

Rules and Bylaws

**Department of Electrical and Computer Engineering
University of Nevada, Las Vegas
Las Vegas, NV 89154**

**(Modified and approved 4, November 2002)
(Modification 15, March 2013 – Approved 4/17/2013)**

1 The Department Faculty

1.1 Composition and Responsibility

1.1.1 During the normal academic (B-contract) year, the voting Department Faculty shall consist of all persons holding a full-time contract with the University of Nevada System for professional services as Lecturer, Instructor, Assistant P

The Department Chair shall be the presiding officer at meetings of the Department Faculty. In his/her absence, he/she will designate another faculty member to preside. The presiding officer is a voting member of the faculty.

2.1.4 Meetings

A regular department meeting shall be held each semester. The first meeting should be within the first two weeks of start of classes. Other meetings may be called by the Department Chair or by a written request of at least one-third of the Department Faculty. A meeting called by the Department Faculty must be held within five (5) school days of the request. Meetings shall be scheduled to avoid class conflicts.

2.1.5 Emergency Meetings

An emergency meeting shall be scheduled, when a simple majority of the voting Department Faculty declare, by signature, that an emergency exists. An attempt to contact all members will be made. The notification requirements of section 2.1.7 are suspended for Emergency Meetings.

2.1.6 Action

Action by the Faculty shall be initiated by a motion at a meeting where a quorum exists. Approval of a motion shall require the vote of a majority of the voting Faculty present or voting by absentee ballot.

2.1.7 Agenda

The date, time, place, and agenda of each meeting of the Department Faculty shall be published by the Presiding Officer in a memorandum to the Department Faculty at least three school days in advance of the meeting. The agenda shall allow opportunity for the introduction of new business. Any member of the Department Faculty may circulate a meeting-related memorandum to the Faculty prior to the meeting. However, changes in the circulated agenda shall occur as prescribed in Robert's Rules of Order.

2.1.8 Minutes

Minutes of department faculty meetings are necessary when actions on matters of general educational or faculty policies are taken. The Department Chair has the responsibility of recording and distributing a copy of the minutes to faculty members within one week after the meeting. When approved, such minutes shall constitute an official record of the actions of the Department. Minutes will not be official until approved at the next faculty meeting.

2.1.9 Class A Actions

Actions taken by the department which substantially alter or affect department policy, department Chair, or organization may be designated as class A actions.

2.1.9.1 The Department Faculty shall determine by simple majority of those present by voting in a department meeting on whether any action shall be designated as class A.

2.1.9.2 A class A action shall be submitted in writing to the Department Faculty, along

with a ballot to be returned within a specified time limit. All voting members of the Department Faculty are expected to vote in a class A action.

2.1.9.3 Approval by a majority of the Department Faculty is required for the adoption of any class A action.

2.1.10 Proxies

Proxy votes will not be allowed in Department meetings. If a faculty member cannot attend a department meeting, he/she is permitted absentee voting on agenda items.

2.1.11 Procedure

Robert's Rules of Order shall govern the conduct of department meetings in case of conflict of the department Chair's procedure.

3 Committees

The department shall have the following committees: Ur sy7tg 0.002 Tc -0.002 Tw 2.3 [(tme)a ar(e)6(7(h)1

programs, enrollment management, facilities and space.

3.1.4 Faculty Affairs Committee

This committee primary function is to serve in an advisory capacity to the Chair on matters relating to faculty annual evaluation, and merit evaluation. In accordance with the UNLV Bylaws, the evaluation process for annual evaluation shall be separate from merit evaluation. At the request of the Chair, the committee shall hear faculty and student grievances and make recommendations to the Chair regarding action on these grievances.

3.2 Appointment

With the exception of the Faculty Affairs Committee, the Undergraduate Coordinator, and the Graduate Coordinator, the Department Chair shall appoint members of the each standing committees above, In addition, the Department Chair shall appoint ad hoc committees as may be required from time to time. The Faculty Affairs Committee, the Undergraduate Coordinator and the Graduate Coordinator are elected by the Department Faculty. Member to the College Standing Committees listed in the College Bylaws is voted for two-year terms by the department Faculty before 31, August of the year. Members to the College ad hoc committees are appointed by the Chair and/or the Dean.

3.3 Term of Service

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acceptable to the Dean and to the Vice President for Academic Affairs. The appointment to such position is made by the University President.

4.2.1 Terms of Office

The Chair will normally be appointed for a three-year term, ending on June 30, unless other terms are specified at the time of the appointment. A given person may serve a maximum of two consecutive terms as the Chair. The department recognizes the time consuming nature of the Chair's duties and recommends that his/her teaching load be reduced accordingly.

4.2.2 Qualifications

The Chair must be a tenured professor of the department faculty. Exceptions may be
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documentation consists of course evaluations, annual evaluations, proposals, scholarly publications, etc.

4.3.4 All the above material will be circulated to all members of the Tenure (Promotion) committee. The candidate will be present at the first meeting of the committee, after the circulation of the tenure (promotion) file. This meeting will give the committee and the candidate a chance to elaborate and clarify the information in the file. Subsequent meetings will be held without the candidate to discuss his/her suitability for tenure and/or promotion.

4.3.5 Voting shall be by secret ballot at the last meeting, after which the Department Chair shall write a summary report to the Dean. Recommendations to the Department Chair for granting or denial of tenure or promotion shall require a majority vote of the committee. The report to the Dean will include the names of the committee members and the spirit of the discussions along with the final vote and the Chair's evaluation of the candidate. In case of a negative evaluation, the Chair should inform the candidate in writing, and it is the candidate's decision to either withdraw or send the application forward to the Dean.

4.4 Guidelines For Evaluations

4.4.1 Evaluation of Research/Creative Activity

Factors to be considered include journal articles, conference papers, books and monographs, patents awarded, proposal submissions and funding awards. It is recognized that a range of importance can be attached to efforts in each listed category, based on magnitude of the effort, prestige of the publication, reference in the Citation Index, and other similar quantitative and qualitative factors. The weight for each listed category will be assigned based on the current needs of the department, college and the university.

4.4.2 Evaluation of Teaching A Creative(he)4(C)-31CID 6 Td (0-3(val)bnC)-31v 0 -1.13 Td [(F)6(a

for the adoption of any amendment to these By- Laws.

5.2 Suspension of By-Laws

Suspension for a specific purpose of any procedural clause may be accomplished at any department faculty meeting at which there is a quorum by unanimous consent of all members present.