<u>Rules and Bylaws</u> Department of Physics and Astronomy University of Nevada, Las Vegas

Section I - Department Voting Faculty

1.1 <u>Composition</u>. The Department Voting Faculty shall consist of all persons holding a 50% or more contract with the Nevada System of Higher Education as a tenured or tenure-track faculty or a faculty in residence in the Department of Physics and Astronomy.

Section II - Procedures of Department Meetings

- 2.6.1 The Department Voting Faculty shall determine by a simple majority of those voting in a Department meeting whether any action shall be designated Class A.
- 2.6.2 A Class A Action shall be submitted in writing to the Department Voting Faculty, along with a secret ballot to be returned within a specified time limit. Ballots shall be counted in the presence of a majority of the Department Voting Faculty.
- 2.6.3 Approval by a majority of the Department Voting Faculty is required to adopt any Class A Action, except as provided elsewhere in these Bylaws.
- 2.7 <u>Secret Ballot</u>. A secret ballot shall be used on any vote upon the request of any Department Voting Faculty.

Section III – Department Personnel Policy and Procedures

- 3.1 <u>Selection and Appointment of Professional Personnel</u>. Recommendations for appointment to faculty and other professional staff positions by the Department Chair shall require the approval of a majority of the Department Voting Faculty in a Department meeting.
- 3.2 <u>Personnel Committees</u>. Each candidate for tenure and/or promotion shall have a

Sections 4.2 and 5.2.2 through 5.2.3.1.

3.3.1 <u>Pre-tenure Review</u>. In preparing annual evaluations for tenure-track faculty, the Department Chair shall meet with the tenured faculty of the Department and incorporate into the annual evaluation the sense of the tenured faculty on the progress of the candidate toward tenure and promotion.

- 3.3.2 <u>Granting of Tenure Consideration Procedure</u>. The procedure for granting of tenure consideration shall be as follows:
 - A. The candidate will submit a tenure statement to the Chair of the Personnel Committee regarding his or her role in the Department, past, present, and future. The candidate will also submit a resume and any other supporting documents he or she deems appropriate. Typical documentation consists of course evaluations, annual evaluations, proposals, and scholarly publications.
 - B. Before July 1 of the year when tenure is to be considered, the Chair of the Personnel Committee shall request from the candidate a list of four outside reviewers who are in a position to provide objective external evaluation of the candidate's contributions to the profession. The Chair of the Personnel Committee will write to at least two of these outside reviewers and to at least two additional outside reviewers recommended by the Personnel Committee but not suggested by the candidate, after having solicited their verbal agreement to participate in the proceedings, requesting written recommendations about the candidate and his or her work. All reviews received shall become part of the tenure file.
 - C.

Department Chair and the Dean of the College will include the names of the participating committee members and a summary of the discussion along with the final vote.

3.3.3 <u>Promotion to Associate Professor Rank Procedure</u>. The procedure for promotion consideration shall be as follows:

A. The candidate will submit a promotion statement to the Chair of the Personnel Committee regarding his or her role in the Department, past, present, and future. The candidate will also of the discussion along with the final vote.

3.3.4

E. Voting shall be by secret ballot at the last meeting, after which the

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