

RULES AND BYLAWS - DEPARTMENT OF GEOSCIENCE

Revision of Fall 2012

Department Bylaws Committee

Andrew Hanson, chair, and members Matthew Lachniet and Gene Smith

References cited in text of Bylaws

UNLV = University of Nevada, Las Vegas, Bylaws (February 2008)

UNLV1 = University of Nevada, Las Vegas, Bylaws (December 2004)

UNS = University of Nevada System Code (Dec. 2001)

CoS = UNLV College Of Sciences Bylaws (May 2008)

CoS 1 = UNLV College Of Sciences Bylaws (Aug. 2004)

CoS 2 = UNLV College Of Sciences Faculty Workload Policy (Feb. 2005)

CoS 3 = UNLV College Of Sciences Procedures For Determining Merit (Jan. 1999)

GENERAL OUTLINE

- 4.1.3 Procedures for removal of the Chair
- 4.1.4 Responsibilities of the Chair
- 4.2 Administrative Positions
 - 4.2.1 Associate Chair
 - 4.2.2 Undergraduate Coordinator
 - 4.2.3 Graduate Coordinator

3.2 Quorum: A quorum shall consist of more than one half of the voting department faculty. The quorum may be adjusted during the first meeting of each semester to accommodate known

meetings.

Section 4. DEPARTMENT ADMINISTRATION

4.1 Department Chair. The Department Chair will be the chief administrative officer of the department and will represent the department to the College and implement College and University policy within the department.

4.1.1 Selection of Department Chair. The Department Chair must be a tenured member of the department. A candidate at the rank of full professor is preferred, but an associate professor is also eligible. The department will elect a new chair whenever an existing chair announces their resignation. The election will be held during the

[1] The Chair will solicit nominations from the department faculty; nominations may be submitted by any faculty member and self-nominations are allowed. If a faculty member is not self-nominated, they must consent to serve in the event that they are elected. Once a call for nominations is issued, nominees have 30 days to formally submit their names to the Chair.

[2] By the end of the 30 day nomination period, nominees must submit to the Chair a current copy of their CV along with a one-page written statement that addresses why they wish to be Chair. The Chair must forward these materials to all voting faculty members in the department within the next week.

[3] Election of a new Chair shall take place by secret ballot at a faculty meeting scheduled no later than two weeks after the end of the nomination period. The Chair shall be elected by a Class A action by a simple majority of the department faculty called for this purpose. If more than two nominees are on the ballot a vote will be conducted and the top two candidates will be immediately be voted for in a run-off. The initial position shall be for a three-year term with the possibility of standing for subsequent terms. If a Chair is willing to serve beyond a three year term, an evaluation of the Chair by the full faculty and the Dean shall be conducted. If the evaluation is satisfactory the Chair may run for renewal terms that are for three year periods. Because the position of department Chair carries an "A" Contract, the term in office will begin on July 1 to coincide with the UNS Contract year.

[4] In the event that no one consents to be nominated or an election with just one candidate does not result in a simple majority, the Chair shall inform the Dean that the department wishes to conduct an external search for a new chair. The possibility of searching for an external chair is not intended to be a last resort, rather it is always a potential option.

[5] Interim Chair will be selected for a one year term. The interim chair will be elected following the same process spelled out in 4.1.1 [1] for the election of a chair to serve a three year term.

4.1.2 Evaluation of Department Chair. The performance of the department Chair shall be evaluated annually by the office of the College Dean, based on a College questionnaire distributed to all Department Faculty.

4.1.3 Removal of Department Chair. To remove the department Chair from office, the faculty must comply with the following procedure: [1] A simple majority of the department faculty must present, to the Chair and Dean of the College, a written statement of their dissatisfaction with Department leadership and a written statement outlining proposals to correct those problems within a 45 day period. [2] The faculty, in the presence of the Dean, will review the situation at the end of the 45 day period following submission of the written statements. The faculty may opt to accept administrative changes, to extend the time available for correction, or to remove the

4.2.2 Undergraduate Coordinator responsible for implementing UNLV's mandatory pre-enrollment advisement of undergraduate students and for verifying all final reviews of applications for graduation from the undergraduate program.

4.2.3 Graduate Coordinator responsible for recruiting, review, and evaluation of applications, admissions policies and procedures, decision-making for admission or denial, academic-

- [6] Published abstracts of papers presented at professional meetings
- [7] Research grants received or applied for
- [8] Presentations, such as lectures, field trips, and short courses to other Universities, private industry, and/or Government agencies

5.4.2 Procedures for evaluating scholarly activity: All tenure and promotion decisions will involve a detailed and rigorous evaluation of the candidates scholarly activity including:

- [1] Publications (see items [1]-[6] of above) with special emphasis on publication in refereed journals and other media. Publications are evaluated in consideration of quality, comprehensiveness and

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- [6] Participation in program reviews (UNLV and external)

5.8.3 Guidelines for the Lab Manager. Research faculty involved in laboratory management should strive to:

- [1] Demonstrate evidence of laboratory management skills.
- [2] Develop and improve laboratory operations. Proposal submission to improve and replace laboratory equipment and for research is encouraged.
- [3] Work in collaboration with Geoscience faculty on research projects
- [4] Work with students, post-doctoral fellows, and business clients

5.9 Research Expectations of Each Level for Research Faculty. The evaluation of research faculty involved in teaching or laboratory management shall be based on the workload percentages established at the beginning of each academic year.

5.9.1. Research Assistant Professor

- [1] Evidence of original and independent research at a very high level of competence, as demonstrated by recommendations from established senior faculty at other institutions. This is required as part of the original hiring process of research assistant professors.
- [2] Clear ability to conduct and communicate excellent science as demonstrated by publication, preferably as first author in peer-reviewed publications.

5.9.2 Research Associate Professor

- [1] Five to six years at the rank of assistant research professor or assistant professor with a consistent record of excellence in research.
- [2] Demonstration of the ability to conduct and communicate creative research as evidenced by continued publication of original studies, preferably as first author in peer-reviewed publications.
- [3] Recognition by the scientific community for independent and original research. This will be evidenced in 6 (ni)-3.991302 (ons)9.00og-en[ed2]

Promotion to the rank of Research Professor will be awarded on the basis of distinctive achievement and is reserved for the most distinguished members of the Geoscience faculty.

Candidates for Research Professor should satisfy most if not all of the items on the guide to successful research productivity (section 5.8.2).

- [1] Eligibility requires at least five years at the rank of associate research professor or associate professor with a consistent record of outstanding research.
- [2] Continued publication of important, creative and original studies in peer-reviewed journals.
- [3] National and/or international recognition by peers as a senior research scientist.
- [4] Continuation of productive, independent and original investigation as evidenced by sustained external funding of competitive peer-reviewed research projects, letters of recommendation from scientists in their field of study, and other measures of impact of research to the field.
- [5] Membership on editorial boards as associate editor or editor of journals.
- [6] Elected leadership and fellow (e.g., GSA and/or AGU fellow) in scientific societies.
- [7] National and/or international recognition as evidenced by invited society memberships, participation in major society committees and programs, formal awards and invited lectures.

Section 6. DEPARTMENT CURRICULUM POLICIES

- 6.1 Course Policies:** Review and approval of specific courses shall be in compliance with established UNLV and College policies. (**UNLV 5.1, 5.2, 5.3; CoS 6.1 and 6.2**)
- 6.2 Programs of Study Policies:** Review and approval of all curricular programs of study shall be in compliance with established UNLV and College policies. (**UNLV 5.1 - 6.3; CoS 6.1 and 6.2**).

Section 7. AMENDMENTS AND APPENDICES TO THE DEPARTMENTAL BYLAWS

As the need arises, more detailed guidelines to specific Departmental operations shall be issued as