

UNLV School of Environmental and Public Affairs

BYLAWS

Draft submitted for SEPA faculty vote based on meetings of February 20 & 27, 2014.

Last revised: _____ Approved: _____

Nevada System of Higher Education for professional services as
Assistant Pr

- 3.4.5 Matters Concerning Multiple Groups. Matters concerning programs and certificates that are not clearly associated with one of the Faculty Groups shall be managed by the entire Voting School Faculty.

DECISION MAKING

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faculty members. If the currently filled at-large position is occupied by a tenured faculty member, all voting faculty members may run for the vacant position. If two at-large positions become vacant at the same time, the voting for those positions will follow the procedure described above (Section 6.1.2.2).

- 6.1.3 Duties. The duties of the Steering Committee are as follows:
 - 6.1.3.1 Advise the Director with respect to all major budgetary, policy, and strategic planning issues;
 - 6.1.3.2 Advise the Director with respect to all Coordinator appointments;
 - 6.1.3.3 Serve as the Curriculum Committee for the School, considering and approving or disapproving all proposals for new courses, programs, or program changes that must also be approved at any higher level; and
 - 6.1.3.4 Serve as a facilitating body with respect to the two-way transmission and dissemination of general information regarding such matters as faculty concerns, budgetary situations, College Executive Committee discussions and decisions, and all other matters significantly affecting the conduct of School business.
 - 6.1.3.5 It is expected that the Director will convene the Steering Committee as needed to make significant decisions on behalf of the School or to transmit information reasonably of concern to faculty members, but in no event less than once per month.
- 6.1.2 Personnel Committee. The Personnel Committee shall consist of three tenured faculty within SEPA (except the Director). The Personnel Committee shall elect its own chair, who shall call meetings as required by the work of the Committee. The duties of the Personnel Committee shall consist of:
 - 6.1.2.1 Keeping current with respect to College, University, and NSHE requirements for promotion and tenure bids;
 - 6.1.2.2 Appropriately mentoring candidates with respect to the promotion and tenure processes; and
 - 6.1.2.3 Providing recommendations to the Director regarding faculty promotion, tenure, and merit, in accord with College and University requirements.

8.3 Expectations for service responsibilities. The normal expectation is that each faculty member will serve on no more than two School committees (including ad hoc committees) or other major service responsibilities, and will not serve as Chair of more than one. Where there is no practical alternative and the member agrees, additional service may be assigned (and/or accepted), but this should be considered no more than a temporary ad hoc solution.

8.4 Procedures for mid-tenure reviews. During the spring semester of their third year, non-tenured tenure-track faculty members are to submit their record of research, teaching, and service to the Personnel Committee for review. This committee acts in an advisory capacity to the Director and shall submit a report to the Director no later than May 15 toward tenure and promotion. By June 1, the School Director will submit in writing a report to the Board of Trustees regarding the faculty member's progress toward tenure; such report will incorporate the report of the mid-tenure committee.

8.5 Specification of Coordinator responsibilities. [At this time we have an ENV graduate coordinator, a PUA graduate coordinator, a SEPA undergraduate coordinator, an ENV 101 course coordinator, a SEPA assessment coordinator, a Workforce Development graduate coordinator, and an Urban Leadership graduate coordinator.](#)

8.5.1 Responsibilities of the Coordinator(s) of Graduate Studies. Graduate Coordinators are appointed as provided for in Section 5.1.3. This individual (or individuals) will, in consultation with School Faculty and the Director:

8.5.2 Represent the School to the community;

8.5.3 Recruit graduate students and prepare appropriate recruitment materials;

8.5.4 Provide initial advising to all incoming graduate students, including advising students on the process of choosing an appropriate program;

8.5.5 Assist the Director with relevant course scheduling;

8.5.6 Maintain appropriate student files and other records, and report to the faculty on a regular basis;

8.5.7 Appoint appropriate students to attend various meetings to represent graduate students in their program, including SEPA f-6 (n)8j E. tythhhhhhhh

consistency of content and appropriate rigor across sections of large courses taught by multiple instructors.

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