

# **Department of Anthropology Bylaws**

## **College of Liberal Arts University of Nevada, Las Vegas**

**November 2010**

### **Article 1. Departmental Relationships to Other University Units**

- 1.1 The Department Bylaws, day-to-day operations, and administration of the Department of Anthropology shall in no way conflict with the College Bylaws, University Code, administrative policies, or Board of Regents decisions. Procedural questions shall be resolved by reference to Roberts Rules of Order.

### **Article 2. Definitions and Responsibilities of the Department Representatives**

#### 2.1 Definition of Faculty.

- 2.1.1 Regular Academic Faculty (RAF): Regular Academic Faculty are individuals tenured or holding tenure-track positions in the Department of Anthropology, and who are actively teaching at least a half-time load or equivalent in the Department of Anthropology, or who are on sabbatical or leave.

The following are categories of other faculty, all of whom must be appointed with a majority vote of the RAF:

- 2.1.2 Visiting Professors: Visiting professors from another institution or individuals with a term appointment in the Department of Anthropology. These individuals will normally possess the Ph.D. degree.
- 2.1.3 other UCCSN institutions, such as the Desert Research Institute. These individuals must be approved by the Graduate College as well as by the RAF.
- 2.1.4 Adjunct Faculty: Individuals who are non-tenure track appointments and receive no remuneration.
- 2.1.5 Research Associates: Research Associates consist of persons either holding a contract with UNLV for research purposes or of persons conducting non-contracted research in conjunction with RAF from the Department of Anthropology. Research Associates without Ph.D. may be appointed as Assistant Research Professor, Associate Research Professor, or Research Professor.

- 2.1.6 Emeritus Faculty: Former faculty members who are appointed as emeritus faculty by the UCCSN Board of Regents. They have lifetime faculty status at UNLV, and are entitled to the benefits described in the UNLV Bylaws, Title 5, Chapter 6, Chapter III, Section 18.3 and the UCCSN Human Resources Department ([http://hr.unlv.edu/emeriti\\_sum.html](http://hr.unlv.edu/emeriti_sum.html)).
- 2.1.7 PTI: Part-time Instructors teach introductory courses and have at least the M.A. degree in anthropology or equivalent.

2.2 RAF Responsibilities:

- 2.2.1 RAF members have sole responsibility for making recommendations regarding matters relating to faculty, staff, and student personnel issues, and the Bylaws. Personnel issues include, but are not restricted to, hiring, retention, promotion, tenure, merit, election of the Department Chair, graduate student reviews, teaching assistantships, laboratory assignments, and graduate admissions for students. No faculty member shall vote on any personnel decision affecting his or her consensual relationship policy, as summarized in [www.unlv.edu/Finance\\_Admin/Diversity/Policy2.html](http://www.unlv.edu/Finance_Admin/Diversity/Policy2.html).

The RAF has the specific responsibility for:

- a. Initiating, planning, and scheduling departmental curriculum and programs.
- b. Translating programs into dollars in order to request the necessary funds. ties with the department budget  
after funding by the College.
- d. Planning for future programs and self-study analyses.
- e. Making nominations for the department chairship.

2.3 Non-RAF Rights and Privileges: Visiting Professors, Adjunct Professors, Associate Graduate Faculty, Emeriti Faculty, and PTIs do not have voting privileges. Associate Graduate Faculty may serve on graduate committees, however, and may co-chair such committees. Likewise, Adjunct Professors may perform similar committee duties if he or she has the approval of the Graduate College and the RAF.

Adjunct and Visiting Professor appointments may be awarded to those scientists who desire an association with the Department of Anthropology, for purposes of professional interaction with members of the department. Adjunct and Visiting Professors, as affiliates of UNLV, are expected to conduct themselves in a professional, collegial manner with all members of the university and community. Adjunct or Visiting status is not intended to allow the individual to present himself or herself to the profession or community as a UNLV regular academic faculty member. The award of Adjunct, Visiting, or Emeritus Professor status will not guarantee laboratory or office space and/or services of the office support staff. However, the right to submit research proposals through UNLV, to use campus libraries, to create a web page linked with that of the department, and to obtain a staff parking permit generally would be granted.

Typically, visiting professors will be appointed for one academic year. Adjunct professors will have



- 4.8 The Chair-elect will appoint committees during the Spring Term for the next academic year, as appropriate.
- 4.9 The Chair may appoint an acting chair when the Chair will be absent from normal departmental duties.
- 4.10 The Chair, in coordination with the senior Administrative Assistant, shall keep dated and centralized records of RAF policy decisions and approved resolutions.

**Article 5. Decision-Making**

- 5.1 Fifty percent (50%) of the RAF will form a quorum for any action.
- 5.2 All decisions made by the RAF shall be determined by a majority of those voting.
- 5.3 The Chair of the Department is free to make any decision necessary to fulfill his or her responsibilities, consistent with the policies adopted by the RAF.
- 5.4 When a department representative or employee is the subject of any personnel issue requiring a vote, the vote will be by secret ballot of all RAF, excluding self, spouses or any person who may fall within the parameters of the UNLV consensual relationship policy.
- 5.5 At the request of any RAF present at a department or faculty meeting (see Sec. 6.1), any given issue will be decided by a secret ballot.
- 5.6 A representative may not vote on his or her own appointment or termination.
- 5.7 RAF on sabbatical or on leave of absence are not counted for quorum purposes.
- 5.9 No RAF will vote more than one proxy.

**Article 6. Meetings**

- 6.1 Department meetings are normally open to RAF and department staff.
- 6.2 Meetings of the department may be called either by the Chair of the Department or any faculty member.

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least one semester in advance by the Department of Anthropology as a group. The Chair will make summer teaching decisions in consultation with individual faculty members and according to departmental and university needs.

7.4 Procedure for the assignment of each RAF member to specific courses: This procedure is determined collectively by the Department of Anthropology based on departmental need.

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