide input and recommendations regarding the action. Final approval of such actions will be made by the Center administrator in collaboration with the Dean.

3.10 Graduate Assistants. Administrators of Centers which are not part of an academic department may make requests for a graduate assistant (GA) directly to the Dean. Such requests must include the type of work the GA would perform and how that work would further the mission and goals of the SPH, and how it would enhance the academic experience of the GA.

3.11 Expedited Voting. Bylaws-related issues deemed time sensitive will follow the expedited voting guidelines posted in Section I, Appendix E.