Date Revision Approved: November 8, 2011 UNIVERSITY OF NEVADA, LAS VEGAS SCHOOL OF COMMUNITY HEALTH SCIENCES ACADEMIC FACULTY AND PROFESSIONAL STAFF BYLAWS

CHAPTER I: ORGANIZATION OF THE SCHOOL OF COMMUNITY HEALTH SCIENCES

This chap

1.3.3.1 Approval. Amendment of Chapter I of these Bylaws shall require the approval of two-thirds of the voting academic faculty and professional staff. Voting is by secret mail ballot. At least two-thirds of the academic

1.5.2 The Dean of the School of

1.5.3.1 Membership of the Academic Departments or Programs. Each academic faculty member, as defined in Chapter II Section 2.1, holding a 51% or greater contract in any academic department or program of the SCHS shall be considered a voting member of the SCHS, 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 SCHS.

1.5.4 Professional Staff

1.5.4.1. Membership of the Professional Staff. The SCHS professional staff members are those members of the ST Q q 0.3(h) -0.2 (i) 0.2 (p)] TJ ET Q qv

terminate any SCHS standing committee shall be made to the SCHS academic faculty and professional staff in written form and shall include a statement of justification. Final consideration of the proposal canno

professional staff shall hold membership on this committee. The non-academic SCHS centers' representative will be determined by the Bylaws of the SCHS centers. The Dean of the SCHS shall chair this committee. Policies and procedures of this committee are detailed in Chapter I, Appendix B of these Bylaws.

- 1.6.4.2 SCHS Bylaws Committee. Each academic department and program, and the professional staff shall elect one representative to serve on the SCHS Bylaws Committee. Policies and procedures for this committee are detailed in Chapter I, Appendix C of these Bylaws.
- **1.6.4.3 Other SCHS Standing Committees.** Other SCHS standing committees shall establish policies and procedures that include membership. Policies and procedures for these committees will be detailed in Chapter I in an appendix.
- **1.6.4.4** Ad hoc SCHS Committees. Membership will be determined at the time of initiation.
- 1.7. School of Community Health Sciences Representation on UNLV Committees
 - 1.7.1 Faculty Senate.
 - 1.7.1.1 Academic Faculty. Chapter 1, Section 4.5 of the UNLV Bylaws authorizes the acade

professional staff (as defined in Section 1.5.4.1) members of the SCHS using a written ballot. Such amendments are to be submitted, in writing, to the SCHS Bylaws Committee and then to the Dean for appropriate action.

- 1.8.1.2 Appendices. Changes to the appendices of Chapter I shall require a simple majority vote of the voting academic faculty and professional staff members of the SCHS.
- 1.8.1.3 Editorial Changes. Any editorial changes to Chapter I required due

1.8.3.2 Appendices. Changes to the appendices of Chapter III shall require a simple majority vote of the voting professional staff members of the SCHS.

1.10.2.2 Equal Employment Claims. If an academic faculty or professional staff member believes that a violation has occurred, the individual should contact the Affirmative Action Office.

1.11 SCHS 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.** The Dean of the SCHS shall have final responsibility and authority in determining specification of requests for the final SCHS budget request, as well as related requests (e.g., new academic faculty positions). The Dean shall involve the SCHS Executive C

CHAPTER I

CHAPTER I APPENDIX B SCHS EXECUTIVE COMMITTEE POLICIES AND PROCEDURES

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

I

CHAPTER I APPENDIX C SCHS BYLAWS COMMITTEE POLICIES AND PROCEDURES

The SCHS Bylaws Committee shall review the

CHAPTER I APPENDIX D SCHS ACCREDITATION COMMITTEE POLICIES AND PROCEDURES

The purpose of the Accreditation Committee is to oversee, direct, and respond to all issues related to program, school, and departm

Reports: All members of the SCHS will have the opportunity to participate in the authoring and / or review of any report needing to be generated by the members of the accreditation committee. All reports will be posted on the School's archives for review and comment. Reports generated by ad-hoc committees shall initially be forwarded to the Accreditation Committee for review and action.

CHAPTER II: ORGANIZATION OF THE ACADEMIC DEPARTMENTS AND PROGRAMS

2.1

not vote, untenured academic faculty or academic faculty not on the tenure track shall be allowed to participate in discussions related to promotion and/or tenure policies.

- **2.2.6.2.1** On matters concerning the recommendation of awarding tenure, only tenured faculty shall vote.
- **2.2.6.2.2** On matters concerning the recommendation of awarding promotion, only academic faculty holding equivalent rank or higher shall vote.

2.2.6.3 Voting on Chapter II and Amendments.

2.2.6.3.1 Articles with Chapter II. The articles in Chapter II of the Bylaws may be amended or changed by a two-thirds majority of the academic faculty members of the SCHS, as defined in Section 2.1 using a written ballot. Such amendments are to be submitted, in writing, to the SCHS Bylaws Committee and then to the Dean for appropriate action.

2.2.6.3.2 Appendices.

2.3 Academic Faculty Committees

2.3.1 List of Academic Faculty Standing Committees

- i Academic Standards (Admissions) (See Chapter II Appendix A for committee policies, procedures, and operational guidelines);
- i Academic Faculty Bylaws (See Chapter II Appendix B for committee policies, procedures, and operational guidelines);
- ï Curriculum (See Chapter II Appendix C for committee policies, procedures, and operational guidelines);
- i Academic Faculty Review (See Chapter II Appendix D for committee policies, procedures, and operational guidelines);
- i Academic Faculty Appeals (See Chapter II Appendix E for committee policies, procedures, and operational guidelines):
- i Graduate Studies (See Chapter II Appendix F for committee policies, procedures, and operational guidelines); and
- i Scholarship (see Chapter II Appendix G for committee policies, procedures, and operational guidelines).
- 2.3.2 Creation or Elimination of Academic Faculty Standing Committees. The establishment of additional SCHS academic faculty standing committees is permissible and shall be accomplished by vote of the SCHS academic faculty as an amendment to these Bylaws. A proposal for any such committees shall be presented in detail as to membership, functions and duties, procedures of operation and related matters. A proposal to establish a new academic faculty standing committee or to terminate any academic faculty standing committee shall be made to the SCHS academic faculty in written form and shall include a statement of justification. Final consideration of the proposal cannot be acted upon at the same meeting at which it is introduced but must be finalized

CHAPTER II APPENDIX A ACADEMIC FACULTY ACADEMIC STANDARDS (ADMISSIONS) COMMITTEE

POLICIES AND PROCEDURES

The committee is composed of a

- $\begin{tabular}{ll} \hline \textbf{``Reviewing other petitions referred to the Committee;} \\ \hline \textbf{``Monitoring the implementation} \\ \hline \end{tabular}$

- **6.2.1** A quorum is a simple majority of the voting academic faculty members.
- **6.2.2** A simple

CHAPTER II APPENDIX B ACADEMIC FACULTY

- 3.1.5 The proposed amendment shall be discussed in a SCHS 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 SCHS, the amendment shall take effect upon final approval.

ï reject it with stated reasons; or ï accept and forward it with recommendation for its appro

CHAPTER II APPENDIX D ACADEMIC FACULTY FACULTY REVIEW COMMITTEE

POLICIES AND PROCEDURES

- II D 1. Authority. The Committee functions under authority of the SCHS Bylaws (See Section 1.6.2.2).
- II D 2. Membership. Each academic department of the SCHS shall elect a minimum of one representative to serve on the Faculty Review Committee. A membership of three representatives is required. Only tenured faculty can serve on the Committee. A chair shall be elected from the membership of the Committee.

II D 3. Meetings

- **3.1 Topics of Meetings.** The Committee will meet during the fall semester to review faculty applications for promotion and/or tenure as needed. The Committee will meet during the spring semester to review academic faculty applications for merit and to conduct mid-tenure reviews as needed. The Chair may call additional meetings at other times when necessary to consider academic faculty merit, mid-tenure, or promotion and/or tenure guidelines or processes.
- **3.2 Minutes.** The Chair or a designee shall take minutes at each meeting. Minutes shall be distributed to committee members. Meeting minutes and documentation of merit, midtenure, and promotion and/or tenure recommendations, guidelines and procedures shall 4 396.98178

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 recom

6.1 Basis of Merit. Merit in the SCHS will be based on exceptional achievement in the three areas of academe (e.g., teaching, service, and scholarship) with equal weight in each area. All SCHS 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 employm

6.5 Scenarios.

6.5.1 With the goal to award all of the merit monies allotted for SCHS academic faculty, the Committee develops scenarios for assigning the faculty awards.(e.g., the equally uniform distribution scenario, the "natural breaks" in the total ranking scores scenario,

all qualifications of a faculty member, have displayed

be considered will also be provided by the Dean's office. Depart

additional materials to support their activity if requested to do so by the Faculty Review Committee. If additional material is added to the dossier, the Department/Program will be notified.

- **7.3.2.10** The Faculty Review Committee will use the "Evaluation Tenure and/or Promotion" section of The University of Nevada System Recommendation for Tenure or Promotion form to evaluate the candidate. The Committee must evaluate the candidate to be "excellent" in either teaching or research and at least "satisfactory" in the other two areas in order to recommend the candidate for tenure and/or promotion.
- 7.3.2.11 The Committee is advisory to the SCHS Dean. After reviewing the candidate's materials, the Committee forwards a written report, including votes and reasons for votes, to the Dean. The written report of the SCHS Faculty Review Committee becomes part of the candidate's promotion and/or tenure dossier.
- 7.3.2.12 Following completion of deliberations by the SCHS Faculty Review Committee, the Dean reviews the entire dossier and makes an independent recommendation that is transmitted in writing to the Faculty Senate Promotion and Tenure Committee, and the recommendation becomes part of the dossier. The Dean will use the "Evaluation Tenure and/or Promotion" section of the University of Nevada System Recommendation for Tenure or Promotion form to evaluate the candidate. The Dean must evaluate the candidate to be "excellent" in either teaching or research and at least "satisfactory" in the other two areas in order to recommend the candidate for tenure and/or promotion.
- 7.3.2.13 The disposition of appeals at the School level shall be the responsibility of the Dean. A full report of the outcome of the appeal process must be transmitted by the Dean to the Provost and the appropriate Faculty Senate Committees upon request. For the procedures for requesting reconsideration of Personnel Action Denying Promotion beyond the SCHS (see the UNLV bylaws Chapter 3, Sections 6.5, 6.6, [7/89; p.11] and Section 16.9 [06/00 p. 28]).
- 7.3.2.14 The faculty member may also request help from the Grievance Committee of Faculty Senate. See Chapter I.24 267.84cD92 488.4 cm BT q 0.24 ET Q q 0.24 0 0 0.24 528.168 2

CHAPTER II APPENDIX E ACADEMIC FACULTY FACULTY APPEALS COMMITTEE

POLICIES AND PROCEDURES

The SCHS 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 SCHS 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

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

CHAPTER II APPENDIX F ACADEMIC FACULTY GRADUATE STUDIES COMMITTEE

POLICIES AND PROCEDURES

- **3.2.5** Provide the SCHS 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 interdis

CHAPTER II APPENDIX G ACADEMIC FACULTY 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 comm

- 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 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 III: PROFESSIONAL STAFF BYLAWS

- **3.1 Purpose.** Chapter III of the SCHS Bylaws shall consist of all matters related solely to the professional staff or non-academic faculty (hereinafter "professional staff") of the SCHS.
- 3.2 Interpretation. The Bylaws committee form

administrator and the Dean to ensure that PDQs are accurate and up-to-date.

- **3.7.1 SCHS Committees.** Pursuant to Chapter I of these Bylaws, the Professional Staff shall designate a member to serve on the SCHS Bylaws Committee (Chapter 1, Appendix C 3) and a member to serve on the SCHS Executive Committee (Chapter 1, Appendix B1). Professional staff members are eligible to serve on any Ad Hoc committees established by the Dean or by vote of the SCHS faculty (Chapter 1, Section 1.6.2.4) pursuant to the charge of the committee.
- **3.7.2 SCHS Professional Staff Committees.** Pursuant to Chapter I, Section 3.1.2.5 of these Bylaws, the Professional Staff shall establish, at a minimum the following committees:
 - 3.7.2.1 Professional Staff Bylawof