Edited Revisions: 4/29/2019; 8/23/2019; 12/2021

data and recommendations are available, the academic faculty and/o

Administrative Search Committee. The administrative faculty, as defined in section

1.5.3.3.2. An Associate Dean is expected to serve a 3-year term which may be renewed.

1.5.3.4. Removal. An Associate Dean shall serve at the pleasure of the Dean. Removal of an Associate Dean shall take into account any evaluations of the Associate Dean, as provided in this Chapter.

1.5.3.5. Evaluation.

1.5.3.5.1. Tri-Annual Evaluation. An Associate Dean shall be evaluated consistent with Chapter III, Section 14.3 of the UNLV Bylaws.

faculty member, as defined in Chapter II Section 2.1, holding a 51% or greater contract in any academic department or program of the SPH shall be considered a voting member of the SPH, pursuant to the voting restrictions set forth in Chapter II of these Bylaws. Adjunct faculty, part-time instructors, and graduate assistants are ineligible for membership and shall not have a vote in matters of the SPH.

1.5.5 Administrative Faculty

1.5.5.1. Membership of the Administrative Faculty. The SPH administrative faculty members are those members of the SPH defined as non-academic faculty in Chapter I, Section 4.1.2 of the UNLV Bylaws, which provide: "Non-academic Faculty. Authorized professional positions…who are engaged primarily in activities supportive of the university's mission and who may also be affiliated with established academic colleges and/or departments. Nonacade

meeting at which it is introduced but must be finalized at a subsequent SPH meeting

1.8.3.2 Editorial Changes. Any editorial changes to Chapter III required due to action by the Nevada Board of Regents (including approval of modifications of the UNLV Bylaws) or those reflecting administrative fiats of the President or the Executive Vice President and Provost of the University are to be made by the administrative faculty Bylaws Committee at the time the changes become effective. A higher authority mandates these changes and, therefore, such changes do not require ratification by the administrative faculty of the SPH, however, the administrative faculty Bylaws Committee must provide written notice of the changes to all administrative faculty of the SPH.

1.9 School of Public Health Meetings

1.9.1 School-wide Meetings

1.9.1.1 Chair of Meetings. The Dean shall conduct a school wide vote to appoint an academic faculty or administrative faculty member to chair the SPH school-wide meetings. The elected Chair will be elected for a two year term by a two-thirds vote of the voting academic faculty (as defined in Section 1.5.3.1) and administrative faculty (as defined in Section 1.5.4.1). The vote to select the Chair will be made every other year at the first meeting of an election year.

1.9.1.2 Schedule of Meetings. The academic faculty and administrative faculty of the SPH shall have a school-wide meeting at least once each academic year. These meetings may be initiated by (a) the Dean, (b) a written request of at least one-third of the SPH academic faculty and administrative faculty, or (c) the elected school-wide member chairing meetings. The meetings shall be scheduled by the Dean's Office during normal working hours, 8:00 am -5:00 pm, Monday through Friday. A meeting shall be held no later than 15 working days after the Dean receives the written request. Additional meetings may be called as necessary during the academic year.

1.9.1.3 Notification of Meetings and Agenda. Written notice of a school-wide meeting and a tentative agenda shall be distributed by the Chair to the academic faculty and administrative faculty at least five (5) working days prior to a school-wide meeting. Notification shall constitute notice to individual academic faculty and administrative faculty to submit agenda items. The Chair will prepare an agenda for the meeting with input from the voting members of the SPH. Agenda items shall be submitted in writing to the elected chair of the meetings at least two (2) working days prior to the meeting. A copy of the final agenda consisting of all submitted items shall be distributed by the Chair at the meeting and/or by email.

1.9.1.4 Proceedings. Meetings shall be conducted based on the latest edition of Robert's Rules of Order, except where proceedings conflict with these Bylaws. In that event, the SPH Bylaws shall take precedence. All meetings must conform to the open meeting laws of the State of Nevada.

1.9.1.5 Quorum. The Chair will determine if a quorum is present. A quorum shall be established if a simple majority of the academic faculty and administrative faculty of

1.11 SPH Budget Policies

1.11.1 Budget Recommendations. As stated in the UNLV Bylaws Chapter 2, Section 7, each department, program, and/or school will prepare and submit budget request recommendations via administrative channels as requested by the Executive Vice President and Provost.

1.11.2 Budget Submission

CHAPTER I
APPENDIX B
SPH EXECUTIVE COMMITTEE POLICIES AND PROCEDURES

The Executive Committee shall be advisory to the chief administrative officer of the SPH.

I B 1. Membership
Academic Department Chairs, Academic Program Directors, a representative of each SPH Center that is not within an academic department, the graduate coordinator of each SPH acade

CHAPTER I
APPENDIX C
SPH BYLAWS COMMITTEE POLICIES AND PO

CHAPTER I
APPENDIX D
SPH ACCREDITATION COMMITTEE POLICIES AND PROCEDURES

The purpose of the Accreditation Committee is

Reports generated by ad-hoc committees shall initially be forwarded to the Accreditation Committee for review and action.

CHAPTER I

APPENDIX E
EXPEDITED VOTING PROCESS

If a bylaws-related issue is deemed time sensitive, the following protocol can be utilized to meet the short deadlines:

Two dean's level administrators, or one dean's level administrator in conjunction with a department chair, can declare a bylaws related voting issue to be time sensitive.

Based on the issue, concurrent notifications (e.g. electronic) of the time sensitive issue will be sent out to a) the appropriate bylaws committee and to all eligible voting members of the School of Public Health affected by the issue. The notification will include, at a minimum, a description of the issue and a rationale for declaring the issue an "expedited" issue.

The bylaws committee and all eligible voting members of the School of Public Health will have a maximum of 5 working days to review the materials as per **section 1.3.3** (Bylaws Amendment protocol) in these bylaws.

Feedback regarding the issue once posted should be sent to the chair of the bylaws committee for consideration (as per **section 1.3.3** Bylaws Amendment protocol) during the 5 day review period.

At the end of the five working day review period, a ballot will be posted / made available to all affected / eligible SPH voting members. All eligible SPH members will have 5 working days to complete the ballot. Passing of the measure must meet the minimum standards in the school as found in **section 1.3.3.1** Bylaws Approval protocol. At the end of the 5 working day period, results of the vote will be sent directly to the School's dean by the bylaws committee chair.

Notification of the results sent to all appropriate SPH personnel is to be done within 3 working days of receipt and is the re/ tll ‘ ! n 3 wp l f

Notific al i[(c)4(. P)-5(a)4(15(y)2dl protoc)-6(ol)] TJETOq0.00000912 0 612 792 reW* nBT/F1 12 9f1281.81138.98 429.79 T

Evidence a commitment to the profession as demonstrated by membership in appropriate professional organizations; and
Work productively with colleagues, staff and students.

2.1.3.2 Recruitment, Selection and Hiring (See NSHE Code Chapter 5, Section 5.4.1 and the UNLV Bylaws Chapter 3, Section 15). Permission to recruit and select new academic faculty must be secured from the Executive Vice President and Provost via the Dean of the SPH. In general, this is done by securing the reallocation of a faculty position vacated by a retirement or resignation, or securing approval for a newly created faculty position. In addition to the guidelines for recruitment which are contained in the UNLV Bylaws, Chapter 3, Section 15, job descriptions will be drawn up by the appropriate unit, in consultation with the Chairperson or Director and the Dean of the SPH. Job descriptions will be in a format consistent with requirements of the University Affirmative Action Office (AAO). Justification must be possible for each

resignation.

channels to the Provost (UNLV Bylaws, Section 6.6). The Faculty Appeals Committee (See Chapter II Appendix E) of the SPH shall hear the appeal.

2.1.10 Faculty Salary Increases. Faculty salaries m

laws of the State of Nevada.

2.2.5 Quorum. The Chair will determine if a quorum is present. A quorum shall be established if a simple majority of the academic faculty of the SPH is (a) present or submits a written proxy or (b) returns a mailed ballot.

2.2.6 Voting. Each academic faculty member of the SPH (as defined in Section 2.1 of these

item not on the agenda distributed prior to or at the meeting, is subject to reconsideration. For reconsideration to occur, a petition to the elected academic faculty member chairing the academic faculty meetings requesting that the vote be nullified shall be signed by two-thirds of the voting academic faculty members of the SPH not present at the meeting. The petition must be submitted to the elected faculty member chairing the faculty meetings no later than ten (10) working days after distribution of the minutes. The item shall automatically become a published agenda item for the next academic faculty meeting of the SPH. The reconsideration vote does not apply to items voted upon by email ballot.

2.2.8 Minutes. An academic faculty member as defined in Section 1.5.3.1 who is attending the academic faculty meeting will be selected by the Chair to

2.4.2.1 Admission, Retention, and Matriculation. Admission, retention, and matriculation of graduate students in the SPH shall follow the guidelines and procedures set forth in the NSHE Code (Title 4, Chapter 8, Section 2) and the current UNLV Graduate Catalog. Also, consult the current Policy Manual of the Graduate College for a general presentation of policies relating to admission, degree requirements, degree programs, grades, committees and examinations related to graduate student matriculation.

2.4.2.2 Graduate Assistants. Information on application procedures, stipends, credit load, and related topics for Graduate Assistants is found in the current Policy Manual of the Graduate College. The allocation of Graduate Assistantships to the SPH and subsequently to its academic departments involves the following steps:

Departments will make their requests for Graduate Assistant positions known to the SPH Graduate Studies Committee, as applicable.

The SPH Dean, along with the SPH Graduate Studies Committee will prepare a prioritized list of the SPH requests and submit it to the UNLV Graduate College Dean. The UNLV Graduate College Dean will assign the approved Graduate Assistant positions to units accor

CHAPTER II

APPENDIX A
ACADEMIC STANDARDS (ADMISSIONS) COMMITTEE POLICIES AND PROCEDURES

The committee is composed of a minimum of one academic faculty member from each academic department. Members are elected by their departments for a two-year term. The work of the committee is to formulate and implement School of Public Health academic standards that conform to University and School of Public Health academic policies, to review and recommend on individual student cases which are referred to it by units of the School of Public Health, to develop and upd

CHAPTER II
APPENDIX B
ACADEMIC FACULTY BYLAWS COMMITTEE

POLICIES AND PROCEDURES

The Academic Faculty Bylaws Committee shall review the NSHE Code, UNLV Bylaws, SPH School-wide Bylaws, and Academic Faculty Bylaws and recommend revisions to the Academic Faculty Bylaws as needed. It shall also serve to interpret the Academic Faculty Bylaws and recommend such interpretations to the SPH academic faculty. The purpose of the committee is to:

Revise the SPH Chapter II Bylaws whenever so authorized by the SPH academic faculty and research center administrative faculty.
Edit the SPH Chapter II Bylaws in accordance with the NSHE Code and the UNLV Bylaws.
Serve in an advisory capacity to the Dean and Department Chairs to prevent violations of the SPH Bylaws.
Serve as the official tellers for elections conducted by mailed ballot.
Maintain an up-to-date file of the NSHE Code, UNLV Bylaws, and SPH Bylaws.

II B 1. Authority. The Committee functions under authority of the SPH Bylaws; in particular, Section 1.6.2.2.

II B 2. Membership.

Each department and program in the School of Public Health, as defined in Section 1.4.1.1 of the SPH Bylaws, shall be represented on the faculty bylaws committee by at least one committee member. Members shall be elected by the faculty from a slate of candidates presented on an academic faculty-wide ballot. A minimum of four representatives is required on the committee. A committee chair shall be elected from the membership of the committee. Members, if possible, shall serve two-year staggered terms.

II B 3. Operational Procedures

3.1 Amendment of Bylaws. Amendment of the SPH Chapter II Bylaws may be accomplished in the following manner:

3.1.1 A prepared amendment listing the current bylaw and the proposed changes must first be submitted to the SPH Academic Faculty Bylaws Committee.

3.1.2 The SPH Academic Faculty Bylaws Committee will review the proposed amendment to check conformity with UNLV Bylaws and NSHE Code. A nonconforming amendment shall be returned to the submitting academic faculty member to revise the amendment for compliance with the UNLV Bylaws and NSHE Code.

3.1.3 The proposed amendment shall be forwarded to the committee Chair.

3.1.4 The committee Chair will circulate the proposed amendment one (1) week prior to a properly called meeting of the SPH Academic Faculty Bylaws Committee.

3.1.5 The proposed amendment shall be discussed in a SPH school-wide meeting.

3.1.6 If the proposed amendment is approved by a two-thirds (2/3) majority of the voting membership of the SPH, the amendment shall take effect upon final approval.

CHAPTER II
APPENDIX C
CURRICULUM COMMITTEE POLICIES AND PROCEDURES

II C 1. Authority. The Committee

the particular program(s) and/or degree(s), and within the accreditation matrix.

3) The proposal originator informs the Department Chair of the outcome of the communication with the Director of Academic Assessment, and the Department Chair provides feedback to the proposal originator. The Department Chair informs the faculty of program changes, creations, and deletions, and allows for faculty discussion and vote as specified in the bylaws.

3.3.1 Information will be available to all faculty members in the form of the comm

CHAPTER II
APPENDIX D
FACULTY APPEALS COMMITTEE POLICIES AND PROCEDURES

The SPH Academic Faculty Appeal Committee will review appeals from faculty related to annual evaluation, tenure, mid-tenure review, merit and workload and make recommendations to the Dean. This committee is charged with reviewing the appeals of SPH faculty who believe they have not received a fair and impartial review for tenure, mid tenure, merit, or workload. The committee will comply with the UNLV Faculty Senate procedures for hearing grievances.

II E 1. Authority. The Committee functions under authority of

other relevant documentation. In addition if deemed necessary by members of the Faculty Appeals Committee, the committee will meet separately with both the department chair and the faculty member. The Faculty Appeals Committee will conduct an evaluation and submit a written recommendation in harmony with its purpose as stated in the UNLV Bylaws, Chapter 3, Section 8.3 to the Dean ten (10) working days from the committee meeting. Both the department chair and the faculty member making

meeting.

CHAPTER II
APPE

4.1 Develop guidelines. The Committee shall develop new merit, mid-tenure, promotion and/or tenure procedures, guidelines and processes for academic faculty as needed. The Committee will produce a written document detailing these procedures, guidelines, and processes. The Committee shall review and recommend changes in existing merit, mid-tenure, promotion and/or tenure procedures, guidelines and process for academic faculty and modify the written document as needed.

4.2 Review Application for Merit. The Committee shall review applications of tenured or tenure-track faculty seeking merit, and submit a rank ordered list of recommendations for merit to the Dean. The Committee shall follow the procedures established by the committee for reviewing merit applications.

4.3 Review Applications for Promotion/Tenure. The Committee shall review applications of faculty seeking promotion and/or tenure, and submit recommendations, including rationale, to the Dean. The Committee shall follow the promotion and tenure procedures for academic faculty in reviewing promotion and/or tenure applications.

4.4 Review Applications for Mid-Tenure Review. The Committee shall review faculty mid-tenure review applications. The Committee shall follow the SPH mid-tenure review procedures in reviewing mid-tenure review applications.

4.5 Performance Evaluation of the Dean. Tri-annual evaluations shall be conducted pursuant to the procedures set forth in Section 1.5.2.5.2 of the SPH Bylaws. The Committee shall conduct a performance evaluation, including input from all SPH academic faculty and administrative faculty, of the Dean no less than once every three years. Ev

II E 6. Merit Procedure.

6.1 Basis of Merit. Merit in the SPH will be based on exceptional achievement in the three areas of academe (e.g., teaching, service, and scholarship) with weight in each area at 40% teaching, 40% scholarship and 20% service. All SPH academic faculty (i.e., clinical, tenure-track, tenured, newly hired faculty and faculty on leave or sabbatical) who receive a satisfactory or better on their annual evaluation are eligible to apply for merit. Academic faculty members who commenced employment at UNLV in the fall semester may count work done prior to their employment at UNLV, if that work was performed within the applicable merit calendar year. Academic faculty members who apply for merit must apply in all three areas (i.e., teaching, service an

Tenure eligibility, procedures for consideration, and disposition follows the NSHE Code (Title 2, Chapter 3, Section 3.2.1, 3.3.1 – 3.4.8) and the UNLV Bylaws. (Chapter I, Section 4.3). Within the SPH, tenure consideration is initiated by the individual faculty member if less than the maximum time at the University has elapsed and by the Department Chair/Program Director if the maximum time has transpired. To be tenured in the SPH

7.3.2.3 Candidates are responsible to submit their dossier to the appropriate academic

standards serve to guide the Committee's votes and reasons for the votes. Procedures, criteria, and standards established by the Faculty Review Committee should undergo periodic reevaluation. The basic document and all changes resulting from reexamination are shared in writing with all SPH academic faculty members.

CHAPTER II

APPENDIX F
GRADUATE STUDIES COMMITTEE

POLICIES AND PROCEDURES

The purpose of the Graduate Studies Committee is to oversee, direct and modify the operation of school-wide graduate degree programs. Specific functions of the committee include but are not limited to: student admissions, student appeals, new program review, accreditation, awarding assistantships and setting academic probation and separation policies.

II F 1. Authority. The Committee functions under authority of the SPH Bylaws; in particular, Section 1.6.2.2 of the Bylaws.

II F 2. Membership.

Each department and program in the School of Public Health, as defined in Section 1.4.1.1 of the SPH Bylaws, shall be represented on the graduate studies committee by at least one committee member. Members shall be elected by the faculty from a slate of candidates presented on an academic faculty-wide ballot. A minimu

3.2.3 Review new graduate program proposals.

3.2.4 Award Graduate Assistantships for any school-wide program.

3.2.5 Provide the SPH and Graduate College with materials needed for program review and evaluation.

3.2.6 Assist with CEPH accreditation to ensure academic rigor as needed.

3.2.7 Address interdisciplinary issues associated with the administration of the MPH program.

3.2.8 Review Graduate Appeals.

3.2.9 Other duties as appropriate.

3.3 Committee Voting

3.3.1 The Committee chair will make every effort to schedule meetings so that all committee members can attend. If a committee member is unable to attend a scheduled meeting, the member shall contact the chair and submit their vote(s) in writing prior to the meeting, or appoint a designee from their academic program who must be present at the meeting.

3.3.2 A quorum shall consist of a simple majority of the voting faculty members of the Committee.

3.3.3 Each Graduate Award Committee member shall have one vote. Decision shall be made by simple majority voting in favor of a m

rdi

CHAPTER II
APPENDIX G
POLICY COMMITTEE

POLICY AND PROCEDUES

The Academic Policy Committee is responsible for matters related to academic faculty policy development and revisions. The purpose of the committee is to develop, review, evaluate, and make recommendations to faculty regarding all new and existing policies and statements relating to faculty, e.g., appointment, retention, tenure, and promotion or advancement; workload; as well as any other matters deemed appropriate for review by the committee.

II G 1. Authority. The Committee functions under authority of the SPH Bylaws; in particular, Section 1.6.2.2.

II G 2. Membership. Each department and program in the School of Public Health, as defined in Section 1.4.1.1 of the SPH Bylaws, shall be represented on the policy committee by at least one committee member. It is suggested that committee membership is comprised the Associate Dean, SPH Department Chairs, and tenured representatives from other SPH academic programs/tracks. Members shall be elected by the faculty from a slate of candidates presented on an academic faculty-wide ballot. A minimum of four representatives is required on the committee. A

3.4 Voting A simple majority of the committee can move committee recommendations to the full faculty for a vote. No policies will be implemented without the support of SPH faculty members as stipulated in the SPH bylaws.

CHAPTER II
APPENDIX H
SCHOLARSHIP COMMITTEE

POLICIES AND PROCEDURES

The purpose of the Scholarship Committee is to oversee, direct and modify the procedures for awarding scholarships to students within the school-wide graduate degree programs. Specific functions of the committee include but are not limited to: student application procedures and selection of students awarded

shall contact the chair and submit their vote(s) in writing prior to the meeting, or appoint a designee from their academic program who must be present at the meeting.

3.3.2 A quorum shall consist of a simple majority of the voting faculty members of the Committee.

3.3.3 Each committee member shall have one vote. Decision shall be made by simple majority voting in favor of a motion unless otherwise designated. Voting may occur at a meeting or by email.

3.3.3.1 Committee members attending the meeting may only hold one proxy vote.

CHAPTER II
APPENDIX I
UNDERGRADUATE PROGRAM COMMITTEE

POLICIES AND PROCEDURES

The purpose of the undergraduate committee is to oversee, direct, and modify the content and operation of the

3.1.2 The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members and stored as per School operational procedures.

3.2 Committee Functions. Each sub-committee is responsible for the following functions:

3.2.1 Provide leadership for the maintenance and upgrading of the undergraduate program.

3.2.2 Review and recommend changes to current SPH policies to maintain consistency with revised university undergraduate policies and procedures as needed.

3.2.3 Maintain the accuracy of the content of the undergraduate catalogue regarding degree program details / requirements

3.2.4 Maintain the accuracy of the content of the program's website and handbook regarding degree program details / requirements

3.2.5 Generate all undergraduate-related program, university and accreditation reports.

3.2.6 Ensure two-way communication with the staff of the Division's advising center regrading degree issues, course transfers, and substitutions reviews as they relate to the degree program.

3.2.7 Encourage two-way communication with undergraduate students including undergraduate-specific appeals and grievances.

3.2.8 Other duties as deemed appropriate by Department and School administrators.

3.3 Committee Voting

3.3.1 The Committee chair will make every effort to schedule meetings so that all committee members can attend. If a committee member is unable to attend a scheduled meeting, the member shall contact the612 792 req0.00000912 0 612 792 4

CHAPTER II

APPENDIX J
SPH PROMOTION AND TENURE GUIDELINES
ASSOCIATE PROFESSOR

The Faculty of the School of Public Health (SPH) at the University of Nevada Las Vegas (UNLV) support the premise that the promotion and tenure process is to maintain the integrity and standards of our profession and our School. To receive an affirmative vote of support for promotion and tenure, the candidate must provide accurate, acceptable evidence of performance in the areas of teaching, research, and service that meets or exceeds NSHE, UNLV, and SPH requirements.

and respect outside the System community for participation in activities that use the faculty member's knowledge and expertise or further the mission of the institution, or that provide an opportunity for professional growth through interaction with industry, business, government, and other institutions of our society, within the state, the nation or the world. (b) In rating applicants for appointment with tenure under the standards set forth in this subsection, the applicable member institutions and their respective administrative units shall rate applicants as (i) "excellent," (ii) "commendable," (iii) "satisfactory," or (iv) unsatisfactory."

UNLV Requirements:

An assistant professor is normally considered for promotion in the sixth year but may be considered earlier in exceptional circumstances. Assistant professors must be considered for promotion after a period of not more than six years in this rank.

16.4 Associate Professor.
A. The individual will meet all of the following qualifications: 1. Possession of the appropriate terminal degree. 2. Demonstrated effectiveness as university teacher or, in the case of individuals with non-teaching backgrounds, promise of effectiveness as a university teacher. 3. Continuing satisfactory productivity in creative or research activity with due recognition for the different forms such productivity may take in the various disciplines. B. The individual will be evaluated with respect to the following additional criteria: 1. Demonstrated success as a counselor of students. 2. Continued evidence of professional commitment as demonstrated by membership and participation in professional or academic organizations. 3. A record of contributions to the university community through participation in various administrative, governance, and planning activities. 4. Collegiality, which is the demonstrated ability to work productively with colleagues, staff, and students. 5. Other accomplishments of relevance to an evaluation of the individual's contribution to the university community.

SPH Requirements: SPH Candidates for promotion to Associate Professor are required to demonstrate excellence in teaching and/or resear/F1ee(fr.<0046>4<0058io.>ea /P <</MCniz)-7(a)4(ti) /P <9(a)4(dmi)-3(nist)-

ultimate responsibility for presenting a convincing case for promotion and/or tenure lies within the candidate and may include any and all materials that are consistent with stipulations contained in the NSHE Board of Regents Handbook, the UNLV Bylaws, and the Bylaws of the School of Public Health.

Teaching	75% must be SPH degree programs	Satisfactory	Commendable	Excellent
	SPH changes)			doctoral committees

Research	50% of work in self-identified theme area	Satisfactory	Commendable	Excellent
	Funded projects (Full amount counts for PI; equally divided amount counts for co-PIs; and co-I may count an amount of the founding based on the percent of effort.	≥$20K	≥$75K	≥$150K
	GA support – full or part time GA support	0	0	1
	Student participation – student worker, student co-author	0	2	4
Peer Reviewed Publications – includes referred special editions, books (1 book may be equivalent to 2-3 peer-reviewed publications; impact factors and citations may be considered in adjusting the number of peer-reviewed publications)	First Author/sole author/corresponding* author (*When the first author is not employed at UNLV or is a student and the corresponding author has done much of the work and/or mentored the student)	2 of 6	3 of 9	4 of 12
	Second or third author	1 of 6	2 of 9	3 of 12
Other Publications	Remainder of publications can include book chapters, (refereed) curricula, white papers, briefs, reports, and peer reviewed conference abstracts that are relevant to the field.			
Journal Index (i.e., journal quality)	SCI/SSCI or equivalent	0 of 6	2 of 9	4 of 12
	Pub Med or equivalent	2 of 6	3 of 9	6 of 12
Presentations	Oral and poster (peer reviewed) – progress from local to national level forums. (Travel not guaranteed)	2 posters and 1 oral at a local forum	2 oral – 1 at a regional forum	4 oral – 1 at a national forum
Collaboration	Evidence of research collaboration, partnership or interdisciplinary project within and/or outside the SPH	2	4	6 at least 1 outside UNLV

Service	Examples of Service	Satisfactory	Commendable	Excellent
University Service	NSHE or UNLV level committee/activity (independent of any other committee assignments	0	1	2

Service	Examples of Service	Satisfactory	Commendable	Excellent
	used for the purpose of other release time (e.g., Graduate Coordinator)			
SPH Committee Service	SPH/Dept level committee (independent of any other committee assignments used for the purpose of other release time (e.g., Graduate Coordinator)	2 per year	3 per year	4 per year Chairing at least one
SPH Voluntary Service	Participation in recruitment events, and other non-mandatory activities.	1 per year	2 per year	3 per year
SPH Mandatory	New Student Orientation	2 per year	2 per year	2 per year – Assist 1

[redacted]

Service	**75% of work must be relevant to field**	**Expectation**
SPH Committee	SPH/Department level committee	10 - Chairing at least three
SPH Voluntary	Participation in recruitment events, and other non-mandatory activities.	2 per year
SPH Mandatory	New Student Orientation	2 per year
	Graduation Ceremony	2 per year - Marshall 2
	Spring Awards Ceremony	1 per year
Community and/or State, Federal or Professional	Participation in community organization board, event, media service or other partnership activity and/or participation in professional organization, journal reviewer, grant reviewer, or government task force, board, or committee.	5 activities with a leadership role in at least one

Collegiality		
Negatives – hostile, destructive, abusive, disruptive or unproductive behavior		

CHAPTER II
APPENDIX L
SCHOOL OF PUBLIC HEALTH PROMOTION GUIDELINES
ASSOCIATE FACULTY IN RESIDENCE

The Faculty of the School of Public Health (SPH) at the University of Nevada Las Vegas (UNLV) support the premise that the promotion process is to maintain the integrity and standards of our profession and our School. To receive an affirmative vote of support for promotion, the Faculty in Residence candidate must provide accurate, acceptable evidence of performance in the area of teaching that meets or exceeds UNLV and SPH requirements. The Nevada System of Higher Education (NSHE) does not specify promotion guidelines for Faculty in Residence.

Faculty in Residence (FIRs) will be typically hired at the Assistant FIR position with a 4/4 teaching load, and expected to dedicate 100% of their time to teaching, with no defined expectations for research or service. While these positions are non-tenure track, or zero-ranked, they are still considered academic appointments. FIRs are expected to teach with the same level of mastery as tenure-track faculty members, and they contribute to the research productivity of the SPH by relieving the teaching load of tenure-track faculty members. The goal of this document is to establish clear guidelines regarding the promotion and retention of FIRs.

Although FIRs are not eligible for tenure, they are eligible for promotion. UNLV guidelines define FIRs as Rank 0 faculty and state that they may be promoted in accordance with general guidelines for tenure track academic faculty (see UNLV Bylaws excerpt below). However, many of the criteria used to evaluate tenure track faculty are related to research and service activities and do not apply to FIRs. Therefore, the SPH specifies the applicable promotion guidelines for FIRS.

UNIVERSITY OF NEVADA, LAS VEGAS BYLAWS (Revised August 2016)
Section 18. Guidelines for Rank 0 and Unranked Positions
18.1 Rank 0 academic faculty members typically do not conform to the gTJEr-5(0 an)-380912 0 612 delines TJPu

3. Collegial potential, which is the potential ability to work productively with colleagues, staff and students.

Associate FIR.

A. The individual will meet all of the following qualifications:

1. Possession of the appropriate terminal degree.
2. Demonstrated effectiveness as a university teacher.

B. The individual will be evaluated with respect to the following additional criteria:

1. Demonstrated success as a counselor of students.
2. Collegiality, which is the demonstrated ability to work productively with colleagues, staff, and students.
3. Other accomplishments of relevance to an evaluation of the individual's academic contribution to the university community.

Time Periods for Promotion Recommendations.

A. An assistant FIR is normally considered for promotion in the sixth year but may be considered earlier in exceptional circumstances.

B. In the evaluation of a candidate's qualifications for any promotion, any accomplishments relevant to the criteria for promotion may be considered.

Review of Academic Promotion Recommendations.

All academic promotion recommendations shall move through appropriate faculty and administrative channels from department to school to the Executive Vice President and Provost to the President.

FIRs not recommended for promotion may request reasons for denial, request reconsideration, and file a grievance to the Faculty Senate Grievance Committee. (See Nevada System of Higher Education Code, Chapter

of Public Health.

CHAPTER II
APPENDIX M
WORKLOAD ASSIGNMENT POLICY AND GUIDELINES[1]

I. INTRODUCTION

A. General Policy Statement

1. The distribution of workload assignments for a tenured or tenure-track academic faculty member will be determined in accordance with the mission and priorities of the University and the goals and needs of the School of Public Health. All workload

See UNLV Bylaws, Chapter 3, Sections 2.4 and 5.1; UNLV Bylaws are located at: http://facultysenate.unlv.edu/unlv-bylaws

It is understood that all faculty members will fulfill their individual obligations as detailed in the UNLV Bylaws and all other applicable governing documents.

II. BASIC PRINCIPLES OF THE SCHOOL OF PUBLIC HEALTH WORKLOAD ASSIGNMENT POLICY AND G

G. Overload teaching assignments must be approved by the Department Chair and the Dean. Faculty with approved teaching overload assignment contracts must continue to fulfill service and research or creative activity obligations. Faculty may not request overload teaching assignments if they have also requested and been approved for reassignment(s) and/or other teaching assignment(s).

H. Research and scholarship workload expectations are measured on a 2-year rolling calenda

>50 students = 2.0 load (or 1.0 overload)

Distance Education classes follow the same guidelines as normal classes.

B. Reassignments. These may include, but are not limited to, the following: research related to scholarly and creative work in the faculty member's discipline aimed at specific results (e.g., books, articles, and reports; and/or service to the University community, and/or profession, including research, creative activity, consultation, administration, or other services directed toward the University or professional association to which the faculty member belongs and for which the faculty member is not compensated monetarily.

Reassignments may be requested and/or assigned each semester, and must be documented and approved in writing as detailed in the faculty member's Workload Policy. **Reassignments are determined on a case-by-case basis, and are not automatically considered part of the full-time, tenure-track faculty member s standard University instructional requirement of three (3) courses per semester**. Reassignments may be requested and/or assigned for one or more of the following activities:

1. Scholarship. Reassignments may be requested and/or assigned for the preparation of articles, books, reports, and other manuscripts for publication, and the preparation of creative performances or exhibits. Note: Articles accepted for publication can meet the requirement, but cannot be counted more than once (e.g., once actually published). Faculty must provide documentation of acceptance.

2. Research and Development Related to Proposal Preparation. Reassignment may be requested if a faculty member is preparing a proposal for which the faculty member would be the Project Director. It is not necessary that the proposal be funded during the semester a reassignment is approved, but it should be submitted for review to a funding agency during that semester. Faculty must provide sufficient documentation for release time for proposals.

3. Reassignment may be requested if the faculty member is the Principal Investigator, Chief Administrator, or Director/Supervisor of a Creative Activity supported by a grant or contract funded by extramural sources. Whenever possible, compensation must be returned to the University to cover costs of replacing the faculty member with the grant or contract funding.

4. Associate/Assistant Dean, Department Chair, Director, or other administrative assignment. Reassignments may be requested by these faculty members for their administrative duties. Reassignment credits will vary depending on the size/complexity of the number and level of degree programs offered; and/or, whether the faculty member has the major responsibility for the administration and supervision of a

There is no research/scholarly activity expected for this teaching load assignment.

Service:

Active member of 2 college, or university level committees, and
Active member of 1 educational or professional society, and
Evidence of industry interaction and involvement (e.g., seminars, conferences, faculty internships, consulting, holding an office, etc.).

3/3 Course Load

Teaching:

5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)
Satisfactory student evaluations

submitted articles, completions, etc.

Service:

D. Reassignments and/or other teaching assignments shall not be requested, assigned, and/or approved for the following:

1. Any private, professional services including, but not limited to, consulting, performance/exhibits, ex- pert witness services, contract work, or other employment where there is remuneration over and above the faculty member's University compensation.

2. Community service activity that is not consistent with a faculty member's area of teaching and/or re- search or creative activity expertise.

3. Instruction, workshop organization, conference planning, curriculum development, clinical work for licensing requirements, and/or creative performance for any program where there is remuneration over and above the faculty member's University compensation.

IV. PRIVATE PROFESSIONAL WORK, CONSULTING, AND OUTSIDE EMPLOYMENT

Private professional work, consulting, outside employment, and other

CHAPTER II
APPENDIX N

Annual Evaluation of Chairs

This evaluation shall be coordinated by two faculty members in the department who shall form and co-chair an *ad hoc* evaluation committee. One member of the *ad hoc* evaluation committee shall be selected by a vote of the faculty within the chair's department, with all faculty who report to the chair eligible to vote. The other member of the *ad hoc* chair evaluation committee shall be selected by the chair among the faculty who report to the chair. The *ad hoc* chair evaluation committee shall dissolve after the annual evaluation is completed.

The *ad hoc* evaluation committee shall establish a process to request feedback from all of the faculty members who report to the chair. The process shall enable providing feedback that is not linked to the faculty members who provide it. The *ad hoc* evaluation committee shall also select evaluation criteria, which at a minimum shall include strengths of the chair, weaknesses of the chair, and recommendations for improvement for the chair. The *ad hoc* evaluation committee may select additional evaluation criteria. The *ad hoc* evaluation committee shall formulate specific questions for feedback to pose to the chair's faculty based on the selected evaluation criteria.

The *ad hoc* evaluation committee shall commence evaluation of the chair by all faculty members

MOU, if appropriate, the Mid-

SECTION II
APPENDIX P
Peer Observation of Teaching

Purpose:

This document describes the process and forms for completing peer observations of teaching as a part of the tenure and/or promotion process within the School of Public Health. Peer observation of teaching should be completed within a faculty member's first year of hire and during the academic year in which a faculty member submits their mid-tenure packet for review. The information provided here is guidance for both faculty members who will be observed and faculty members who will do the observation as well as department chairs.

Background:

All faculty members who have reached the rank of Associate Professor or higher and have tenure will be a part of a pool of faculty who can serve as observers. All eligible faculty members are expected to participate in this process. Faculty members who will be conducting the peer observation of teaching should familiarize themselves with this process and forms. In the event that there are questions, the faculty member should consult with their department chair.

Process:

At the beginning of the academic year during which a peer observation of teaching needs to occur, the department chair will meet with the faculty member to discuss a timeline for completion.

The faculty member who will be observed will identify 2 to 3 in person or synchronous online class meetings during a semester during which observers can attend class. For the synchronous online class, the faculty member will give the chair the WebEx links of these course meetings to give to the faculty member observers.

The observation must be completed at the same time by 2 tenured faculty members at the rank of Associate Professor or higher. The department chair will identify 2 faculty members to complete the observation. The department chair will notify affected faculty of their selection to participate; and for the synchronous class, they will be given a google calendar invite for all faculty members.

Once a class meeting has been confirmed for the peer observation of teaching, the faculty member will provide the following to the department chair and the observers:

- a copy of the syllabus for the course that is to be observed
- a description that outlines the goals and objectives for the class that meeting
- their teaching philosophy

For the class meeting that the peer observation of teaching is to occur, faculty members who are completing the observation are expected to arrive at the classroom at least 5 minutes before the class starts. Faculty members should sit in the classroom or attend the WebEx classroom, making disruption to the class is minimal, for the duration of the meeting. While attending the WebEx classroom, the observing faculty should turn off their video and audio.

The class meeting should proceed as if the observing faculty members are not in attendance. The faculty member who is being observed may announce to the class that the purpose of the additional faculty members in the room.

The faculty members who are completing the peer observation should complete the attached forms individually either during or immediately after the class meeting. These faculty

SECTION II
APPENDIX Q
Part-Time Instructor Hiring Criteria

School of Public Health follows the following steps to hire part time instructors.
Department chairs are responsible of hiring part time instructors. They have discretion of selecting part time instructors (PTIs). However, the following criteria are recommended.

Undergraduate teaching

- A master's degree or higher is preferred

Graduate teaching

- A terminal degree is preferred
- A master's degree and professional experience (including experience in a specialty or a technical area) may be substituted for a terminal degree

CHAPTER III: Administrative Faculty BYLAWS

3.1 Purpose. Chapter III of the SPH Bylaws shall consist of all matters related solely to the administrative faculty or non-academic faculty (hereinafter "administrative faculty") of the SPH.

3.2 Interpretation. The Bylaws committee formed under Chapter III of the SPH Bylaws is granted the authority to interpret the SPH administrative faculty Bylaws. All parts of these Bylaws must be consistent with the UNLV Bylaws and the NSHE Code.

3.3 Amendments. An am

administrators shall be determined by the Dean and will be based on performance of duties identified in the staff members' Professional Development Questionnaire and Annual Evaluation.

3.6 Meeting Policies

3.6.1 Schedule for Meetings. The administrative faculty of the SPH shall meet at least once each academic year. Meetings shall be called and scheduled by

the new Center to the Dean. Final approval of such centers shall be made by the dean and oth

m