

Revision 4

1 **BYLAW AUTHORITY AND AMENDMENT**

1.1 Delegated Authority

1.1.1 The Bylaws of the University of Nevada, Las Vegas (Chapter I, 4.4.1) delegates to each department within a college the authority to create bylaws congruent with University of Nevada, Las Vegas Bylaws and Nevada System of Higher Education Code to govern its internal operations.

1.2 Amendments to Bylaws

1.2.1 Amendments may be proposed by any member of the Department of Health Physics (DHP) faculty.

1.2.2

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### 2.1.8 Workload of the faculty

2.1.8.1 The DHP utilizes the general guidelines of the University when establishing faculty workload. The expectation is that faculty will carry 12 credits per semester. The breakdown is as follows: 9 credits = 75% teaching; 3 credits = 25% research/creative activity and community service. Faculty who have specialized responsibilities that are consistent with the DHP Workload Policy may receive appropriate instructional release time.

2.1.8.2 The Chair will determine the workload of each faculty person each semester in accordance with the needs of the DHP.

2.1.8.3 The Chair shall invite faculty to submit specific requests as to scheduling or specific courses prior to publishing a tentative schedule.

2.1.8.4 A tentative class schedule will be shared at a DHP faculty meeting. When schedule changes occur the changes will be discussed by the Chair with the individual faculty member.

## 2.2 Programs Within the Department

2.2.1 Current programs within the DHP are:

2.2.1.1 Health Physics Graduate Program

2.2.1.2 Health Physics Undergraduate Program

2.2.1.3 Comprehensive Medical Imaging Undergraduate Program

2.2.1.4 Nuclear Medicine Undergraduate Program

2.2.1.5 Radiography Certificate Program

2.2.2 The formation of new programs or the elimination of existing programs may be recommended to the School by a two-thirds majority vote of the DHP faculty.

2.2.3 After department faculty vote for formation or elimination of a program, approval must be obtained from the School and the University in accordance with School and University Bylaws.

## 2.3 Administration of the Department

2.3.1 The chief administrative officer shall be the DHP Chair, who shall be on a twelve-month contract.

2.3.2 The term of the Chair shall be three years and may be renewed.

2.3.3 The duties of the Chair shall be as defined in the position description.

2.3.4 The Chair may be removed from office by initiation of the School Director, the Vice President of Academic Affairs, the Vice Provost for Health Sciences or at the formal written request of two-thirds of DHP faculty, or by resignation.

2.3.5 A Search Committee will recommend to the D



- 4.1.7 Final recommendations concerning the applicant's status shall rest with the DHP Chair. The DHP Chair shall forward a recommendation to the Dean of the College of Health Sciences,

- 4.5.7 The Provost may seek recommendations from the Faculty Senate Academic, Freedom, Tenure and Promotion Committee or others as appropriate.
- 4.5.8 The Provost recommends to the President.
- 4.5.9 The President recommends to the Board of Regents promotion to rank of Associate Professor or above and tenure.

#### 4.6 Appeal Procedure For a Decision on Promotion and/or Tenure

- 4.6.1 In accordance with the NSHE Code an individual faculty member has the right to appeal a decision on promotion and/or tenure made at any level. The following procedure shall be followed when appealing the recommendation of the DHP Chair:
  - 4.6.1.1 Any faculty member has the right to appeal the DHP Chair within fifteen (15) working days after having received written notification of the recommendation from the DHP Chair.
  - 4.6.1.2 A faculty may request a meeting with the DHP Chair to provide additional data. The DHP Chair shall consider the relevancy of any additional data provided.
  - 4.6.1.3 The DHP Chair shall notify the individual faculty member of the decision in writing.
  - 4.6.1.4 Appeals to decisions made outside the DHP will be made in accordance with the appropriate bylaws.

#### 4.7 Faculty Annual Evaluation

- 4.7.1 Faculty will be evaluated on an annual basis according to the criteria established on the current NSHE Code and within the time frame established by the NSHE Code, and in accordance to annual evaluation criteria regarding teaching, research, and service established in the School.
- 4.7.2 Each faculty member must prepare and update a portfolio for use in evaluation. Such a portfolio should contain material judged to be pertinent to the evaluation of their performance in the areas of teaching, research, and service.
- 4.7.3 The DHP Chair shall be responsible for formulating a written synopsis from the evaluation data and the faculty member's portfolio.
- 4.7.4 The written evaluation shall be completed by the Chair, then shared with the faculty member and forwarded through the appropriate levels of review culminating with placement of the evaluation in the personnel file of the individual.
- 4.7.5 Failure to perform any of the duties specified in 2.1.3 may result in unsatisfactory ratings.



4.7.6 If the individual being evaluated disagrees with the written evaluation, he/she m