

**RULES AND BYLAWS  
DEPARTMENT OF CHEMISTRY  
UNIVERSITY OF NEVADA, LAS VEGAS  
(Revised 5/13/10)**

**SECTION I - DELEGATED AUTHORITY**

1.1 The UNLV Bylaws delegate to each department the authority and responsibility to organize itself in accordance with its bylaws, which will govern its internal operations.

**SECTION II - PURPOSE OF THE BYLAWS**

2.1 The Chemistry Department Bylaws shall contain the current administrative and educational policies and faculty organization of the department.

2.2 Questions of interpretation of these bylaws shall be directed to the faculty of the department.

2.3 Amendment of bylaws.

2.3.1 Proposed amendments shall be placed on the agenda of a meeting of the department faculty.

2.3.2 Approval by at least two-thirds of the department faculty is required by Class A Action for the adoption of any amendment.

**SECTION III - COMPOSITION AND RESPONSIBILITY OF DEPARTMENT  
FACULTY**

3.1.2 Associate Graduate Faculty Status – Associate Graduate Faculty status may be awarded to individuals outside the department serving a graduate function within the department. Department faculty approval is required. (KAR 5/13/10)

3.1.3 Research Faculty – the title of “Research Assistant Professor”, “Research Associate Professor” and “Research Professor” as defined in Chapter III, Section 18.4.4 of the UNLV Bylaws, can be granted to individuals who are non-tenure track, professional research staff within the department of chemistry. Appointments are contingent upon a full-time faculty member within the department serving as supervisor and evaluator. Departmental faculty approval is required prior to appointment or promotion. (KAR 5/13/10)

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- 5.2.1 The Graduate Committee shall deal with matters of graduate educational policy, including curriculum, program development, recruitment, admissions, and advisement. The Graduate Coordinator shall be a member of the Graduate Committee.
- 5.2.2 The Merit Committee shall function as the Department Merit Committee, according to the system a! "#\$%! &' (&\$)%&\*"+%, %&"-&. /0%nces for allocating merit awards.
- 5.2.3 The Committee for Annual Review of Untenured Faculty, consisting of only tenured faculty, shall review untenured faculty as provided for in sections 6.8.2 and 6.8.3. This committee shall be chaired by the Department Chair, and will include all tenured faculty as members (UNLV Bylaws, Chapter III, Section 8.3). (BLS 5/13/10)
- 5.2.4 The Committee for Evaluation of the Chair shall be constituted and shall function as prescribed in section 6.3.
- 5.2.5 The Space Committee shall make recommendations to the department regarding issues of space usage and allocation. (KAR 11/30/01)
- 5.2.6 The Equipment Committee shall make recommendations on matters of policy for equipment oversight, maintenance and repair. (KAR 11/30/01)
- 5.2.7 The Tenure and Promotion Committee shall consist of all tenured and tenure-track faculty for applications for promotion, and only tenured faculty for tenure considerations. The Committee will communicate its results to the chair who will neither vote nor participate in these faculty personnel discussions (UNLV Bylaws, Chapter 3, Section 6.1.A/B). Following review of the Committee recommendation, the chair shall write the formal evaluation of the faculty candidate. By secret ballot, a tenured member of the Tenure and Promotion Committee shall be elected to a 3 year term to the College of Science Personnel Committee. This person shall serve as a non-

committee, the terms of service shall be staggered by lot such that the number of members replaced in any year shall not exceed one-half of the total number of members plus one. In the event of a vacancy on a standing committee, an election shall be held to select a replacement to complete the term.

5.3. 1. Committee Chairs. Committees shall choose their own chairs, unless otherwise provided for in these bylaws.

5.4 Ad Hoc Committees. The Department Chair shall appoint such ad hoc committees as may be required from time to time, including search committees [~~and promotion and tenure committees~~]. These latter committees shall have at least three members from the department. Other ad hoc committees may have fewer, with the consent of the faculty. The term of service on an ad hoc committee shall be until the business of the committee is discharged.

5.5 Limitation of Service. No member shall be required to serve at the same time on





- d) At a second meeting, which may immediately follow the first, the Tenure and Promotion Committee shall discuss the application and arrive at a list of substantive questions. This list shall be presented to the applicant. (BLS 9/5/08)
- e) At a third meeting, which shall occur within one week of the second, the applicant shall present his responses to the list of questions, and these and any other matters relating to the tenure application. (BLS 9/5/08)
- f) The tenure recommendation shall be voted on in a closed ballot by the Tenure and Promotion Committee. The ballots shall be opened and counted by the Committee. The Chair of the Tenure and Promotion Committee shall forward the vote and a written summary of deliberations consistent with that vote to the Department Chair. (BLS 9/5/08)

6.8.5 The guidelines for granting tenure are specified in the NSHE Code, Chapter 3, Section 3.4.

6.9 Guidelines for Salary Increases. The Department may recommend faculty for salary increases in accordance with Chapter III, Section 10, of the UNL V Bylaws.

6.10 Grievance Procedures. Faculty or student grievances, as defined in the NSHE System Code, and as restricted by Chapter 1, Section 4.6. 11 of the UNLV Bylaws, shall be resolved, if possible, by consultation of the parties involved with the