

William F. Harrah College of Hospitality Bylaws

As Amended December, 2020

[##] indicates previous bylaw number

Chapter 1. Organization of the College

1. Preamble

- 1.1. The William F. Harrah College of Hospitality is a student and research focused academic environment committed to developing leaders while

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assistant deans and other academic administrative officers will be provided by the Dean upon request. [21](amended 03/28/2014)

12/06/2019).

2.8. Consultation with Faculty on Vice/Associate/Assistant Dean Appointments. The Dean of the college has the authority to appoint additional administrative officers only after consulting with a cross-section of the College faculty. [20] (see UNLV Bylaws, Ch. II, Sec. 10.8) (amended 03/28/2014)

3. Organizational Units

3.1. The William F. Harrah College of Hospitality consists of the Hospitality Management Department; the Resort, Gaming, and Golf Management Department; and the Food & Beverage and Event Management Department. [10](amended 03/28/2014; 12/06/2019).

3.2. Proposals for Reorganization. Proposals for college reorganization or change of structure require a two-thirds majority vote of those eligible to vote. The results shall be forwarded to the Dean for evaluation. The Dean shall forward the proposal with the vote and their evaluation to the Provost for consideration.[13] (amended 03/28/2014; 12/06/2019)

3.3. New departments may be formed in the college with the approval of two thirds of those eligible to vote. [11](repealed 03/28/2014)(approved 12/06/2019)

3.4. Departments may be split, eliminated, or consolidated by two thirds vote of those eligible to vote in the department or departments concerned, and two thirds vote of those eligible to vote in the college. [12] (repealed 03/28/2014)(approved

4. Department Chairs

4.1. The method by which department chairpersons are nominated, selected, and removed shall be determined by the respective department bylaws. Candidates for chairs must be tenured and acceptable to the Dean. [23] (repealed 03/28/2014) (approved 12/06/2019)

4.2. The length of the chairperson's term shall not exceed 3 years, but there are no term limits. [24] (repealed 03/28/2014) (approved 12/06/2019)

4.3. The chairperson may be removed from office by the Dean or the department faculty in accordance with department bylaws. [25] (repealed 03/28/2014) (approved 12/06/2019)

5. College Faculty Meetings. [57]

5.1. Faculty shall hold at least one meeting per academic term. An agenda of the faculty meeting shall be published at least one calendar week prior to the meeting. Any faculty member can introduce a topic onto the agenda.

5.2. Faculty who wish to introduce new or old business at the meeting should consult with their department chair at least two weeks prior to the publication of the agenda.

5.3. The authorized parliamentary procedure to be used at the faculty meetings will be Robert's Rules of Order.

5.4. Voting in faculty meetings shall be by hand or voice except that sensitive issues shall be by secret ballot. Any faculty member can identify any issue as being sensitive.

6.2. Promotion

6.2.1. A faculty member may apply for promotion when s/he meets the college and university's guidelines for promotion as defined in these bylaws and the UNLV Bylaws (Chapter III, Section 16).

Promotion recommendations are made by the department's promotion committees to the department chair, who then makes a recommendation on the candidate. The recommendations and supporting documentation is then communicated in writing to the College Promotion and Tenure Committee who then makes their recommendation on the candidate. The recommendations from both the department and college committees and the department chair's recommendation are then communicated in writing to the Dean. The Dean then makes a recommendation to the office of the Provost who provides the Tenure and Promotion Committee with a promotion recommendation.

6.2.2. Faculty will receive written notice of a promotion recommendation within five working days after a decision is reached by the committee, department chair and the Dean.

6.2.3. Faculty members who receive a negative promotion recommendation may appeal at the college level to the Faculty and Student Appeals and Grievance Committee and at the university level to the Faculty Senate Appeals Committee (UNLV Bylaws, Ch. III, section 16).

6.3. Detailed Promotion and Tenure Guidelines are prescribed in Chapter 4 section 9)(approved 10/27/2015)

7. Annual Faculty Evaluation [76]

7.1. Effect. The annual evaluation serves as a summative evaluation for the faculty

the faculty member then has the right to

1.3 Committee Membership (Approved

3.4.2 Review graduate curriculum programs changes, solicit input from affected departments, and bring to the attention of the graduate faculty at least two weeks in advance of a vote. If passed by a simple majority of the voting-eligible faculty, the Committee will forward the approved item to the College's representative on the University Graduate Curriculum Committee after obtaining the Dean's

Amount of Merit Awarded	Cluster Number
\$3,000	1
\$2,500	2
\$2,000	3
\$1,500	4
\$1,000	5
\$0	6

4.5.4 Those who do not wish

- 5.3. In the event that a member of this committee is unable to serve, nominations will be accepted by the department chair for an alternate and an election will be held in the department.
- 5.4. The committee shall elect a chair at their first meeting who will schedule and preside over all meetings.

6 Undergraduate Curriculum [61-62]

6.1 The Undergraduate Curriculum Committee shall have five members. The committee shall be composed of a faculty member elected from each academic department as well as the college representative on the University Curriculum Committee. Elected faculty members shall serve for three years. However, the first year of operation of the committee, elected members' term shall be Food & Beverage and Events Management (one year), Hospitality Management Department (two years) and Resort, Gaming, and Golf (three years). The EADAA will serve as an ex-officio member of the committee and will vote only in case of a tie.

6.2 The voting members of the committee must elect a chair at the first meeting of each academic year. A quorum shall consist of three (3) of the eligible-voting members.

6.3 The duties of the College Undergraduate Curriculum Committee are as follows:

6.3.1 Review undergraduate course proposals, with input from department chairs and affected faculty, and forward items approved by the Committee to the College's representative on the University Curriculum Committee with the Dean's signature. In order for a course to be approved, it must receive a simple majority

vote by the Undergraduate Curriculum Committee.

6.3.2 Review undergraduate curricular program changes and bring to the attention of the appropriate faculty at least two weeks in advance of a vote. If passed by a simple majority of the voting eligible faculty, the Undergraduate Curriculum Committee will forward the approved item to the College's representative on the University Curriculum Committee with the Dean's signature.

6.3.3 Review inter-institutional, interdepartmental or interdisciplinary undergraduate course proposals and bring to the attention of the appropriate department, who would be required to furnish the faculty to teach the course, at least two weeks in advance of a vote. If passed by a simple majority, the approved item would be forwarded to the College's representative on the University Curriculum Committee with the Dean's signature.

6.3.4 Oversee formal program articulation agreements.

6.3.5 Review inter-institutional, interdepartmental or interdisciplinary undergraduate course proposals and bring to the attention of the appropriate department, who would be required to furnish the faculty to teach the course, at least two weeks in advance of a vote. If passed by a simple majority, the approved item would be forwarded to the College's representative on the University Curriculum Committee with the Dean's signature.

6.4 The department chair shall forward all undergraduate course deletions, changes or additions, including changes to course titles, numbers, descriptions, hours of credit, and prerequisites to the Undergraduate Curriculum Committee who shall review and vote on the proposal after receiving input from the department chair and the affected faculty. If passed by a simple majority of the Committee, the approved item will be forwarded to the Dean's office for a signature and then delivered to the College's representative on the University Curriculum Committee.

6.5 New Curricula

6.5.1 All programs of study shall be initiated and studied by the faculty and appropriate documentation forwarded to the appropriate College Curriculum Committee (e.g., Undergraduate or Graduate) for action. Procedures relating to modifications of courses or programs of study, whether new or revised, must be in accordance with Ch. II, Sections 4, 5, and 6 of the UNLV Bylaws.

Each department chair will submit any departmentally approved

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grievance, administrators and faculty serving on college promotion, tenure, and merit committees may not serve on this committee. Faculty currently serving on department promotion, tenure, and merit committees may serve on this committee provided they do not participate in a case where they may have a conflict of interest.

9.3 The committee will elect a chair who will schedule meetings, distribute formal appeals and any written documentation, inform members of the time and place of meetings and preside over the meetings. The committee chair will participate in all committee decision making and voting.

9.4 The establishment of procedures and necessary forms will be the responsibility of the members of the committee. These procedural rules and copies of petitions and forms will be made available to all members of the committee.

10 Sustainability Committee (approved 04/20/2013)

The Sustainability Committee shall have nine members. The committee shall be composed of five full-time faculty members, two staff members (either classified or professional), one full-time graduate student, and one full-time undergraduate student. Faculty committee members will be elected by the full-time faculty. Staff committee members will be elected by the staff in the College. Student committee members will be appointed by the College's EADAA. Elected faculty members and staff shall serve three year term. Students will be appointed to a one-year terms and may serve successive terms with the permission of the EADAA. During the first year of operation of the committee, elected faculty and staff members shall serve staggered terms of one, two or three years to be determined by the drawing of lots at the first meeting held by the committee. A chair will be elected for one year by the committee at the first meeting.

be: FBE, 1 year; RGG, 2 years; HMD, 3 years; graduate faculty, 2 years, at-large faculty, 3 years. Three voting members shall constitute a quorum. The committee chair shall serve a term of one year, with no term limit.

12.2 The duties of the Assessment Committee shall be to:

12.2.1 determine which UULO and program

Chapter 4. The Faculty

1 The Faculty: Introduction [30]

Most American colleges and universities are composed of classrooms, dormitories, laboratories, and offices; but a college is certainly more than mere bricks and mortar. It is an assemblage of people devoted to learning. Its elements may include administration, support staff, students, alumni, regents, community leaders, and the general public.

But the most important element, the element that defines the character of the institution, establishes the institution's reputation, and enjoys the greatest longevity, is the faculty. It is the faculty, that community of scholars that gives an institution its continuity.

Being a member of this exclusive community carries with it certain responsibilities as well as commensurate rights and privileges. Most American colleges and universities are composed of classrooms, dormitories, laboratories, and offices; but a college is certainly more than mere bricks and mortar. It is an assemblage of people devoted to learning. Its elements may include administration, support staff, students, alumni, regents, community leaders, and the general public.

Being a member of this exclusive community carries with it certain responsibilities as well as commensurate rights and privileges.

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interfere with their teaching/research responsibilities.

3. Responsibility to Students

3.1 Student Academic Freedom [36]

As a teacher, the faculty member encourages the free pursuit of learning in students. The faculty member serves as a role model to students; a role model which projects the highest standards of scholarship and academic diligence.

The faculty member insists that students integrate both the intellectual and moral components of their education. This is done not by edict, but by example.

3.2 Student Evaluations [37]

The faculty member demonstrates respect for students as individuals and strives to ensure that the evaluation of students honestly reflects the merit of their work.

It is expected that the faculty advisors and students will cooperate in promoting the goals and objectives of the William F. Harrah College of Hospitality by sharing administrative and faculty concerns with the respective student organizations.

The College of Hospitality also sponsors a number of student and alumni related activities. Faculty are also assigned duties and responsibilities for these events either through the office of the Dean or the department chairs. The quality of faculty performance on these

in his/her professional judgment of colleagues. S/he accepts her/his share of faculty responsibilities for the governance of his/her institution.

The faculty of the William F. Harrah College of Hospitality have an individual and collective obligation to ensure that the ideals expressed in the above passage are maintained.

4.2 Assigned Duties. [48]

The duties of a faculty member consist of those responsibilities assigned by the Dean, or appropriate administrator, such as the EADAA or the department chairs. Teaching assignments, schedules, and other instructional responsibilities (e.g. maintaining office hours, meeting class in accordance with the college policies at all regularly scheduled times and places) shall be carried out under the direction of the Dean in accordance with the delegated authority of the president. Duties and responsibilities shall be related to the expertise and competence of the faculty member and may include sponsored or unsponsored research projects, public service activities, committee assignments, or administrative functions. Teaching, research, and service performance shall be considered in decisions relating to compensation, retention, promotion, termination, or decisions not to rehire.

As a member of the college, the faculty member should seek above all to be an effective scholar and teacher.

4.3 Work Outside the college [49]

The amount and character of work done outside the institution is to be conducted with due regard for the faculty member's paramount responsibility to the college. A faculty member should not become engaged in any outside remunerative activities that

hampers or compromises his/her responsibilities to the college. Teaching, research, and service should always be the first priority of any full-time faculty member.

Faculty and administrators shall be required, as stipulated in the University of Nevada System Code (Title 4, Ch. 3, Page 2), to inform their immediate superior in writing of all outside professional or scholarly service for which they are remunerated.

And faculty member or administrator may make a general announcement of his or her availability as a consultant, but may not solicit consulting activities; as stipulated in the NSHE Code).

4.4 Separation from the College [50]

When considering the interruption or termination of service, the faculty member must r

university office and university equipment, such as, a personal computer to develop a textbook or monograph for publication. Faculty may also make use of clerical and other support services in the development of a textbook or monograph provided that permission has been secured in advance by the faculty member from his/her department chair.

All proceeds from patents and royalties from copyrights (othe (t)-9 (e)-1fr

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recommendations.

- nomination of department chairs
make recommendations on the selection of other administrators in the college
- discipline of members of the faculty and the formulation of rules and procedures for the discipline of students
- establishment of norms for teaching responsibilities and for evaluation of both faculty and student achievement
- policies and procedures governing salary increases
- the organizational structure of faculty governance in the college
- establishment of research expectations for faculty
- establishment of service expectations for faculty

6 Faculty Awards [54-56]

Boyd Distinguished Awards - All full-time faculty of the William F. Harrah College of Hospitality shall be eligible to apply for, or to be nominated for, the Boyd Distinguished Awards.

There will be three awards granted in the three areas of faculty responsibility: 1) teaching; 2) research and publication; and 3) service to campus, community and profession.

Faculty members may apply for and be awarded Boyd Awards in two or more areas in any given year.

Awards need not be made each year.

The awards will be made on the basis of a faculty member's achievements in a particular category.

Achievements of a faculty member prior to the date of hire at UNLV will not be considered by the committee.

A faculty member may not win an award

in the same category in two consecutive years.

If a faculty member has previously won a Boyd award and has been nominated again to the same category, only the accomplishments of that faculty member since s/he last received the award will be considered by the committee.

Early in the spring semester, the Dean shall call for nominations for the Boyd Awards. The chair of the committee will set the time and manner of the nomination process. Faculty may nominate themselves. The committee chair shall notify individual faculty members of their nominations.

A faculty member who wishes to be considered for an award will prepare an application packet and submit it to the

6.2. Research and Publication Award:

- (a) books
- (b) articles in refereed journals
- (c) other articles
- (d) reports
- (e) grant applications
- (f) book reviews
- (g) papers presented

an educated officer, [s/he] should remember that the public may judge the profession and institution by [their]

prerequisite knowledge within the course.

2. Development, improvement, or revisions of course content, materials, and/or teaching methods
3. Introduction of innovative new courses
4. Program planning, development, evaluation and assessment
5. Developing on-line courses and material
6. Industry immersion, such as participating in webinars, site visits, and industry advisory boards
7. Integration of global and sustainability examples within courses
8. Uphold academic integrity

C. Teaching Awards

1. University teaching awards
2. College teaching awards
3. Industry related teaching awards
4. Student organization teaching awards
5. Other similar awards

D. Graduate Student Development

1. Chair Doctoral committee
2. Chair Masters thesis committee
3. Chair Masters professional paper
4. Serve on committees for a Masters or Doctoral students
5. Graduate student research/independent study supervision
6. Mentoring graduate teaching assistants
7. Publications, awards, conference presentations of students under faculty supervision

E. Undergraduate Student Development

1. Honors thesis supervision
2. Honors thesis committee member
3. Undergraduate student research/independent study supervision
4. Publications, awards, conference presentations of students under faculty supervision

F. Supplemental Instruction

1. Student advising
2. Conducting help sessions for students
3. Teaching and 612 792 reW*nBT/TT1 12 Tf-2 Tf

UNLV is to create and disseminate knowledge to academics, industries, governments, and other stakeholders that we serve. The College of Hospitality expects each faculty member to demonstrate an ongoing program of focused research that results in high quality publications and other tangible evidence of professional progress. Quality and a sustained record are more important than quantity.

Included among the criteria in the assessment of the quality of research are breadth, depth, originality, recognition, influence, and acceptance. Publication of refereed papers, success in submitting and attracting grants and contracts, and acknowledgment as an authority in a specific area of inquiry are the foundation of the scholarship of discovery, integration, and/or application. Essential requirements for promotion and tenure and

addresses are weighted more heavily than poster presentations.

- Reviewing: The candidate shall demonstrate active involvement in reviewing academic works for peer reviewed journals and conferences. Editorial roles are weighted more heavily.

- Graduate student involvement: The candidate shall demonstrate active involvement with graduate student committees, to include chairing and serving on dissertation, thesis, professional paper committees, and/or publishing with graduate students.

9.4 Tenure and/or promotion from Associate Professor to Full Professor

The candidate for full professor demonstrates the attributes of a scholar who is acknowledged by her/his peers; and is an individual demonstrating a mature understanding and appreciation of the academy through active participation and contributions. The candidate has made significant contributions to his/her field of specialization; has an international reputation as a leading scholar; demonstrates academic leadership and mentorship to/among colleagues and students; and exhibits evidence of inter/multidisciplinary engagement.

In addition to continued excellent/satisfactory performance on the items required for tenure/promotion to associate professor, the following are consistent with the expectations of the rank of full professor:

- Journal articles shall demonstrate a global impact.
- There is evidence of ability to publish as first and/or sole author.
- Grants/contracts: The candidate shall demonstrate a successful track record of seeking external grants

and/or contracts and/or other significant external support.

- Conference presentations: The candidate shall demonstrate a successful track record of invited/keynote/panel presentations at national and international conferences.

- Academic reviewing: The candidate shall demonstrate evidence of editorial roles to include boards, editorships, and/or guest editorship.

- Graduate student/faculty mentoring: The candidate shall demonstrate mentorship through chairing/supervising Ph.D. and Masters students, research mentoring of junior faculty, and the publication process.

9.5 Service

Faculty Member service expectations can include contributions within the State's Higher Education System, University, and local, state, national and international communities that involve the applied use of one's scholarship, teaching, and or practitioner based expertise. Faculty Member service is aimed at benefiting students, academic units, the campus, the University, the discipline, the profession, and society. Beyond the expectations defined, all faculty members are required to serve on one college or university committee per academic year.

9.5.1 Expectations Defined

A satisfactory evaluation requires service in at least two of the following categories each year. A commendable evaluation requires service in at least three of the outlined service categories. An excellent evaluation requires service in at least four of the outlined service categories.

To be eligible for promotion and tenure, a faculty member must maintain a consistent record of satisfactory service.

To be eligible for promotion, non-tenure track Faculty Members must maintain a consistent record of satisfactory service and receive commendable or excellent evaluations on three of the annual reviews considered within the promotion evaluation period.

To be eligible for promotion and tenure, tenure track Faculty Members must maintain a consistent record of satisfactory service. Tenure track Faculty Members are released one service standard category, therefore satisfactory evaluations for annual

reviews require service in one category, commendable evaluations for annual reviews require service in two categories, and excellent evaluations for annual reviews require service in three categories.

Faculty Members within the rank of Associate or Full are encouraged to take leadership roles within service categories (e.g. committee/taskforce chairperson, advisor to student

promotion.

13.5 Expectations Defined for Teaching Excellence for both Associate and Professor in Residence

Evaluative decisions based on excellence

13.8 Criteria for Promotion to Professor in Residence

The rank of Professor in Residence is awarded to those who have gained recognition for their teaching and service contributions, maintained a strong record of quality teaching-related activities, and provided significant service duties within the unit, the University, the profession, and the community.

A successful candidate for promotion to Professor in Residence has a clear record of significant contributions across the range of Faculty in Residence responsibilities. It is incumbent upon the candidate to make an argument about the quality of such achievements. Generally speaking, the following demonstrate acceptable indicators of quality and impact (see Appendix A for specific indicators of quality/impact):

- Favorable external reviews (within the University) of the quality and impact of the candidate's teaching and service.

- Evidence of steady and active participation in teaching-related activities, including course and curriculum development, authorship or co-authorship of textbooks, and student mentoring at both the undergraduate and graduate levels.

Copies of course materials (e.g.,

important to them, but the freedom to protest carries with it the responsibility to ensure that the freedoms of others not

the college's Student Appeals and Grievance Committee.

5.3 If an appeal is filed with the committee, the student shall be entitled to the following:

decision based solely on the facts of the case.

- As the standard of proof (i.e. measure of persuasion) at the hearing, the complainant shall be required to prove charges of rule violation by "clear and convincing evidence".

The committee's recommendation will then proceed to the Dean for final disposition at the college level.

Students who are not satisfied with the Dean's reconsideration may elect to continue their case through the university's appeal process.

5.4 Student Grievances [93-94]

Student grievances are defined as an act or an omission to act by the college's staff, faculty, or administration that allegedly results in an adverse impact upon a student's reputation and/or academic standing in the college, or is a direct violation of the Code of the College, the UNLV Bylaws, or the University of Nevada System Code.

Students who have grievances against faculty or administrators of the college should first seek redress for their grievances from the alleged perpetrator's administrator.

The student should contact the administrator within 14 calendar days after the alleged grievance occurs.

If the student believes that s/he did not receive adequate redress from the administrator, the student should then contact the administrator's superior within 14 calendar days after the administrator rendered his/her decision.

This process should continue until a

