1. **Authority** - The Committee functions under authority of the Faculty Senate; in particular, Section 8 of the Faculty Senate Constitution and Sections 5 and 6 of the Faculty Senate Bylaws.

2. **Membership** - Membership is determined by Section 5 of the UNLV Faculty Senate Bylaws.

3. **Operational Procedures**

   3.1 **Scheduled Meetings** - The Committee shall meet regularly, once per month, as determine by the Committee chair, during the Fall and Spring semesters and as additionally needed. Any member who misses 3 meetings during an academic year, without a proxy, will be removed from the committee and the Faculty Senate will be directed to ask the corresponding unit for a replacement representative.

   3.2 **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 therefore, will be reported to the full Committee at the next regular meeting for discussion, possible changes, and final approval.

4. **General Functions** - Review the Nevada System of Higher Education Code, and division bylaws, and recommend revisions whenever desirable. It shall also serve to interpret the Nevada System of Higher Education Code, and division bylaws, and recommend such interpretations to the Senate. It shall also be responsible for the following:

   4.1 Design and conduct an evaluation of the President of the University as prescribed in Chapter 6, Section 14.2 of the UNLV Bylaws. Ensure that all other subordinate evaluations, as mandated by Chapter 6, Section 14.3 of the UNLV Bylaws, are completed. Act in an advisory capacity on procedural matters that pertain to the evaluation of administrators.

   4.2 Serve in an advisory capacity in formulating a library policy in relation to the development of the resources for instruction and research. Give advice in the allocation of book funds to the library. The committee shall review the annual book budget and forward its recommendations to the university administration. Serve in an advisory capacity to the university administration in the selection of the library's chief administrator. Advise in the development of a general program of library service for all the interests of the university.

   4.3 Represent the faculty and professional staff in an advisory role to the Information Technology Coordination Committee. Represent the faculty and professional staff in an advisory role to the Office of Information Technology. Serve as a liaison between the Senate and both the Information Technology Coordination Committee and the Office of Information Technology. Develop methods for rewarding faculty members for innovative efforts in technology. Make recommendations concerning the integration of technology across the curriculum.
4.4 Make recommendations on issues of general campus concern forwarded to it by the Senate Chair, Executive Committee or the Senate itself. Make recommendations on any issue affecting the campus community not specifically charged to any other Senate Committee, such as athletics, parking, preschool, and part-time instructors. Create, with the advice and consent of the Senate Chair, joint subcommittees with other Senate or university committee to make recommendations on matters of overlapping jurisdiction.

5. Requirements for a Quorum:

5.1 A quorum shall consist of a majority of the voting members present at a Committee meeting.

6. Delegation to the Chair

6.1 If an individual issue is covered by an established policy or precedent, the Chair or their designee is authorized and instructed to act for the Committee, consistent with section 3.2 of this document.

6.2 If not, it is the responsibility of the Chair, or their designee, to bring the issue to before the Committee for discussion, possible changes, and final approval.

6.3 This section is intended to provide for prompt processing of individual cases or issues covered by an established policy or precedent.