



Faculty Bylaws

Bylaws of the University Libraries Faculty, University of Nevada, Las Vegas Libraries 4505 Maryland Parkway Las Vegas, Nevada 89154-7001

Approved by:

A handwritten signature in black ink, appearing to read "Keith Whitfield", written over a horizontal line.

President Keith Whitfield

Date



Bylaws of the University Libraries Faculty, University of Nevada, Las Vegas Libraries 4505 Maryland Parkway Las Vegas, Nevada 89154-7001

Article I. The Library Faculty

1.1 The University of Nevada, Las Vegas Libraries is organized as a college. University Libraries is used when referring to the academic unit and organization at UNLV. The Library Faculty shall consist of all persons under professional contract to the University Libraries. In the Library Faculty Bylaws, Library Faculty is capitalized when referring to the collective body of faculty. The Library Faculty is composed of the following categories of positions, in accordance with Chapter I, Section 4 of the Bylaws of the University of Nevada, Las Vegas (UNLV Bylaws) and Title 4, Chapter 3 of the Board of Regents Handbook:

1.1.1 Academic Faculty

According to Title 4, Chapter 3, Section 2 of the Board of Regents Handbook, library academic faculty “consists of persons with a degree of at least master of Library Science from an accredited institution who are employed in the libraries of the NSHE and who provide professional library services closely and directly supportive of teaching and research.” Library academic faculty are also defined in Chapter I, Section 4.1.1 of the UNLV Bylaws.

The Library Faculty Bylaws will use the term “academic faculty” to refer to tenured and nontenured tenure-track academic faculty.

1.1.2 Administrative Faculty

The Library Faculty Bylaws will use the term “administrative faculty” to refer to faculty defined as “support faculty” in Title 4, Chapter 3, Section 2 of the Board of Regents Handbook and “nonacademic faculty” in Chapter I, Section 4.1.2 of the UNLV Bylaws.

According to Chapter I, Section 4.1.2 of the UNLV Bylaws, nonacademic faculty “are engaged primarily in activities supportive of the university’s mission... Nonacademic faculty may also perform such duties as teaching, research, consulting and community service.”

According to Title 4, Chapter 3, Section 2 of the Board of Regents Handbook, support faculty “perform predominantly office or non-manual work... Of a predominantly intellectual, specialized or technical nature requiring training, experience or knowledge in a field of science, learning or occupation customarily acquir



1.1.3 Supervisorn

twelve successive months are eligible to vote on library faculty members' applications for mid tenure, tenure or promotion. [rev. 2/2017]

- 1.2.2 Administrative faculty shall be eligible to vote on Library Faculty business except for issues involving promotion, tenure, merit, and elections for Deputy Faculty Moderator. These faculty may serve on committees except for those involving tenure, promotion, and merit. [rev. 2/2017]
- 1.2.3 Supervisory faculty are not eligible to vote on Library Faculty business or serve on standing Library Faculty committees as defined in Section 4.2 of the UNLV Library Faculty Bylaws.
- 1.2.4 Visiting faculty may attend faculty meetings but are not voting members and cannot serve on standing Library Faculty committees as defined in Section 4.2 of the UNLV Library Faculty Bylaws. [rev. 2/2017]
- 1.2.5 Adjunct faculty are not eligible to vote on Library Faculty business or serve on standing Library Faculty committees as defined in Section 4.2 of the UNLV Library Faculty Bylaws.
- 1.2.6 Academic faculty that are assigned to full-time administrative appointments outside the Libraries are not eligible to vote on Library Faculty business or serve on standing Library Faculty committees as defined in Section 4.2 of the UNLV Library Faculty Bylaws.

1.3 Duties and responsibilities

- 1.3.1 The duties and responsibilities of the Dean of Libraries are to be prescribed by the President of UNLV and are on file in Administration.
- 1.3.2 The duties and responsibilities of the Associate Dean(s) of Libraries are to be prescribed by the Dean and ratified by the faculty and are on file in Library Administration. [rev. 6/2013]
- 1.3.3 The duties and responsibilities of division directors are to be prescribed by the Dean, Associate Dean(s), ratified by the faculty and are on file in Library Administration. [rev. 6/2013]
- 1.3.4 The duties and responsibilities of the department heads are to be prescribed by the Dean, Associate Dean(s), division directors and ratified by the faculty and are on file in Library Administration. [rev. 6/2013]
- 1.3.5 The duties and responsibilities of library faculty are to be prescribed by the Dean, Associate Dean(s), division directors or designated department heads, ratified by the faculty and are on file in Administration. [rev. 6/2013]

4.2.5 Scholarship Committee

4.2.5.1 Membership

A five-member Scholarship Committee shall be elected for staggered two-year terms.

4.2.5.2 Function

The Scholarship Committee shall plan and coordinate workshops, discussion forums, or other events relating to individual scholarship, such as writing and research methods, as well as developments in scholarship in the field of Library and Information Science.

4.2.6 Research Leave Committee

4.2.6.1 Membership

A three-member Research Leave Committee shall be elected for staggered two-year terms.

4.2.6.2 Function

The Research Leave Committee shall develop, maintain and document criteria for evaluating research leave proposals. The Research Leave Committee will review research leave proposals bi-monthly, judging applications based on established criteria. The committee will collaborate in making recommendations. The Faculty Research Leave Committee will submit written recommendations to the Dean of Libraries no more than three weeks from the application due date.

4.2.7 Mentoring Committee

4.2.7.1 Membership

The Mentoring Committee shall consist of Le mar ²

- Reach or impact of publication - e.g., citation statistics; metrics over time; awards or public recognition for publications.
- Published in an open access venue, allowing wider dissemination and potential impact.
- Use in teaching - Documented use of a publication being used on syllabi. (This indicator seeks to show long-term impact, so it cannot be used immediately after publication.)
- Receipt of external grant/contract funds awarded on a competitive basis.
- Reuse of code, technical toolkits, or technical models (includes application development, metadata schema, data modeling, visualizations, etc.) Documented reuse of a technical nature: including technical manuals, evidence of adopted best practices, and/or widely adapted frameworks.
- Furthers professional practice; includes practical applications for libraries beyond UNLV.

Categories may have overlap and candidates are responsible for presenting context and indicators of significance that demonstrate the effort, rigor, and/or impact involved in their work. Types of output will change over a person's career. However, during the probationary period typically ending the year tenure and promotion is sought, scholarship should reflect a trajectory that indicates increasing rigor or impact. [rev. 2/2019]

5.2.3 Service and Professional Activities

A. Service

Effectiveness of professional, university, and community service may be demonstrated by such activities as successful committee work, participation in departmental and university governance, special university administrative assignments and tasks, involvement with campus groups, work with students or community beyond the formal librarian-patron relationships, offices held in scholarly or professional organizations, refereeing proposals, local community services, etc. Appropriate evaluators include chairpersons of committees or other community or organizational leaders.

B. Professional Activities

This criterion may be demonstrated by such activities as participation in continuing education courses, professional or scholarly meetings, workshops, institutes, training programs, in-depth analyses of other libraries, internships, development of professionally related skills, and formal or informal course work.

Criteria for 5.2.3.A and 5.2.3.B (Criteria function as guidelines only; they are neither exclusive nor comprehensive. They are not in priority order.)

- Currency in the professional literature.
- Continuing education.
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- Honors, awards,



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days after notification for the formation of a committee of peers to conduct a separate annual evaluation (UNLV Bylaws, Chapter III, Section 8.3)

A. If the faculty member elects option (b) above, the Dean of Libraries will notify the Faculty Moderator that such a request has been received. If the Moderator is a party to the evaluation involved, the Dean will notify the Deputy Moderator. The Moderator, or Deputy Moderator, shall conduct an election to select three tenured faculty members to serve on a peer evaluation committee. The three members of the committee will be elected from a list of all eligible Library Faculty members, provided by the Moderator, or Deputy Moderator. Neither party to the evaluation is eligible to serve on the N a me E 4(0) 7.9610 15

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external referees. The use of external referees shall be governed by the following regulations.

- a. For promotion to professor, the department will obtain at least four letters from outside the university. At least two of these shall be from persons drawn from a list of names suggested by the candidate, and at least two shall be from persons not suggested by the candidate.
 - b. All letters which departments solicit must be forwarded with the recommendation regarding promotion.
- D. Service and professional activities as identified in the general performance criteria 5.2.3.
- E. National reputation in the profession or area of expertise as evidenced by outside documentation.
- F. An Associate Professor may be considered for promotion to Professor in accordance with



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satisfactory, (3) commendable, and (4) excellent. An academic faculty member being recommended for appointment with tenure must receive an "excellent" rating in either practice of librarianship/teaching or research and scholarly or creative activities, and at least a "satisfactory" rating in the other plus a rating of "satisfactory" or better in the area of service and professional activities. (Nevada System of Higher Education (NSHE) Code Section 3.4.2). This review will be conducted by the Library's eligible (satisfactory)



UNLV



GUIDELINES FOR EQUITABLE PERFORMANCE RATINGS IN SCHOLARSHIP

Revised May 2015 by the



WHAT IS EXCELLENT IN SCHOLARSHIP?

For Annual Review: 2 SEs. (Submitted but not accepted publications count.)

For Annual Merit Review: 2 SEs. (Published or accepted publications count. Submitted but not accepted publications don't count.)

For Mid-Tenure Review: 2 completed SEs (published or accepted publications, completed presentations, etc.), plus at least one "in process," plus a research plan.

For Tenure Review: 6 completed SEs (published or accepted publications, completed presentations, etc., including one peer-reviewed publication).

WHAT IS COMMENDABLE IN SCHOLARSHIP?

For Annual Review: 1 SE. (Submitted but not accepted publications count.)

For Annual Merit Review: 1 SE. (Published or accepted publications count. Submitted but not accepted publications don't count.)

For Mid-Tenure Review: 1 completed SE (published or accepted publication, completed presentation, etc.), plus a research plan.

For Tenure

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